

## **Submission of reflection paper and practical project in TEOL1811**

The portfolio exam should be submitted in the digital exam system WISEflow. The submission deadline is November 28<sup>th</sup>, no later than 12.00 (noon).

On the next pages you can find a walkthrough for how to submit.

### **The submission should consist of:**

- **The practical project video** (can not exceed file size of 1000 megabytes).
- **The reflection paper.** PS! The reflection paper must be submitted in **PDF-format**.

### **Please note the following:**

- All students must submit the video project, as well as the reflection paper.
- It is not possible to submit any more than two files.
- You do not need to state your name or candidate number, as the system identifies you.

PS: We recommend that **you log on to WISEflow now**, before the exam, and that you **submit a demo exam**. Bear in mind that the demo is slightly different than the one you will be submitting in TEOL1811 (In the demo you can only upload one file and it has to be a PDF-file).

### **Technical Issues?**

If you have problems to submit, you can contact the exam office ([exam@mf.no](mailto:exam@mf.no)). If the submission deadline is approaching, come see us in the third floor at MF immediately.

**If you fail to submit by the deadline, we will not be able to help you! So don't wait to upload the video to the day of the submission deadline. Submit at least one day before!**

# Log in

A link to WISEflow is available in the bottom menu at mf.no and [here](#) (link).

Log on using your *Feide* password from MF (same as the standard MF password). You can also log in using **MinID** (standard Norwegian login solution for public services).

Contact the student reception or the exam office in case of problems with log in:

[Student@mf.no](mailto:Student@mf.no) Tel: +47 22 59 06 24

[Exam@mf.no](mailto:Exam@mf.no) Tel: +47 22 59 06 55 / +47 22 59 06 16

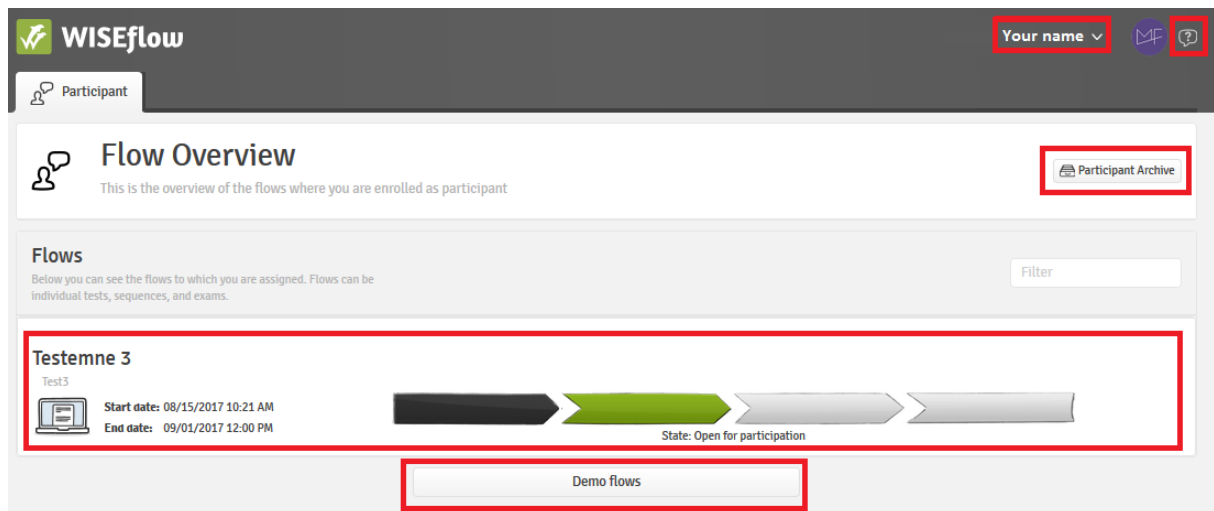
The image shows two screenshots from the MF website. The top screenshot is a 'Shortcuts' menu with four columns of links. The 'Services and tools' column includes 'Intranet for students', 'Fronter', 'Oria.no', 'Time Schedule', 'Student Web', 'Wiseflow' (highlighted with a red box), and 'Resources for employees'. The 'Projects' column includes 'Church Development', 'Cultural Diversity', 'Tracing the Jerusalem Code', 'LETRA', and 'ungdomsarbeid.no'. The 'Student administration' column includes 'Religion and Education', 'Religion and Society', and 'Theology'. The 'Student Democracy' column includes 'About Student Democracy', 'The Student Council', and 'International Student Union'. The bottom screenshot shows the MF logo and the text 'Det teologiske menighetsfakultet'. Below this is a 'Choose log in:' section with two options: 'ID-porten MinID' and 'FEIDE' (highlighted with a red box).

