

# CMS- Printing Assignment and Work Record



This manual is **Under Review**. It may be moved, combined with another manual, or removed entirely without notice.

- 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.

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

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