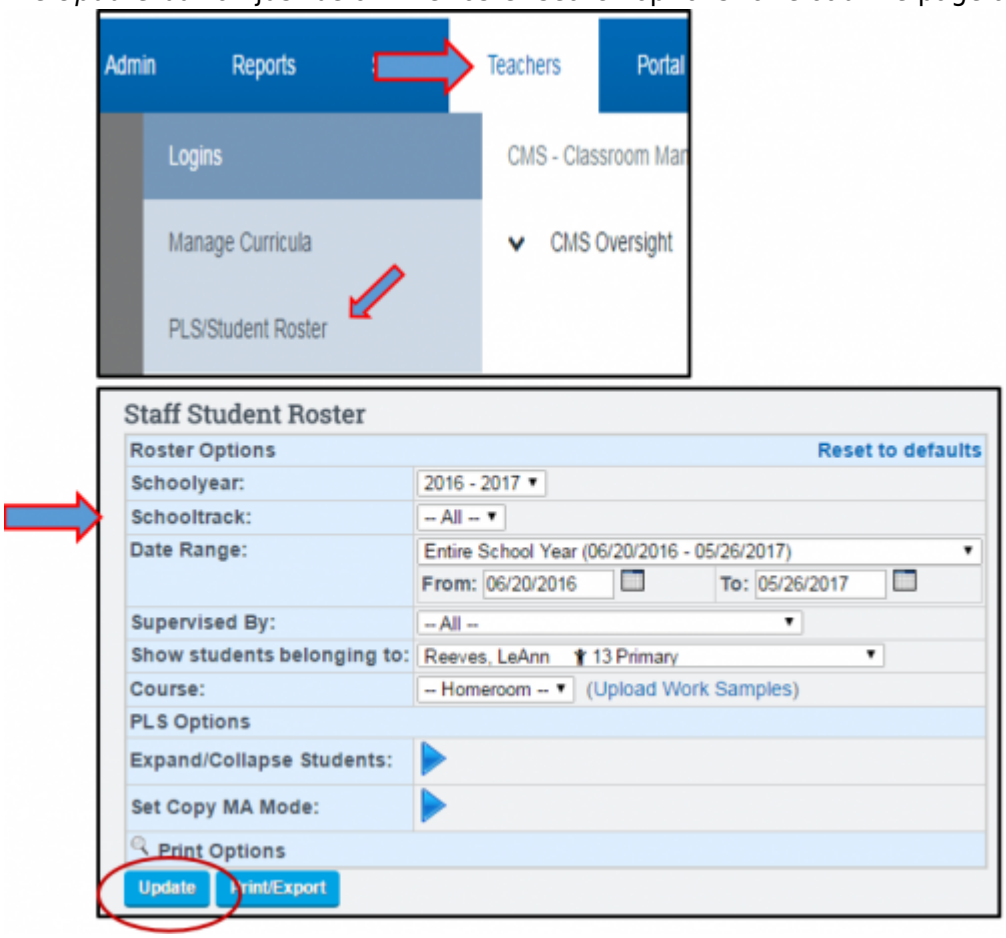
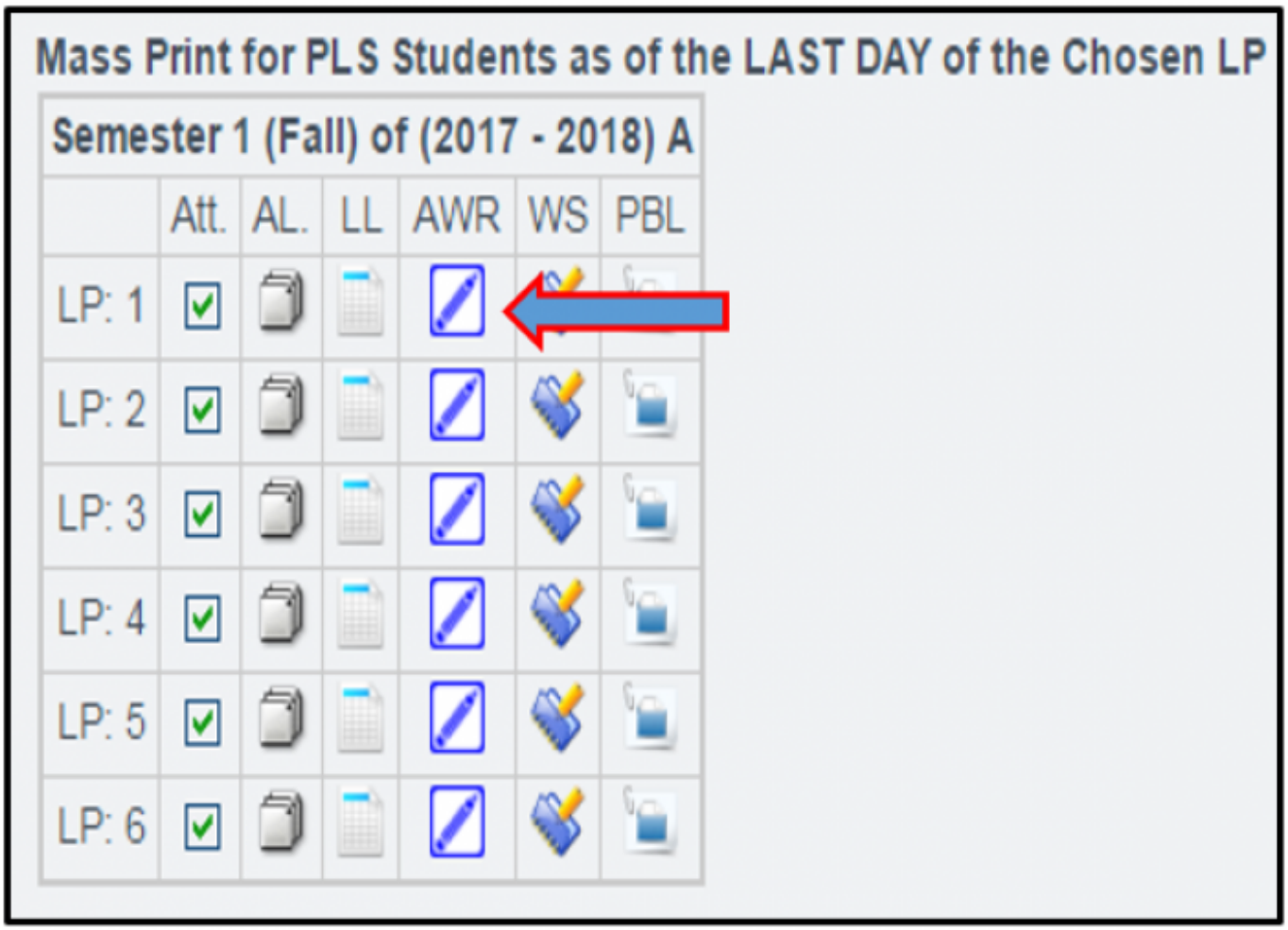
archiving, awr, independent study

