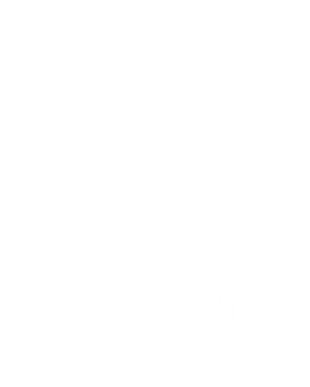
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Frog Homework Guides

Introduction

Setting, viewing and marking homework and completing it as a student in FrogLearn is simple and straight-forward.

We link to your MIS to automatically display your classes and synchronise students if they switch classes.

Using the New Assignment wizard, it takes longer to explain how to set homework than to set it.

Homework can be as rich and in-depth or as simple as you like and remember, homework doesn’t have to be on Frog, for you to use Frog to set homework. Many of our schools start to using Frog as a homework notification tool.

When you set homework, a number of things happen.

1. The student is notified both in Frog and on their mobiles through the MyFrog app.
2. The homework is added to the Assignment menu in Frog and onto their Assignment list in MyFrog
3. It appears in their homework calendar
4. And their regular calendar.
5. Their parents receive a Push notification on their phones through MyFrog
6. And it appears in their child’s list inside MyFrog.

Of course, if you want to do more than set a simple task, we’ve got you covered. In FrogLearn, you can set:

* Self-marking quizzes
* Work requiring file uploads
* Simple text entries
* And even computer code.

If your school integrates with Google Suite, then you can also assign Google Docs directly from Frog. We’ll handle the sharing for you.

Once you’re ready to collect in work, then the Markbook Manager can keep track of all work set – colour-coded to the student’s target grades – if you want to.

You can mark work as handed-in for the students, use the assignments for other classes, add assessments and share the marking workload with your colleagues.

Finally, for your pastoral staff and SLT, you have Assignment Monitor, which gives you reports on all homework set in Frog and allows you to search for individual students and support them with their work.

Setting Homework

When you come to set homework in Frog, it’s important to understand that collecting work in via Frog is not mandatory. Many start off using Frog as a homework notification tool and continue to use their existing methods for the actual work.

While this may seem contradictory, it’s about being fair to your students – imagine having one teacher set work on their white board, another using MyMaths, a third using their own blog – suddenly students don’t have once place to get their homework, they have 5 or more.

Paper Planners are great in concept, but in reality don’t last the year and even then, are a struggle for students with dyslexia or other additional needs. And of course, parents rarely get to see what has been written in their teenagers’ planners,

By using Frog for homework notifications, you eliminate all these problems and it’s really quick to set work.

To issue a quick homework:

* Click on the **+ (plus)** button in the FrogBar
* Choose **Assignment**
* In the pop-up which opens:
  + Give your assignment **a name** – to help you identify it later
  + Select your **subject** – quick tip: taping the first letter of the subject in on you keyboard jumps the list to the right area.
  + In the **Instructions** box, we’ve provided rich-text, so you can add links, make text bold, bullet-point your instructions etc…
  + Next, you can change the **available from date**, should you be able to plan your work
  + You’ll need to set a **Due Date**
  + You can also set whether the assignment will **auto-close**. This is handy for removing work from students calendars without them or you needing to mark the work as handed-in. Your school admin may have chose to set this be default. You can have it close after the Due Date.
  + In the **Add People** box, clicking should list your classes automatically, but you can search for classes or individuals by typing their details.
  + Once you have selected your class, you’ll notice the **Convert to Individuals** button – this is handy for instant differentiation – but if you regularly wish to set differentiated homework, you can make Groups inside Frog for your students using the Groups and Policies application. Your school’s Frog Admin can help with this.

Setting Homework (cont.)

Once you have completed this first page, the green Assign button becomes available. Clicking Assign now will send an alert to your students’ MyFrog app on their mobile devices as well as their parents. It will add the homework to their calendar and their assignment list.

If you wish to add resources or collect work in via Frog then there are options to do this, available when you click **Next**.

The second page of the Assignment wizard contains **Activities**. We’ll cover these in the Assignment Activities video, but as you can see, you can collect in Computing Code and Files, assign a self-marking quiz, or provide a text entry for homework and even assign a Google Document from here. You can add multiple activities too.

The third page, **Resources**, allows you to add files from either your computer or files in Frog already. The video, preparing homework in advance shows you some options for working with colleagues to create richer homeworks.

