

## Frog Housekeeping Plan

When	Module	What
July	Markbooks	Leavers to export any marks they wish to keep
Aug	Markbooks	Admin consider bulk export all markbooks
Aug	Assignments	Bulk close old assignments
Aug	Assignments	Create new assessment cycles and periods
Aug	Seating Plans	Delete old plans
Aug	Notice boards	Clear notice boards
Aug	FrogCode	Update behaviour system with new term dates
Sep	Users	Check new users have been imported correctly and archive old users
Sep	Groups	Check new groups have been imported correctly and archive any old groups
Sep	ePortfolios	Create planner portfolios for new users
Oct	Users	Import new photos into frog via service desk