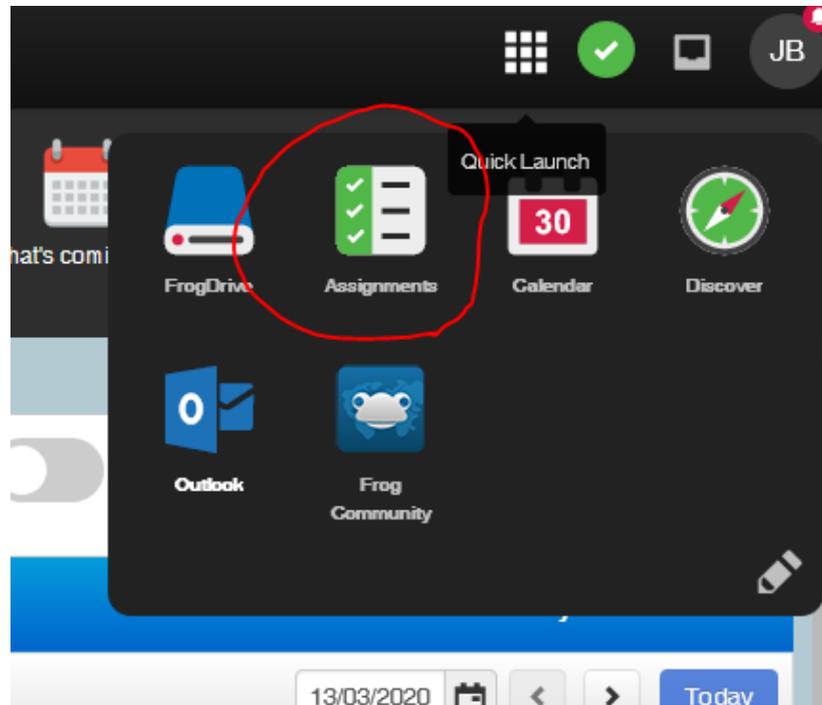


Frog Guide - Assignments Students Guide

The Assignment Application

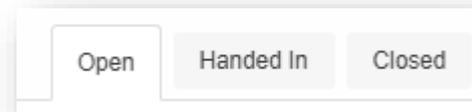
The Assignment Application allows you to see any work assigned to you by your teachers. You can access the Assignment Application at any time from your Quick Launch Menu found on the Frog Bar.



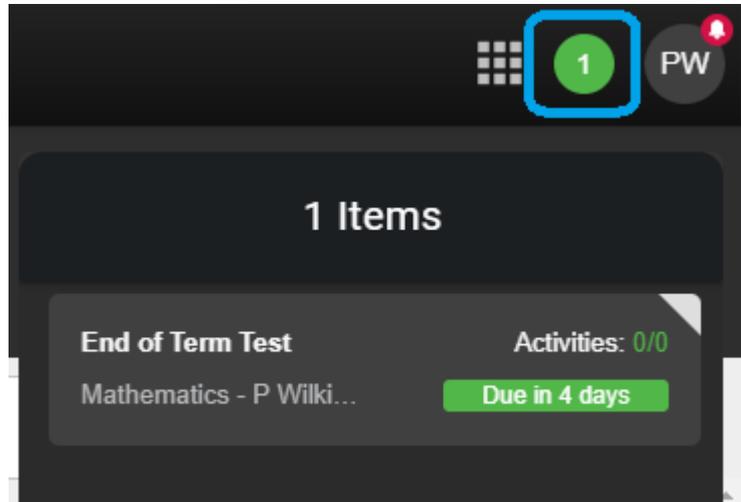
The Assignment Application will show you open, handed in and closed assignments. You can also see the date the assignment was issued, when it is due and which teacher assigned the work to you.

Assignments									
Open Assignments									
Assignment Name	Issue Date	Due Date	Subject	Teacher	Progress	Mark Given	Handed In		
End of Term Maths test	02/03/2019	11/03/2019	Mathematics	P Wilkinson	0/0	Not Released	Not Handed In		
Physics Revision	02/03/2019	06/03/2019	Physics	P Wilkinson	0/0	Not Released	Not Handed In		

You can switch between viewing Open, Handed in and Closed assignments by using the tabs found in the top right hand corner of the Assignment application window.



When a teacher assigns some work to you, you will receive a notification, your MyFrog button will change colour and the amount of open assignments will define what number is displayed. Clicking on an item will open the assignment.



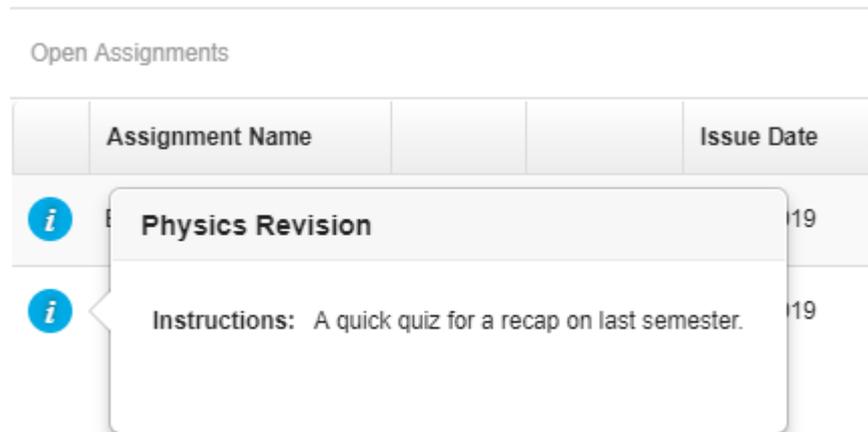
Opening Assignments - Students

Once an assignment has been issued, you can view the assignment by opening the Assignment application.

