FLOWmulti: Short Author Guide

Contents
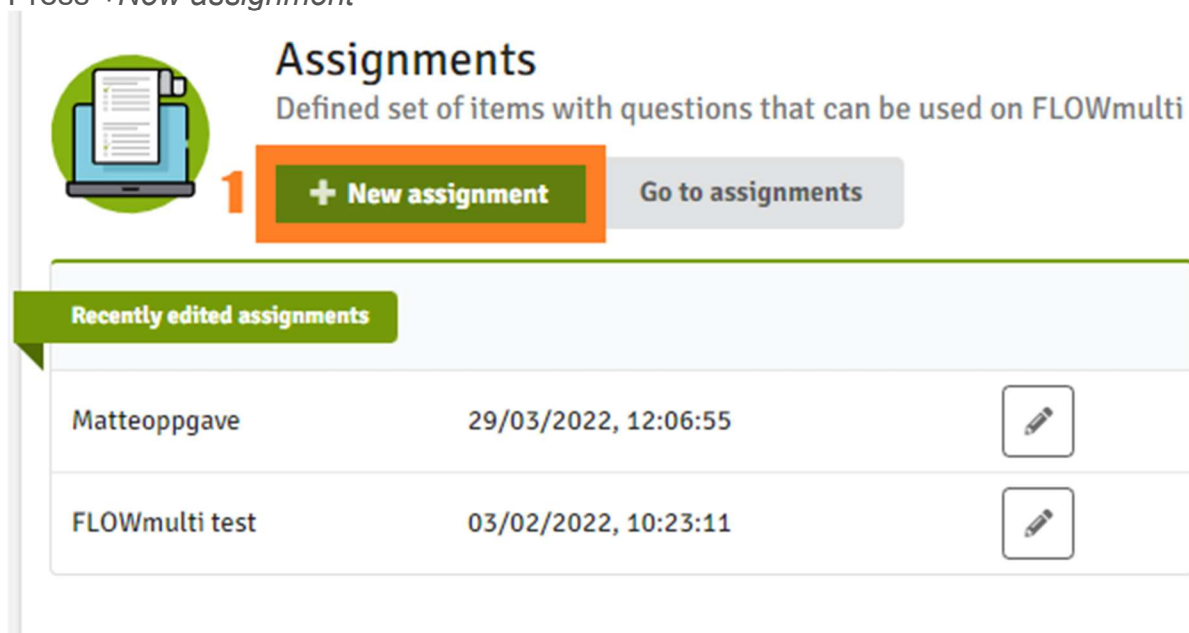
Create a new assignment

Click on the Authoring tab
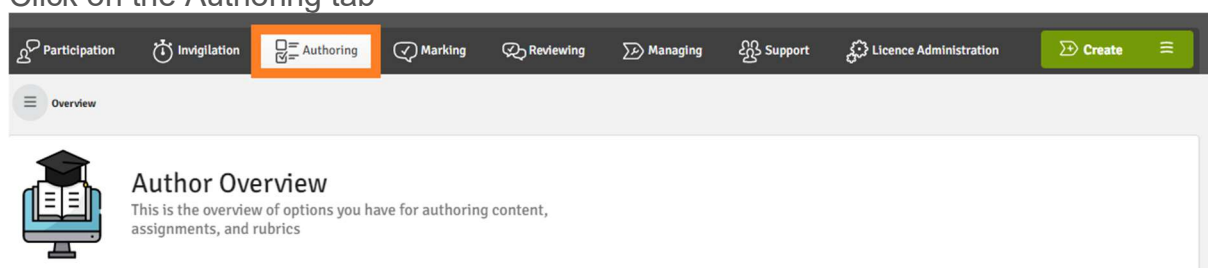
1. Press *+New assignment*

2. Write the Title (obligatory) and a description (optional)
3. Press Create

Add items

You add content to an assignment by adding/ editing Items

Each item represents a page for the participant and can contain one or more questions and tools

1. In the current assignment press *Add an item*, then
2. Choose to either create a *New item* or to copy a previously created item *From the Content Bank*

For a new item: in the pop-up window give a title (3) and a description (optional), and press Save (4)

Adding a new item:

Add questions and tools to an item (page)

