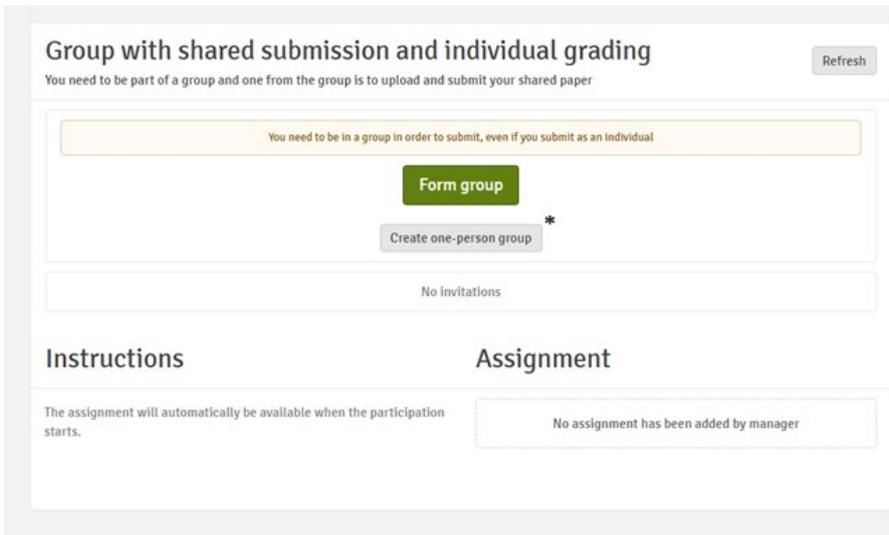**Form your group in WISEflow**

If the flow is set up for group submission, you will see the option "**Form group**" when you open the flow in WISEflow.

1. How to form the group:

Click the Refresh button to ensure the group information from the rest of the cohort is up to date.

1. Select "Form.group".

* *If you have chosen to be only one-person, then click the other option "Create one-person group".*

Create a group name, but don't add any others.

2. Enter a group name.

Choose your group name with respect for others. Your group name is public data and will be displayed on WISEflow in exam plans. You should always choose a group name that complies with ITU's Code of Conduct. **Kindly note that the group name must not be a number.**

3. Add your fellow students from the list.

4. Click "Form.group".
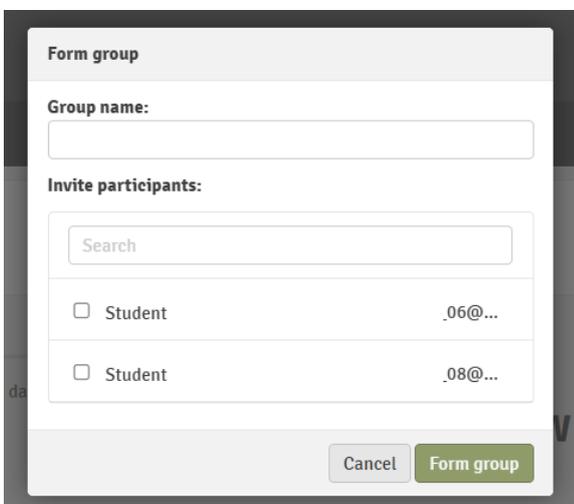
*You can find more information about groups on WISEflow's help pages.

2. Your fellow students must accept the invitation

Once you have created the group, the other members will receive a notification in WISEflow. They must accept the invitation under the relevant flow.

Overview of the group created

You can see who has accepted the invitation and who has not

Important

If your group includes a student from another study programme at ITU, you may not be able to create a group in WISEflow. Please write to SAP.

*You can find more information about groups on WISEflow's help pages.