

CMS- Printing Assignment and Work Record Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. Step 1. Start from your teacher home page Step 2. Click on AWR in any class

Step 3. Make choices as to how you want these documents to print:

Step 4. Click Select Students to see a list of all students associated with this class. You can choose to print only one student, many, or all of the students by checking the box to left of their name

Step 5. Click Print or Preview (to preview before print.) Below is an example of the AWR.

You can also sign & archive this document electronically by clicking the Sign & Archive Electronically button if this feature is enabled for your school

— Last Updated by [Bailey Higgins](#) on 2016/04/06 16:29

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