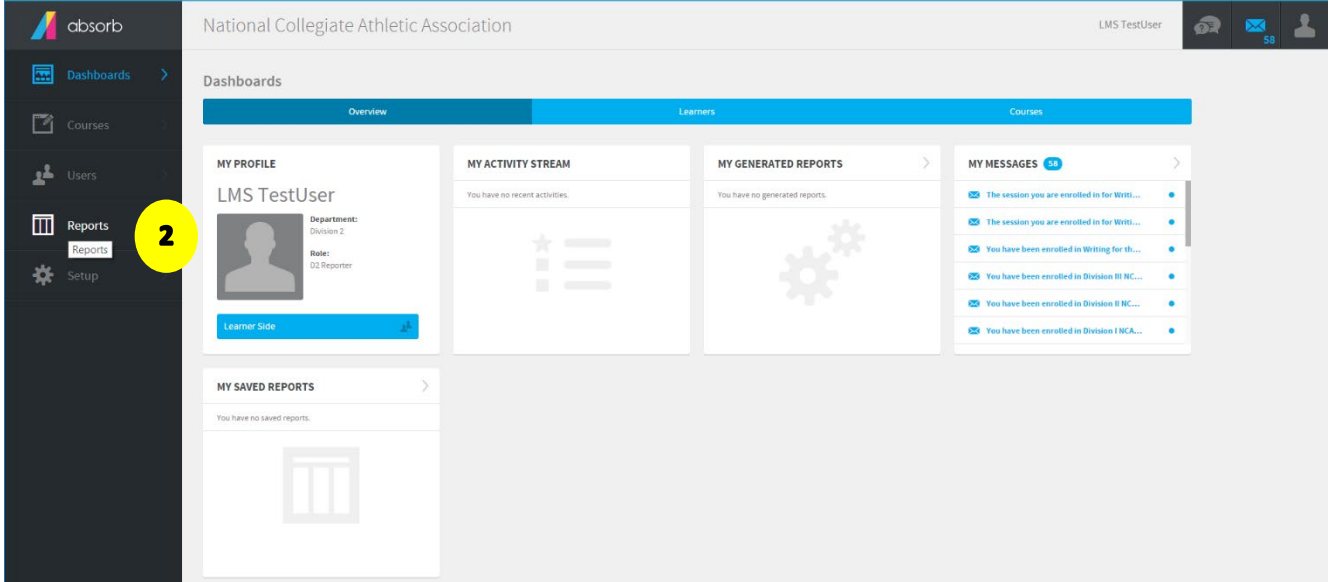
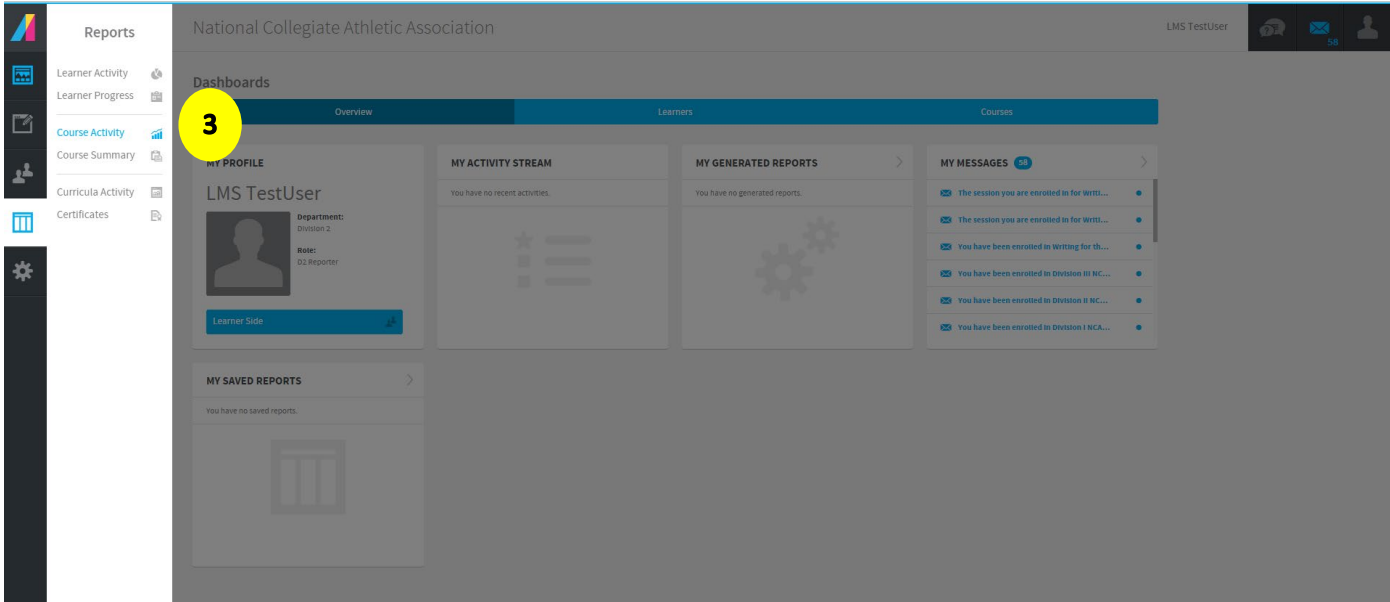


