Assignment List

You can open the Markbook application, either:

- by going to **FrogDrive > Applications**
- via the **Quick launch**
- **opening any assignment** you have set from the Assignments menu

When you do, if you have not created any markbooks, you will be presented with the **Assignment List**.

This tab lists **every homework you have set**. Initially it will show you the **Open homeworks**. These are the homeworks you have not closed and released the marks back to the students.   All homeworks not closed will be in this list. Homeworks you have marked or just closed will be in the Closed view.

For each homework, there are a few things you can do. Using the options menu – which is highlighted with the number of students who have handed-in work, you can

- **Mark all the work as having been handed-in**
- **Open the assignment as it appears to your students** – handy if you plan to set the work, then talk the students through it in class
- **Edit the title, instructions, due date, recipients and mark scheme**
- **Close the assignment directly**

Using the **Mark all as Handed-i**n does just that. This feature is designed for homework you do not intend to collect in via Frog. Your homework may have been for students to complete the work in their workbooks or produce something physical or simply to revise. In these cases, it is unlikely students will remember to log into Frog just to hand-in work they have already turned in in the physical world. But you can use the Mark all as Handed-in feature to report on hand-in rates.

Of course, not every student in your class may have turned in work. In which case, you can reset their status by:

- **Click** on the assignment's name
- In the new screen **select the student**
- Using the buttons below the marking, set the status to Not Done, Late or Absent.
  - **Not done** means the student hasn't handed-in the work
  - **Late** will record the student has handed in the work, but late
  - **Absent** can be recorded against both handed-in and not done.