

# Offline Reports for TCI and MCCF

Click on the URL: <http://ct-prod-wp.taftcollege.edu/its/cougar-tracks-resources/>

Steps:

1. Login to Cognos
2. Click on Home files
3. Select Report Folders
4. Select Student Services Folder
5. Select DLI Folder – Run either TCI Reports or MCCF

## **TCI folder, Instructional Aides:**

### **TCI: Click TCI Reports – Instructional Aides**

- Class Schedule with Number of Students in Class - #1
- Roster by Course (class with the student's names - # 13
- Roster by student (what students are taking) - #15
- Individual Student Schedule - #11
- Grade Report -#10

## **MCCF folder:**

### **MCCF: Click MCCF Reports**

- Class Schedule with Number of Students in Class - # 2
- Roster by Course (class with the student's names - # 6
- Roster by Student (what Students are taking) - # 7
- Individual Student Schedule - # 4
- Grade Report -# 3
- **MSTR DE Incarcerated Offline Report – MASTER REPORT #9**