

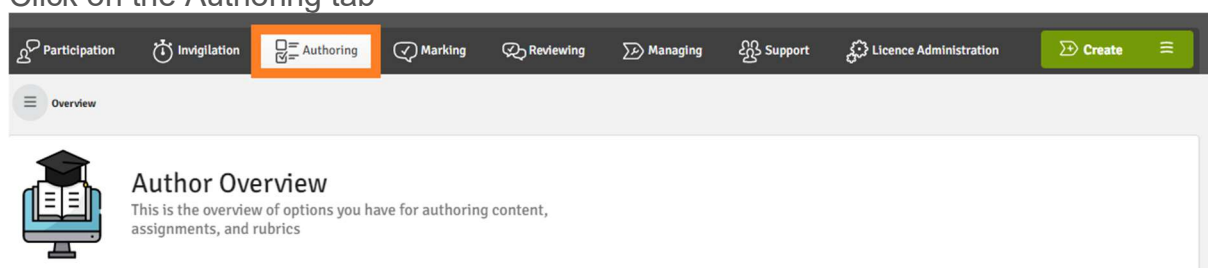
FLOWmulti: Short Author Guide

Contents

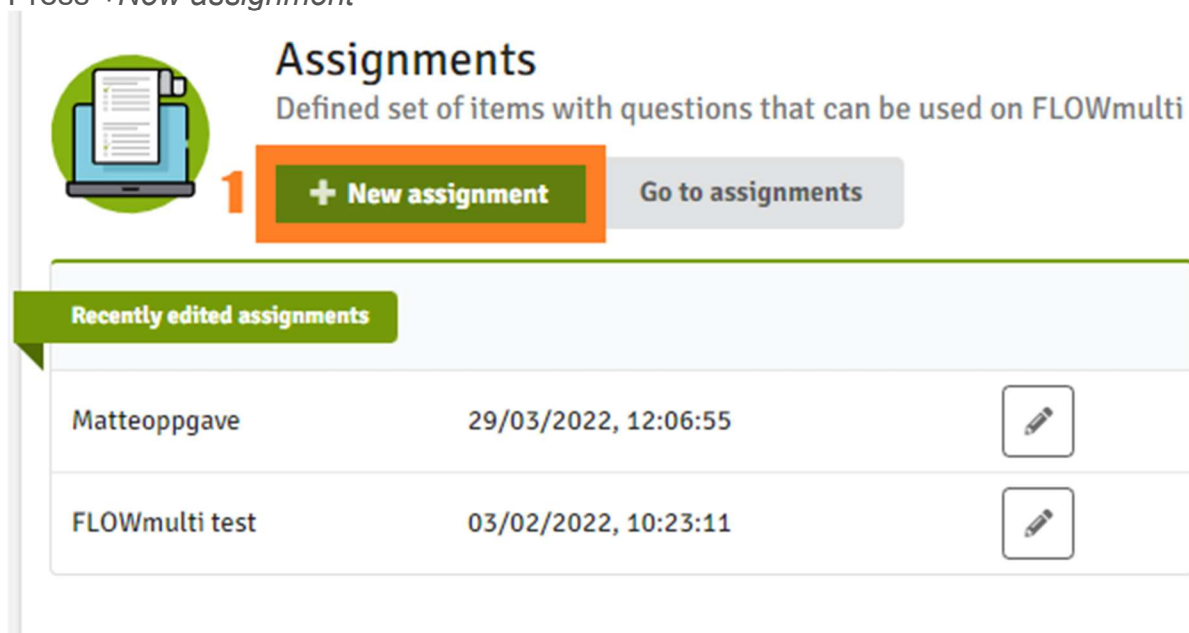
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Create a new assignment

Click on the Authoring tab



1. Press *+New assignment*



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

New assignment

Title
FLOWmulti guide **2**
35 characters left

Description
Enter a description... **3**
500 characters left

Cancel 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*

Current assignment

Demo assignment [↑ To the assignment list](#)

0 0 Last saved 17/08/2022, 13:20:02 **Flow versions**

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

Add an item **1**

New item **2**

From the Content Bank

Section	Title	Labels	The total number ...	Max score	Created at	Latest update
1	Question 1		0	0	17/08/2022, 13:16:30	17/08/2022, 13:16:30

10 1 « < 1 > »

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 item

Title
Question 2
41 characters left

Description
Enter a description...
500 characters left

Cancel Save

Add questions and tools to an item (page)

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

Item setup

Section 2

Last saved 17/08/2022, 14:15:59

SAVE

Settings Edit Preview

1

Add new

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

2

? Questions Features

Multiple-Choice

Fill in the blanks

Written and recorded

Classify, match, order

Multiple choice - block layout

Which of these colours has the smallest wavelength?

