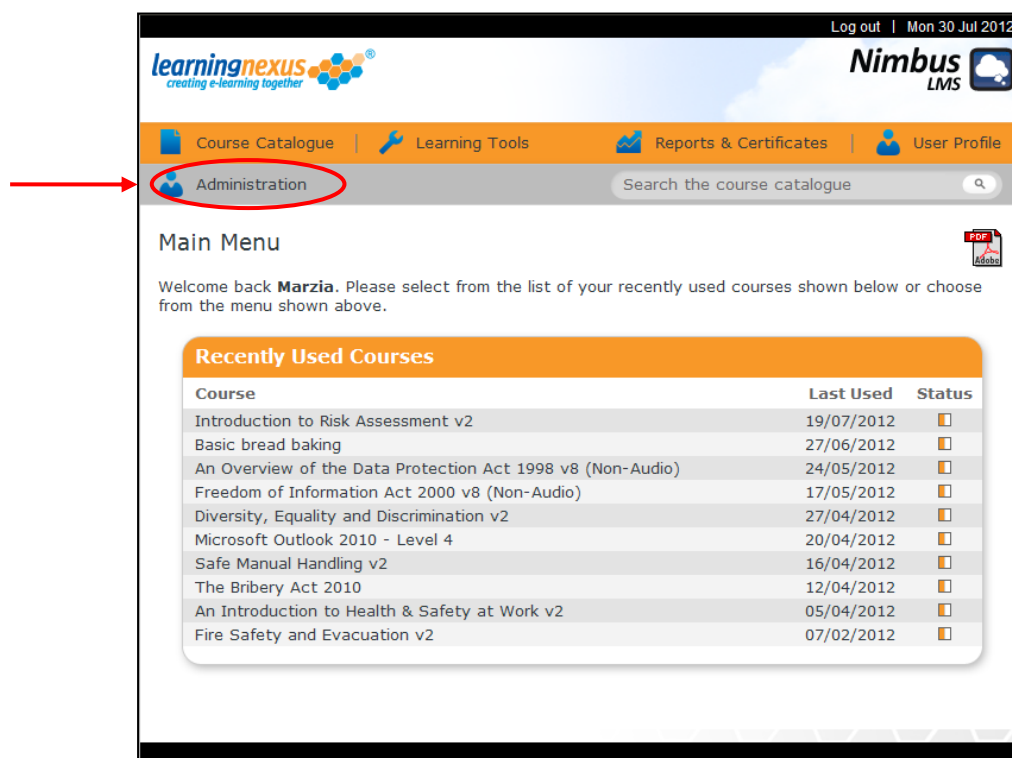


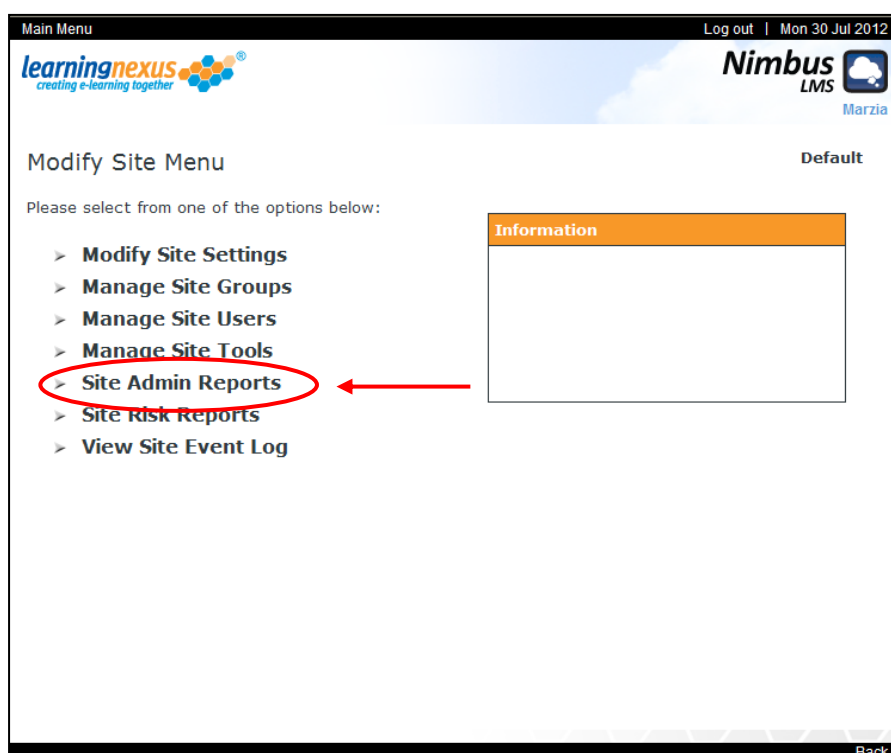
Sometimes an old version of a course is retired from the system to avoid users learning from an obsolete course.

