

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.