

Accessing a Completion Status Report for the Attestation of Compliance Courses

This job aid provides step-by-step instructions on how to access a completion status report for the annual Attestation of Compliance courses.

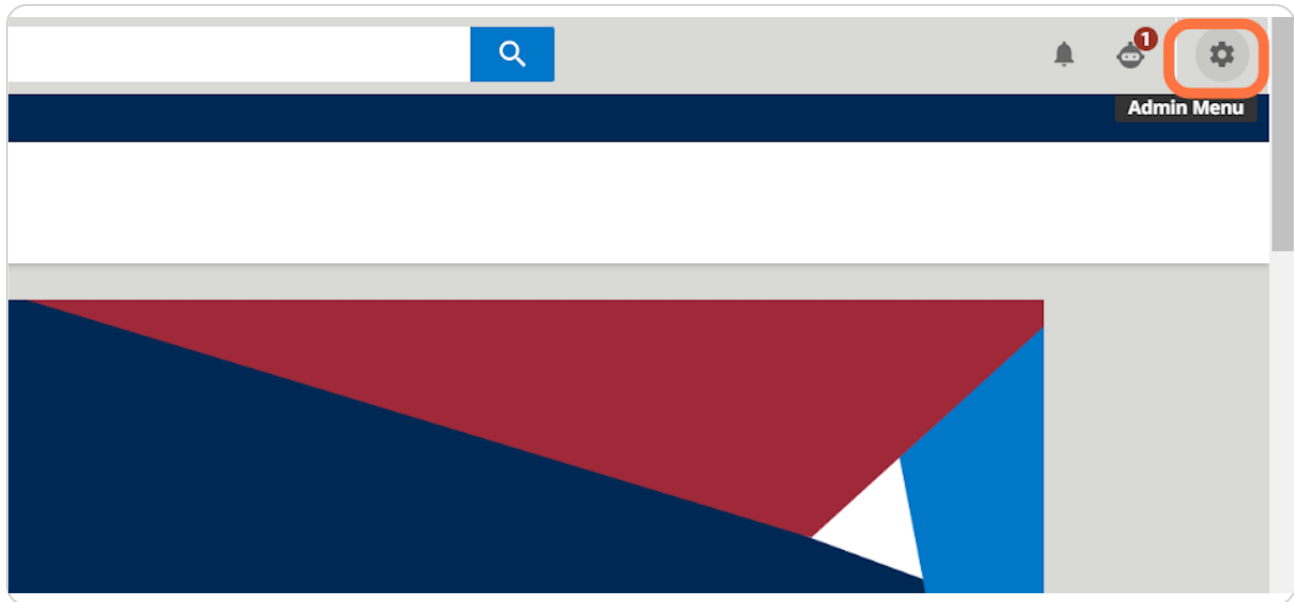
Created by
NCAA

Creation Date
September 16, 2022

Last Updated
July 13, 2023

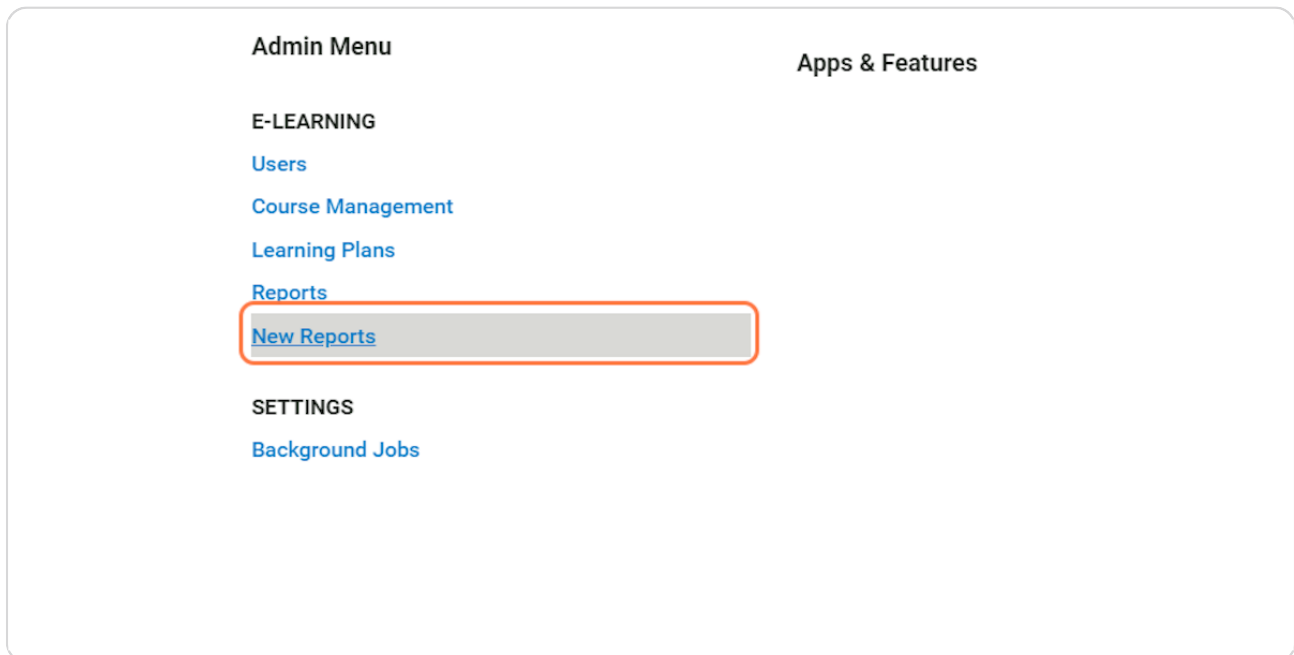
STEP 1

From the home page of the NCAA Learning Portal, click on Admin Menu.



STEP 2

Click on New Reports



STEP 3

Click on CUSTOM REPORTS BUILDER.

The screenshot shows a web interface with a dark blue header bar containing the text "My Homepage > Reports". Below the header, the word "Reports" is displayed in a large font, followed by the subtitle "reports details and properties". The main content area features two tabs: "SUMMARY REPORTS & DASHBOARDS" and "CUSTOM REPORTS BUILDER". The "CUSTOM REPORTS BUILDER" tab is highlighted with an orange