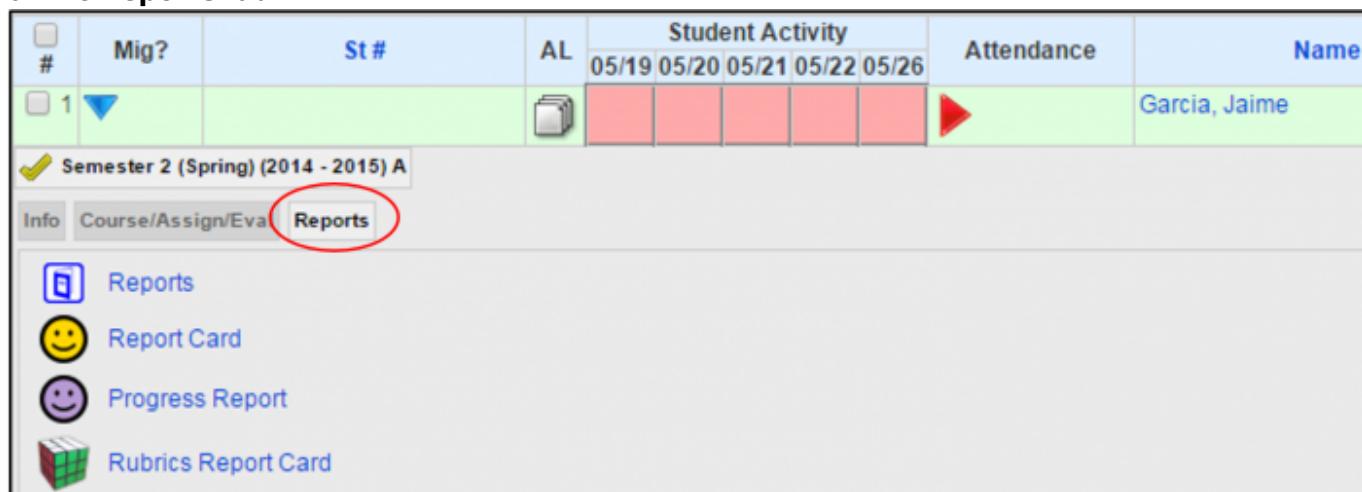


archiving, awr, independent study

# 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.



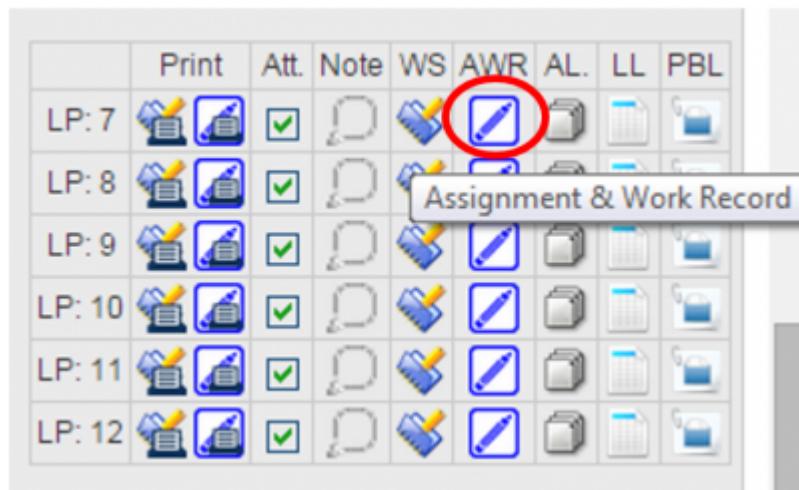
The screenshot shows a student roster table with one student listed. The student's folder is expanded, revealing a sub-menu with the following options:

- Info
- Course/Assign/Eva
- Reports** (highlighted with a red circle)

Under the Reports tab, the following options are listed:

- Reports
- Report Card
- Progress Report
- Rubrics Report Card

Locate desired LP > click on the AWR Icon.



