Get started guide for the participant
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Participant: How to get started

Setting up your user

When you have logged in you can edit your profile settings by clicking your name in the top right corner and then *Edit profile*.

This brings you to the *Profile Settings* page. Here you can:

1. Edit phone number, and language

2. Add new secondary emails

3. If you have more than one role in WISEflow you can choose your standard homepage.
4. Check whether system requirements are met and install required software

Flow Overview

When you log in to WISEflow, you are met by the Flow Overview. This is a list of all the active exam flows where you are added as participant. This includes the demo flow, which can be used to get a feel for how a typical exam flow is conducted. You can also access the participant archive to see previous exam flows that have become inactive.
On the Flow Overview page, you can see:

1. State of the flow
2. Archive of older flows
3. Demo flows

**Flow state**

A flow can be in 4 different states, which can be seen in the timeline of each flow.

1. Enrolled on flow

![State: Enrolled on flow]

The flow has been activated by the manager on the flow, but the participation date has not yet been reached. You can access the flow to find information about the managers, assessors, curriculum, assignment, etc.

2. Open for participation
This is the most important state for you as a participant. During the period of this state, you can upload and hand in your assignment. This state is open according to the start and end dates seen next to the flow icon.

3. Closed for participation

The participation period has ended, and the assignments handed in are being assessed.

4. The flow has ended

All assignments handed in have been assessed. You can access the grade if it has been published by the manager on the flow.
How do I conduct the exam in WISEflow?

You enter a flow by clicking the flow timeline or title. This brings you to the flow page, which changes depending on the state the flow. There are two types of exams available in WISEflow: FLOWmulti and FLOWlock. Karlstad University mainly uses FLOWmulti.

To be able to conduct an exam in WISEflow, you need to install the FLOWlock browser on your computer. The FLOWlock browser blocks applications and other external aids during an exam. The browser is downloaded by clicking "Edit profile" in the top right corner and then Profile Settings > System Requirements. Follow these steps:

1. See if your computer meets the general criteria for WISEflow.
2. See if your computer has the necessary operating system.
3. Download the FLOWlock browser to your computer.
4. Verify that the installation is correctly downloaded.
5. Test FLOWlock to see if the application starts correctly.
6. Test FLOWlock Multi to see if the application starts correctly.

The steps mentioned above is important to go through before starting a real FLOWlock-based exam.
FLOWmulti
To participate in a FLOWmulti exam, you need to have the FLOWlock browser installed on your computer as described above.
At the exam, click on the correct flow title in the overview. On the front page of the flow, you click on the green box, Start FLOWmulti, to start the FLOWlock browser and lock your computer.

When FLOWlock is launched, you will be taken to a page that counts down to the beginning of the exam. The exam will begin once the countdown concludes. You will get a password in the examination hall, which you must enter to get access to the assignment and the built-in writing tool.

Note: If you access the exam when the exam is underway, you will have to type in an invigilator password in addition to the participant password to access the exam. Ask an invigilator for assistance.
When you enter the password, the exam will start.

In the top right corner, you can see the amount of time that remains for you to hand in your answers. Here you will also get a confirmation when your answers have been saved.
You can go to the next page by clicking Next in the top right or lower left corner.

When you reach the last page, you can see the review screen of all pages to see which ones you have answered. You can always navigate to the review screen by clicking Overview.
In the right bar you find two additional symbols: a flag and a person. By clicking on the flag you can mark a question so you can easily return to it later. By clicking on the person you can adjust accessibility options.

When you are ready, you can hand in your answers by clicking Go to hand in.
To hand in your answers, you need to enter the invigilator password and then click *Hand in*.

You can now return to the front page of the flow.

The paper will now be marked as *Handed in*, and you can request for a receipt to be sent to your email.
**FLOWlock**

At some examinations, FLOWlock may be an alternative to FLOWmulti. It is a simpler tool that can be used for essay questions. The exam questions are uploaded as a PDF and you write your answers in a single document. You can’t switch between different pages as in FLOWmulti mode. You enter the exam in the same way as described earlier and you need a password provided in the exam hall.

You will now be able to read the given assignment and start writing your paper.

1. This is the title of your paper.
2. This is the text editor. This is where you write your assignment.
3. In the sidebar you find the Overview of your assignment. From here you can access different contents of your assignment, such as the table of contents, appendix material or revisions.
4. This is where you hand in your assignment once you are done writing. Note that you will have to type in an invigilator password to hand in your assignment. Ask an invigilator for assistance.

When the paper is handed in, you will

1. Get confirmation from the flow front page and can
2. Preview the paper handed in by clicking *Preview paper.*
Loss of internet connection during an exam

During the exam, WISEflow will automatically and continuously save your paper, and you will be able to keep track of this in the upper right-hand corner of the screen. If your internet connection fails during the exam, you alert the invigilator and then proceed. If your computer can re-establish the connection, the WISEflow connection will automatically be re-established as well, and your paper will be saved to the server continuously as before. You will be notified directly through the FLOWlock browser if your connection is lost and the bar *No connection to WISEflow* will show at the top of the screen. You will know if the connection is re-established, as the bar *No connection to WISEflow* will disappear.

If your connection is lost and is not re-established within a few moments, it is recommended that you save your paper manually to your own computer. Do this regularly to prevent loss of data in case your computer should shut down, by clicking *Download paper* in the upper right corner of the screen.

If the internet connection is re-established you will not need to use this back-up version, because you will be able to save and hand in your paper through WISEflow. If it is not re-established, you
must upload the local copy which you saved manually during the exam. This is done on the front page of the FLOWlock-exam by clicking *Upload local copy* and locating the copy of your assignment that you saved on your computer. The file ends with .wf, and the time when the file was saved is by default a part of the file name.

Note that you will have to type in an invigilator password in order to upload a local copy through WISEflow. Ask an invigilator for assistance.

**How do I access assessment and feedback from assessors?**

The names of the assessors who will be assessing your paper can be seen under *Flow information* on the specific flow's front page.

When the assessment period has ended, and the flow administrator has made the assessment visible to participants, the assessment made by the assessor can be seen next to the assignment. You can also preview comments and annotations shared with you by the assessor by clicking *See comments*. 