The final tab, **Evaluation**, is there if you wish to mark work set in Frog. By default it is set to Percentage, but you can just mark the work out of a number or use a customer Markscheme, which your school’s Frog Admin can help you set up.

If you use the New Assignment button within the Markbook, then your class, subject and the evaluation will be preset, saving you a few clicks.

At every stage past the first tab, you can assign work to your students.

Collecting text and links from students

When setting a task for home learning, you may wish to collect in a short text answer from your class. The **Text Activity** is ideal for this.

Simply click to select it in the **Activities** Tab. Now you can add instructions or a question:

You can also add **Criteria**, to help your students in their task:

Quizzes also allow for text entry, although these will be self-marking – text entry quizzes are only available for review with the FrogPlay.

The Text Activity probably isn’t the best approach for collecting in longer work, such as ***essays***. For that, we’d suggest using the **File Drop Activity**.

You can add additional activities of course and build up a more complex homework as you wish.

When students view the homework, they see the activity in the page, with your title and criteria above a rich-text area. Here they can add text, images, tables and links to other websites.

Because you can add multiple activities, each text activity has a **save changes** next to it. Every time the student clicks this button, Frog creates a copy of their work – so they can amend and improve what they are submitting. When the student is ready to hand-in their homework, they click the Hand-in Assignment button.

When you come to view their responses, **double-click on the text icons** to read their text.

The **Feedback** option allows you to highlight and annotate the text and leave audio feedback too.

Each activity has its own mark available if you wish to use it and you can then set an **overall mark** for the whole assignment.

Collecting Files from Students

When setting a task for home learning, you may wish to collect in files or images from your class.

The **File Drop** is ideal for this. It allows students to submit files in any format you wish. If the file type is unusual, you may need to get your school’s Frog Admin to add it to the acceptable file types list. They can do this in System Preferences.

You can name each File Drop activity, which makes it easier to identify the files after they have been handed-in. You can allow students to delete their files before hand-in – in case they upload the wrong file.

Students can then upload files directly to their assignment and hand-in when ready.

In the **Action Cog** for the assignment, you can see the option to **Download Files**. When selected, Frog will pack up all the files into a **zip file**. After downloading, you can extract the zip file to find all the files, organised by student.

You cannot return files to students directly, although the **Feedback** option allows you to highlight and annotate the text and leave audio feedback too

Frog will convert the document to a series of image files. You can then annotate these and even include audio comments on the documents. The criteria tab provides a space for additional comments regarding the criteria you have set.

Frog virus checks all files uploaded to it. If a student reports that they are unable to submit files, you should report this to your school’s Frog Admin so that we can work with them to identify the issue.

Assigning a quiz

Frog comes with a self-marking quiz engine as standard and the addition of FrogPlay provides you with around 300,000 questions organised into subjects, year groups and exam boards.

The process of assigning a quiz is the same for both. We have a separate video for creating quizzes, linked below.

Once you have complete the first page of the New Assignment wizard, select the **Quiz Activity**.

FrogDrive opens and allows you to search for any quiz. We start in **My Quizzes** – these are quizzes you have created and any duplicates you might have made.

**School Quizzes** contains quizzes your colleagues have created,

**FrogPlay** and **Community** section contains quizzes Frog have commissioned and quizzes teachers in other schools have shared, respectively.

You can create a quiz here directly, duplicate an existing quiz to modify it or simply select one that already exists.

I’m going to select this 40-question quiz. I can view the questions, to make sure I agree with the answers and difficulty. As mentioned, I can duplicate the quiz if I wish to make changes and if I want to assign a quiz, but would rather not set such a large homework, we can change that too.

Make sure the **quiz is selected**, then click **Use**

Back in the Assignment wizard, I can leave instructions for this quiz and I have all sorts of options I can set.

* **Exam Mode** –students will not be told during the quiz which answers are correct, question feedback is disabled as are retries and games
* **Single attempt** – in a similar vein to exam mode, students can only attempt the quiz once.
* **Time Limit** – you can set a time limit for the whole quiz or per question – this is handy for judging how much of a topic students understand – if they do not complete the whole quiz it gives you an indication of how far their knowledge goes.

Assigning a quiz (cont.)

In the **Show advanced question settings**, there are even more controls. I selected a 40 question quiz and **by default, Frog will limit the quiz to 20 randomly selected questions**. I can overrule this setting here by clicking Change.

The slider lets me adjust how many questions I wish to set how many of the questions I want and I can even choose which questions I wish to use.

