**WISEflow for participants**

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# Logging in

Use Google Chrome or Firefox, go to europe.wiseflow.net and log in using FEIDE (student number + password).

Graphical user interface

Description automatically generated

NB! Make sure that you have chosen NHH as your affiliation. If you forgot your FEIDE-password, you can reset it.

Graphical user interface, text, application

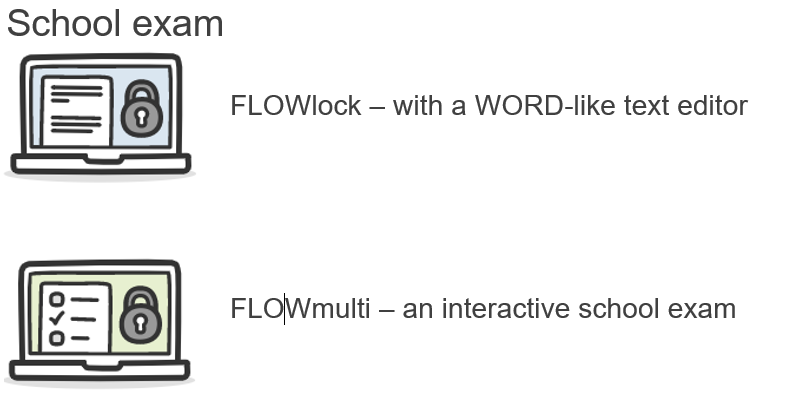
Description automatically generated

1. Under *Participation* you will find an overview over your current exam flows
2. Those that are open for participation are marked with green
3. Older flows are available in the *Participant Archive*
4. You can practice in DEMO flows

Graphical user interface

Description automatically generated with medium confidence

# Types of FLOWs



# School exam

Most school exams are conducted either in FLOWlock or in FLOWmulti that use the lockdown browser to restrict your computer from accessing unauthorized material during the test period.

## Installing the Lockdown browser

1. Log in with FEIDE
2. Click on your name in the upper right corner and select Edit profile.

Graphical user interface

Description automatically generated with medium confidence

Graphical user interface, application

Description automatically generated

1. Go to *System requirements*.
2. Make sure that Browser and Operating system under basic requirements are ticked off.

#### Non-Compatible Devices or Operating Systems

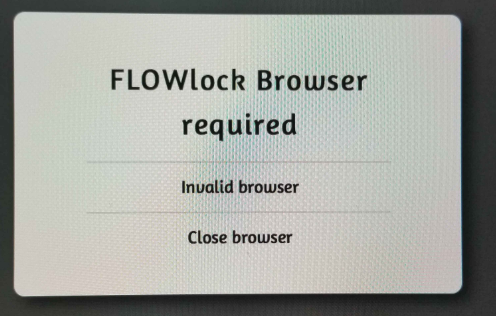
The installation of the lockdown browser is not supported on Linux, Windows 10S and Chromebooks.

1. Download the latest version of the Lockdown browser.

After installing, click *Test browser* to verify. You may also try out some features of FLOWlock or FLOWmulti by clicking *Start the flow*.

NB! The old FLOWlock browser will stop working after the new release, make sure your browser is up to date before the exam!

Error message: the current version of the FLOWlock browser is not installed



## On the Day of the Exam

* Choose the exam flow from the list
* In the flow, click *Start the flow* to launch the FLOWlock browser
* When the lockdown browser is launched, you will be taken to a page that shows a countdown to the beginning of the exam.
* You must launch the lockdown browser before the beginning of the exam in order to gain access to the flow

Graphical user interface, application, website

Description automatically generated

## FLOWmulti: Interactive exam

You can practice in FLOWmulti – advanced demoflow



Graphical user interface, application

Description automatically generatedGraphical user interface, application

Description automatically generated

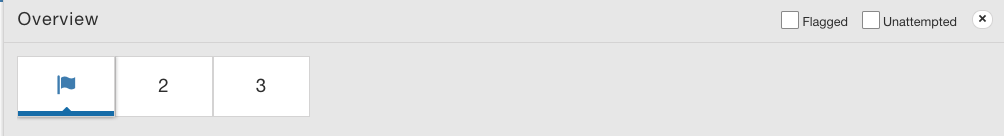
### Annotation and overview tools

Screenshot_2019-03-01_at_15.03.48.png

**Flag section**: Mark the current section. This allows easy backtracking if needed, as you can filter flagged sections in the overview.

