

## Upload and submit your assignment in WISEflow

There are three main steps when submitting an exam assignment in WISEflow.

Please notice that you can only submit as a group if all group members have accepted the invitation to the group. If a member has opted out, you can remove that person as shown below.

The screenshot displays the WISEflow interface for a group with shared submission and individual grading. The top section shows the group name 'Testgruppe nr et' and a list of members: Student .04 Studenten, Student .06 Studenten, and Student .08 Studenten (Awaiting acceptance). Below this, there are sections for 'Instructions' and 'Assignment'. The 'Assignment' section shows 'No assignment has been added by manager'. The bottom section is divided into three columns: '1. Paper' (No files, Upload button), '2. Cover sheet' (Preview the cover sheet button), and '3. Submit' (Click here to submit button, Submission deadline: +1 day). A warning message at the bottom right states: 'It is not possible to submit as long as there are pending group invitations'.

## First Step

First step is to upload the document to the flow in WISEflow.

You can have a look at the document uploaded before submitting it by hitting “the eye” By hitting the “three lines” you can choose to Download, Edit (the title) or Delete the upload from the flow.

The screenshot shows the '1. Paper' step of the submission process. A document titled 'Keywords for IIM 2026.pdf' (117.2 kB) is uploaded. The document is visible in the flow, and a context menu is open over it, showing options: Download, Edit, and Delete. The '2. Cover sheet' and '3. Submit' steps are also visible. The '3. Submit' step shows a 'Click here to submit' button and a submission deadline of +1 day. A message at the bottom right states: 'You can now submit'.

## Second step

Second step is to fill in the cover sheet.

## Third step

Third step is to submit the document by clicking “Click here to submit”.

The screenshot shows a three-step submission process. Step 1, 'Paper', shows two files: 'Keywords for IIM external exami...' (70.9 kB) and 'Keywords for IIM 2026.pdf' (117.2 kB), with an 'Upload' button. Step 2, 'Cover sheet', features a 'Fill in cover sheet' button, a warning message: 'All required fields on the cover sheet have not yet been filled in', and a 'Preview the cover sheet' button. Step 3, 'Submit', has a 'Click here to submit' button and a 'Submission deadline: 01:37:11' timer.

## Submitted

You can clearly see when the submission has been registered in WISEflow and you can request a receipt as documentation.

The screenshot shows the submission process after completion. Step 1, 'Paper', shows the file 'Keywords for IIM 2026.pdf' (117.2 kB) with view and download icons. Step 2, 'Cover sheet', has a 'Preview the cover sheet' button. Step 3, 'Submit', shows a green 'Submitted' status with a checkmark, the date and time '2/2/2026, 10:54:02', and buttons for 'Request receipt' and 'Withdraw submission'.

## Submitting a blank page

If you have decided not to submit for the exam, don't submit anything – not even a blank document.