Using **Deselect All**, I can start assembling my homework quiz from the questions available. I’m trying to ensure a range of question types – so that my class don’t get settled into a simple mindset.

Back at the top of the screen, you can see I have selected 14 questions. Again, I didn’t have to do manually pick question, I could have left this to the randomiser.

When I am happy, I click **Save**.

If I only assign a single quiz and no other activity, Frog will not only mark the activity for me, but set the overall mark for the homework.

What I mean by this is that each activity can have a separate mark set. If a homework involves creating a presentation and answering a quiz – I can mark both items separately, then record an overall mark. This allows me to weight activities. A student might get 100% for a multiple-choice quiz, but their presentation highlights they have not really understood the topic. Instead of Frog calculating an average for their overall mark, I can set a more realistic mark for the student.

This only occurs when I’m assigning more than one quiz to a homework, otherwise Frog will sort the overall mark for me.

Collecting Computer Code from students

For Computing, it can be quite awkward to collect programming from students. Firewalls and virus-checkers will routinely block code from being submitted via email.

To help with this, we built the **Basic Code Activity**

Fill out the Assignment wizard as usual, and on the **Activities Tab**, choose Basic Code Activity.

You can **name the activity** – to help identify it later if you are adding multiple items. In the **Language** **dropdown**, you can select different choices. This allows Frog to colour code appropriately.

***The Basic Code Activity does not run code submitted*** – for security reasons.

You can add code into the Activity, to provide your students with code to modify and you can include Success Criteria:

When students open the assignment, they can adjust the code and save changes before submitting. Each time they save their changes it creates a new iteration of their submission which you can view by double-click in the assignment view.

The Feedback option allows you to highlight and annotate the code and leave audio feedback too.

Each activity has its own mark available if you wish to use it and you can then set an overall mark for the whole assignment.

Preparing homeworks in advance

In this video, we’re going to use an ability in Frog to assign a document, site or even a page to your students. There is a great benefit in doing this. Namely that instead of homeworks being set on the fly, you can plan home learning with detailed instructions, resources around them and even include hidden areas with guidance and mark schemes for your colleagues. As always with Frog, you don’t have to do this, but the flexibility is here if you wish.

**Sharing documents**

We’ll start with the simplest option – having a bank of documents ready to assign out.

From this department site, I have a shared folder for homeworks and this contains resources. To use any of these files:

* I click on the **Action Cog**
* Choose **Open in FrogDrive**
* **Single-click** to select the file in question, then
* Click on the **Action Cog**
* And choose **Assign**

The Assignment wizard opens, the name of the document is added as the homework’s name – although this can be changed. I fill out the wizard as usual, but when I move to the Resources page, the document is already there.

So, that’s how you can assign documents from a shared area, but that’s quite limited.

**Assigning a Page**.

Here I have a scheme of learning for a Year 7 English module about Michael Morpurgo’s book *Private Peaceful*. I have used the **Link to File widget** to add my teaching resources and I have decorated the site to match the book.

I have also created a set of homeworks on this site. Each has its own page and I have used the **Activity widgets**.

If I click Edit, I can show you what I mean. For Homework 3, Book to Screen, my page consists of a title, a media widget linking to a YouTube video. A text widget with instructions and it also includes a **Text Activity** widget. This widget is the same as the text activity in the Assignment wizard, except that I am adding it to a page.

I have added a question, I haven’t added success criteria, although I could do so here.

Each Activity type has a corresponding widget.

Preparing homeworks in advance (cont.)

I mentioned adding guidance for other teachers – I could do this here, by adding in some guidance. I don’t want this to be visible to students, I’ll use a **Rule** on the widget to hide it. Making sure the text widget is selected:

* Click on **Rules** in the editing panel
* Click **Add Rule**
* Click on the dropdown to the **User is in group/profile**
* Search for **Student** – select **Profile: Student**
* Click **Add** – you have now set a rule to hide the text widget when the user is a student
* Click **Apply**

I don’t have to do this, but hopefully you can see the features available when preparing homework in advance. It’s now ready to assign. I’ll come out of the editor. Then to assign:

* Click on the **Share** button in the FrogBar
* Click **Assign Page**
* The Assignment wizard opens with the site and page name in the title
* I complete the assignment front page as usual, but when I click Next, the Activities tab is empty – as these are set in the page.
* It’s the same for Resources too.
* Once I’m happy with the assignment – which could have been just on the front page I can click **Assign**.

The homework appears to the students like any regular homework, albeit one with more resources and thought around it.