rectangular box. Below the tabs, there are three main sections. The first section on the left is a grey placeholder. The middle section is titled "User Personal Summary" with a user icon, and it includes the text "View a user summary report and download it as a PDF". The right section is titled "Course Summary" with a document icon and includes the text "View a course summary report and download it as a PDF".

STEP 4

Click on the current year's Attestation of Compliance Completion Report.

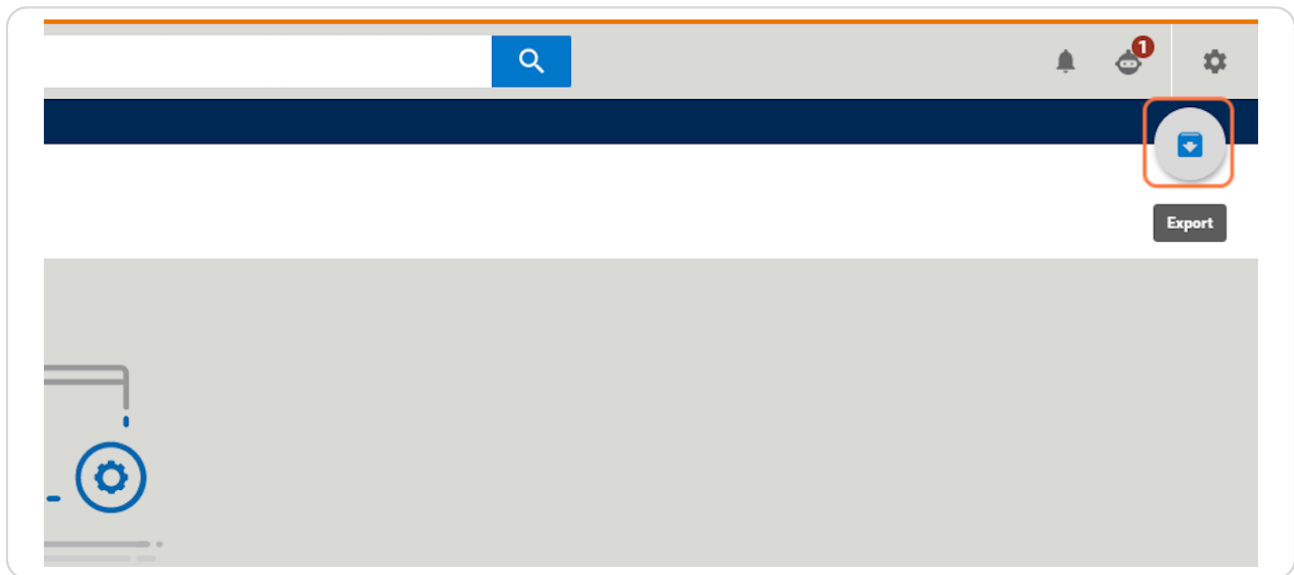
The screenshot shows the "CUSTOM REPORTS BUILDER" page. At the top, there are two tabs: "QUICK SUMMARY REPORTS & DASHBOARDS" and "CUSTOM REPORTS BUILDER". The "CUSTOM REPORTS BUILDER" tab is active and underlined. Below the tabs, there is a search bar with the placeholder text "Search within results..." and a magnifying glass icon. Below the search bar, there is a table with the following structure:

