

archiving, awr, independent study

# Archiving - Assignment and Work Records (AWR)

This will produce an individualized assignment and work record for one student in the Personalized Learning System (PLS).

**Teacher pages > Student Roster** > Click on the to expand the student's folder and then click on the Reports tab.

Locate desired LP > click on the AWR Icon.

To customize the settings on your AWR, use the checkboxes

Click the Sign & Archive Electronically button.

The document will open a web version.

Click > Send Invitation / Submit Agreement when complete.

Notification of success is posted. You can click on the blue button to view your archived document.

The document will now be available for viewing in Teacher Pages>Compliance>Archive.

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