**Assigning a site**.

This is less popular in schools as building a whole site for a homework can be time consuming. Assigning a site gives you all the features of assigning a page, but now you can have multiple pages with multiple activities.

One thing to note – ***Assigning a Site creates a private copy*** of the site only the student and their teachers can access. It’s also a copy, so if you assign a site then wish to make a change to the original, this will not reflect in the students’ versions.

Once you have a site you’re happy to assign:

* Click on the **Share** link in the FrogBar
* Click **Assign** Site
* And complete the wizard as usual. Just like Assign a Page, the activity and resources tabs are already filled in.

For ease of demonstration, I’ve used the same Private Peaceful site, but as you can see, there are activities for each homework – so instead of students just having one thing to complete, they actually have one per page. If you do decide to use Assign Site, make sure you have included instructions to your students – otherwise they might miss part of their homework.

Assigning a forum

When you create an assignment in Frog, you actually create a private site only viewable to the student. This allows them to upload work that only you can see. Students cannot interact with each other through assignments directly. However – there are a couple a way you can assign a collaborative discussion, poll and other interactive tools. Both methods involve using an additional site in Frog.

Here I have a site for my class and I have added a forum widget to this site. I have used the **Share options** to give my students **contribute access**, which allows them to post to the forum. I now want to post a discussion thread and make responding to the discussion part of my class’s homework assignment.

**Method 1 – linking to a shared site:**

* I’ll create a **new page** on the class a site, and call it assignment link
* Now I’ll add a **Site Link widget** and set it to this same class site. This might seem a strange step, but will be clear soon.
* **Leaving the editor**, I’ll make sure I’m looking at my new page, then click on **Share**
* Then choose **Assign Page**
* The New Assignment wizard pops up and I can complete it as usual. When I assign the homework, a copy of the page will be taken and sent to each student with the site link attached.

**Method 2 – Nesting the forum within a page**

Instead of sending the students a link, I can send them the forum, nested in the assignment:

* Just like before, I’ll **create a page** on the class site
* Now, I’ll add a **Nested Page widget** and using its settings, point it to the page with the forum.
* And again, I’ll now **Assign Page**.
* When the students open the homework, they’ll see the forum and be able to post directly.

Introducing Markbook

Welcome to Markbook, Frog’s application designed to make setting, marking and sharing homework easier.

**Markbook works with Frog’s assignments** to provide you an instant **overview of your class**. The online spreadsheet allows you to record work as handed-in, shows you if students have read the assignments and lets you set a Target Grade for each student.

**You do not have to mark work in Frog**, but if you do, then markbook will calculate an **Average Mark** for you and if you have set a **Target Grade**, markbook will colour code each students’ work based on their target grade.

**Markbooks are viewable by all staff**, so team teaching and marking is easy. You can favourite markbooks to make the easy to find.

From the overview screen, each markbook button shows you a count for work ready to mark and if you have any messages from students struggling with their homework.

Inside each assignment you can mark the work in only a few clicks before moving onto the next student. Of course, if you set a quiz as homework, the marking will be done for you.

You can use this option to reuse any homework with any class.

From the class page, if you wish you can even add additional non-assigned assessments, such as mock exam results.

As students move from class to class, their homeworks, target grades and average marks will move with them.

Finally, when you create a new assignment from the class page, the assignment wizard opens, with your subject, class and mark scheme imported. Saving you a few clicks.

Of course, you don’t have to use Markbook, but we hope the benefits of online, shared marking and reporting will save you a lot of time and effort.

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.

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.

Students – Viewing homework

When your teachers set homework for you, they’ve probably also mentioned it during class time. But in case you forget, need to know the details or actually want to complete it online, then Frog has loads of places where your homework will be.

Firstly, there’s the **MyFrog** app – which is free for both android and apple mobiles and tablets. You can find download links on this webpage

<https://frogeducation.com/mobile>

Install and log into the app – use you school’s Frog web address and your usual username and password, then the app will send you notifications whenever a homework is set. When you open the app, you’ll also see your Assignments all listed out by due date.

Remember to check if you’re connected to WiFi, if you’re not, the app has a low data mode – which only loads in minimal information. Saving your data allowance. If that’s unchecked or you’re connected to WiFi, then the full assignment will load up and depending what it is, you might even be able to complete it within MyFrog.

Your calendar in the MyFrog app also shows all your homeworks on the due date. You can view any date from here to open the homework.

So that’s on your phone – but we also provide all the same access in Frog on your internet browser. **When you’re logged into Frog**. You can click on this “**Assignment Menu**” and you see it looks pretty similar to the MyFrog app.

