

Accessing a Completion Status Report for the NCAA Board of Governors Policy on Sexual Violence Prevention Attestation

This job aid provides step-by-step instructions on how to access a completion status report for the NCAA Board of Governors Policy on Sexual Violence Prevention Attestation.

6 Steps [View most recent version](#) 

Created by

Jennifer Beasley

Creation Date

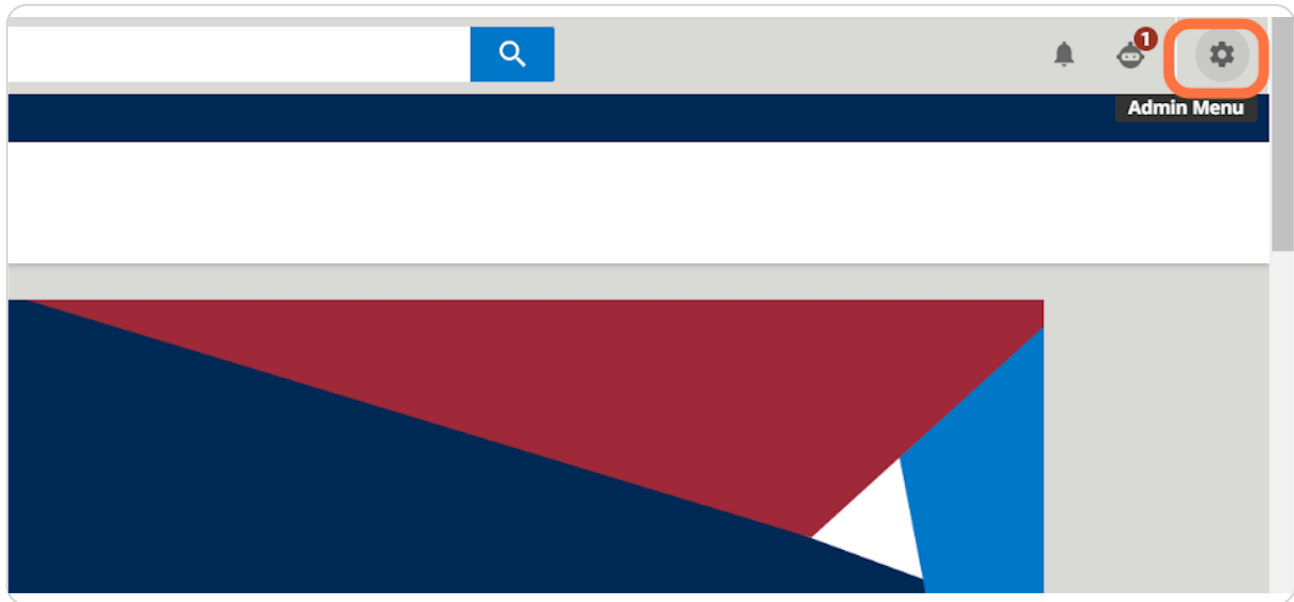
July 13, 2023

Last Updated

July 13, 2023

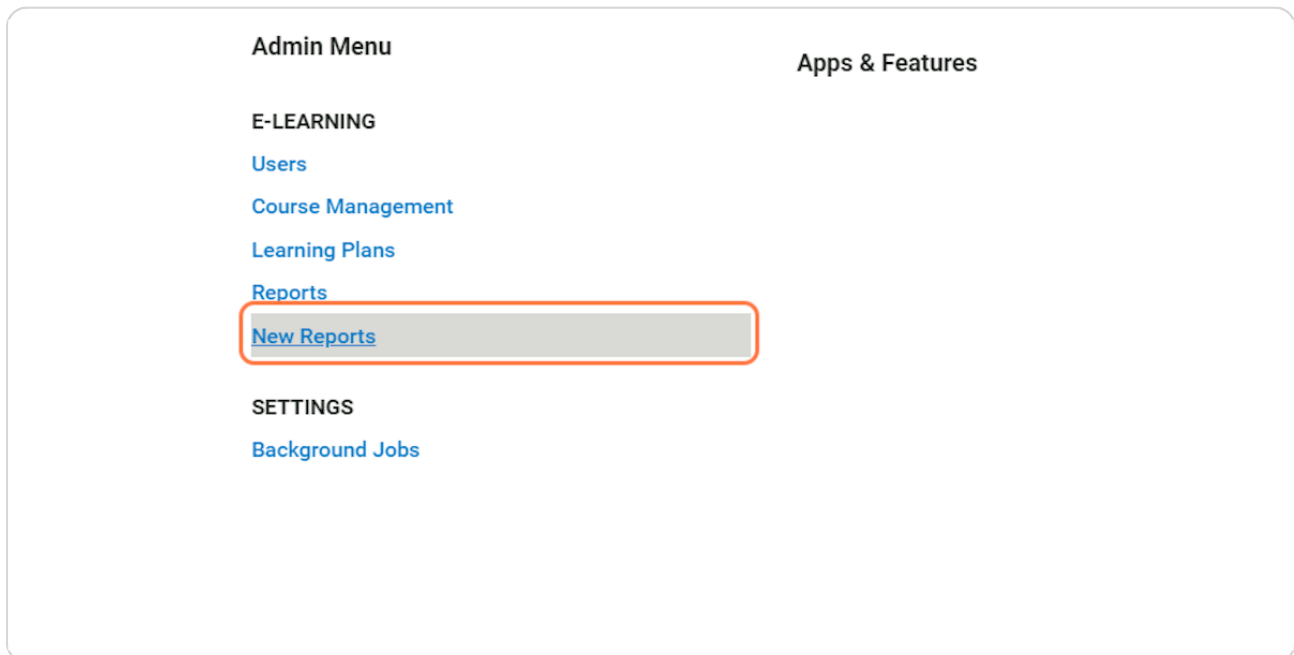
STEP 1

