

CMS- Work Summary Reports Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. 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

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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