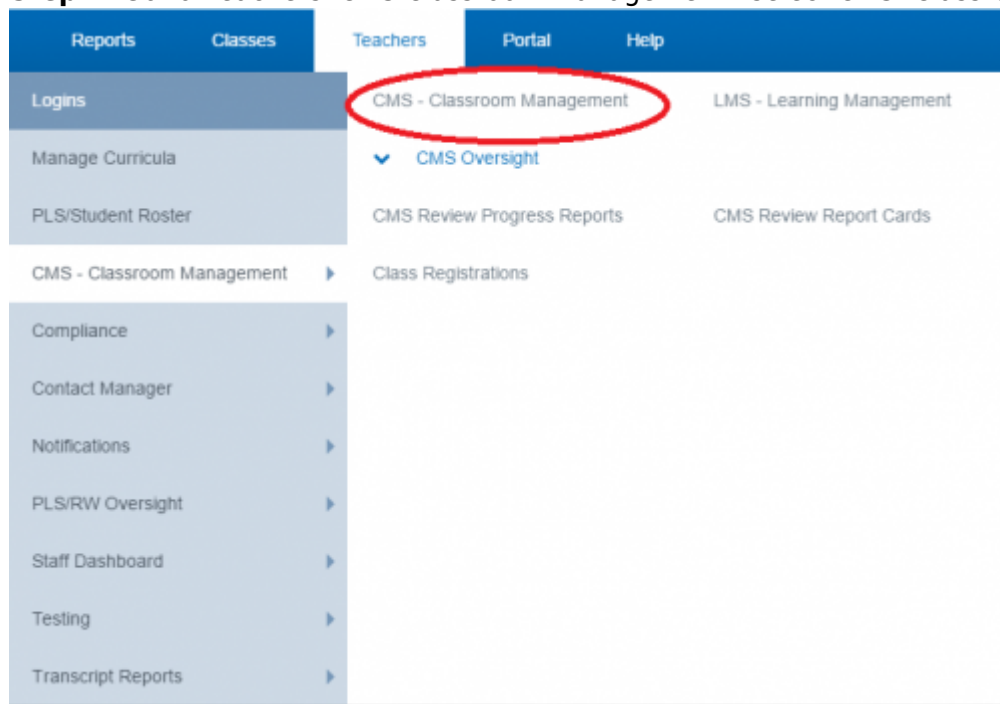


# CMS- Work Summary Reports

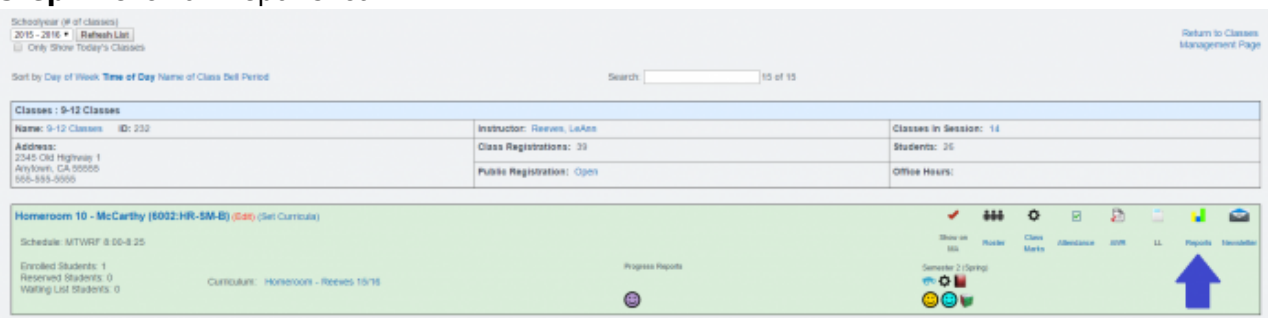
Please remember these important facts when working in the SIS.

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	#9999996861	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"/>	Collier, Kaydence	6	#4938489861	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	#1338489861	78863	Classroom Based
<input type="checkbox"/>	Grant, Lee	6	#4938489861	78895	Classroom Based
<input type="checkbox"/>	Greenfield, John	7	#	78841	Classroom Based
<input type="checkbox"/>	Jones, Tommy	6	#2438489861	78827	Classroom Based
<input type="checkbox"/>	Kappa, Thomas	9	#9999995030	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	#4938489861	78875	Classroom Based
<input type="checkbox"/>	Mendone, Kelly	7	#	78859	Classroom Based
<input type="checkbox"/>	Nick, Rogers	9	#9999995022	78803	Classroom Based
<input type="checkbox"/>	Naudon, Sarah	7	#	78452	Classroom Based
<input type="checkbox"/>	Rojas, Stacy	6	#5538489861	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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