# NCAA Learning Portal: Accessing the Course Activity Report and Using a Saved Report Template for Attestation of Compliance Courses

## Purpose:

The purpose of this aid is to guide campus SSO administrators through the step-by-step process of accessing the Course Activity Report and using a saved report template. The course activity report can be used to view course completion status for users.

Accessing the Course Activity Report		
<div>1</div>	<p>From the Learning Portal landing page, click the pulldown menu.</p> <p>Choose the <b>Admin</b> tile.</p> <p>Note: The portal you have access to may look slightly different. However, the admin link will be available in the menu.</p>	

<p><b>2</b></p> <p>From the <b>Admin</b> landing page, select the <b>Reports</b> icon on the left side of the page</p>	 <p>The screenshot shows the 'absorb' Admin landing page for the 'National Collegiate Athletic Association'. The left sidebar contains icons for Dashboards, Courses, Users, Reports, and Setup. The 'Reports' icon is highlighted with a yellow circle and the number '2'. The main content area shows a dashboard for 'LMS TestUser' with sections for My Profile, My Activity Stream, My Generated Reports, My Messages, and My Saved Reports.</p>
<p><b>3</b></p> <p>From the <b>Reports</b> menu, select the <b>Course Activity</b> link.</p>	 <p>The screenshot shows the 'Reports' menu in the Admin interface. The 'Course Activity' link is highlighted with a yellow circle and the number '3'. The menu also includes options for Learner Activity, Learner Progress, Course Summary, Curricula Activity, and Certificates. The background shows the same dashboard as the previous screenshot, but it is dimmed.</p>

To access the **Saved Layouts** button, Click anywhere on the page



On the page, click the **Saved Layouts** button. An option for **Attestation of Compliance for Presidents and Chancellors** and another for **Attestation of Compliance for Director of Athletics** will appear.

Click the report  
you wish to run.

Note: You will have to choose one report at a time to view.



6

To print the results, click the **Print Report** icon. The report will be sent to your printer dialogue box. Print the report as you would any normal document.



To download or email the results, click the **Generate Report File** icon.

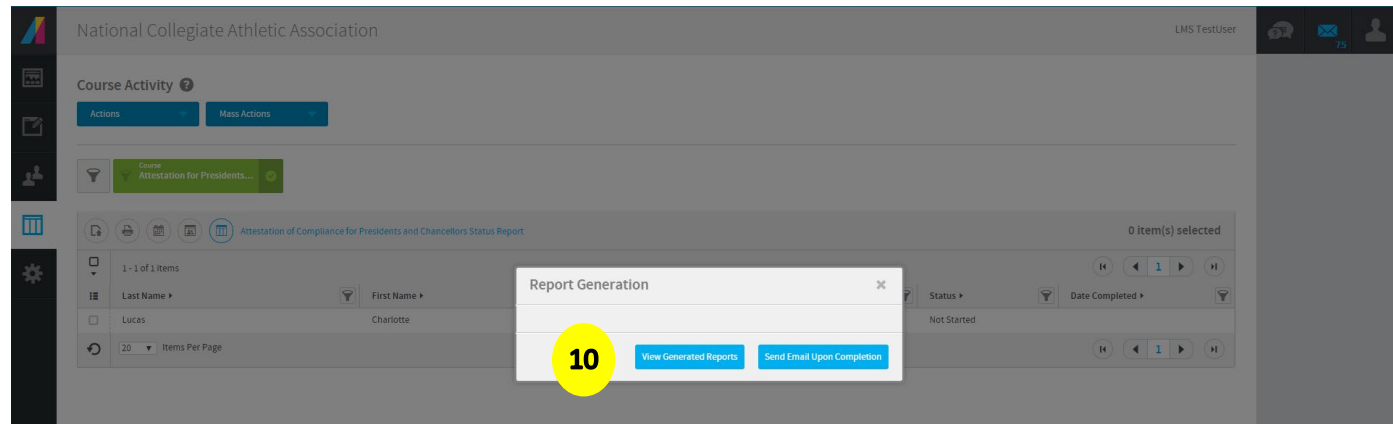
Choose the format of the report, either an Excel or CSV file and select **Generate**.



10

Click on either **View the Generated Reports** or **Send Email Upon Completion**.

Note: A generated report downloads to your system. The email option sends a message with the report attached to your email address on file.



If you have technical issues related to the NCAA Learning Portal, please contact [lmshelp@ncaa.org](mailto:lmshelp@ncaa.org).