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 "My Homepage" and "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 is divided into two sections. The top section, titled "SUMMARY REPORTS & DASHBOARDS", contains two buttons: "CUSTOM REPORTS BUILDER" (highlighted with an orange box) and "User Personal Summary". The bottom section, titled "Course Su", contains a button labeled "View a course sum" and "download it".

STEP 4

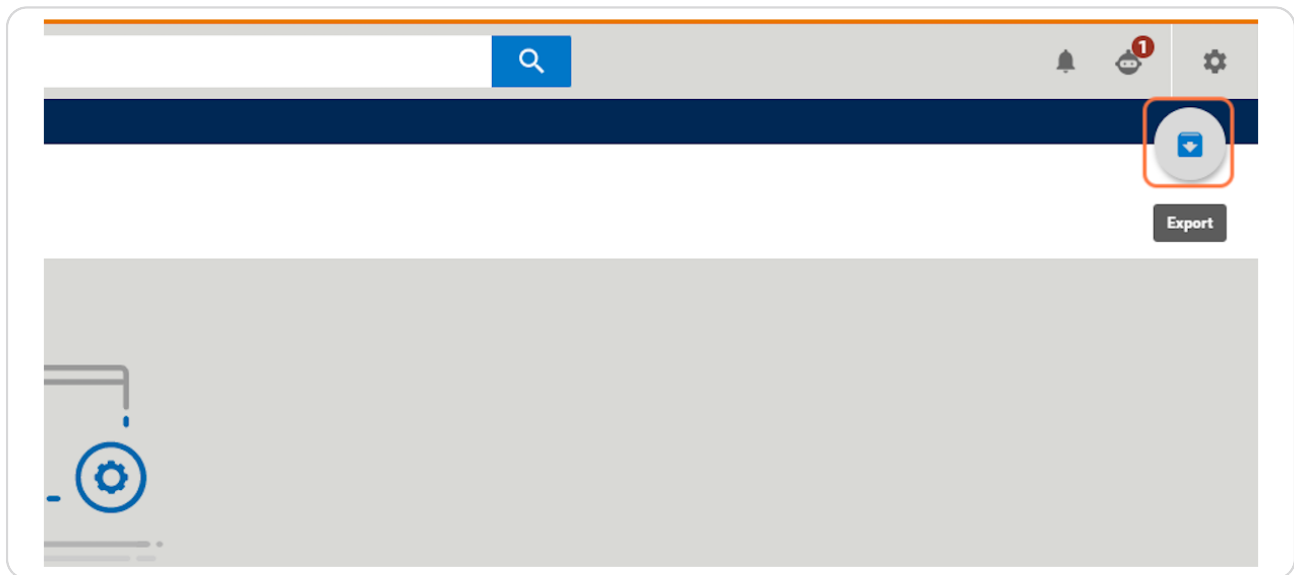
Click on the **2022-23 NCAA Board of Governors Policy on Campus Sexual Violence Attestation Completion Report**

