

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**.