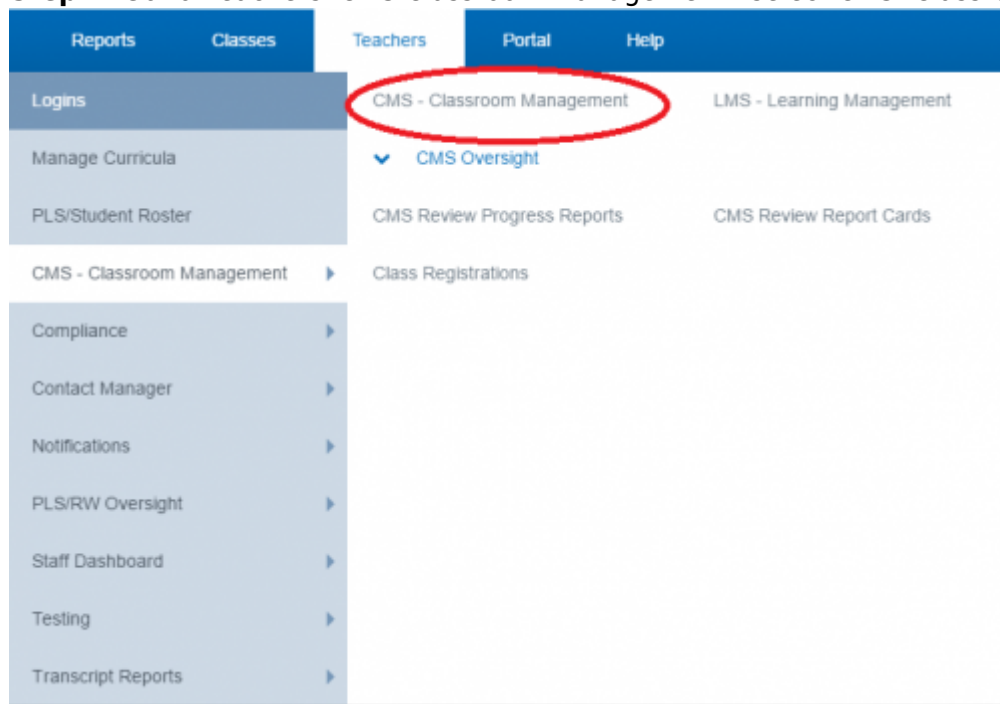


# CMS- Work Summary Reports

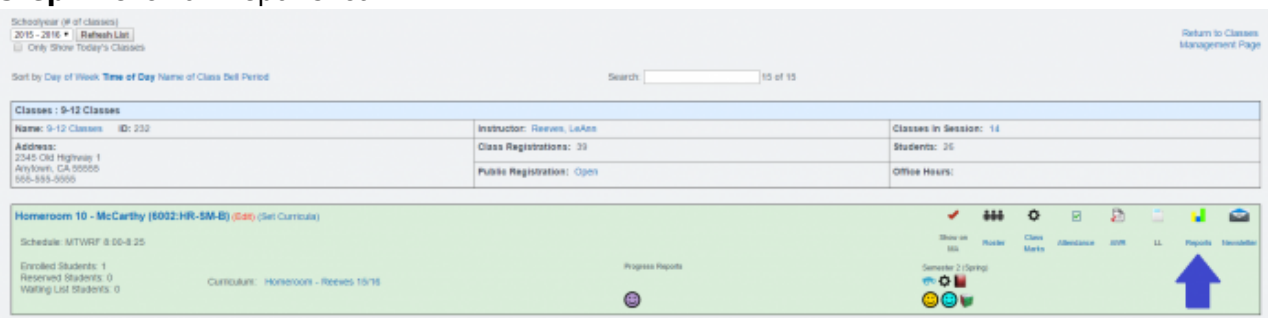
Please remember these important facts when working in the SIS.

