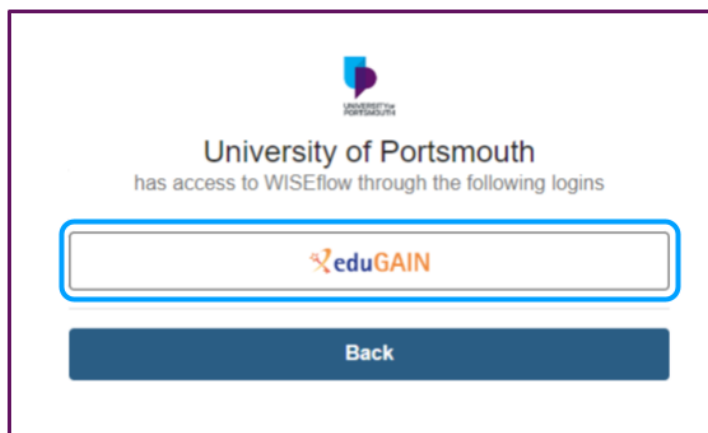


Gaining access to WiseFlow

Navigate to <https://uk.wiseflow.net/uop> and click on the EDUgain to login with your UoP SSO.



If you experience any access issues to WiseFlow, please contact elearn@port.ac.uk

Exporting grades

When you have logged into WiseFlow, navigate to the “Managing” tab. From here you will see all assessments that you have been assigned to as a manager. In the middle of the page, you will see the ‘phases’ of each assessment. There is a simple search bar at the top left that will allow you to filter results, by module number for example, to help find the assessment you are looking for.

If at first you don’t see all the assessments you were expecting - please check in the archive, which can be found on the right hand side. After 30 days of close of the marking window, assessments will be stored in the archive.

When you have found the assessment you are looking for, click “Open” on that assessment.

DAS Wiseflow User Guide

WISEflow Staff name [dropdown] [user icon] [help icon]

Participation Invigilation Authoring Marking Reviewing **Managing** Create [menu icon]

Overview

Flow overview
Here you can access all the ongoing flows you are related to as manager. Apply appropriate filters to narrow down the list or search explicitly for a flow or a relation.

Recently viewed Archived flows

Filter
Filter flows based on search criteria

Basic search (title, subtitle, code, ID) [search icon] [clear icon] [person icon] [clear icon] Flow type or module [dropdown] Relations (manager) [dropdown] [refresh icon]

Phases
Flows divided into their current phase Custom filters

Setup 0 Participation 0 **Marking 3** Concluding 0 Re-marking 0

3 [menu icon]

Flow type	Flow code	Title	Subtitle	Assessors	Marking period st...	Marking period e...	Marked submissi...	Unmarked submi...	Goto
[icon]	CW06738941	M26575 - Research Informed Teaching - Module 2 - Portfolio		2	19/05/2023 12:00	19/06/2023 12:00	0	51	[icon] Open

When you have opened the assessment, scroll down to the “Participants” section at the bottom of the page. You will be able to see all students who are on the assessment here. Greyed out students who are not ticked have been withdrawn from the assessment. You will have a few options here:

Participants

+ Add participants Manage groups Participation monitor Tools

Basic information Participant details Final Grade

Show 50 participants per page Showing 1 to 18 of a total of 18 participants Search: [input]

	PortsmouthID	First name(s)	Last name	ECTS	Grading scale	Start	End
1	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00 22-05-2023 12:00
2	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00 22-05-2023 12:00
3	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00 22-05-2023 12:00
4	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00 22-05-2023 12:00
5	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00 22-05-2023 12:00
6	☐	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00 22-05-2023 12:00
7	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00 22-05-2023 12:00
8	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00 06-06-2023 12:00

