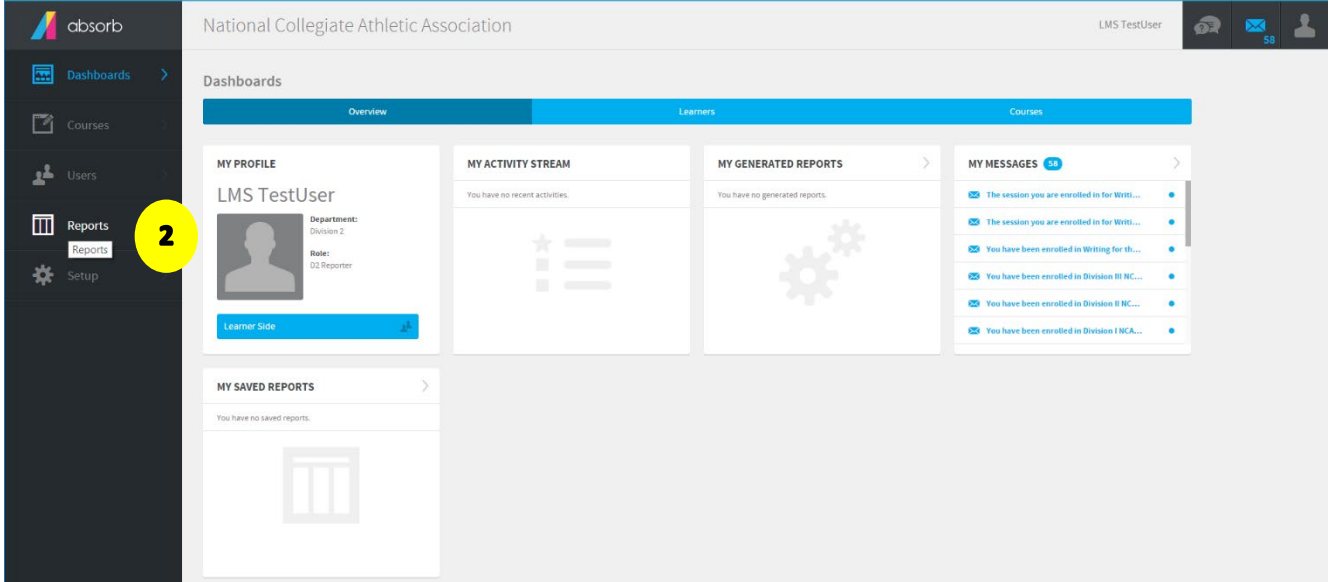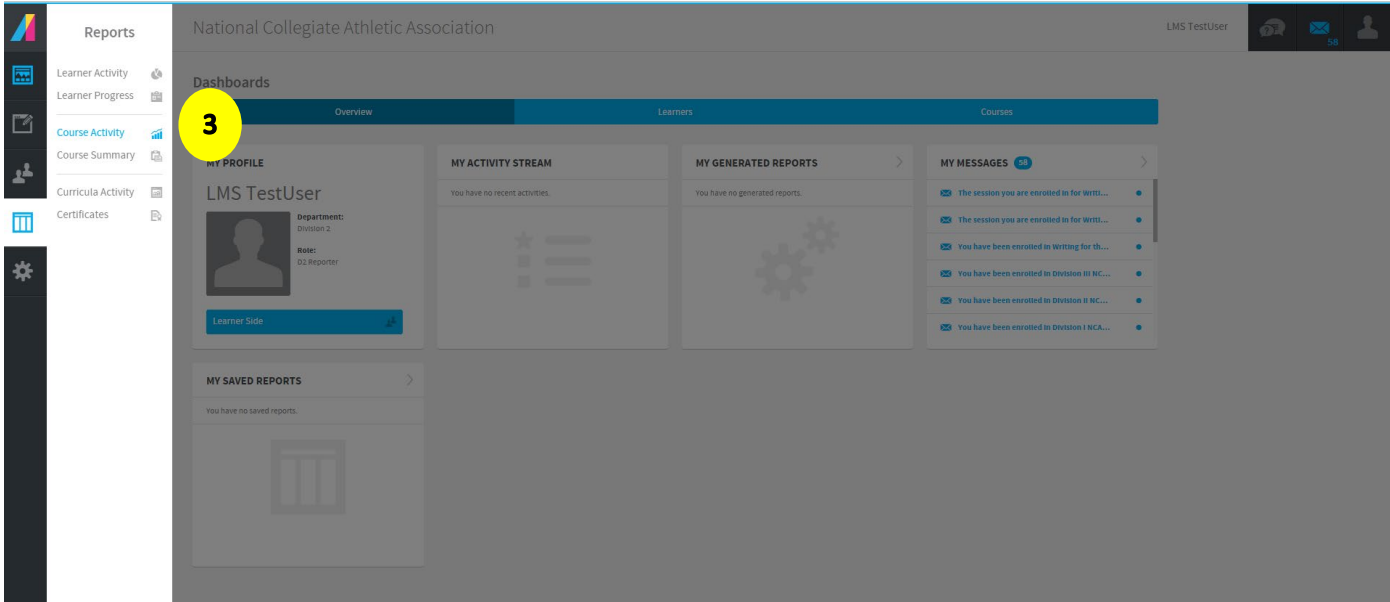# NCAA Learning Portal: Accessing the
Course Activity Report and Using a Saved Report Template
for Attestation of Compliance Courses