## Exam 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 a participant.

At the bottom you can find **demo flows**, allowing you to test how WISEflow works. If you wish to test this, choose *Flowassign* on the next page.

**NOTE FOR TEOL1811:** In the demo you can only submit one small file and it has to be PDF. On the real exam submission you should submit two files. The files do not have to be PDF.



The screenshot displays the WISEflow interface. At the top, the WISEflow logo is on the left, and 'Your name' with a dropdown arrow, a mail icon, and a help icon are on the right. Below the header, a 'Participant' tab is active. The main content area is titled 'Flow Overview' with the subtitle 'This is the overview of the flows where you are enrolled as participant'. A 'Participant Archive' button is visible in the top right of this section. Underneath, the 'Flows' section is introduced with a 'Filter' input field. A list of flows follows, with the first flow, 'Testemne 3', highlighted by a red border. This flow includes a laptop icon, the text 'Test3', and dates: 'Start date: 08/15/2017 10:21 AM' and 'End date: 09/01/2017 12:00 PM'. A horizontal timeline with four arrows is shown, where the second arrow is green and labeled 'State: Open for participation'. At the bottom of the flow list, a 'Demo flows' button is highlighted with a red border.

You get access to an exam flow by clicking on the timeline or title of the exam flow (see the picture above). This leads you to the flow page for the exam (see the next page).

## How to submit

When you click on a course where the exam period has started, you get several options, including:

- 1) **Uploading your two files,**
- 2) **Filling out the cover sheet, and**
- 3) **Handing in your submission file.**

**All these three steps must be completed.** See the next pages for more information.

You can also find information about submission deadline, course description (Curriculum) and more.

The screenshot shows the WISEflow interface for a submission. At the top, there is a navigation bar with roles: Participant, Invigilator, Author, Assessor, Reviewer, Manager, Supporter, and Licence Administrator. The main content area is titled 'Test subject 1' and shows a progress bar with a green circle at the start. Below the progress bar, it indicates the date '2017/10/5' and '27 days, 22 hours, 44 minutes' remaining until 'Thursday NOV. 2, 2017' at '12:00 p.m.'. The current time is '2:16 p.m.'. There is an 'Assignment' section with the message 'No assignment has been added'. On the right side, there are sections for 'Flow information' (Norwegian 6-point scale (A-F)), 'Manager' (These are the managers associated with the flow), 'Curriculum' (TEOL1811.pdf), and 'Additional material' (No additional content).

