

[independent study](#), [awr](#), [is teacher essential](#), [teacher reports](#)

Assignment and Work Records

Assignment and Work Records (AWR) are used to assign lessons so a student knows what assignments need to be completed during the learning period and when they are due. After the learning period is over, it is used to show teacher grades and comments, and post attendance for final reporting to the school.

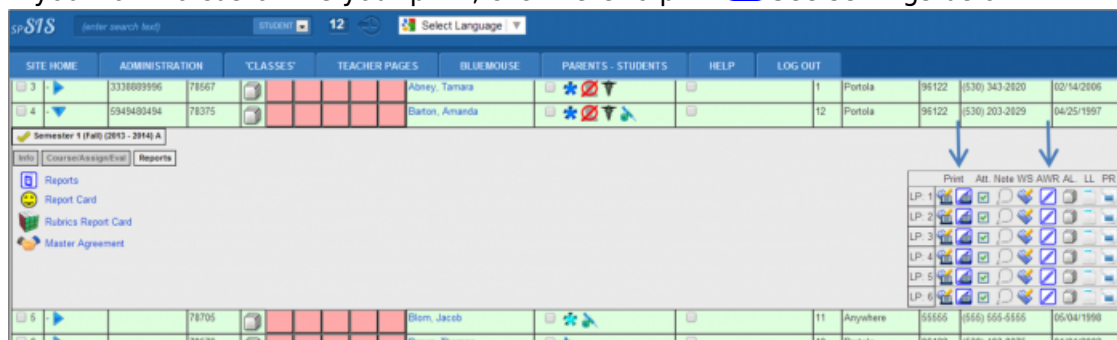


NOTE: Attendance claimed during the LP is typically shown on the AWR. You **MUST** claim attendance before completing a student's AWR so the number of days claimed for attendance is shown on the document. See manual [PLS - Attendance in the PLS](#).

1. Open grade books to assign work to the student.
2. Print the AWR to hand to student so they know what they are to complete during the LP (your school's process may have you only using AWRs at the end of the month to describe what lessons students completed at the end of the month). To print an Assignment and Work Record
 1. open the student folder
 2. click on the Reports button



3. click on the AWR print button
 1. If your school has defaults set to do a quick print, you can click here to print
 2. If you want to customize your print, click here to print See settings below.



3. To make customized settings on your AWRs, use these buttons. Button checked here are typical for printing an AWR.

Signature Line: <input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian 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) 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" value="Text Font Size (8-16)"/> 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	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 Learning Period Range: School Track: A <input checked="" type="checkbox"/> 1 <input 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
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Dark Preview Print Email to Student

4. Your school may be using electronic archiving. If so, you must use the AWR button. Click the Sign & Archive Electronically button and sign the document before submitting.



For more details on the process of archiving, see manual [Archiving – Assignment and Work Records \(AWR\)](#).

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