Archiving - Assignment and Work Records (AWR)

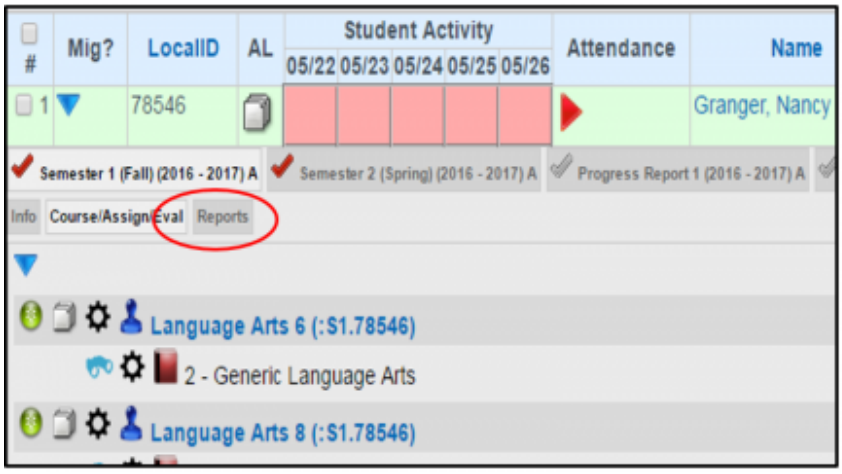
From the Teachers Tab, click on *PLS/Student Roster*. Confirm the desired date range and/or Click on the *Update* button just below the roster search options to reload the page as needed.

