

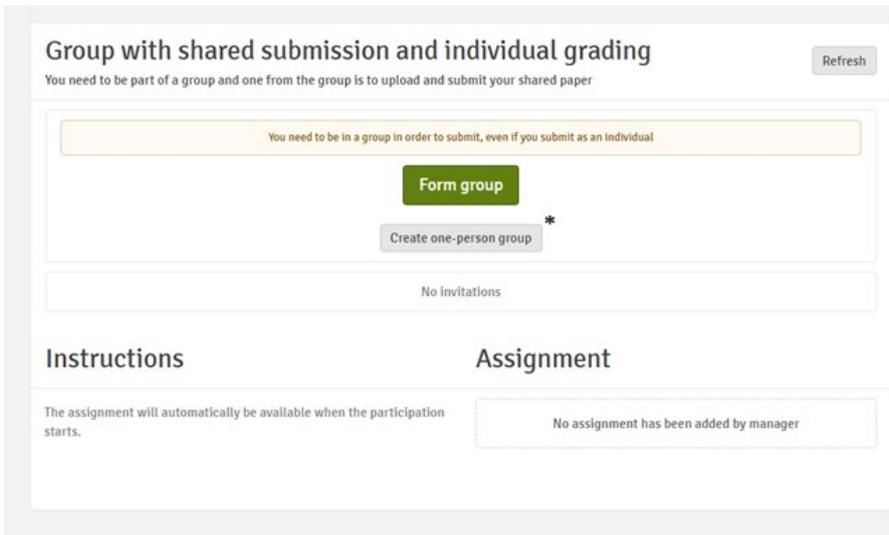
Form your group in WISEflow

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”.



The screenshot shows a web interface titled "Group with shared submission and individual grading". At the top right is a "Refresh" button. Below the title is a message: "You need to be part of a group and one from the group is to upload and submit your shared paper". A yellow warning box states: "You need to be in a group in order to submit, even if you submit as an individual". There are two buttons: a green "Form group" button and a grey "Create one-person group" button with an asterisk. Below these is a "No invitations" section. The interface is split into two columns: "Instructions" and "Assignment". Under "Instructions", it says "The assignment will automatically be available when the participation starts." Under "Assignment", it says "No assignment has been added by manager".

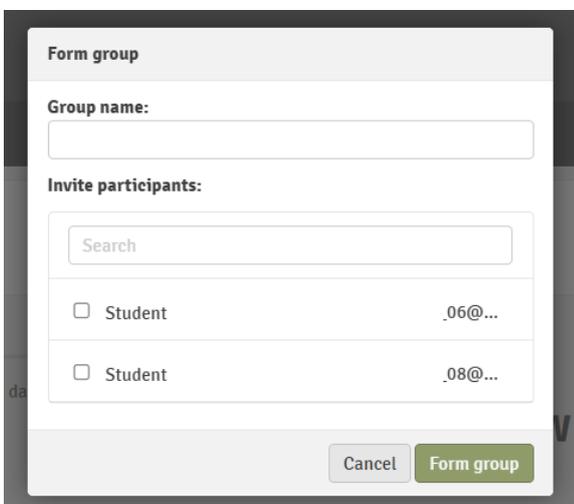
* If you have chosen to be only one-person, then click the other option “Create one-person group”. Create a group name, but don’t add any others.

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”.



The screenshot shows a "Form group" dialog box. It has a "Group name:" label and an empty text input field. Below that is an "Invite participants:" section with a "Search" input field. There are two rows of student entries, each with a checkbox, the text "Student", and a partial email address ending in ".06@..." and ".08@...". At the bottom are "Cancel" and "Form group" buttons.

*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.

Group with shared submission and individual grading

You need to be part of a group and one from the group is to upload and submit your shared paper

Refresh

You need to be in a group in order to submit, even if you submit as an individual

Invitations

Invited 2/2/2026, 10:18 Testgruppe nr et		Awaiting acceptance Accept Reject
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Form group

Create one-person group

Instructions

The assignment will automatically be available when the participation starts.

Assignment

No assignment has been added by manager

Overview of the group created

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

Group with shared submission and individual grading

You need to be part of a group and one from the group is to upload and submit your shared paper

Refresh

Testgruppe nr et

Invite participants

Student	.04 Studentsen		
Student	.06 Studentsen	Awaiting acceptance	
Student	.08 Studentsen	Awaiting acceptance	

Instructions

The assignment will automatically be available when the participation starts.

Assignment

No assignment has been added by manager

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](#).