

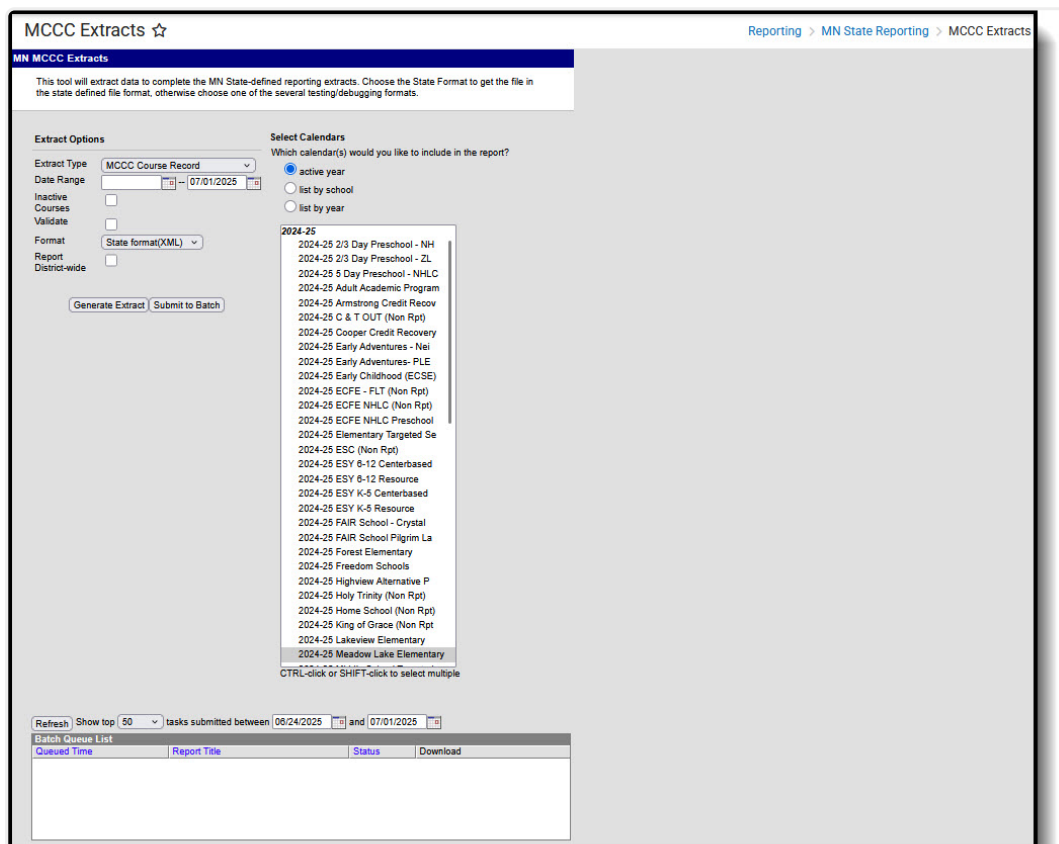
# MCCC Course Index Record (Minnesota)

Last Modified on 07/18/2025 12:04 pm CDT

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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.



The screenshot shows the 'MCCC Extracts' tool interface. At the top, there's a breadcrumb trail: 'Reporting > MN State Reporting > MCCC Extracts'. Below this is a header 'MN MCCC Extracts' with a star icon. A message states: 'This tool will extract data to complete the MN State-defined reporting extracts. Choose the State Format to get the file in the state defined file format, otherwise choose one of the several testing/debugging formats.'

The interface is divided into two main sections: 'Extract Options' and 'Select Calendars'.

**Extract Options:**

- Extract Type:** A dropdown menu set to 'MCCC Course Record'.
- Date Range:** A date picker showing '07/01/2025'.
- Inactive Courses:** A checkbox that is unchecked.
- Validate:** A checkbox that is unchecked.
- Format:** A dropdown menu set to 'State format(XML)'.
- Report District-wide:** A checkbox that is unchecked.
- Buttons: 'Generate Extract' and 'Submit to Batch'.

**Select Calendars:**

Which calendar(s) would you like to include in the report?