<input type="checkbox"/>	NAME	DESCRIPTION	TYPE
<input type="checkbox"/>	2022-23 Attestation of Compliance Completion		
<input type="checkbox"/>	2022-23 Attestation of Compliance...	Completion report for the 2022-2...	Users - Courses

The row containing "2022-23 Attestation of Compliance..." is highlighted with an orange rectangular box. A tooltip is visible over the first row, displaying the text "2022-23 Attestation of Compliance Completion".

STEP 5

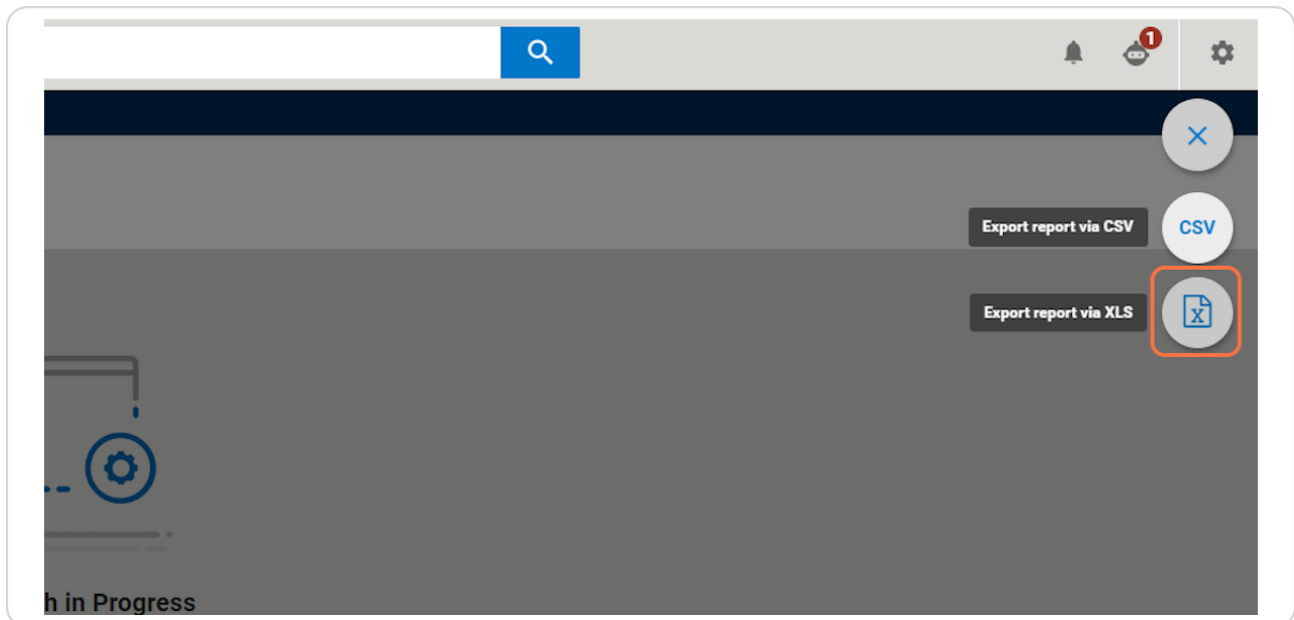
Click on Export.



STEP 6

Select the file type you wish to receive. An email will be sent to you when the report is ready to download.

Please note: Data is refreshed in the Learning Portal once a day between 2 a.m. and 3 a.m. Eastern.





If you have questions or concerns regarding the above steps, or for technical issues related to the NCAA Learning Portal, email webhelpdesk@ncaa.org.