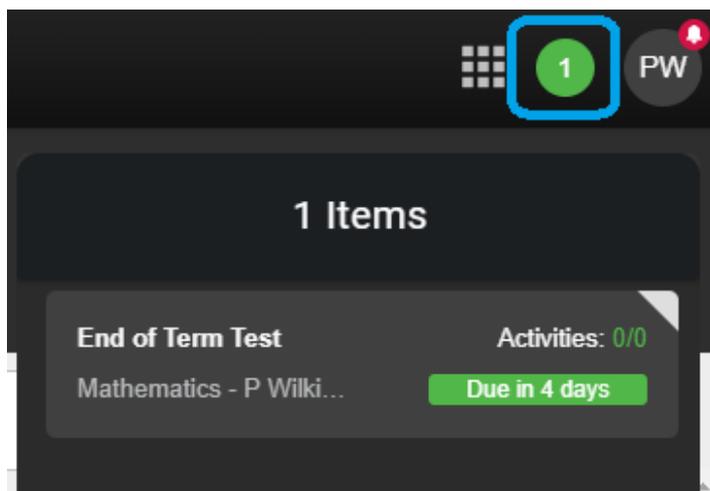
Once the Assignment application has opened, select an assignment by clicking anywhere along its row and it will open.

Assignments									
Open Assignments									
Assignment Name			Issue Date	Due Date	Subject	Teacher	Progress	Mark Given	Handed In
<i>i</i> End of Term Maths test			02/03/2019	11/03/2019	Mathematics	P Wilkinson	0/0	Not Released	Not Handed In
<i>i</i> Physics Revision			02/03/2019	06/03/2019	Physics	P Wilkinson	0/0	Not Released	Not Handed In

You can see any instructions that your teacher has left you by clicking on the blue information button.



You can also open the Assignment application directly from the MyFrog button on the Frog Bar.

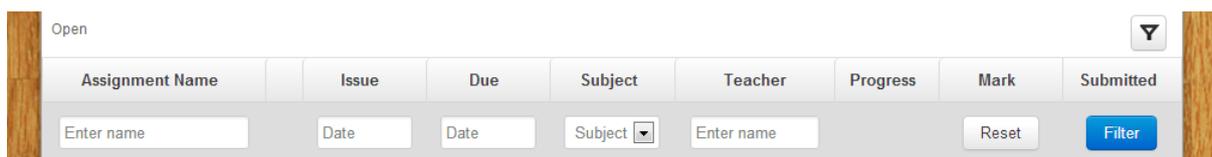


Filtering the Assignments List

Within the Assignments application, the view of assignments in a given list can be filtered to allow you to more easily locate a given assignment. To view the filtering options select the filter icon.



The filtering options will now be displayed.



These options allow you to filter the assignments displayed by Assignment Name, Issue Date, Due Date, Subject and Teacher. Once you have configured any filters, select the Filter button to apply these filter settings to the list. If you wish to remove any filter settings, select the Reset button followed by selecting the Filter button.



Submitting Activities

Once you have opened an assignment site you can view any content that has been placed in the site, and also complete any activities placed in the site by your teacher. These may include Text activities, File upload activities, or other items.

Different activities require you to submit different information or to carry out a specific action such as completing a quiz. Activities include:

Text Activity

A Text Activity requires you to enter some text to complete it. Enter text in the text input field. This text can be formatted using the options from the menu bar. Once you have entered your text click the Submit button to save the entry. This will mark the text activity as submitted, but will not submit the assignment. You can update the text entry again and resubmit it as long as the assignment itself has not been submitted.

File Drop

A File Drop activity requires you to upload a file to it to complete your work. Click the Upload button to open the file uploader. Drag and drop or choose the file you wish to upload. Once your file has uploaded close the file uploader by clicking the grey Done button. You can now submit the activity by selecting the Submit button. You can continue to upload files until you submit the assignment. If your teacher has allowed it you may be able to delete files you have uploaded.

Quiz

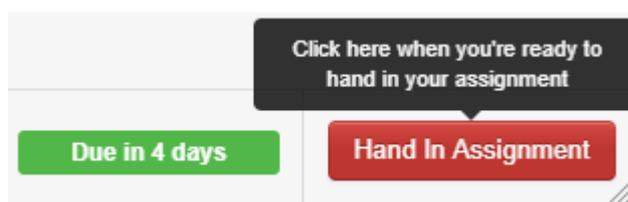
Quizzes can be created by your teachers and placed in assignments. Complete all the questions in the quiz to submit it for marking.

You should complete all activities before submitting the assignment.

Submitting Assignments

Submitting an assignment hands the assignment in to the teacher for marking and once submitted you cannot edit the activities within the assignment unless the teacher returns the assignment to you to rework. Please note: Completing and submitting all activities does not automatically hand your assignment in.

To submit your assignment, open the assignment and at the bottom of the window there will be a Hand In Assignment button.





If the assignment requests Self Evaluation you will now need to complete this information. Self Evaluation allows you to let your teacher know how well you understood what you were asked to do as well as leaving some comments on the assignment.

A screenshot of a web application dialog box titled "Complete Assignment". The dialog has a close button (X) in the top right corner. It contains three main sections: 1. "Self Evaluation" with the question "How well did you understand this assignment?" and a horizontal slider ranging from "Not very well" to "Very well", with a slider knob positioned at "OK". 2. "Your comments" with a text input field. 3. A confirmation section titled "Are you sure you want to complete the assignment?" with the text "Selecting complete will submit the assignment to your teacher for marking." At the bottom, there are two buttons: "Cancel" and "Complete".

Once you have completed the Self Evaluation and Comments fields click the Complete button to confirm that you wish to complete the assignment.

If Self Evaluation has not been requested, select the Complete button to submit the assignment.