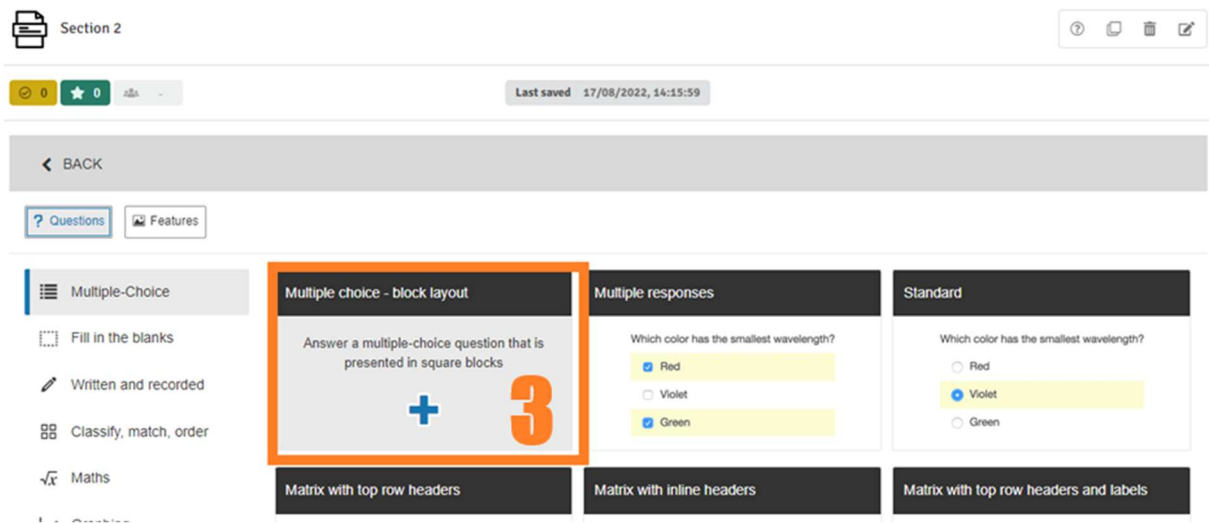
A Red
B Violet
C Blue
D Orange

Multiple responses

Which color has the smallest wavelength?

☒ Red
☐ Violet
☒ Green

1. Click on a question type/ tool of your choice to add it to your item

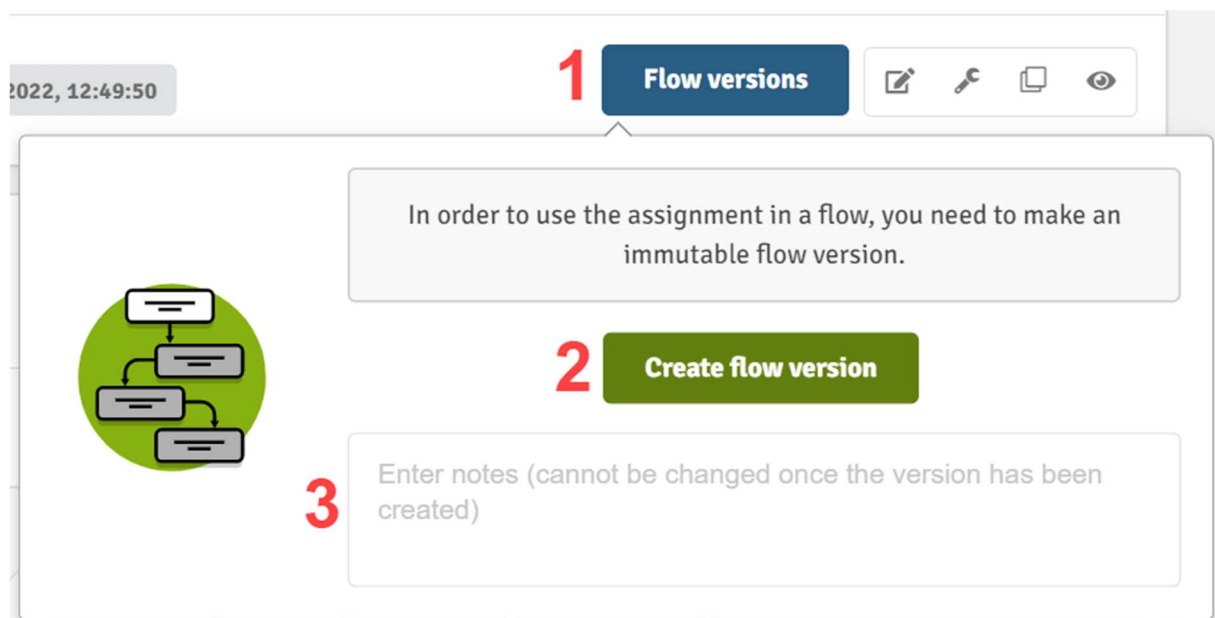


You can find information about different question types here:

<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.