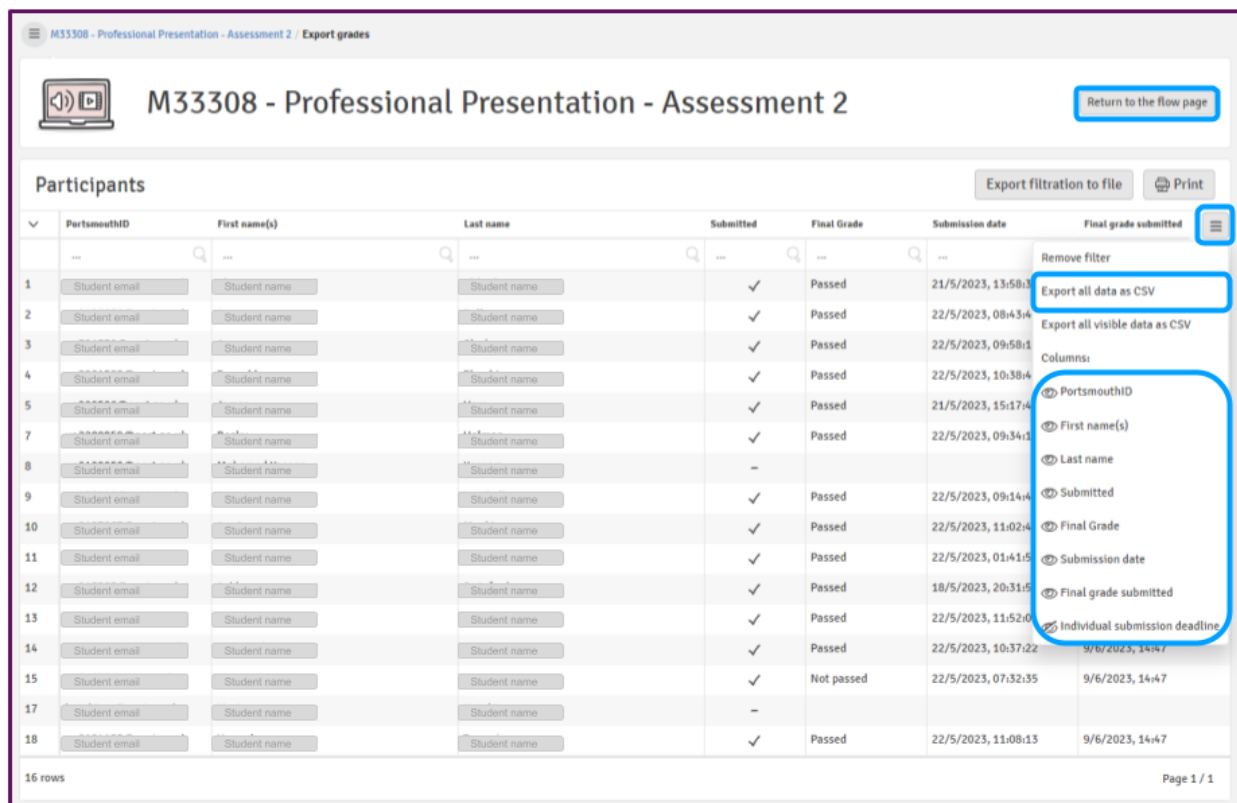
DAS Wiseflow User Guide

Basic information - shows you an overview of students, grading scale used and individual start / end times.

Participant details - allows you to download individual student work, view the cover sheet (*if one was used*), see which students have submitted work as an overview and see if individual marking deadlines have been applied.

Final Grade - shows you a list of all students and grades associated with the assessment

Clicking the 'burger menu' next to "Tools" on the right hand side will allow you to select "export all grades" which will produce a CSV of all grades.



The screenshot shows the 'M33308 - Professional Presentation - Assessment 2' interface. At the top, there's a header with a speaker icon, the title, and a 'Return to the flow page' button. Below the header is a 'Participants' section with a table. The table has columns: PortsmouthID, First name(s), Last name, Submitted, Final Grade, Submission date, and Final grade submitted. A dropdown menu is open on the right side of the table, showing options: 'Remove filter', 'Export all data as CSV', 'Export all visible data as CSV', and 'Columns'. The 'Columns' option is selected, and a list of columns with eye icons is shown: PortsmouthID, First name(s), Last name, Submitted, Final Grade, Submission date, Final grade submitted, and Individual submission deadline. The table shows 16 rows of data. At the bottom right, it says 'Page 1 / 1'.

