

Creating a markbook

When you're ready to create a markbook, there are two options. Via an existing assignment or directly. We'll look at both here.

All your existing assignments are listed in the Assignments tab. Selecting any assignment's option menu, you should see the option **Create and Add to Markbook**. If this option is not visible, the assignment is already in a markbook.

- On clicking this button, a pop up appears. This is asking you to complete a couple of options.
- The **Year group or keystage** and the **mark scheme** you intend to use.

It's worth checking the other information, like subject too. Once these two options are completed the **Create Markbook** button becomes available. This creates the markbook AND pulls in any homeworks assigned for that subject and subject. We'll cover the features of Markbook in other videos.

The other method of creating a markbook is to create one without needing an assignment to start from.

- Switch to the **Markbooks tab**.
- Now using the button, click **New Markbook**.
- In the pop-up which opens:
 - **Search for your class** or group – normally this will pick up your classes from the timetable and you just need to select one. But if not, simply type two to three letters from the class's name (these match the MIS records) to identify your class.
Next, select your **subject** and **key stage/year group**.
 - Then we select a **mark scheme**. These mark schemes default to Percentage, but your school can create their own mark schemes in Frog's Mark Scheme Manager. They are also imported from your MIS, but not made active. The primary reason you select a mark scheme is to allow you to generate the colour coding comparison of target grade to a mark on an individual homework. If you're not intending to mark work on Frog, you can leave this as Percentage. If you change your mind about marking later – you do have to delete the markbook and start again, but when you do – all your previous homeworks and marking will appear.
 - Finally, click the **Create Markbook**

The Markbook opens and all the students and their homeworks should load in. If you cannot see a homework, it may be that the assignment had a different subject. You can always edit the assignment and update the subject through the Assignments tab.

On creating a markbook, you may be told that one already exists. In which case a colleague has set one up for that class and subject already. To find this and any markbook, select the **View button** to display **all markbooks**. Then you can search for the class and favourite it to appear in your list