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		
1	From the Learning Portal landing page, click the pulldown menu. Choose the **Admin** tile. Note: The portal you have access to may look slightly different. However, the admin link will be available in the menu.	

2	From the **Admin** landing page, select the **Reports** icon on the left side of the page	
3	From the **Reports** menu, select the **Course Activity** link.	

4	To access the **Saved Layouts** button, Click anywhere on the page	
5 **6**	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.	

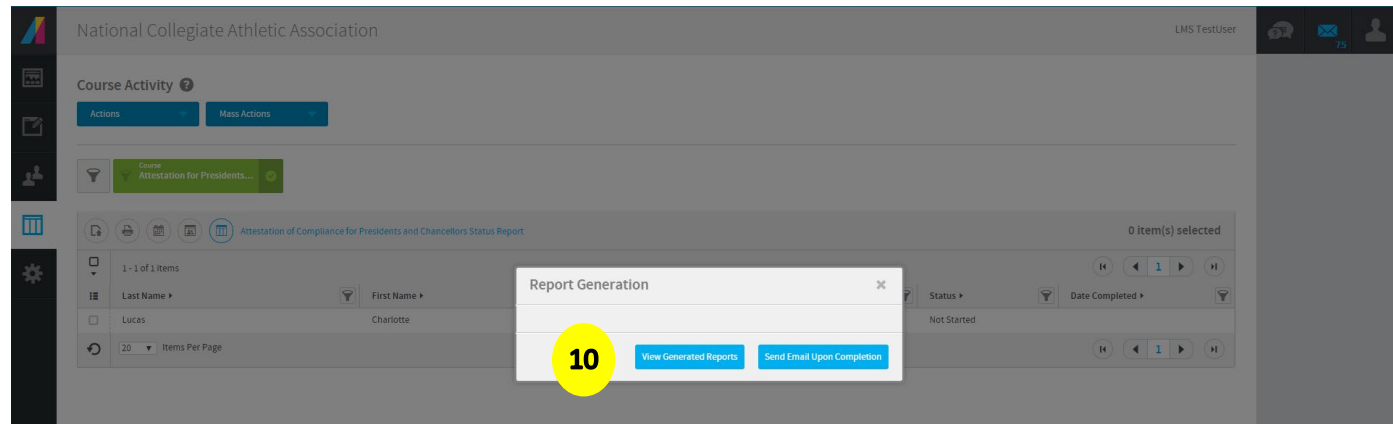| 7	To print the results, click the **Print Report** icon. The report will be sent to your printer dialogue box. Print the report as you would any normal document.	
8 9	To download or email the results, click the **Generate Report File** icon. Choose the format of the report, either an Excel or CSV file 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.