- ☒ active year
- ☐ list by school
- ☐ list by year

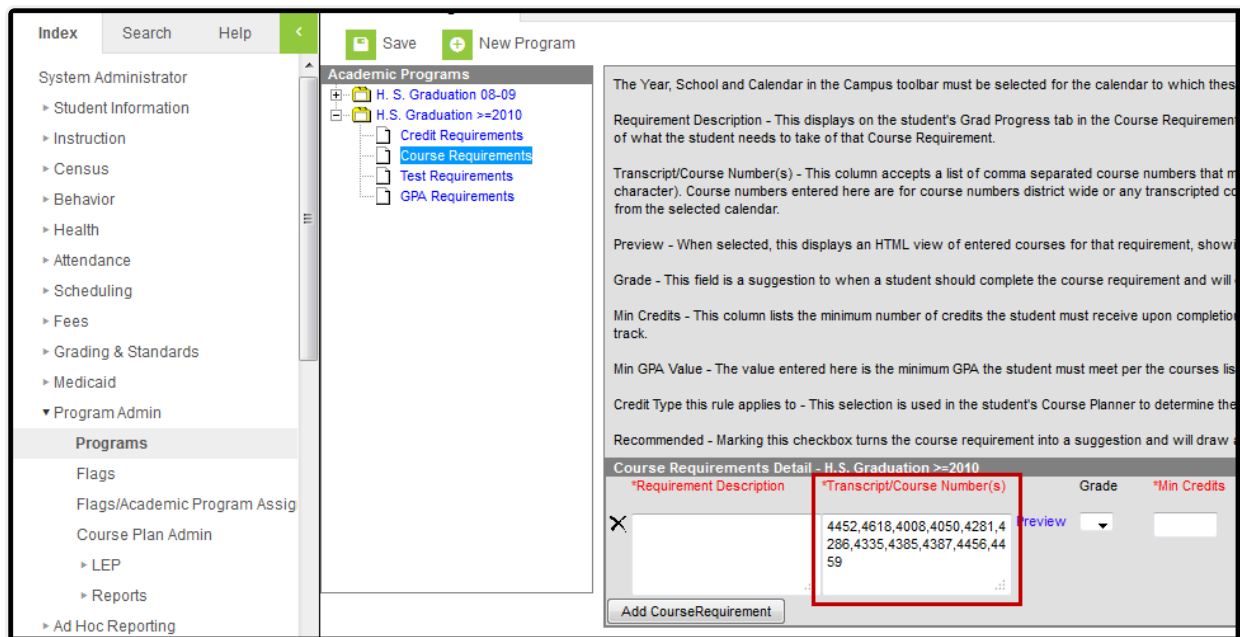
A scrollable list of 2024-25 calendars is shown, including: 2024-25 2/3 Day Preschool - NH, 2024-25 2/3 Day Preschool - ZL, 2024-25 5 Day Preschool - NHLC, 2024-25 Adult Academic Program, 2024-25 Armstrong Credit Recov, 2024-25 C & T OUT (Non Rpt), 2024-25 Cooper Credit Recovery, 2024-25 Early Adventures - Nel, 2024-25 Early Adventures - PLE, 2024-25 Early Childhood (ECSE), 2024-25 ECFE - FLT (Non Rpt), 2024-25 ECFE NHLC (Non Rpt), 2024-25 ECFE NHLC Preschool, 2024-25 Elementary Targeted Se, 2024-25 ESC (Non Rpt), 2024-25 ESY 6-12 Centerbased, 2024-25 ESY 6-12 Resource, 2024-25 ESY K-5 Centerbased, 2024-25 ESY K-5 Resource, 2024-25 FAIR School - Crystal, 2024-25 FAIR School Pilgrim La, 2024-25 Forest Elementary, 2024-25 Freedom Schools, 2024-25 Highview Alternative P, 2024-25 Holy Trinity (Non Rpt), 2024-25 Home School (Non Rpt), 2024-25 King of Grace (Non Rpt), 2024-25 Lakeview Elementary, and 2024-25 Meadow Lake Elementary.

At the bottom, there's a 'Batch Queue List' table with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

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

Data Element	Description
<b>Extract Type</b>	Determines which Extract Type reports. <ul style="list-style-type: none"> <li><a href="#">MCCC Course Record</a> </li> </ul>
<b>Date Range</b>	Dates determine the time frame of the extract. Dates are entered in mmddyy format or can be chosen using the calendar icon.
<b>Inactive Courses</b>	When marked, Inactive course are included in the extract. By default, only Active courses are included in the population for this report.
<b>Report District-wide</b>	When marked, the report will include all Calendars (except excluded Calendars). By default, only the Calendar(s) selected will be included in the report.
<b>Format</b>	Determines in which format the report is generated. <ul style="list-style-type: none"> <li><u>CSV</u></li> <li>HTML</li> <li>XML (State Format)</li> </ul>

Data Element	Description
Select Calendars	Determines the calendars for which the report is generated. The Calendar in the Campus Toolbar is selected by default.

## 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. Select the **Calendar(s)** to be included in the report.
7. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.