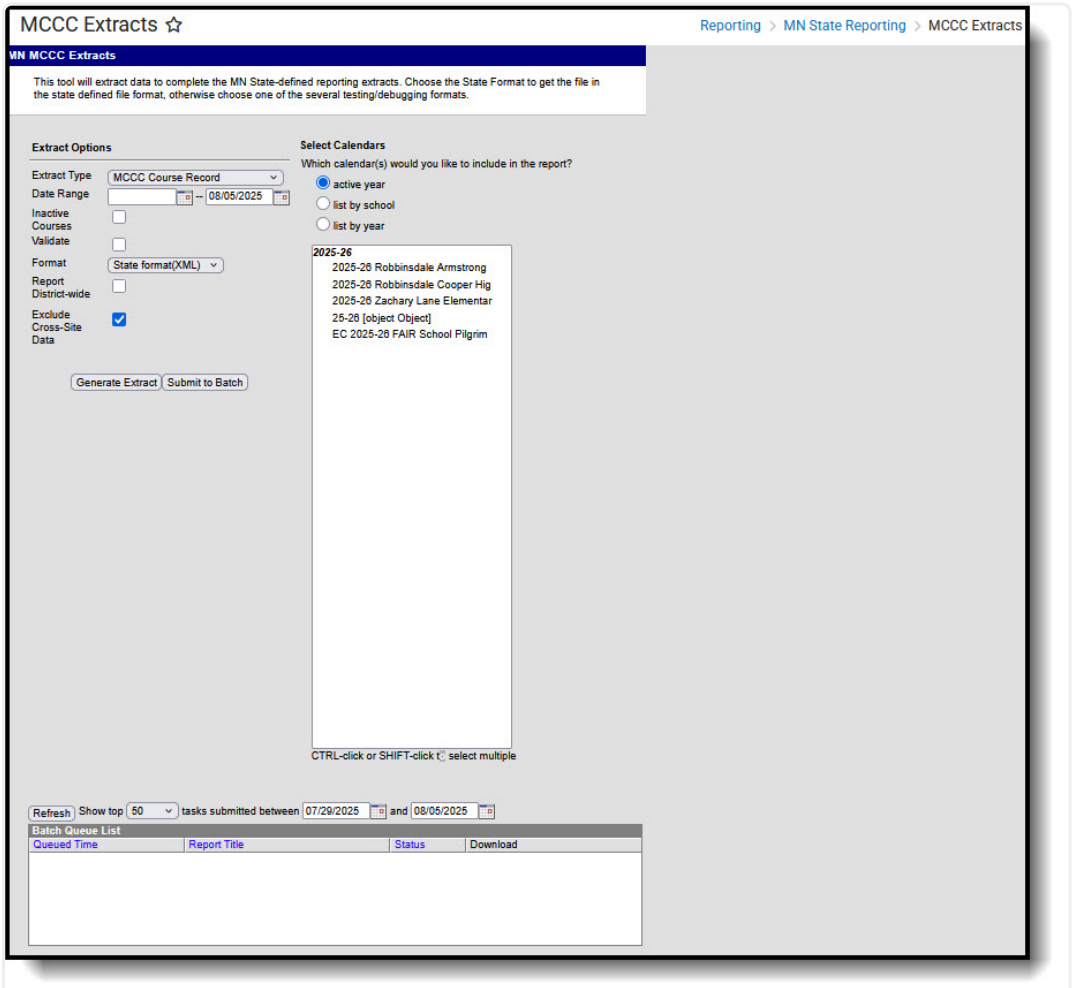
MCCC Course Index Record (Minnesota)

Last Modified on 10/12/2026 12:42 pm CDT

Tool Search: MCCC Extracts

The Minnesota Common Course Catalog is a course classification system designed to provide uniform information about courses provided in Minnesota schools. The MCCC Course Record Extract collects course information for courses aligned to the MCCC.

