

A summary report by course displays the total number of users who accessed the selected courses during the selected reporting time frame.

These values are also totalled across all the selected courses at the bottom of the report.

To generate a summary report by course:

1) From the Main Menu, click on the Administration option:

	Course Catalogue	🏓 Learning Tools	Keports &	Certificates 📥
	Administration		Search the cou	irse catalogue
Ma	in Menu			
Wel	come back Marzia D	lesse select from the list o	of your recently used o	ourses shown below
fron	n the menu shown abo	ove.	i your recently used c	ourses shown below
- 1	Recently Used (Courses		
- 6	Course			Last Used
	Introduction to Risk	Assessment v2		19/07/2012
	Introduction to Risk Basic bread baking	Assessment v2		19/07/2012 27/06/2012
	Introduction to Risk Basic bread baking An Overview of the I	Assessment v2 Data Protection Act 1998 v	v8 (Non-Audio)	19/07/2012 27/06/2012 24/05/2012
	Introduction to Risk Basic bread baking An Overview of the I Freedom of Informati	Assessment v2 Data Protection Act 1998 v ion Act 2000 v8 (Non-Audi	v8 (Non-Audio) io)	19/07/2012 27/06/2012 24/05/2012 17/05/2012
	Introduction to Risk a Basic bread baking An Overview of the I Freedom of Informati Diversity, Equality ar	Assessment v2 Data Protection Act 1998 v ion Act 2000 v8 (Non-Audi nd Discrimination v2	v8 (Non-Audio) io)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012
	Introduction to Risk Basic bread baking An Overview of the I Freedom of Informati Diversity, Equality ar Microsoft Outlook 20	Assessment v2 Data Protection Act 1998 v ion Act 2000 v8 (Non-Audi nd Discrimination v2 10 - Level 4	v8 (Non-Audio) io)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012
	Introduction to Risk Basic bread baking An Overview of the I Freedom of Informati Diversity, Equality ar Microsoft Outlook 20 Safe Manual Handling	Assessment v2 Data Protection Act 1998 v ion Act 2000 v8 (Non-Audi nd Discrimination v2 10 - Level 4 g v2	v8 (Non-Audio) io)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012
	Introduction to Risk J Basic bread baking An Overview of the I Freedom of Informati Diversity, Equality ar Microsoft Outlook 20 Safe Manual Handling The Bribery Act 2010	Assessment v2 Data Protection Act 1998 v ion Act 2000 v8 (Non-Audi nd Discrimination v2 10 - Level 4 g v2	v8 (Non-Audio) io)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012
	Introduction to Risk J Basic bread baking An Overview of the I Freedom of Informati Diversity, Equality ar Microsoft Outlook 20 Safe Manual Handling The Bribery Act 2010 An Introduction to H	Assessment v2 Data Protection Act 1998 v ion Act 2000 v8 (Non-Audi d Discrimination v2 10 - Level 4 g v2) ealth & Safety at Work v2	v8 (Non-Audio) io)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012 05/04/2012

2) This will take you to the Modify Site Menu. Click on Site Admin Reports.





3) You will now see a page displaying the reporting options available. Under the Detail Options section, place a tick in the Show Access Summary box, then select any other options you want to apply, before selecting Report by Course:



4) On the following screen, the box to the right will display all the users registered on your site.

The box on the left displays all the courses available to your users.

In each of the boxes, select the courses and users for which the report should display the details, then click on **Generate Report:**





5) Depending on the number of users and courses you selected, you may see the message below:

Message from webpage		
?	You have selected a large number of courses or users. Please note that this report may take some time to be generated. Are you sure you want to continue?	
	OK Cancel	

If this happens, click OK.

The report will be generated and will appear on screen.