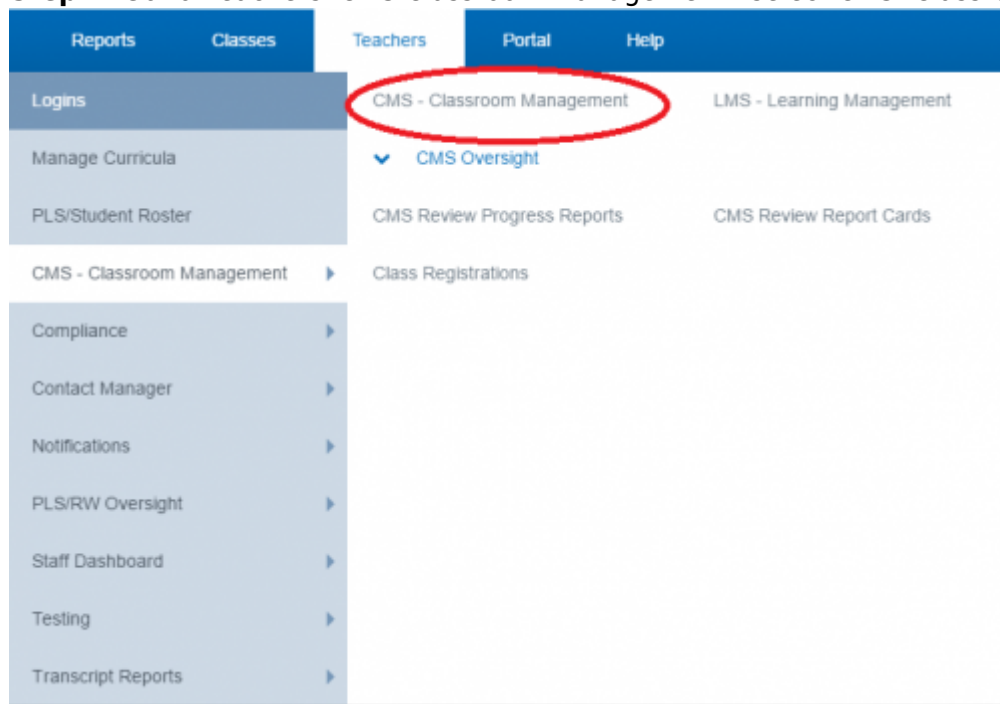# CMS- Work Summary Reports
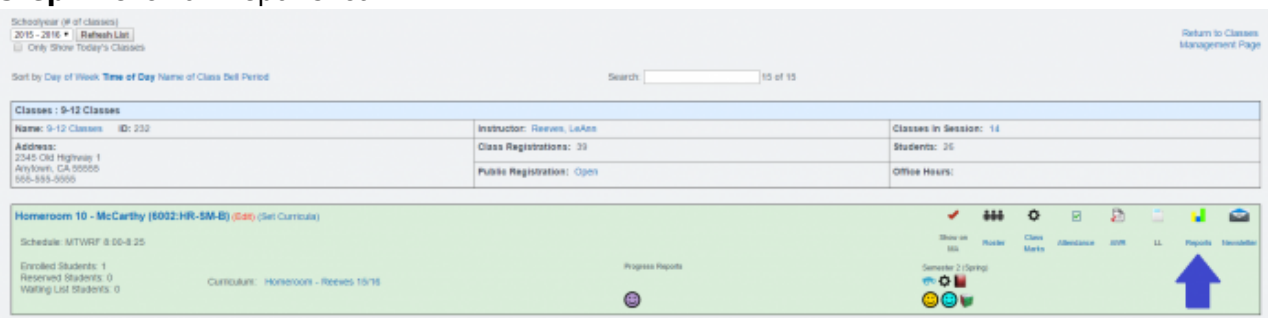
Please remember these important facts when working in the SIS.

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

— *Last Updated by Max Williams on 2016/04/06 18:33*

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