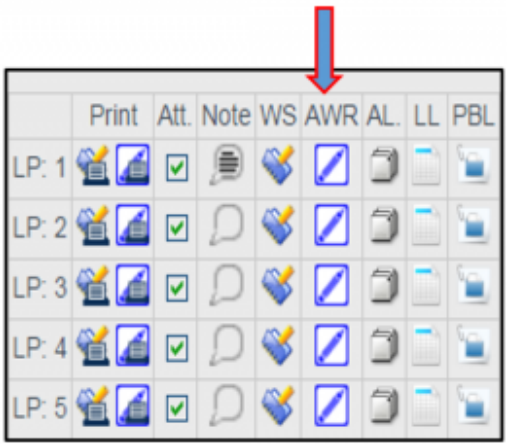


To work in MASS for results based on an entire roster list of students, use the *Mass Print for PLS Students as of the LAST DAY of the chosen LP* quick icon access box located under the PLS Roster Search Options.
Once the AWR icon for the chosen LP is clicked, the following page will show optiosn to *Print* or *Sign & Archive Electronically* in

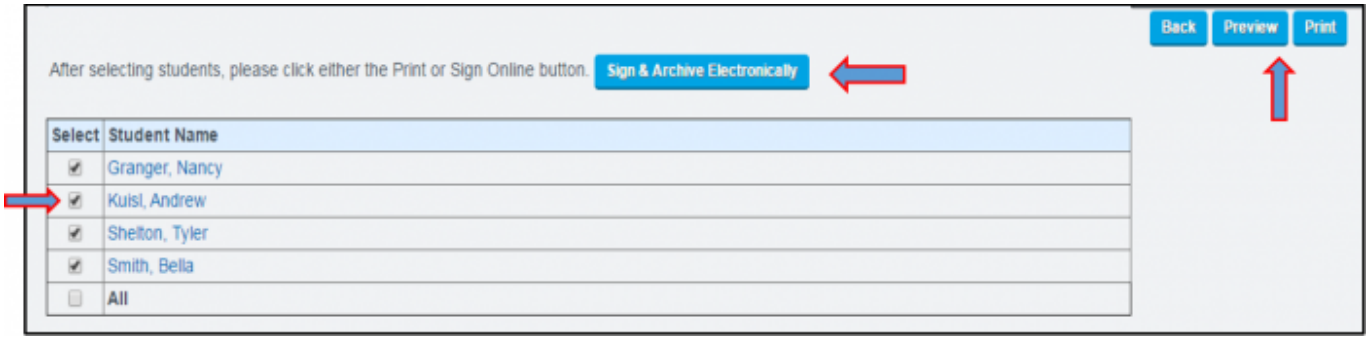


To print an AWR for a student individually, click on the blue arrow to the left of the student's name to expand their student folder. Once classes are shown, click on the *Reports Tab*. To the right side of the screen, locate and click on the AWR Icon for the chosen LP.

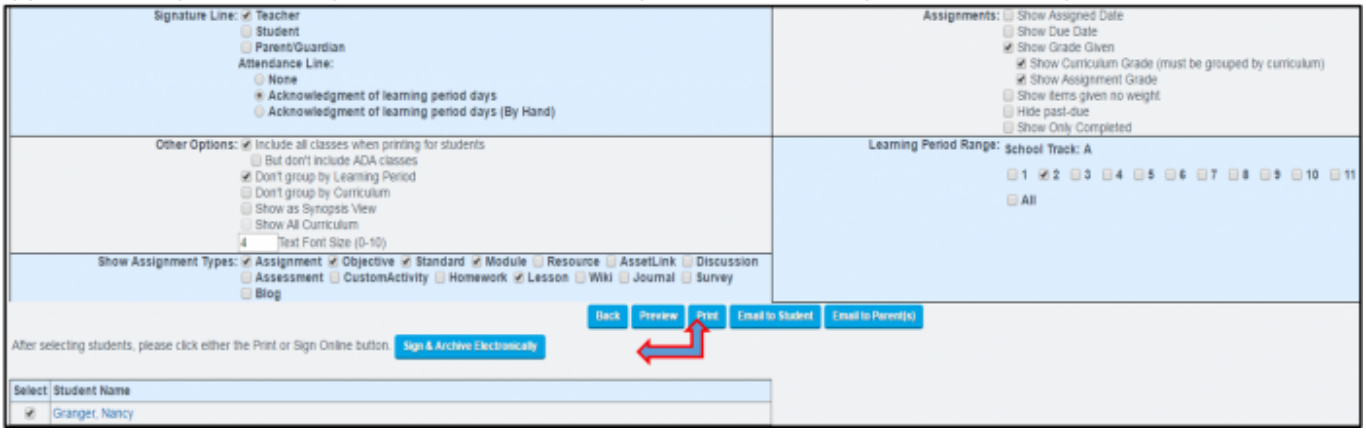




If your school has prior defaults set and no additional changes to the report are needed, you may click directly on any of the Print Options available below at this time.