**Here are all the homeworks organised by due date** and here’s my calendar. Clicking on any of the homeworks will open the assignment directly.

Take a look at the Assignment Bar at the bottom of the screen. This gives you more information about the homework. There’s a space for how many activities there are to complete. When it’s due. There’s the Comment wall – handy if you need to send a message directly to your teacher.

Some activities like the Text Activity have a Save button, for you to save changes. This allows you to update your work as you go, because once you hit Hand In, you can’t undo it. Your teacher can, but you’ll need to contact them to ask them to Return the homework to you. Sorry if this seems awkward, but it’s to prevent cheating.

Just because you’ve opened the homework, it doesn’t mean you have to complete it straight away. Those save buttons allow you return to it later. You can close it from the X button in the top-left.

Depending how your school has set up your Frog, you can find your homework from the Assignment calendar. These are colour-coded for urgency, green, amber and read. White entries are ones you’ve handed in, grey are ones the teacher has closed.

Finally, Frog also has a built-in calendar. Your homeworks appear in here as all day events. These are just reminders, they don’t link to the homework, but you can always add a calendar widget to your personal dashboard and use that as a homework list.

Parents – Viewing homework

When teachers set homework to your children, it will appear in a number of places. Firstly and most conveniently, is the **MyFrog** app. A free app for both Apple and Android phones. You can find out more information and download links from this webpage

<https://frogeducation.com/mobile>

Once you’re logged in, the app will remember your details, so you don’t have to. Use your school’s Frog web address and the username and password they have provided you to login.

MyFrog will send to a notification for each homework set for your children. When you open the app, you will see you children listed – with one child already selected and from the Assignments screen, you can see all the homework they have been set.

Taping on each homework will open the basic instructions. Your children may have been given more detailed instructions around specific tasks – but generally the plain text instructions cover the homework.

The assignments are listed in due date order and colour-coded. Your children can hand in homework via the app or by logging into Frog – but if the homework is not digital and requires students to physically hand-in work, then you would not expect the children to use the hand-in feature. Instead, your child’s teachers can record that the homework was handed-in.

One last feature of MyFrog worth mentioning is that by default, to save your data allowance, the app has a low data mode enabled. Unchecking this will allow you to view the school’s parent dashboard within MyFrog when not connected to WiFi.

You can use the same login details to log into Frog itself, instead of through the app. Using your internet browser, you can see the same information within the **Assignment Menu**. When you open the assignment from here, Frog also shows you any homeworks handed-in and any closed & marked assignments.

When your children review their homework – they have a screen showing their marks – if the teacher is marking online – teachers often do not use Frog’s marking facility, preferring physical marking, so do not be overly concerned if no marks are apparent.

Depending how the school has set up their parent portal, they may have included a homework calendar – where you can view each of own children’s homeworks too.

At this point, while Frog has provided guidance on what makes a good parent portal, it really is up to the school what they choose to implement. But in most cases, Frog can supply attendance and behaviour details. School reports, letters sent home and children’s target and current grades.

Using a homework with another class

Imagine a situation where I have told you about a really good piece of home learning I have set. I have offered you the chance to use it with your students. This can be a big time saver for you and ensure as a department we are all setting good quality homework. There are two ways you can use my homework and both involve Markbook.

Firstly, you need to find the markbook for my class. Use the **View** switch to look for **All Markbooks**, then identify my markbook for the year group, subject and class.

Once you have opened the markbook, scan the top row for the name of the homework.

**Click into any student** and using the **Action Cog**, select **Reuse Assignment**

Scroll down the Assignment Wizard to change the dates and **remove the original class** and add your own class and hit **Assign**. This homework will appear in your class’s markbook

Alternatively, you could ask me to assign the work to your class for you. I would follow the same procedure, identifying the class, selecting **Reuse Assignment** and adding your class.

Because the markbook is linked to the class and subject, any teacher can set work and it will appear here. So actually, I could set work to both our classes when I first created the homework.

If you are reusing an assignment, make sure you remove the original class, or else you will assign them a second homework.

Recording work as Handed-in

It’s likely when setting homework that you do not intend to have your students complete the work on Frog. You may wish for the class to complete their work in their workbooks and you will collect them in for later marking. Or there is nothing to hand-in as such, but you have had the students demonstrate to your satisfaction they completed their research etc…

However, for your records, for parents and for your SLT, you will probably want to record the students have handed-in their work.

