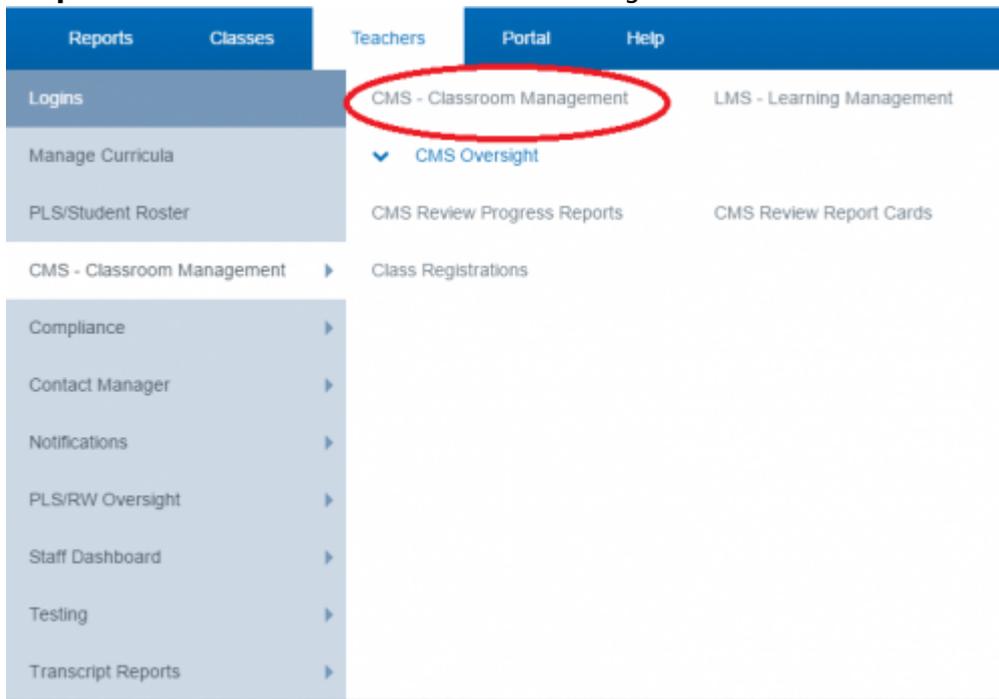


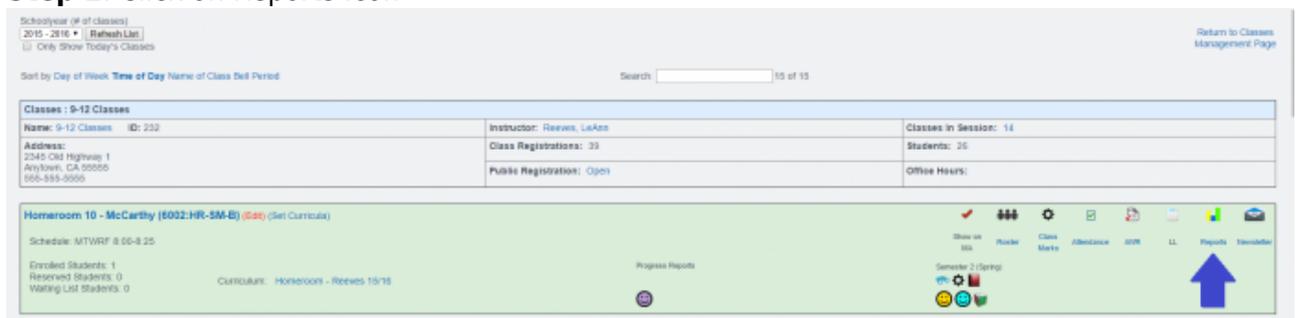
cms, classroom based

CMS- Work Summary Reports

- **Step 1.** Go to Teachers»CMS Classroom Management» select CMS- Classroom Management



- **Step 2.** Click on Reports Icon



- **Step 3.** Choose Work Summary/ Progress Report from the next page



- **Step 4.** Choose the LP and an ending LP (so choose LP 1 & 2, or LP 7 & 9) you want to print a Work Summary for

The screenshot shows a web interface for generating reports. At the top, there are several filter menus: 'Classes' (set to 4-8), 'School Year' (2015-2016), 'School Track' (A), and 'Program' (Classroom Based). To the right, there is a section for 'LPs' (Learning Periods) with a dropdown menu set to 'LP 7 01/11 - 03/05'. Below the filters is a 'Display Students' button. The main area displays a table titled '29 Students Enrolled at this LC for selected School Year/School Track/Program/LPs'. The table has columns for 'Choose', 'Name', 'Grade', 'St.#', 'LocalID', and 'HSIS'. The first student, Anderson, Ann, is highlighted with a red circle. The table lists 29 students with their respective details.

Choose	Name	Grade	St.#	LocalID	HSIS
<input checked="" type="checkbox"/>	Anderson, Ann	6	#1113332224	78633	Classroom Based
<input type="checkbox"/>	Anderson, Christian	7	#6669996681	78682	Classroom Based
<input type="checkbox"/>	Baby, Shannon	6	#4967645086	78639	Classroom Based
<input type="checkbox"/>	Breneman, Lindsey	7	#	78632	Classroom Based
<input type="checkbox"/>	Casey, Monica	9	#	78630	Classroom Based
<input type="checkbox"/>	Coker, Kaydenae	6	#4930489281	78622	Classroom Based
<input type="checkbox"/>	Dee, Sandra	6	#4930490234	78657	Classroom Based
<input type="checkbox"/>	Delise, Delindaia	9	#	78663	Classroom Based
<input type="checkbox"/>	Gallegher, Patricia	8	#	78632	Classroom Based
<input type="checkbox"/>	Garcia, Eka	7	#	78644	Classroom Based
<input type="checkbox"/>	Garcia, Jose	9	#	78643	Classroom Based
<input type="checkbox"/>	Garcia, Raul	6	#	78642	Classroom Based
<input type="checkbox"/>	Gearty, John	6	#3330450861	78663	Classroom Based
<input type="checkbox"/>	Grant, Lee	6	#4530490861	78655	Classroom Based
<input type="checkbox"/>	Greenfield, John	7	#	78641	Classroom Based
<input type="checkbox"/>	Jones, Tommy	6	#2430450861	78627	Classroom Based
<input type="checkbox"/>	Kappa, Thomas	9	#9999999930	78654	Classroom Based
<input type="checkbox"/>	Lazano, Marco	8	#	78831	Classroom Based
<input type="checkbox"/>	Malloy, Jesse	9	#	78634	Classroom Based
<input type="checkbox"/>	Masters, Sarah	6	#4930490861	78615	Classroom Based
<input type="checkbox"/>	Mason, Miley	7	#	78659	Classroom Based
<input type="checkbox"/>	Nick, Rogers	9	#9999999922	78663	Classroom Based
<input type="checkbox"/>	Paulson, Sarah	7	#	78452	Classroom Based
<input type="checkbox"/>	Rojas, Stacy	6	#5530450861	78631	Classroom Based
<input type="checkbox"/>	Shapiro, Ira	6	#	78637	Classroom Based

- **Step 5.** Choose Classes, School Year, School Track and Program
- **Step 6.** Click Display Students and choose the students you want to print for
- **Step 7.** Print or Archive the documents

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