

Teacher Access Center (TAC) Print Test Tickets or Class List with SSID Number

Two report options – 1) List of students with ID# 2) Login Tickets for students/6 per page

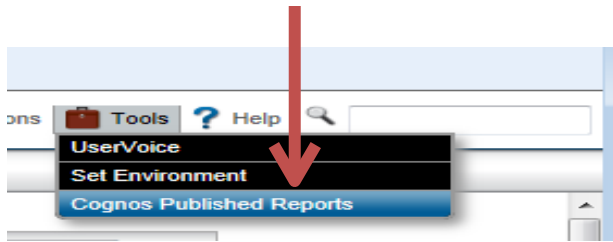
Teacher Access Center favorite is located in Internet Explorer.

Once logged in to TAC you will utilize the Cognos Reports noted below.

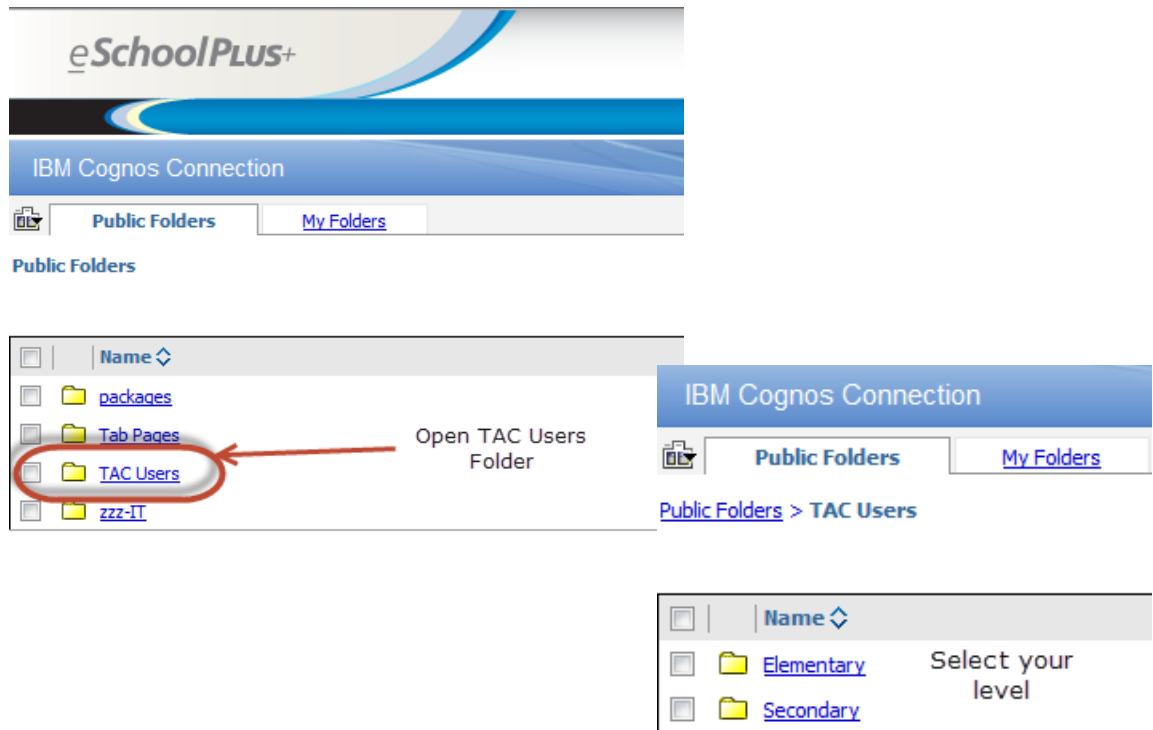
From any page you can select the Tools icon.



From the Tools menu select Cognos Published Reports.



A new window opens and from the folder list – select TAC Users



Access the report for your grade level. Examples below show elementary and secondary paths:

IBM Cognos Connection

Public Folders | My Folders

Public Folders > TAC Users > **Elementary**

Name
Elementary Specialist - In progress
Birthday List Report
Individual Attendance - TAC
Mailing Labels - Guardian Name re Student (Avery 5160)
Student Discipline List - Alpha
Student List Report - Excel
Student List Report - SPED, 504, ELL, Race
Student List Report sorted by First Name - Excel
Student List Report with Guardian Phone and Email - Excel
Student Name with State ID
Student Practice & Interim Login Tickets

2 choices

IBM Cognos Connection

Public Folders | My Folders

Public Folders > TAC Users > **Secondary**

Name
Individual Attendance - Prompted for Period
Individual Attendance - Prompted for Student ID
Student Discipline List - Alpha
Student Name with State ID
Student Practice & Interim Login Tickets
Teacher Grade IPR Verification
Teacher Grade Report Card Verification
Transcript Evaluation

2 choices

Fill in period, semester and school year:

Student Name with State ID

Please Enter The Period(s) To Review:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- HRM

Please Enter Semester:

- S1
- S2

Please Enter School Year (for 2014-15 it would be 2015):

[Select all](#) [Deselect all](#)

Sample report below:

Student Name with State ID

Student Name Last-First-Middle	Student Id	State Report Id - Public
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Fill in fields below: (different options for elementary and secondary)

Student Practice & Interim Login Tickets

Filter:
 This report produces log in assistance sheets for students to help them sign into state assessment testing. Produces 6 per page (will need to be cut) and select the period(s) you wish for the entire class. If you want select grade or student's, you have that option also.

Prints Active students only and sorts by Period

Select the Period : HRM
 Per 1
 Per 2
 Per 3
 Per 4
 Per 5
 Per 6
 Per 7
[Select all](#) [Deselect all](#)

Select Semester : Sem 1
 Sem 2

*** Below are Optional ***

Select Student ID # : Choices:
[Select all](#) [Deselect all](#)

Select Grade : 06
 07
 08
 09
 10
 11
 12
[Select all](#) [Deselect all](#)

This example is from "secondary"
"Elementary" is ID and/or grade choices

Sample report printout - prints 6 tickets per page to give students' their information:

First Name:	First Name:
Student ID: <u>7974346305</u>	Student ID: <u>2675604234</u>
Session ID: _____	Session ID: _____
Student:	Student:
Gr:	Gr: