

Assignment and Work Records

I. Accessing Assignment and Work Records

- Step 1. Go to Teachers>PLS/Student Roster
- Step 2. Click on the blue arrow on a student folder to expand the folder.
- Step 3. Click on the Reports tab.
- Step 4. On the right, locate the correct LP and click the appropriate AWR icon for that LP.
- Step 5. If your school has defaults set, you can click Preview to view the AWR. If no defaults are set, set your settings for the AWR.
- Step 6. Click Preview to view the AWR, or click Email to Student to send the AWR to the student's email.

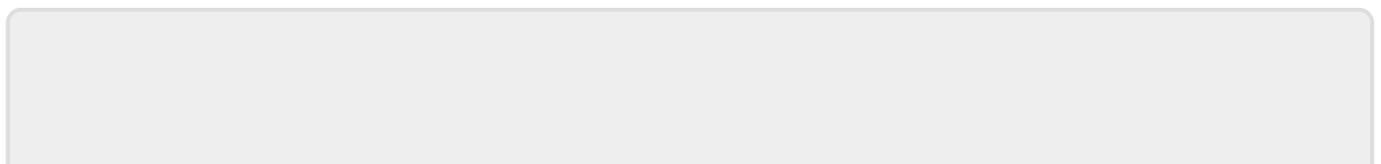
II. Printing Assignment and Work Records

- Step 1. From your roster, open the folder of the student you want to print an AWR for.
- Step 2. Click on the Reports tab.
- Step 3. Click on the AWR icon for the correct LP on the right.
- Step 4. If your school has defaults set, you can click Preview to view the AWR. If no defaults are set, set your settings for the AWR.
- Step 5. Click Print.

III. Archiving Assignment and Work Records

- Step 1. From your roster, open the folder of the student you want to archive the AWR for.
- Step 2. Click on the Reports tab.
- Step 3. Click on the AWR icon for the correct LP on the right.
- Step 4. If your school has defaults set, you can click Preview to view the AWR. If no defaults are set, set your settings for the AWR.
- Step 5. Click Sign and Archive Electronically.

— Last Updated by [Alexandria Barbato](#) on 2016/03/25 16:25



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