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

Classes: 4-8 Classes  
School Year: 2015 - 2016  
School Track: A  
Program: Classroom Based

LPs: (choose beginning and end)  
☐ LP 1 07/13 - 08/07  
☐ LP 2 08/10 - 08/04  
☐ LP 3 08/07 - 10/02  
☐ LP 4 10/05 - 10/30  
☐ LP 5 11/02 - 11/27  
☐ LP 6 11/30 - 01/08  
☒ LP 7 01/11 - 02/05  
☐ LP 8 02/08 - 03/04  
☐ LP 9 03/07 - 04/01  
☐ LP 10 04/04 - 04/29  
☐ LP 11 05/02 - 05/27  
☐ LP 12 05/30 - 06/17

Display Students

29 Students Enrolled at this LC for selected School Year/School Track/Program/LPs

| Choose                              | Name                | Grade | St #        | LocalID | HSIS            |
|-------------------------------------|---------------------|-------|-------------|---------|-----------------|
| <input checked="" type="checkbox"/> | Anderson, Ann       | 6     | #1113332224 | 78893   | Classroom Based |
| <input type="checkbox"/>            | Anderson, Christian | 7     | #9999998881 | 78882   | Classroom Based |
| <input type="checkbox"/>            | Baty, Shannon       | 6     | #4957645086 | 78889   | Classroom Based |
| <input type="checkbox"/>            | Breneman, Lindsey   | 7     | #           | 78892   | Classroom Based |
| <input type="checkbox"/>            | Caney, Monica       | 9     | #           | 78880   | Classroom Based |
| <input type="checkbox"/>            | Colton, Kaydence    | 6     | #4938489881 | 78822   | Classroom Based |
| <input type="checkbox"/>            | Dee, Sandra         | 6     | #4938489234 | 78857   | Classroom Based |
| <input type="checkbox"/>            | Delise, Delordada   | 9     | #           | 78853   | Classroom Based |
| <input type="checkbox"/>            | Gallagher, Patricia | 8     | #           | 78832   | Classroom Based |
| <input type="checkbox"/>            | Garcia, Ella        | 7     | #           | 78844   | Classroom Based |
| <input type="checkbox"/>            | Garcia, Jose        | 9     | #           | 78843   | Classroom Based |
| <input type="checkbox"/>            | Garcia, Raul        | 6     | #           | 78842   | Classroom Based |
| <input type="checkbox"/>            | Gentry, John        | 6     | #1338489881 | 78863   | Classroom Based |
| <input type="checkbox"/>            | Grant, Lee          | 6     | #4938489881 | 78895   | Classroom Based |
| <input type="checkbox"/>            | Greenfield, John    | 7     | #           | 78841   | Classroom Based |
| <input type="checkbox"/>            | Jones, Tommy        | 6     | #2438489881 | 78827   | Classroom Based |
| <input type="checkbox"/>            | Kappa, Thomas       | 9     | #9999999990 | 78854   | Classroom Based |
| <input type="checkbox"/>            | Lazzaro, Marco      | 8     | #           | 78831   | Classroom Based |
| <input type="checkbox"/>            | Mallory, Jope       | 9     | #           | 78834   | Classroom Based |
| <input type="checkbox"/>            | Masters, Sarah      | 6     | #4938489881 | 78875   | Classroom Based |
| <input type="checkbox"/>            | Mendone, Kiley      | 7     | #           | 78859   | Classroom Based |
| <input type="checkbox"/>            | Nick, Rogers        | 9     | #9999999992 | 78803   | Classroom Based |
| <input type="checkbox"/>            | Nudson, Sarah       | 7     | #           | 78452   | Classroom Based |
| <input type="checkbox"/>            | Rojas, Stacy        | 6     | #5538489881 | 78831   | Classroom Based |
| <input type="checkbox"/>            | Shapiro, Ira        | 6     | #           | 78837   | 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

— Last Updated by [Max Williams](#) on 2016/04/06 18:33

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