Screenshot_2019-03-01_at_15.12.18.png

**Overview**: Go to the overview page.

[](https://wiseflow.zendesk.com/hc/article_attachments/360027572534/Screenshot_2019-03-01_at_15.13.27.png)

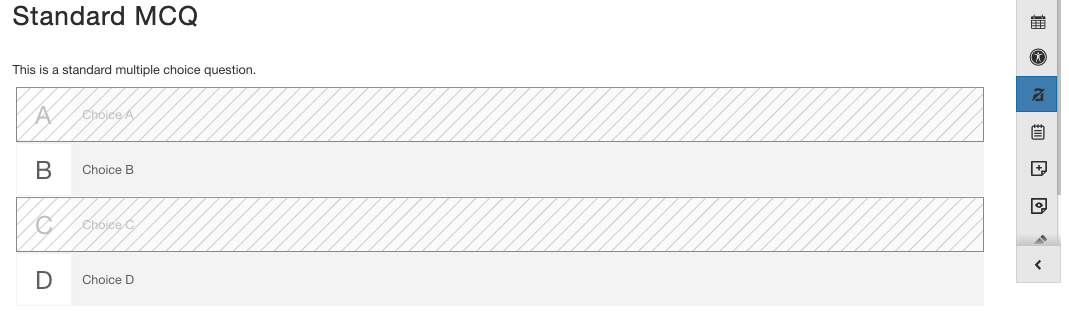
The overview has all sections listed. You can filter for flagged and unattempted sections to the right.

Screenshot_2019-03-01_at_15.14.41.png

**Accessibility**: Change color scheme, font size, and see zoom commands for the browser.

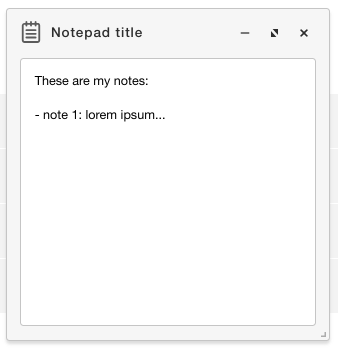
Screenshot_2019-03-01_at_15.16.38.png

**Exclude answers**: Click here to enable the exclusion of answers. When the tool is enabled (blue) click answers to make them un-clickable. With the tool enabled, click the excluded answer again to unlock it.

[](https://wiseflow.zendesk.com/hc/article_attachments/360028401113/Screenshot_2019-03-01_at_15.16.29.png)

Screenshot_2019-03-01_at_15.19.51.png

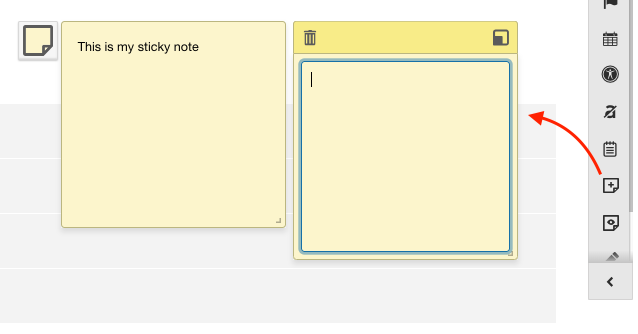
**Notepad**: Add personal notes to the exam. These are not visible to others but the participant. This notepad is concurrent on for all sections.

[](https://wiseflow.zendesk.com/hc/article_attachments/360028401213/Screenshot_2019-03-01_at_15.19.39.png)

Click the line to minimize the notepad and the arrows to make it full screen.

