

## 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**.

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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.