To customize the settings on your AWR, use the checkboxes

Click the **Sign & Archive Electronically** button.

<p>Signature Line: <input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian</p> <p>Attendance Line: <input type="radio"/> None <input checked="" type="radio"/> Acknowledgment of learning period days <input type="radio"/> Acknowledgment of learning period days (By Hand)</p>	<p>Assignments: <input type="checkbox"/> Show Assigned Date <input type="checkbox"/> Show Due Date <input checked="" type="checkbox"/> Show Grade Given <input checked="" type="checkbox"/> Show Curriculum Grade (must be grouped by curriculum) <input type="checkbox"/> Show Assignment Grade <input type="checkbox"/> Show items given no weight <input type="checkbox"/> Hide past-due <input type="checkbox"/> Show Only Completed</p>
<p>Other Options: <input checked="" type="checkbox"/> Include all classes when printing for students <input type="checkbox"/> But don't include ADA classes <input checked="" type="checkbox"/> Don't group by Learning Period <input type="checkbox"/> Don't group by Curriculum <input type="checkbox"/> Show as Synopsis View <input type="checkbox"/> Show All Curriculum <input type="checkbox"/> Text Font Size (0-10) 4</p>	<p>Learning Period Range: School Track: A <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> All</p>
<p>Show Assignment Types: <input checked="" type="checkbox"/> Assignment <input type="checkbox"/> Objective <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Module <input type="checkbox"/> Resource <input type="checkbox"/> AssetLink <input type="checkbox"/> Discussion <input type="checkbox"/> Assessment <input type="checkbox"/> CustomActivity <input type="checkbox"/> Homework <input checked="" type="checkbox"/> Lesson <input type="checkbox"/> Wiki <input type="checkbox"/> Journal <input type="checkbox"/> Survey <input type="checkbox"/> Blog</p> <p>Back Preview <b>Print</b> Email to Student Email to Parent(s)</p>	
<p>After selecting students, please click either the Print or Sign Online button. <a href="#">Sign &amp; Archive Electronically</a></p>	
<p>Select Student Name <input checked="" type="checkbox"/> Granger, Nancy</p>	

The document will open a web version.

**Note: Some schools require assignments to be checked as complete. To do this, use the check box at the top of the page or click individual assignments. Not all schools will have this feature turned on.**

**Sign Document**  
**Check All:**  
 Assignments (59 found)



**Milestone Academy Assignment & Work Record**

**Student Name:** Jaime Garcia    **Student ID:** 78475    **Grade Level:** 11    **LP:** 8  
**Teacher Name:** Tara Obregon    **Teacher Number:** 4143    **Date Parameters:** 02/02/2015 - 02/27/2015

The number of attendance days possible for this student's learning period is 18. In my professional judgment, the student has completed work that has a value of 17.

Make sure your name is inserted here.

Signed By Teacher:  Signature Date: 05/26/2015

Invite staff to sign    Invite email address:

Use the eraser to start over

Sign here with your mouse, finger or stylus.

Click > **Send Invitation / Submit Agreement** when complete.

**Module 5: Unit 5: Division of Whole Numbers.****Objective**

- \* Identify the quotients for single digit divisors and dividends with and without remainders; identify the quotients for multiple digit divisors and dividends with and without remainders.
- \* Identify the quotients for real life division situations; solve word problems using averaging; solve problems by estimation.

**Assignment**

- READ and COMPLETE: Unit 5 Activities.
- COMPLETE: Unit 5 Test.

**Clear****Send Invitation(s) / Submit Agreement**

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

**Document has been saved**

Signatures: 1

Invitations 0

This document has been finished and is now part of document archives.

**View****Return**

The document will now be available for viewing in **Teacher Pages>Compliance>Archive<sup>1)</sup>**.

<sup>1)</sup>

We'll add a link to the Archive Compliance manual soon!

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