

## Assignments

At the end or the beginning of the academic year, administrators may want to review open assignments and prompt staff members to close off any assignments that have expired or are no longer needed.

To check what assignments are still open, navigate to the Assignment Monitor and you can quickly identify the members of staff who still have open assignments as they will be highlighted in Blue or you can use the filters if necessary. You can then contact those members of staff and ask them to perform the necessary housekeeping.

Alternatively, you can just send out a gentle reminder to all staff members asking them to close their expired assignments. They have the ability to close assignments off individually or they can also bulk close the assignments by clicking on the action cog in assignment manager and selecting bulk close assignments option.,

This allows you to close all assignments with a due date on or before your specified date, so if you were doing this for the start of a new year, you could set the date to the 1st of September, providing you didn't set any assignments over the summer.

The Frog Service desk can also bulk close assignments within your platform, as long as you request this in writing via a ticket. You will need to provide us with a date, and any assignment due on or before that date can be closed for you. We cannot do this for individuals and this is only performed when you want to close all teachers assignments.