

[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.

The screenshot shows the MASS system interface. At the top, there are four tabs: Admin, Reports, Teachers, and Portal. A red arrow points to the Teachers tab. Below the Teachers tab, there is a sidebar with a list of options: Logins, Manage Curricula, and PLS/Student Roster. A red arrow points to the PLS/Student Roster option. The main content area displays the 'Staff Student Roster' page. A red arrow points to the 'Update' button at the bottom of the page. The 'Staff Student Roster' page includes a 'Roster Options' section with a 'Reset to defaults' link. Below this, there are several dropdown menus and input fields for filtering the roster: Schoolyear (2016 - 2017), Schooltrack (All), Date Range (Entire School Year (06/20/2016 - 05/26/2017)), Supervised By (All), Show students belonging to (Reeves, LeAnn), and Course (Homeroom). There are also buttons for 'Expand/Collapse Students', 'Set Copy MA Mode', and 'Print Options'. The 'Update' button is circled in red.

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 options to *Print* or *Sign & Archive Electronically* in

Mass Print for PLS Students as of the LAST DAY of the Chosen LP						
Semester 1 (Fall) of (2017 - 2018) A						
	Att.	AL.	LL	AWR	WS	PBL
LP: 1	<input checked="" type="checkbox"/>			←		
LP: 2	<input checked="" type="checkbox"/>					
LP: 3	<input checked="" type="checkbox"/>					
LP: 4	<input checked="" type="checkbox"/>					
LP: 5	<input checked="" type="checkbox"/>					
LP: 6	<input checked="" type="checkbox"/>					

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.

#	Mig?	LocalID	AL	Student Activity					Attendance	Name
1		78546		05/22	05/23	05/24	05/25	05/26		Granger, Nancy
<div> <div>✓ Semester 1 (Fall) (2016 - 2017) A</div> <div>✓ Semester 2 (Spring) (2016 - 2017) A</div> <div>✓ Progress Report 1 (2016 - 2017) A</div> </div>										
<div> <div>Info</div> <div>Course/Assign</div> <div>Eval</div> <div>Reports</div> </div>										
<div> <div>Language Arts 6 (:S1.78546)</div> <div>2 - Generic Language Arts</div> <div>Language Arts 8 (:S1.78546)</div> </div>										

	Print	Att.	Note	WS	AWR	AL.	LL	PBL
LP: 1								
LP: 2								
LP: 3								
LP: 4								
LP: 5								

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.

After selecting students, please click either the Print or Sign Online button. [Sign & Archive Electronically](#)

[Back](#) [Preview](#) [Print](#)

Select	Student Name
<input checked="" type="checkbox"/>	Granger, Nancy
<input checked="" type="checkbox"/>	Kuisl, Andrew
<input checked="" type="checkbox"/>	Shelton, Tyler
<input checked="" type="checkbox"/>	Smith, Bella
<input type="checkbox"/>	All

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.


<p>Signature Line: <input checked="" type="checkbox"/> Teacher  <input type="checkbox"/> Student  <input type="checkbox"/> Parents/Guardian</p> <p>Attendance Line:  <input type="checkbox"/> None  <input checked="" type="checkbox"/> Acknowledgment of learning period days  <input type="checkbox"/> 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 checked="" 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="text"/> Text Font Size (0-10)</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 checked="" type="checkbox"/> Objective <input checked="" 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><a href="#">Back</a> <a href="#">Preview</a> <a href="#">Print</a> <a href="#">Email to Student</a> <a href="#">Email to Parent(s)</a></p>

After selecting students, please click either the Print or Sign Online button. [Sign & Archive Electronically](#)

Select	Student Name
<input checked="" type="checkbox"/>	Granger, Nancy

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

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**Milestone Academy**  
**Assignment & Work Record**

**Your pathway to success!**

<b>Student Name:</b> John Abney (AKA: John Boy Abney)	<b>Student ID:</b> 78698	<b>Grade Level:</b> 4	<b>LP:</b> 2
<b>Teacher Name:</b> Kathleen Brennenman	<b>Teacher Number:</b> 3929	<b>Date Parameters:</b> 08/15/2016 - 09/16/2016	

The number of attendance days possible for this student's learning period is 20. In my professional judgment, the student has completed work that has a value of 20.


Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Language Arts 4</b> (E-1001-14;S1.78698)	<b>Category:</b> Language Arts	<b>Grade:</b> A-
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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.

**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.

Be sure to Type Your Name here

Use the eraser to start over

Signed By Teacher:

Signature Date: 05/26/2015

Invite staff to sign

Invite email address:

Supervising Teacher Signature

		Grade
<b>Module 5: Chapter 3: Over the Mountains and Through the Trees: Drawing Landscapes.</b>		88
<b>Objective</b>		
* Landscape drawing is the drawing of any scene you might find outdoors.		
* All landscape drawings must have the feeling of distance or space.		75
* The most important thing in beginning a landscape drawing is to find a way to divide your drawing so that there are near, middle, and distant areas.		75
* You have the choice of many different types of line when you draw.		
<b>Assignment</b>		
<input checked="" type="checkbox"/> Read the introduction to Chapter 3 pp. 39-40.		75
<input checked="" type="checkbox"/> Complete Exercise 1 - Tree-lined Road, Using Perspective p. 40.		75
<input checked="" type="checkbox"/> Complete Exercise 2 - Empty Landscape: Finding Areas of Space pp. 41-42.		88
<input type="checkbox"/> Complete Exercise 3 - A Simple Landscape in Continuous Line p. 42.		88
<input checked="" type="checkbox"/> Complete Exercise 4 - River Landscape in Short Decorative Lines p. 43.		88
<input type="checkbox"/> Complete Exercise 5 - Rural Landscape More Realistically Drawn pp. 44-45.		88

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

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