

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

# 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.

The screenshot shows a complex interface with several sections:

- Signature Line:** Includes checkboxes for Teacher, Student, and Parent/Guardian.
- Attendance Line:** Includes a dropdown for 'None' and a checkbox for 'Acknowledgment of learning period days (By Hand)'.
- Other Options:** Includes checkboxes for 'Include all classes when printing for students', 'But don't include ADA classes', 'Don't group by Learning Period', 'Don't group by Curriculum', 'Show as Synopsis View', and 'Show All Curriculum'. There is also a 'Text Font Size (8-10)' dropdown.
- Assignments:** Includes checkboxes for 'Show Assigned Date', 'Show Due Date', 'Show Grade Given', 'Show Curriculum Grade (must be grouped by curriculum)', 'Show Assignment Grade', 'Show items given no weight', and 'Hide past-due'.
- Learning Period Range:** Includes a dropdown for 'School Track: A' and radio buttons for grades 1 through 11, and an 'All' option.
- Show Assignment Types:** Includes checkboxes for Assignment, Objective, Standard, Module, Resource, AssesLink, Discussion, Assessment, and CustomActivity.
- Buttons:** 'Back', 'Preview', 'Print', and '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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Last update: **2017/01/24 21:20**