PortsmouthID	First name(s)	Last name	Submitted	Final Grade	Submission date	Final grade submitted
1	Student email	Student name	✓	Passed	21/5/2023, 13:58:3	
2	Student email	Student name	✓	Passed	22/5/2023, 08:43:4	
3	Student email	Student name	✓	Passed	22/5/2023, 09:58:1	
4	Student email	Student name	✓	Passed	22/5/2023, 10:38:4	
5	Student email	Student name	✓	Passed	21/5/2023, 15:17:4	
7	Student email	Student name	✓	Passed	22/5/2023, 09:34:1	
8	Student email	Student name	-			
9	Student email	Student name	✓	Passed	22/5/2023, 09:14:4	
10	Student email	Student name	✓	Passed	22/5/2023, 11:02:4	
11	Student email	Student name	✓	Passed	22/5/2023, 01:41:5	
12	Student email	Student name	✓	Passed	18/5/2023, 20:31:5	
13	Student email	Student name	✓	Passed	22/5/2023, 11:52:0	
14	Student email	Student name	✓	Passed	22/5/2023, 10:37:22	9/6/2023, 14:47
15	Student email	Student name	✓	Not passed	22/5/2023, 07:32:35	9/6/2023, 14:47
17	Student email	Student name	-			
18	Student email	Student name	✓	Passed	22/5/2023, 11:08:13	9/6/2023, 14:47

You will then be presented with a table that allows you to filter displayed information on the right hand side or download all data as a CSV via the burger menu. Displayed information is shown with the eye icon. Clicking "Export data as CSV" will then download the file automatically to your machine.

When you have finished, simply click "Return to the flow page" at the top right.

Extending individual student deadlines

When you have logged into WiseFlow, navigate to the “Managing” tab. From here you will see all assessments that you have been assigned to as a manager. In the middle of the page, you will see the ‘phases’ of each assessment. There is a simple search bar at the top left that will allow you to filter results, by module number for example, to help find the assessment you are looking for.

If at first you don’t see all the assessments you were expecting - please check in the archive, which can be found on the right hand side. After 30 days of close of the marking window, assessments will be stored in the archive.

When you have found the assessment you are looking for, click “Open” on that assessment.

WISEflow

Staff name

Participation Investigation Authoring Marking Reviewing **Managing** Create

Overview

Flow overview
Here you can access all the ongoing flows you are related to as manager. Apply appropriate filters to narrow down the list or search explicitly for a flow or a relation.

Recently viewed Archived flows

Filter
Filter flows based on search criteria

Basic search (title, subtitle, code, ID) [Search] [Filter] [Reset]

Flow type or module Relations (manager)

Phases
Flows divided into their current phase

Custom filters

Setup 0 Participation 0 **Marking 3** Concluding 0 Re-marking 0

Flow type	Flow code	Title	Subtitle	Assessors	Marking period st...	Marking period e...	Marked submitte...	Unmarked submi...	Goto
[Icon]	CW06738941	M26575 - Research Informed Teaching - Module 2 - Portfolio		2	19/05/2023 12:00	19/06/2023 12:00	0	51	Open

DAS Wiseflow User Guide

When you have opened the assessment, scroll down to the “Participants” section at the bottom of the page. You will be able to see all students are enrolled on the assessment here, greyed out students who are not ticked have been withdrawn from the assessment.

Participants

+ Add participants

Manage groups

Participation monitor

Tools

Basic information

Participant details

Final Grade

Show

50

 participants per page Showing 1 to 18 of a total of 18 participants

Search:

		PortsmouthID	First name(s)	Last name	ECTS	Grading scale	Start	End
1	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
2	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
3	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
4	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
5	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
6	☐	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
7	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
8	☒	Student ID	Student name	Student name	-	Passed/Not passed	23-01-2023 00:00	06-06-2023 12:00

With “Basic information” selected and you will be able to see individual start and end dates for students. These can be altered by simply clicking on the date, which will bring up a calendar to edit the start / end time accordingly. When you have selected the correct day / time, simply click close to save the changes. This will now appear in the basic information next to that student.



May 2023

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Time 12:00

hour minute

Now Close

Deactivating students within an assessment

Students are automatically populated into assessments through our Moodle integration, however, it is possible to deactivate students from an assessment within WiseFlow if needed.

When you have logged into WiseFlow, navigate to the “Managing” tab. From here you will see all assessments that you have been assigned to as a manager. In the middle of the page, you will see the ‘phases’ of each assessment. There is a simple search bar at the top left that will allow you to filter results, by module number for example, to help find the assessment you are looking for.

If at first you don’t see all the assessments you were expecting - please check in the archive, which can be found on the right hand side. After 30 days of close of the marking window, assessments will be stored in the archive.

When you have found the assessment you are looking for, click “Open” on that assessment.

