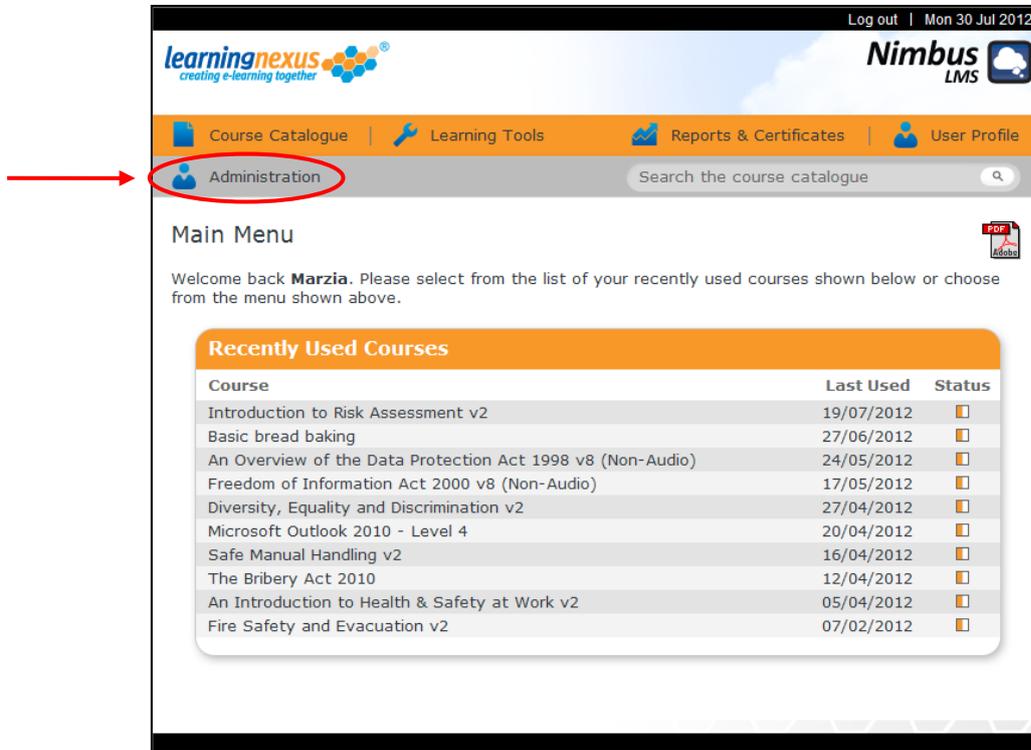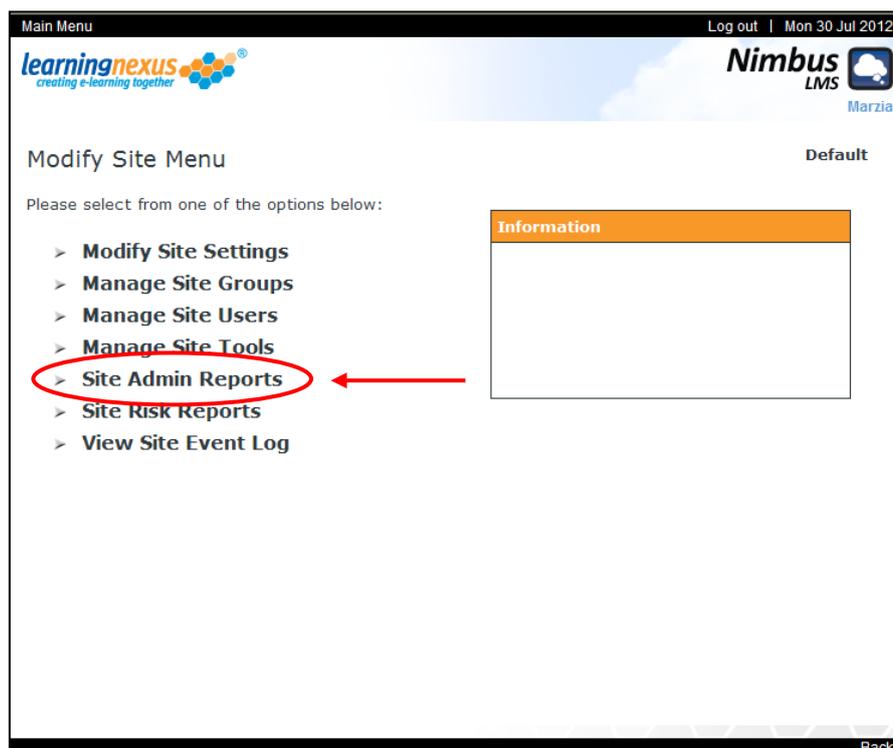# *Generating a Detail Report by Course*