To do so, is simple. Within markbook, **select the homework** in question and click on the **options menu**:

* Choose **Mark All and Handed In**
* Then scroll down the list to any student who has not handed-in their work, click on the corresponding green tick

You can now choose to either:

* Mark the homework as **Not Done**
* Send it back to the student to **Re-Attempt** – this reopens the homework for the student
* You can record that the student was **absent** – or that they handed-it in **late**.

Marking homework

When you come to mark homework in Frog, we have tried to make this as easy as possible. There are two type of marking available. But both work the same way.

If you are not marking homework submitted on Frog and using the markbook to record and return the marking to students, then **from your class markbook**, select the homework column in question and **click on the first row**.

Depending on the mark scheme you used for the homework, you either **type in the value** or **tap the corresponding button**. You can add a comment.

Note in this example, I have set a Target grade, so the new mark colour codes accordingly.

If I have the mark ready for the next student, I can record that by either clicking on the Next and Continue or by selecting the corresponding cell in the column.

I don’t have to complete the marking all in one go, I click Exit and return later. No student will see any marking until I **close the assignment**.

If I am collecting in work via Frog, then the student’s submissions will appear in the activities tab. I can view their submissions and record marks against each activity – although I can just record an overall mark in the usual way.

A quick word about **Quizzes**. If you only assign one quiz as homework and no other activities, **Frog will update the markbook** for you. However, the mark will be a percentage and you will not be able to see additional information about where the students struggled.

If you want this sort of detail it is available if your school signs up to FrogPlay. FrogPlay also comes with over 300,000 questions, mapped to subjects, key stages and exam boards, almost 1000 video tutorials and a games-based approach to student engagement which really does work.

Setting Targets and Average Marks

The Target column within markbook is there to serve as a guide for you to be able to see instantly if the student is performing in the homework as they should be, The Target, Average Mark and colour-coding are just guides. We know homework is not a grade predictor and part of the reason why we have resisted displaying an Average Grade. However, it is still a useful metric for how a student is performing across different homeworks.

In this first iteration of the markbook, you cannot import Target Grades. They do have to be manually entered, but we have tried to make it as easy as possible and of course, you only need the Target Grade here if you wish to use the colour-coding.

Simply **click on cell corresponding to the student** and **select their target grade**. You can change any student’s target by clicking on their cell and selecting the new grade. There’s no saving, hitting keys or anything else required.

If the mark scheme is not the mark scheme you wish to use for the Target, then you will need to delete the markbook and create a new one. However, all the homeworks and marking will reappear with the new mark book.

The Average Mark is calculated by taking the percentage set for each assignment marked and determining the average. Whatever mark scheme you used, Frog converts this is a percentage. Of course, some homeworks bear less weight than others and as such can skew an average mark. So you can **hide these columns** by clicking on the **options** menu and unchecking the **Show in Markbook** checkbox. The column disappears and the Average Mark is recalculated.

If you wish to see the homework again – it is always in the Assignments tab, and from the class markbook

* click on the **Actions Cog**
* Select Manage **Markbook**
* Check either the individual homework or the All checkbox to re-add all the homeworks.
* And click **Save**.

Inserting an Assessment

While marking homeworks will give you an indication of how a student is performing, we know in-class assessments are a more useful indicator of a student’s progress. So, we have included the ability to record these assessments alongside your homeworks.

Using the **Insert** button, you can create a column in the markbook, which acts like a cross between the Target Grade and an assignment. Students are not alerted to the assessment’s presence – although you can still record if they have completed the work.

You can grade their assessment and record a comment. These will not be returned to the student, but it is handy to have a place alongside your homeworks where you can make notes and judgements.

Closing an Assignment

When a homework is finished, it’s time to close it. This will remove it from any student’s to-do list and also prevent them handing work in.

It will also prevent you from marking the work – although you can always reopen an assignment.

From either the class markbook or the assignment list, open the **options** menu for the assignment and choose **Close and Release Marks**.

Using the options menu again, there is now a button for **Reopen Assignment**. This will re-add the homework to any student’s to-do list who has not handed-in the work.

Deleting an Assignment

You will probably at some point wish to delete an assignment.

This is simple to do, but will not be obvious as you cannot delete an open assignment. You must first close the assignment, then delete it.

To close the Assignment, from either the markbook or assignment list, open the options menu and choose **Close and Release Marks**.

The view will reload and now, from the same options menu, the buttons have changed. The last one in the list is **Delete Assignment**. A brief warning will appear and once you have clicked it, the assignment is deleted from the system.