WISEflow

Staff name: [dropdown] [user icon]

Participation Invigilation Authoring Marking Reviewing **Managing** Create [menu icon]

Overview

Flow overview
Here you can access all the ongoing flows you are related to as manager. Apply appropriate filters to narrow down the list or search explicitly for a flow or a relation.

Recently viewed Archived flows

Filter
Filter flows based on search criteria

Basic search (title, subtitle, code, ID) [search icon] [filter icon] [user icon] [search icon] Flow type or module [dropdown] Relations (manager) [dropdown] [refresh icon]

Phases
Flows divided into their current phase

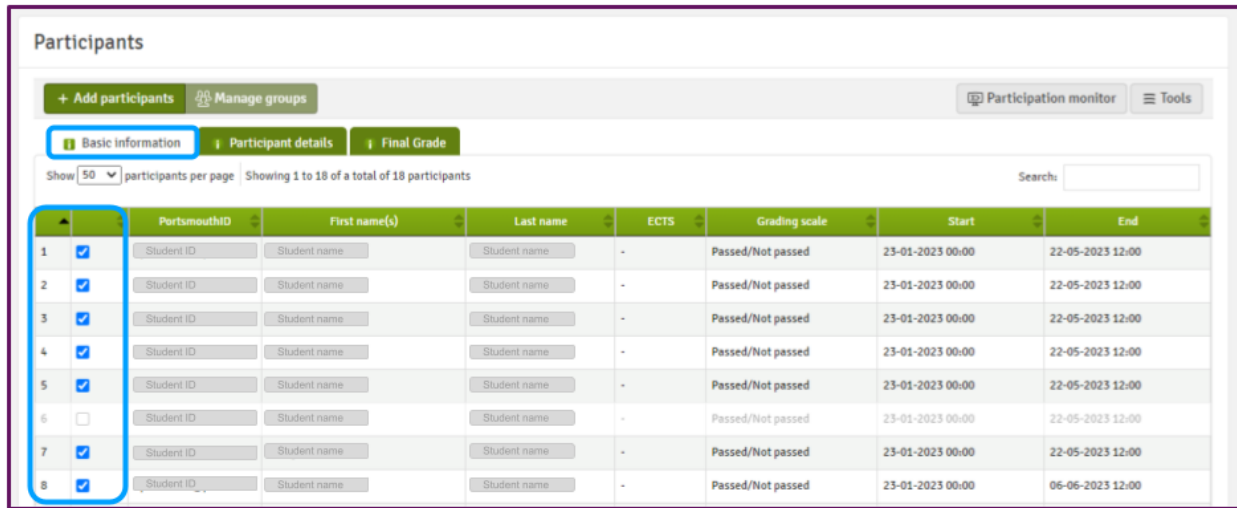
Custom filters

Setup 0 Participation 0 **Marking 3** Concluding 0 Re-marking 0

Flow type	Flow code	Title	Subtitle	Assessors	Marking period st...	Marking period e...	Marked submissi...	Unmarked submi...	Goto
[icon]	CW06738941	M26575 - Research Informed Teaching - Module 2 - Portfolio	2	19/05/2023 12:00	19/06/2023 12:00	0	51		Open

DAS Wiseflow User Guide

When you have opened the assessment, scroll down to the “Participants” section at the bottom of the page. You will be able to see all students are enrolled on the assessment here.



	PortsmouthID	First name(s)	Last name	ECTS	Grading scale	Start	End
1	☒	Student ID	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
2	☒	Student ID	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
3	☒	Student ID	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
4	☒	Student ID	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
5	☒	Student ID	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
6	☐	Student ID	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
7	☒	Student ID	Student name	-	Passed/Not passed	23-01-2023 00:00	22-05-2023 12:00
8	☒	Student ID	Student name	-	Passed/Not passed	23-01-2023 00:00	06-06-2023 12:00

With “Basic information” selected, you will be able to deactivate students from assessments by simply clicking on the tick box next to their name. You will be able to quickly identify those students who have been deactivated from assessments as they will be “greyed out”.

WiseFlow has a safety net of not actually removing students from assessments, but rather, deactivating them. By doing this, students can easily be reactivated back into assessments, if needed. When a student is deactivated, the assessment will disappear from their student “Participant” view and they will not be able to submit. However, if a student has submitted and then is deactivated, the work will remain in the assessment and is available to staff.