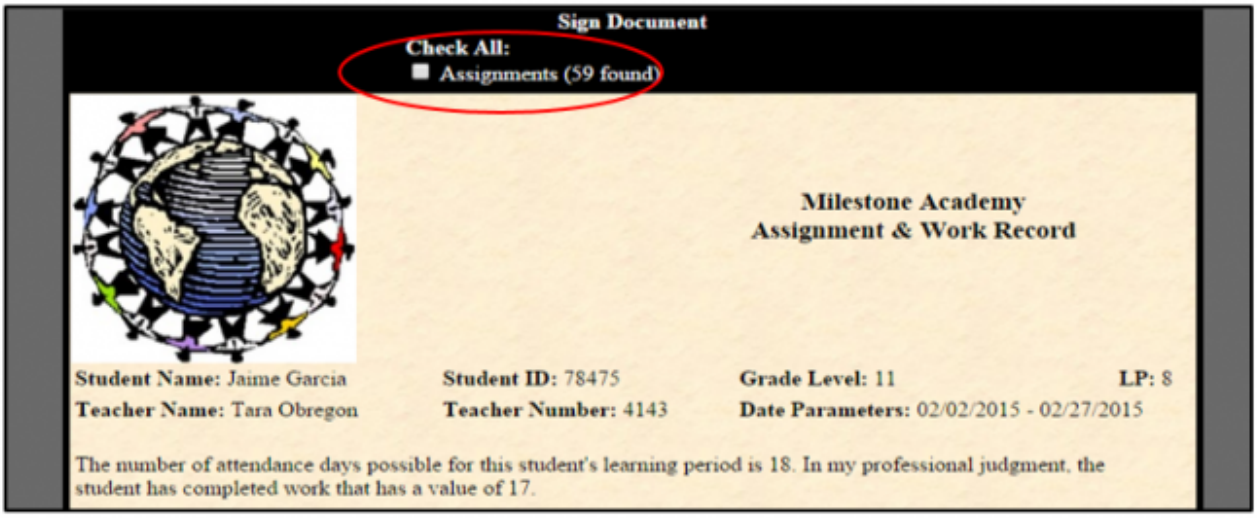


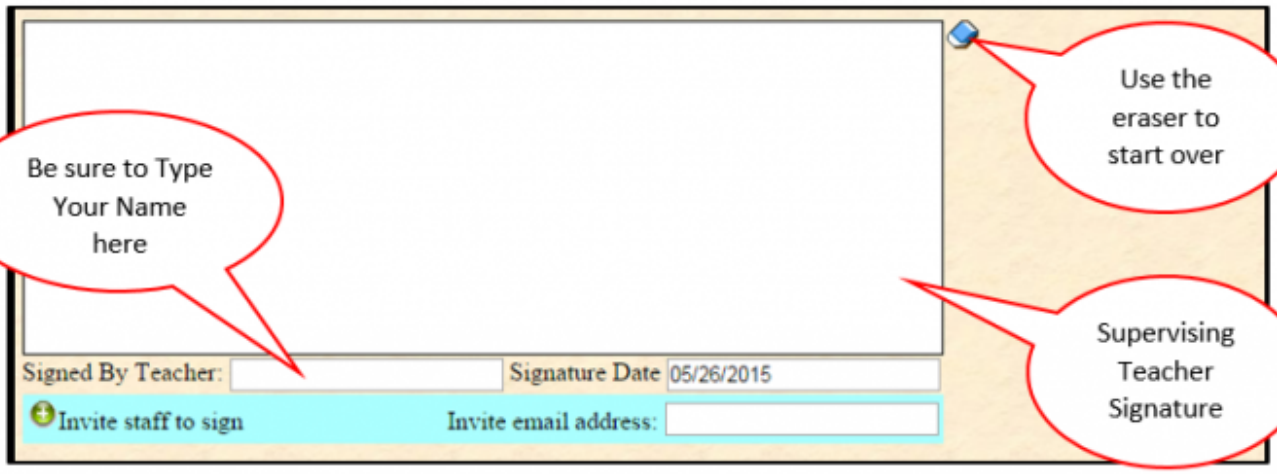
To further customize individual settings shown, use the checkboxes below (selected boxes show typical settings for AWR generation). When complete, click on any of the Print Options shown below.