1. In the item setup Press +Add new to add questions and tools

2. You can switch between Questions and Features (tools, like a calculator or a video file)

1. Click on a question type/ tool of your choice to add it to your item
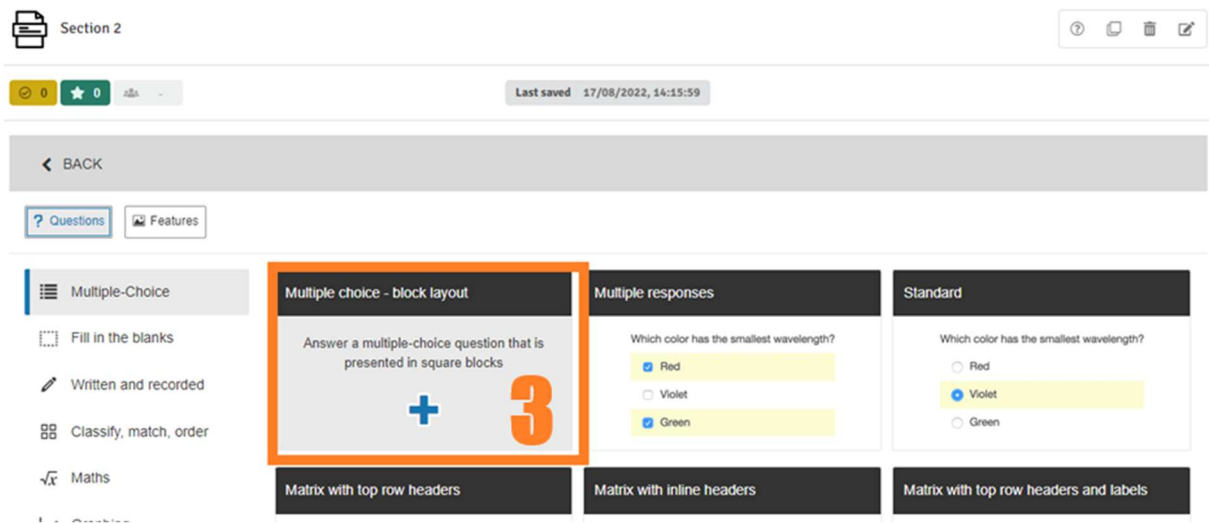
You can find information about different question types here:
https://wiseflow.zendesk.com/hc/en-gb/articles/4406614314514-Question-Types-Available-for-FLOWmulti-Assignments

Publish assignments: create a new flow version
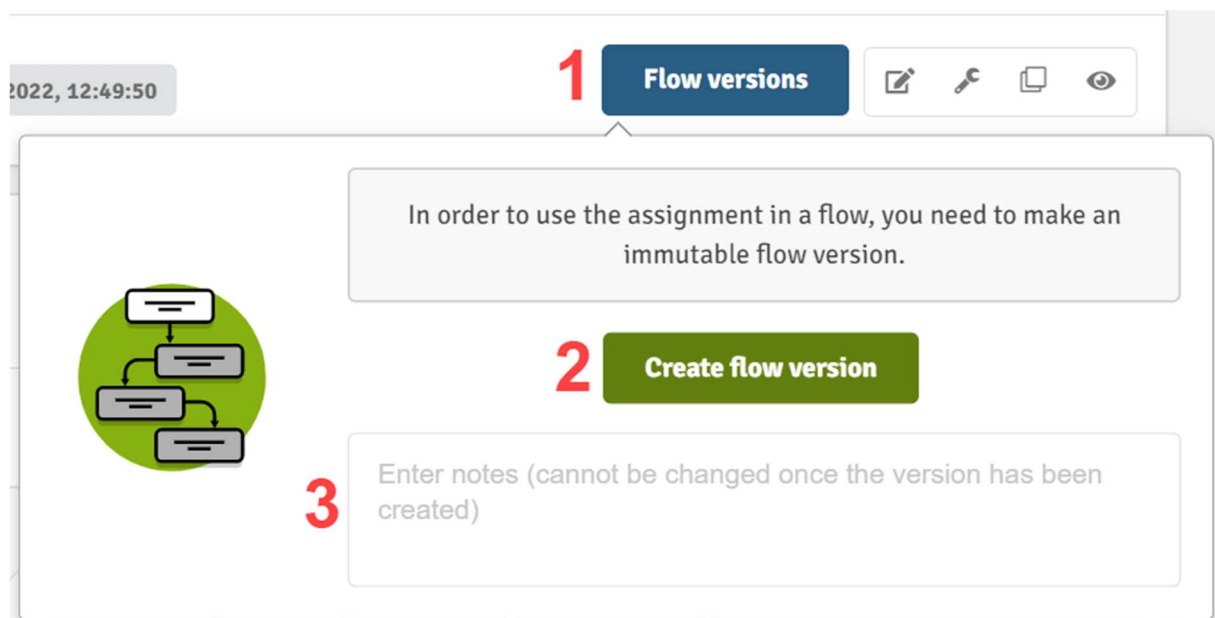
Flow versions allow you to create a reference that can be added to a flow. Every time you make changes you can create a new flow version. The reference that appears on your main assignment page is the latest flow version.

1. Access your flow version section.
2. Create a new flow version of the assignment.
3. Add notes for the specific flow version.

NB! If you delete the assignment, all its versions will also be deleted.

Attach assignment version to the exam flow

When you have finished editing the assignment, publish (create a new version), copy the link to the version and send it to the Exam office. The exam office has the responsibility to create a flow and attach the assignment version to the flow.