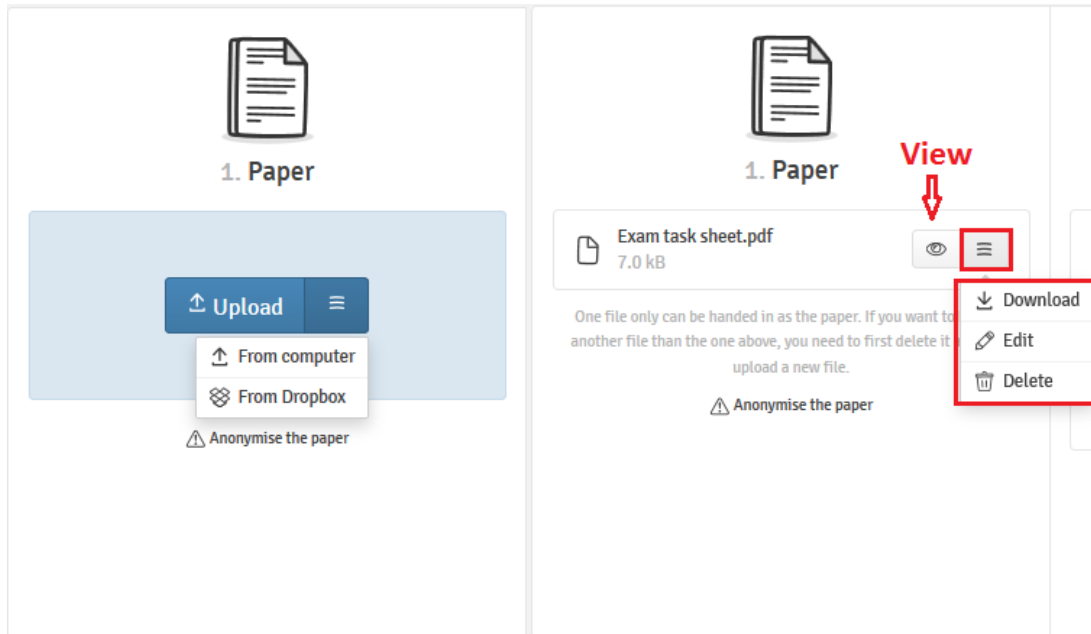
The submission steps are highlighted in a red box:

- 1. Paper**: Shows a document icon and a file named 'Reflection paper.pdf' (134.1 kB) with an 'Upload' button. Below it is an 'Anonymise the paper' option.
- 2. Cover sheet**: Shows a document icon and a 'Fill in cover sheet' button, with a 'Preview the cover sheet' button below it.
- 3. Hand in state**: Shows a document icon and a 'Hand in' button. Below it, it says 'Submission deadline: +27 days' and a 'Can be handed in' button. At the bottom, there is a 'Hand in blank' button and a note: 'You can hand in blank if you have not uploaded any files. This will count as a hand in in regard to your institution's rules.'

## 1. Upload paper

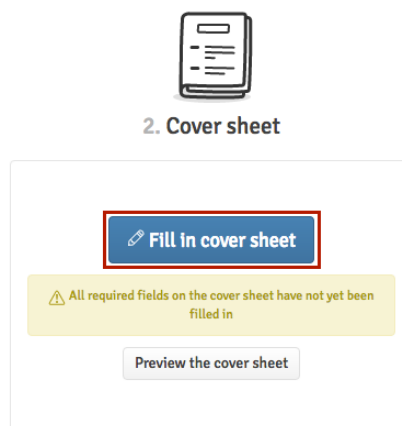
Under “Paper”, you **upload your two files**. No more than two files are allowed. You can also edit the title or download or delete files.

You do not need to use your name or candidate number, as the system identifies you.



## 2. Fill in cover sheet


**The cover sheet** will be inserted as the first page of your hand-in. Click [Fill in cover sheet](#). Required fields are marked with (\*). You will be asked to accept an academic integrity statement.



### 3. Final submission

After uploading the submission files and filling out the cover sheet, you can **finalize your submission**.

Hand in by clicking [Hand in](#)



3. Hand in state

[Hand in](#)

Hand in deadline: +21 hours

✓ Can be handed in

[Hand in blank](#)

You can hand in blank if you have not uploaded any files. This will count as a hand in in regard to your institution's rules.

When your paper has been handed in, you can request for a **receipt** to be sent to your email. If you do not receive an e-mail, please check your registered e-mail address in your profile (click your name in the top right corner).

It is possible to **withdraw your paper and hand in a new one**, as long as the deadline has not passed. Click “withdraw submission” and delete your uploaded file (see previous page) before submitting again.



3. Hand in state

✓ Handed in

2016/6/6, 2:40 p.m.

[Request receipt](#)

[Withdraw submission](#)