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:

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**:
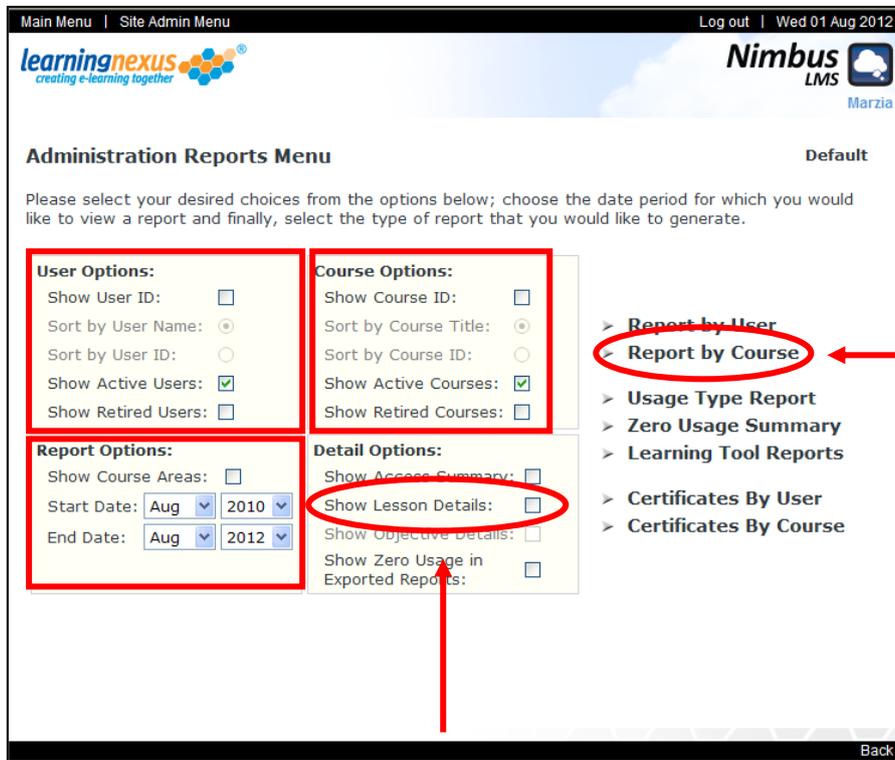
4) You will now see a page with two boxes. The one to the left contains all the courses allocated to your users. The one on the right contains the list of the users. In each of the boxes, select the courses and users for which the report should display the details, then click on **Generate Report**:
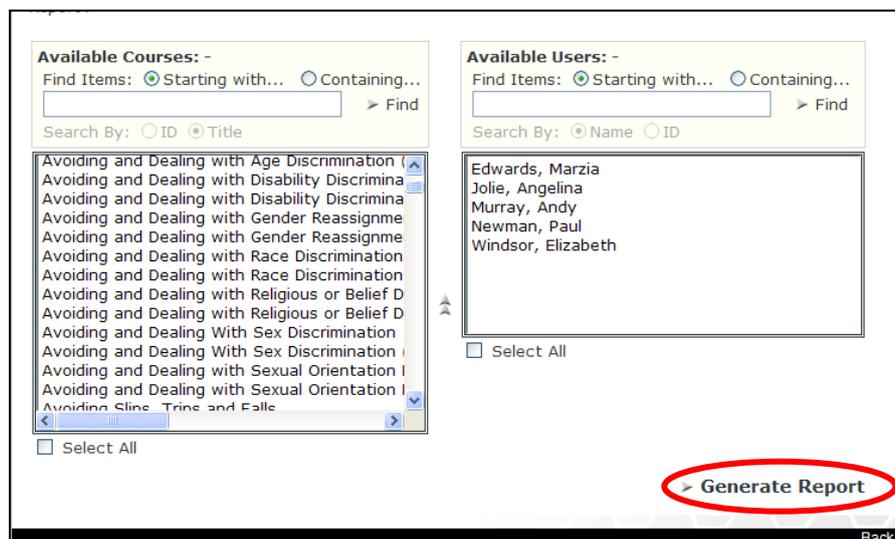
5) Depending on the number of users and courses you selected, you may see the message below:
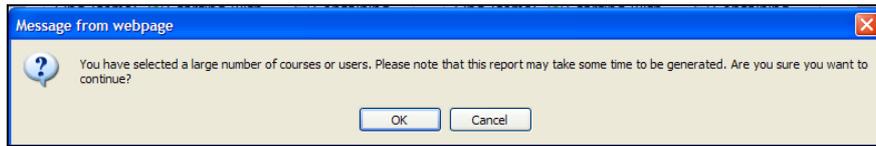
If this happens, click **OK.**

The report will be generated and will appear on screen.