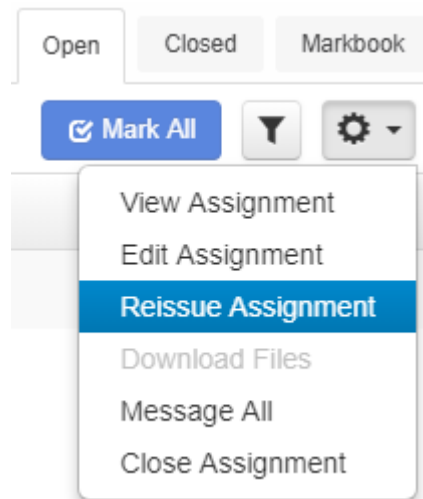


Reissuing, Closing, Reopening and Deleting Assignments

Reissuing Assignments

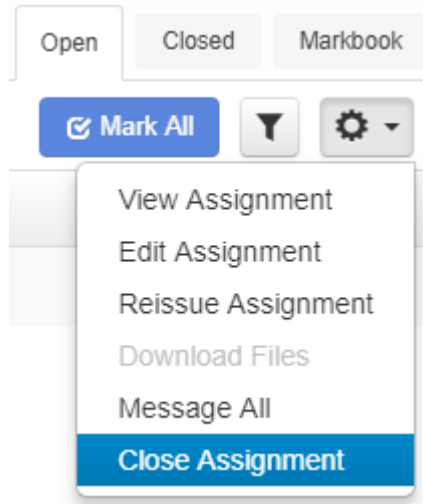
You can reissue existing assignments quickly and simply from within the Assignment Manager application. You can select any open or closed assignment, and using the action cog, you need to select the Reissue Assignment button.



This will open the Assignment builder and all the details entered from the previous assignment will automatically be populated. You can edit this information if necessary which means you can set it to more people, change the date or change the activities etc.

Closing Assignments

To close an assignment, choose your open assignment from the open tab in Assignment Manager, select the action cog and choose the 'Close Assignment' option.



The close assignment dialog will then open and you have the option to release the marks to students and add a message. **Please note:** You can set assignments to automatically close when creating them. See the 'Creating Assignments' section of the help text for more information.

Close Assignment ✕

All recipients will be notified that this assignment is closed.

You can also choose to:

Notify recipients of their marks

Add a message for all recipients



Add a message (optional)

Do not ask me again this session

Cancel Close

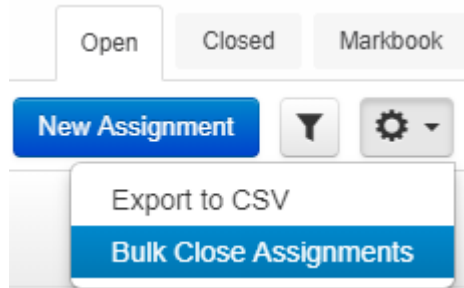
All closed assignments can still be found within the Assignment Manager Application under the Closed tab.

OpenClosedMarkbook

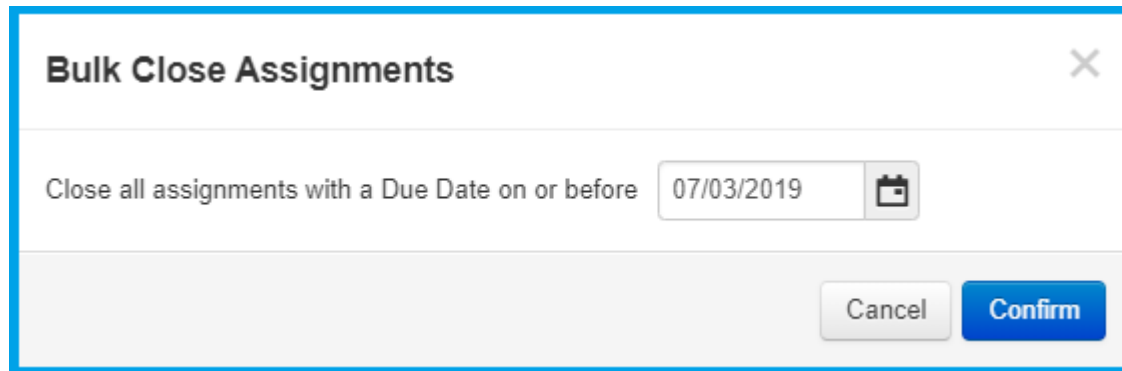
New Assignment

Bulk Closing Assignments

You can bulk close all open assignments due on or before a date you specify by clicking the action cog when viewing your open assignment list and selecting the 'Bulk Close Assignment' option.



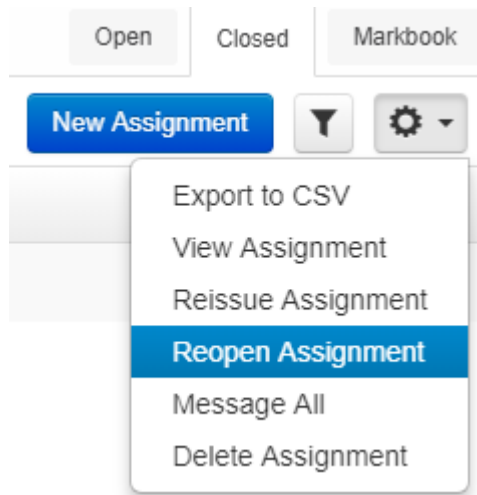
Next, specify the date and press confirm.



When using the bulk close option, all marks will be released to students but they will not receive a notification to say their assignments have been closed.

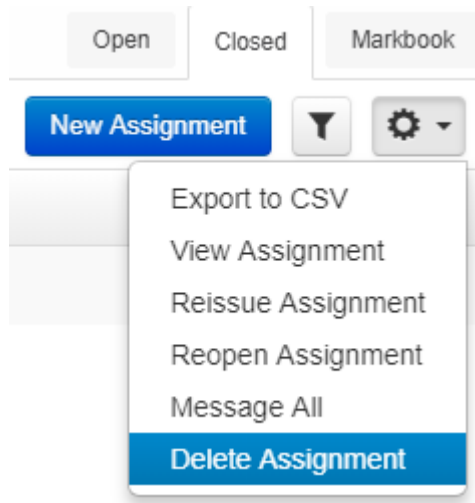
Reopening Assignments

To reopen an assignment, navigate to the closed tab within the assignment manager and select the assignment you wish to reopen. Clicking on the action cog and choosing the 'Reopen Assignment' option will open the assignment and make it available to students again.



Deleting Assignments

You can only delete closed assignments in Frog. Within Assignment Manager, navigating to the closed tab will display all closed assignments. Selecting an assignment and then clicking on the action cog will display the delete assignment option.



Deleting an assignment means that you will not be able to see it within your assignment manager and the results of the assignment will stop being displayed in the MarkBook.