Screenshot_2019-03-01_at_15.26.01.png

**Add sticky notes**: Add yellow notes to the current section.

[](https://wiseflow.zendesk.com/hc/article_attachments/360027573354/Screenshot_2019-03-01_at_15.23.51.png)

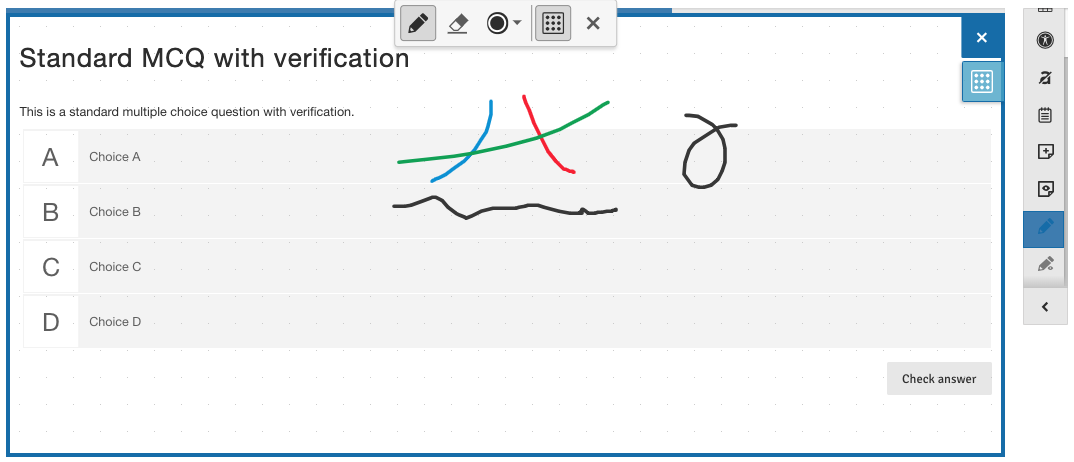
These notes are placed specifically in the section and are not visible to anyone but the participant. Click the top right button of the note to minimize the note.

Screenshot_2019-03-01_at_15.26.04.png

**View/hide sticky notes**: Click here to hide or view sticky notes

Screenshot_2019-03-01_at_15.27.15.png

**Enter/exit drawing mode**: Click here to start drawing mode. Here you can draw on the current section. This drawing is only visible to the participant.

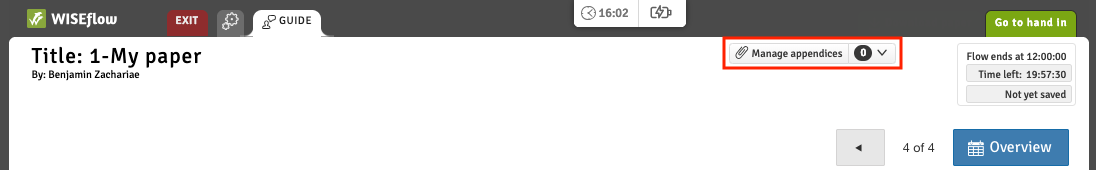
[](https://wiseflow.zendesk.com/hc/article_attachments/360027574014/Screenshot_2019-03-01_at_15.29.03.png)

Screenshot_2019-03-01_at_15.27.20.png

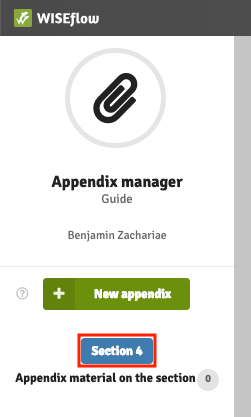
**View/hide drawings**: Hide or view drawings on the section.

