

The Learning Nexus LMS allows you to generate a number of usage reports. The following instructions cover the process to generate a detailed report with the data presented in relation to the courses used:

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

	Course Catalogue 🕴 🥕 Learning Tools	Reports & (	Certificates   📥	Use
	Administration	Search the cou	irse catalogue	
Ma	ain Menu			
We	Icome back Marzia. Please select from the list of v	our recently used c	ourses shown below	or ch
fro	m the menu shown above.	, ,		
	Recently Used Courses			
	Course		Last Used	Sta
	Course Introduction to Risk Assessment v2		Last Used 19/07/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking		Last Used 19/07/2012 27/06/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012	Sta I
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio)	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012	Sta I I I
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012	Sta
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010 An Introduction to Health & Safety at Work v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012	

2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Site Admin Reports**.





3) You will now see a page displaying the reporting options available. Here you will be able to select a series of options for your report, like the time frame, whether to include retired users and/or courses.

To generate a Detail report, in the **Detail Options** section, place a tick in the **Show Lesson Details** box, then click on **Report by Course**:

Main Menu   Site Admin Menu learningnexus creating e-learning together Administration Reports Me Please select your desired choices	nu from the options below; choose	Log out   Wed 01 Aug 2012 Nimbus Marzia Default the date period for which you would
User Options: Show User ID: Sort by User Name: Sort by User ID: Show Active Users: Show Retired Users	Course Options: Show Course ID: Sort by Course Title: Sort by Course ID: Show Active Courses: Show Retired Courses:	<ul> <li>Report by User</li> <li>Report by Course</li> <li>Usage Type Report</li> <li>Zaro Usage Summary</li> </ul>
Report Options: Show Course Areas: Start Date: Aug v 2010 v End Date: Aug v 2012 v	Detail Options: Show Access Furmany: Show Lesson Details: Show Objective Details: Show Zero Usage in Exported Reports:	<ul> <li>Learning Tool Reports</li> <li>Certificates By User</li> <li>Certificates By Course</li> </ul>

4) You will now see a page with two boxes. The one to the left contains all the courses allocated to your users. The one on the right contains the list of the users. In each of the boxes, select the courses and users for which the report should display the details, then click on **Generate Report**:

Available Courses: -		Available Users: -		
Find Items: ③ Starting with ○ Containing		Find Items: ③ Starting with ○ Containing		
► Find		► Find		
Search By: OID Title		Search By:  Name  ID		
Avoiding and Dealing with Age Discrimination (		Edwards, Marzia		
Avoiding and Dealing with Disability Discrimina		Jolie, Angelina		
Avoiding and Dealing with Conder Possianmo		Murray, Andy		
		Newman, Paul		
Avoiding and Dealing with Bace Discrimination		Windsor, Elizabeth		
Avoiding and Dealing with Race Discrimination				
Avoiding and Dealing with Religious or Belief D				
Avoiding and Dealing with Religious or Belief D	2			
Avoiding and Dealing With Sex Discrimination				
Avoiding and Dealing With Sex Discrimination		Select All		
Avoiding and Dealing with Sexual Orientation I				
Avoiding and Dealing with Sexual Orientation I				
Avoiding Sline Trine and Falle				
Select All				
				-
		Generate Report		
			Back	



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

Mess	age	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.