When this happens the old version of the course will not appear on the reporting list by default, but you can still report on past usage of the old course by following the instructions below:

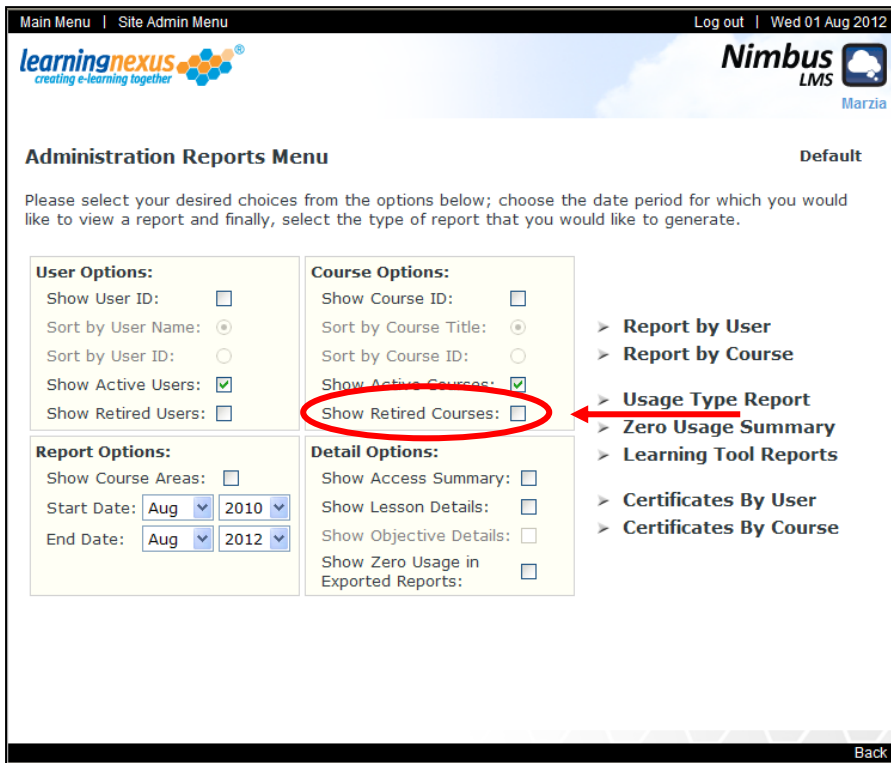
- 1) From the **Main Menu**, click on the **Administration** option:



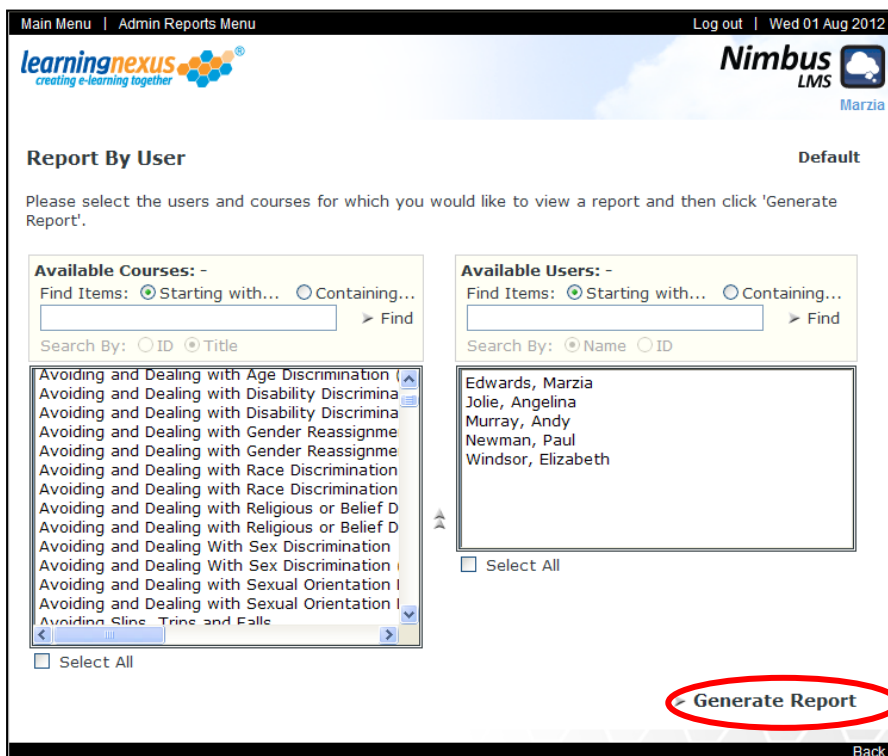
- 2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Site Admin Reports**.



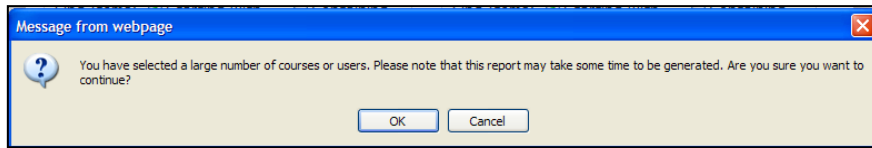
- 3) You will now see a page displaying the reporting options available. Under the **Course Options** section, place a tick in the **Show Retired Courses** box, then select any other options you want to apply and the type of report you want to generate:



- 4) When you get to the following screen, the box to the left will display all the courses allocated to your users. The active courses are displayed in black. The retired courses are displayed in grey (but still selectable). The box on the right displays the active users registered on your site. In each of the boxes, select the courses (active and retired) 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. If any of the users selected has studied any of the retired courses you selected before generating the report, the course will display the word 'Retired' next to the course title.