### Appendix manager

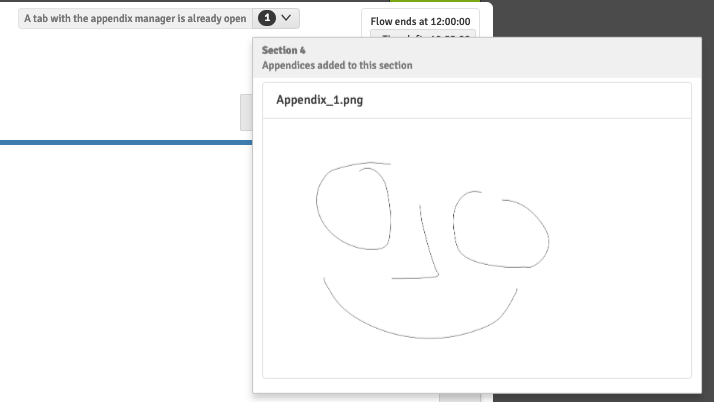
For specific question types you can add appendices to the section. Click the "Manage appendices" to open the Appendix manager in a new tab.

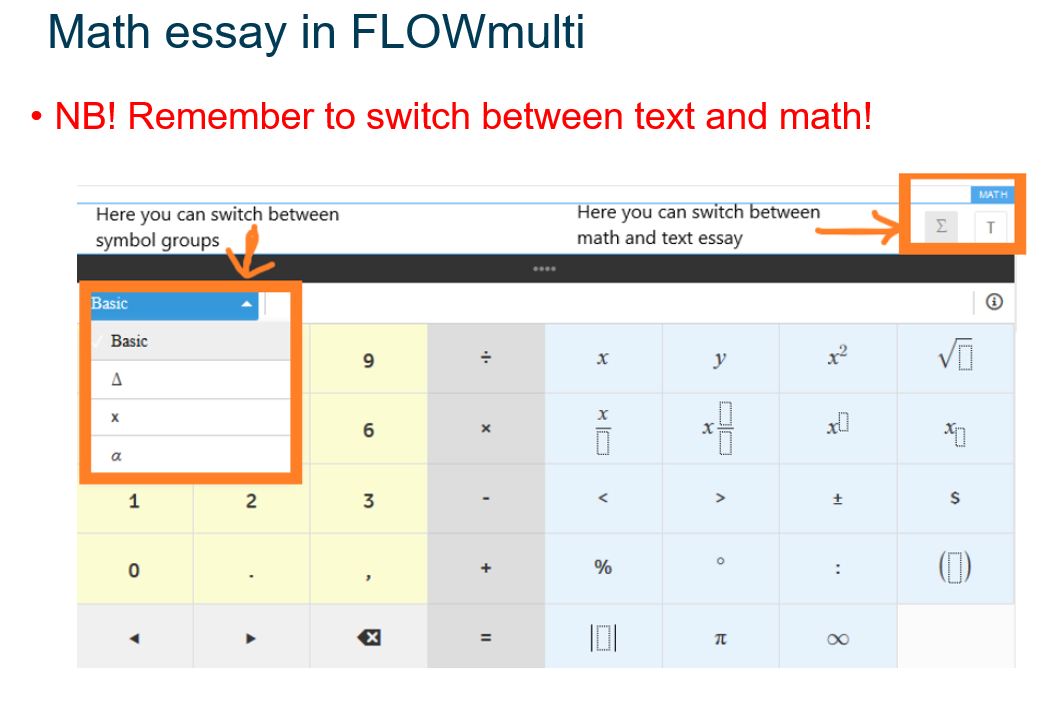


The appendix manager shows you which section is open.



You can preview appendices for the section in the dropdown to the right of the manage appendices button.





## Resolving technical issues during school exams

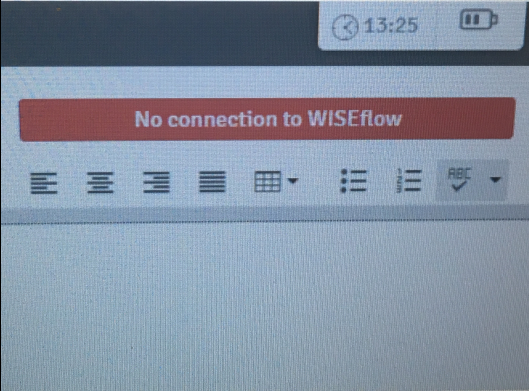
### Losing internet connection

Do not be worried if you get this message during the exam: press *Ok* and continue working



You can monitor your connection status on the top of the browser: if you are not connected to the internet for over 5 minutes, please, contact a technical invigilator.

