

## Marking documents online using Feedback

Feedback is a unique feature to Frog which enables you to mark documents in any browser. Feedback converts files from students and converts them to a series of images, which you can then add notes, highlights and comments to.

**To use**, your assignment will need a **File Drop activity**. Click on the File Drop icon to add this as an activity. You can then give the File Drop a name. This is useful if you plan on adding more than one file drop area. **Allowing users to delete their own files** is up to you, but checking this box means that if they upload the wrong file by mistake, they can easily remove it.

You can also add **Success Criteria**. Which the students will see as part of their homework instructions. Later on, you can comment against these criteria.

Pupils complete their assignment as usual and upload their document or image directly to the File Drop. You can see files as soon as they have been uploaded without the students needing to press the hand-in button.

Images are immediately available for viewing, but documents do need to be converted – and might take a little while before they are available. Files are always available to download by double-clicking on the file and choosing Download or you can download the whole class's files from this link in the assignment.

### File Types which work with Feedback

- .txt - Text Documents
- .pdf - Portable Document Format (Adobe Acrobat)
- .doc / .docx - MS Word Documents
- .jpg / .jpeg / .png / .gif - Image files
- .ppt / .pptx - MS PowerPoint Documents
- .rtf - Rich Text Format

To annotate the document, you will need to use Feedback, as you cannot currently return a downloaded document. When a document has been converted, single-clicking to select it will activate the Feedback button. Feedback opens and you can then drag and drop these stickers onto the converted document. When you do, a corresponding comment space appears on the right-hand side.

We have provided the stickers to help with the concepts of stars and wishes. If you prefer, the Highlighter allows you to drag highlight spaces onto the document. Or you can draw freehand with the brush tool.

The eye allows you to temporarily hide your annotations and the Action Cog gives you another way to download the original.

If you did set Success Criteria, you can then mark against this here too.

When you're done, click Save.

Files which have Feedback saved against them have this icon attached to them.

Students can only see your Feedback at this point if they have Handed-in their assignment.

They will not see their overall marks or comments until you have Closed and Released marks.