The screenshot shows the "CUSTOM REPORTS BUILDER" page. At the top, there is a notification: "Your data is up-to-date! You have the most recent possible data, we will not need to refresh it before generating your report. It was updated on 07/13/2023 06:00:00 am (GMT -04:00)." Below the notification is a search bar labeled "FILTERS" and "Search within results...". The main content is a table with the following columns: Name, Description, Type, Created by, Creation Date, Visible to, and Schedule every. The table contains two rows. The first row is highlighted with an orange box and contains the following data: Name: "2022-23 NCAA Board of Governors Policy on Campus Sexual Violence Attestation Completion Report", Description: "Completion report for the 2022-23 NCAA Board of Governors Policy on Campus Sexual Violence Attestation", Type: "Users - Courses", Created by: "Username not displayable", Creation Date: "07/13/2023", Visible to: "All Superadmins and Power Users", and Schedule every: "...". The second row contains the following data: Name: "2023-24 Attestation of Compliance Completion", Description: "Completion report for the 2023-24 Attestation of Compliance Courses for Presidents/Chancellors and Directors of Athletics", Type: "Users - Courses", Created by: "Username not displayable", Creation Date: "07/13/2023", Visible to: "All Superadmins and Power Users", and Schedule every: "...".

Name	Description	Type	Created by	Creation Date	Visible to	Schedule every
2022-23 NCAA Board of Governors Policy on Campus Sexual Violence Attestation Completion Report	Completion report for the 2022-23 NCAA Board of Governors Policy on Campus Sexual Violence Attestation	Users - Courses	Username not displayable	07/13/2023	All Superadmins and Power Users	...
2023-24 Attestation of Compliance Completion	Completion report for the 2023-24 Attestation of Compliance Courses for Presidents/Chancellors and Directors of Athletics	Users - Courses	Username not displayable	07/13/2023	All Superadmins and Power Users	...

STEP 5

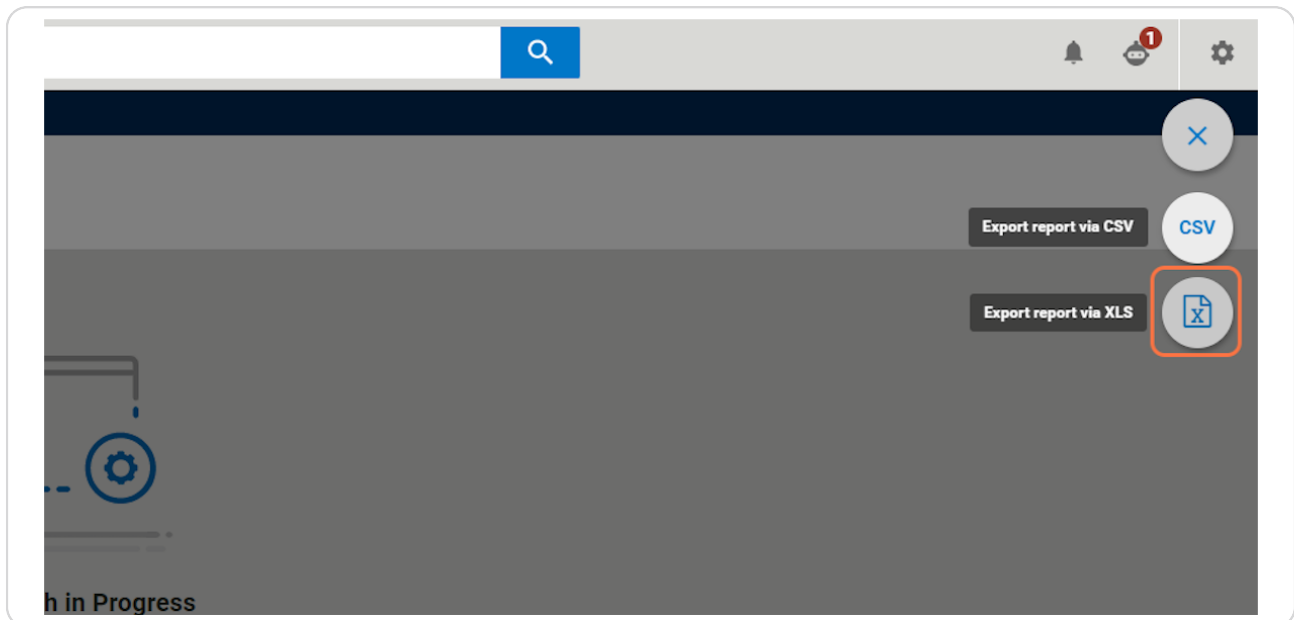
Click on Export.



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.