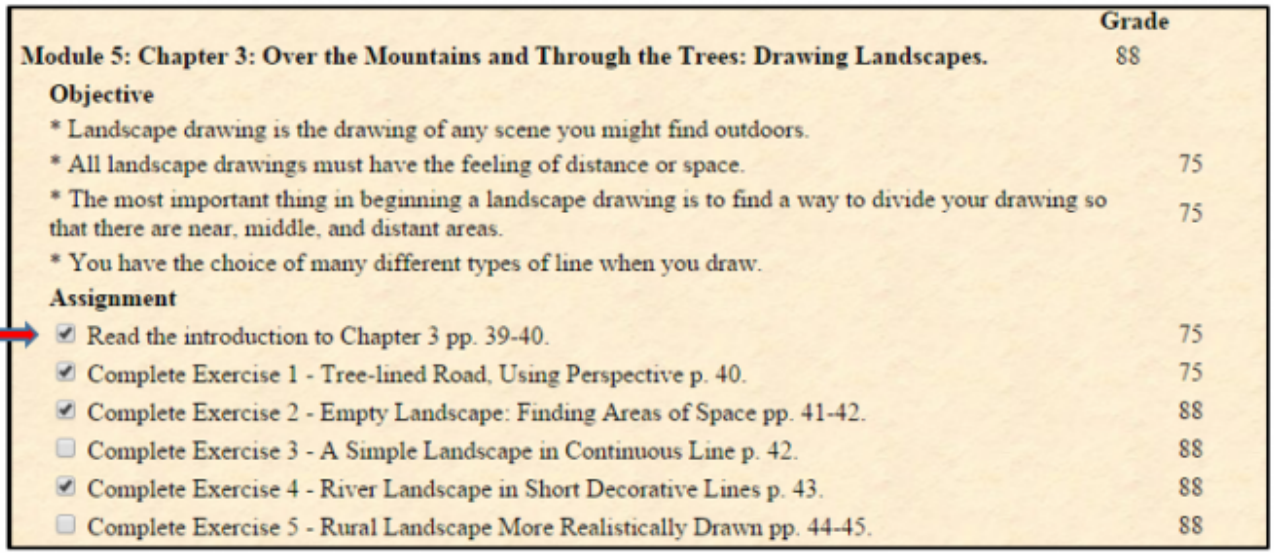


If the Print button is selected, a PDF version of the AWR including all pages for the chosen LP will open for printing.

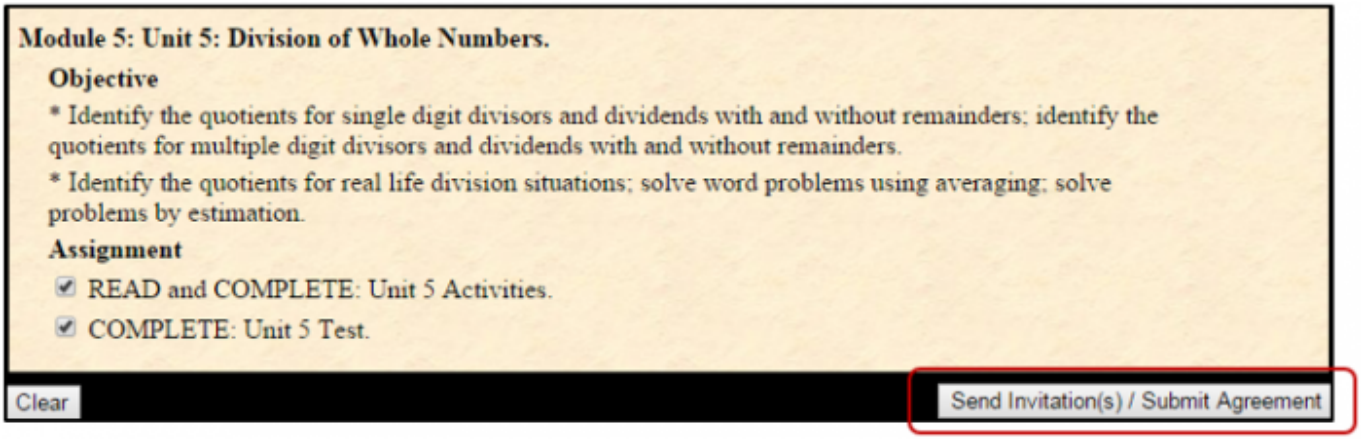
If the AWR is Signed and Archived Electronically, the document will open a PDF web version based on individual school policies and settings saved as the school-wide default template. Teacher signature boxes and/or the *Check All: Assignments* box at the top of the page will (not) appear for MASS document acknowledgement. Click the box next to *Assignments* to check all, or check off individually by clicking the box next to each assignment found below for acknowledgement.







After signing and/or sending any additional invitations to sign, click on the *Send Invitation(s)/Submit Agreement* button to complete.



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