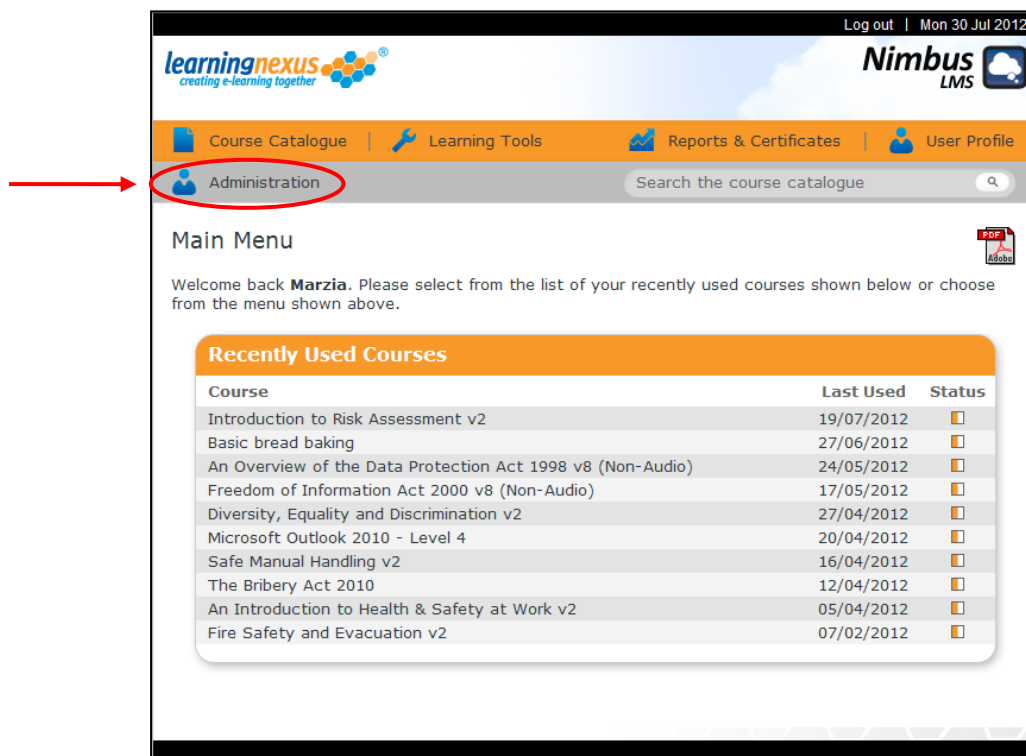A summary report by user displays the total number of courses accessed by the selected users during the selected reporting time frame.

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

To generate a summary report by user:

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

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 User**:

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:**
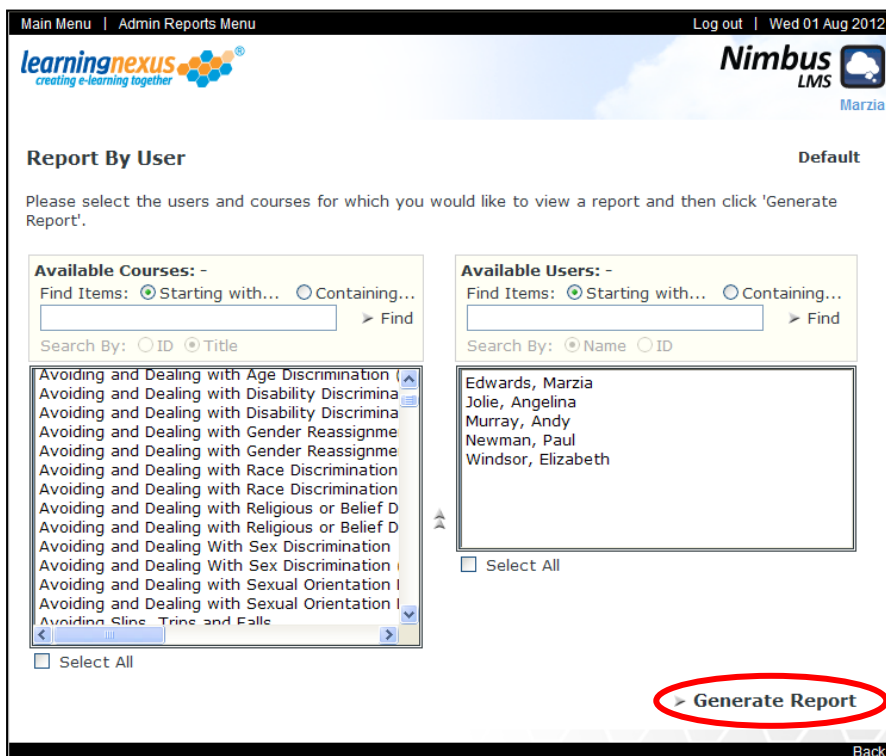
5) Depending on the number of users and courses you selected, you may see the message below:
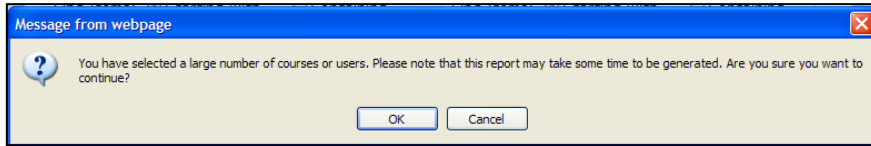
If this happens, click **OK.**

The report will be generated and will appear on screen.