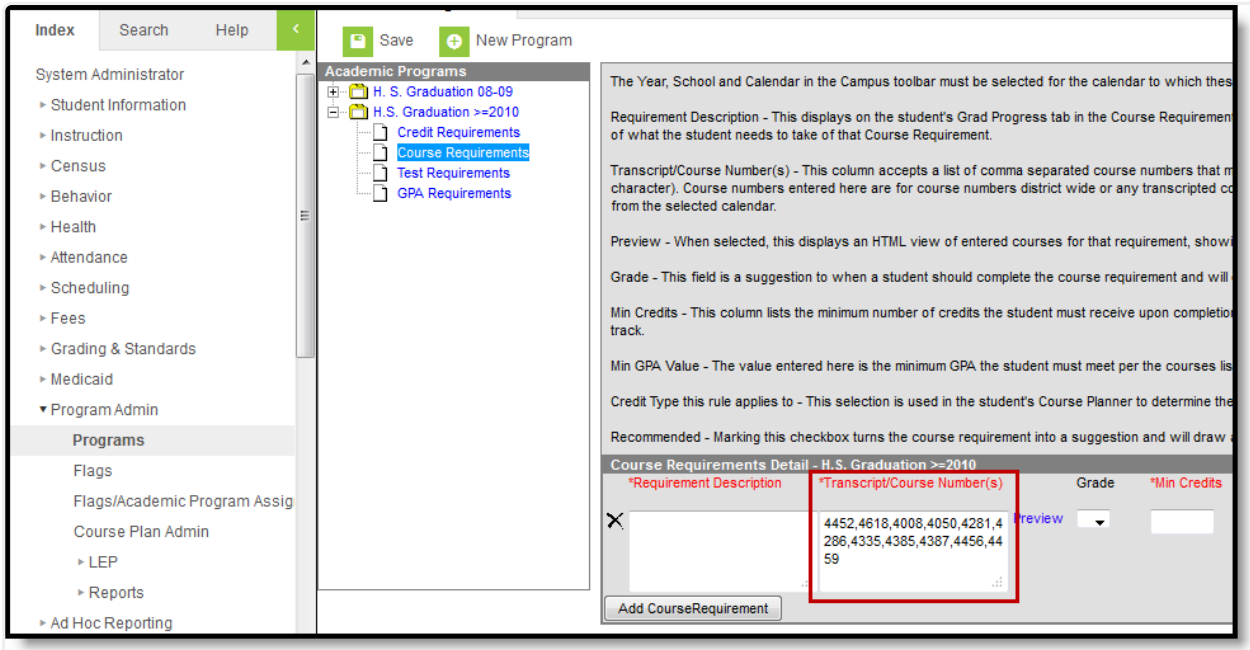
See the Report Logic and Layout section of this article for additional information.



MCCC Course Record Extract Editor

Required Setup - Program Course Requirements

Course Requirements for an Academic Program are set by entering a list of course numbers in the Transcript/Course Numbers field shown below. The course numbers entered here determine how the Grade Requirement Indicator field reports. Academic Programs must also have a Code of GRAD and be marked as State Reported.



Setting Up Course Requirements in an Academic Program

Report Editor

Field	Description
Extract Type	Report type selection.
Date Range	The date range used to return information. Dates can be entered in *mmddyy* format or use the calendar icon to select a date.
Inactive Courses	When marked, inactive courses will be included in the report.
Format	Selection determines whether the extract generates in the State Format (XML), CSV, or HTML format.
Report District-wide	When marked, all calendars(except excluded Calendars) in the current school year are included in the report.
Exclude Cross-Site Data	When checked, Cross-Site Data will be excluded. When unchecked, Cross-Site Data will be included.

Field	Description
Calendar Selection	At least one calendar must be selected to generate the report. Calendars can be selected by the active year, by school name or by year.
Report Generation	The extract can be generated immediately using the **Generate Report** button. Or, use the **Submit to Batch** button to select when the report is generated. See the Batch Queue article for more information on this functionality.

Generate the Extract

1. Select the **Extract Type** of MCCC Course Record.
2. Enter a **Date Range** to limit records to those with a Date of Incident on or within the range. The End Date defaults to the current date.
3. If desired, mark the **Inactive Courses** checkbox to include inactive courses in the extract.
4. Select the **Format** in which the report will be generated: CSV, HTML, or XML (State Format).
5. Mark **Report District Wide** to generate the extract for all calendars in the current school year (except excluded Calendars).
6. If desired, mark the **Exclude Cross-Site Date** to exclude information from cross-site sections and courses.
7. Select the **Calendar(s)** to be included in the report.
8. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Report Logic and Layout

Refer to the MCCC Course Record PDF for details on report logic and layout information.