NB! Do not refresh the browser while offline.



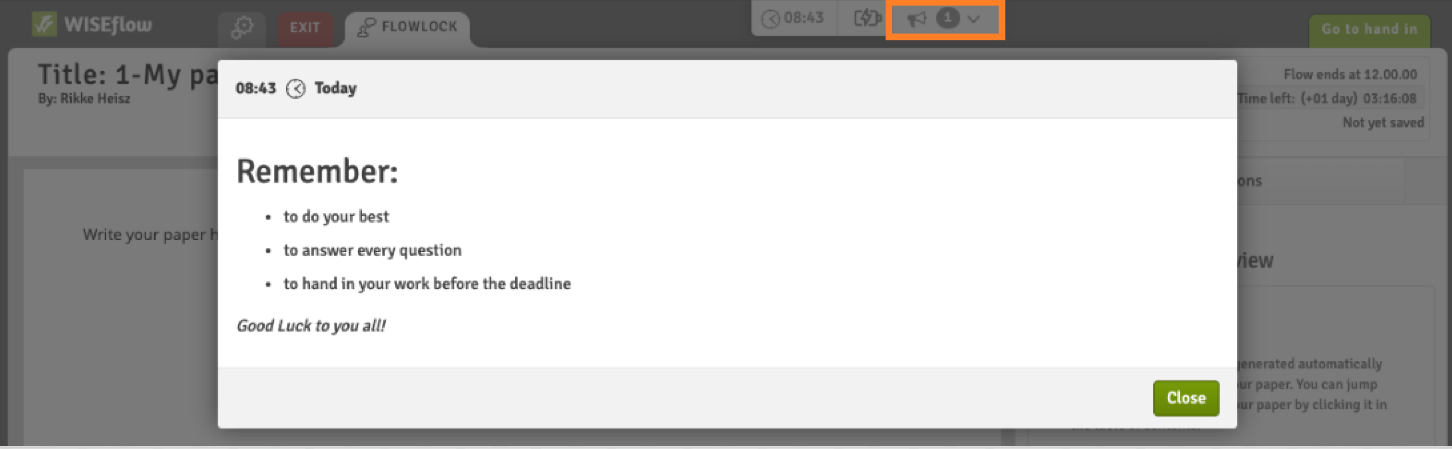
### Technical issues

If you are online, but are experiencing other issues, for example, the extra time is not showing, refresh the browser. If the problem persists, take contact with a technical invigilator



### Direct messages

* Important information and instructions
* Pop up automatically
* Can be found on the top of the page



### Unauthorized gesture

If you perform a keyboard combination or touchpad gesture that is not allowed inside the lockdown browser, you will receive a warning message that an illegal keyboard or touchpad gesture has been detected by the system. You will have to acknowledge the message but can continue working inside the lockdown browser.  
A picture containing letter

Description automatically generated

If an unauthorized keyboard combination or touchpad gesture is detected for a second time, you will receive another warning message and will have to include the invigilator password to continue working.

Text

Description automatically generated

Troubleshooting guide: <https://wiseflow.zendesk.com/hc/en-gb/articles/4406002375314>

## Submitting your paper

You can hand in or exit without handing in (an invigilator will have to enter the password)

Graphical user interface, text, application, Word, chat or text message

Description automatically generated

When you have submitted your exam within the lockdown browser, you will be brought back to the flow page where you will see a confirmation with a timestamp of your submission. You can also request a receipt as proof.

Graphical user interface, application

Description automatically generated

# Practical assignment

* Download and install the FLOWlock browser
* Open the demo FLOWmulti – Advanced
  + Go to page 8 (math essay). Practice to switch between math and text, write some text and math formulas