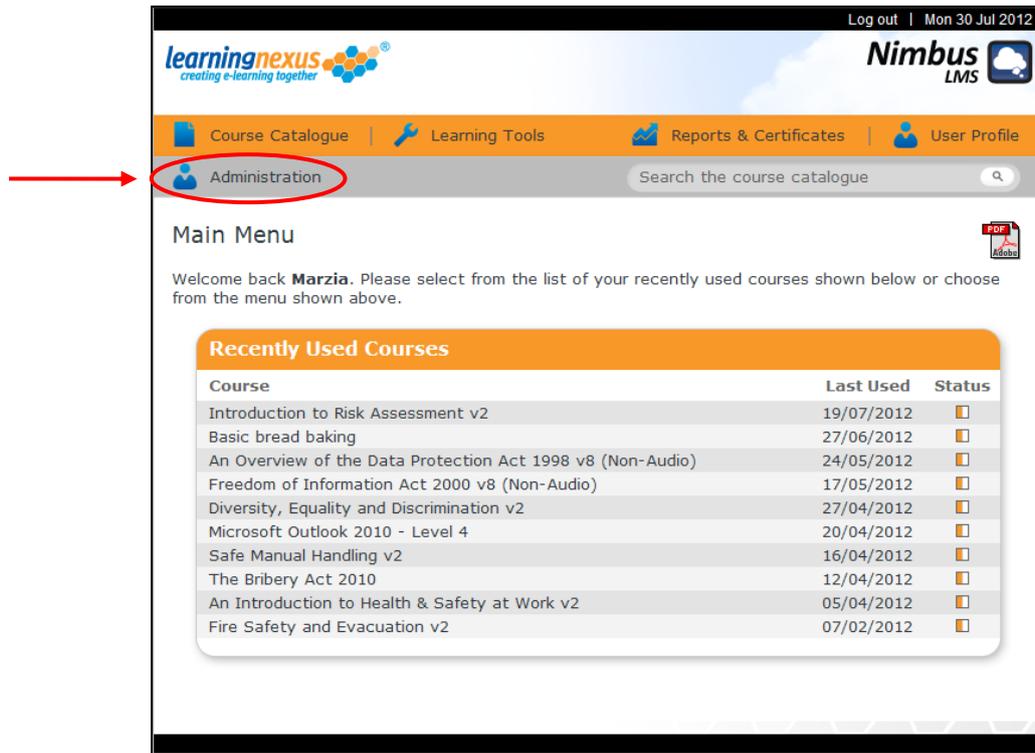


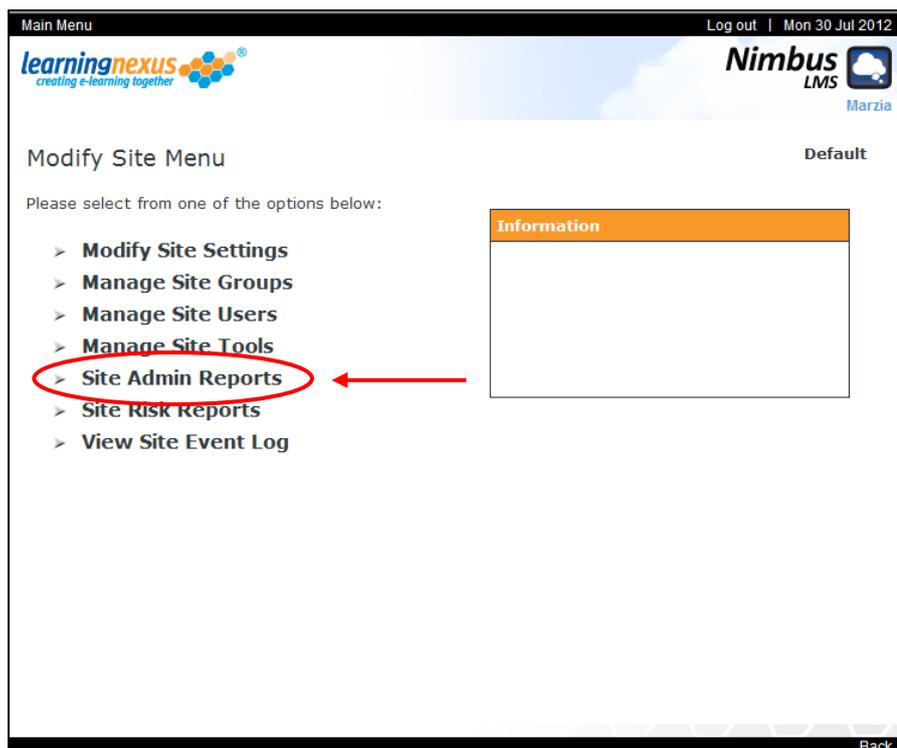
A zero usage report displays a list of all the users who have used any of the courses allocated to them within the reporting time frame.

To generate this type of report:

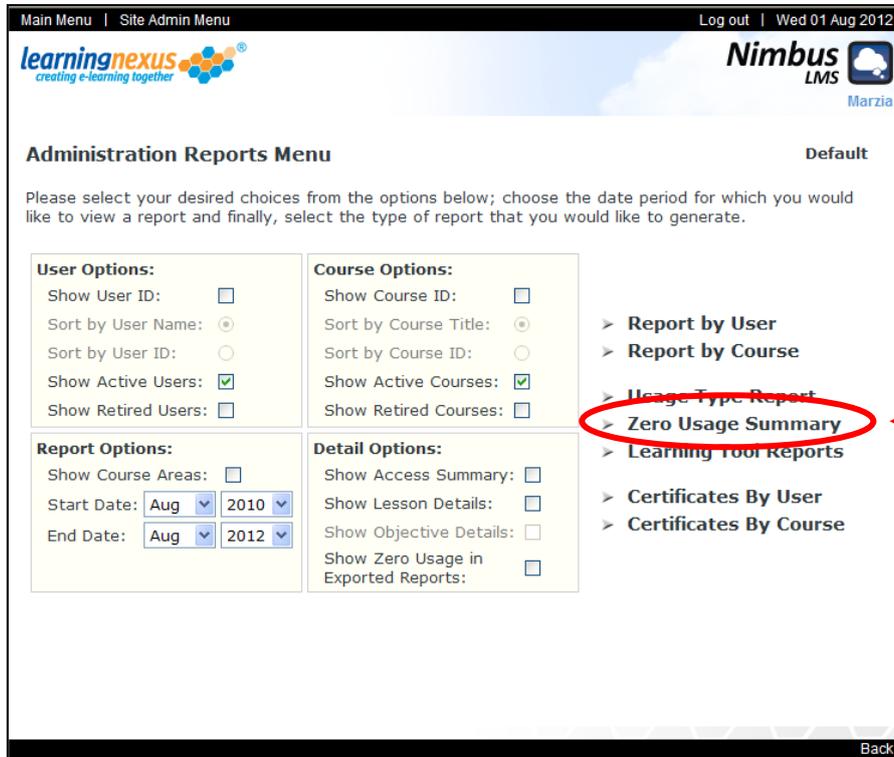
- 1) From the **Main Menu**, click on the **Administration** option:



- 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. Select any options you want to apply to your report from the **User Options**, **Course Options**, or **Report Options** sections, then click on **Zero Usage Summary**:



Main Menu | Site Admin Menu Log out | Wed 01 Aug 2012

learningnexus **Nimbus**
LMS
Marzia

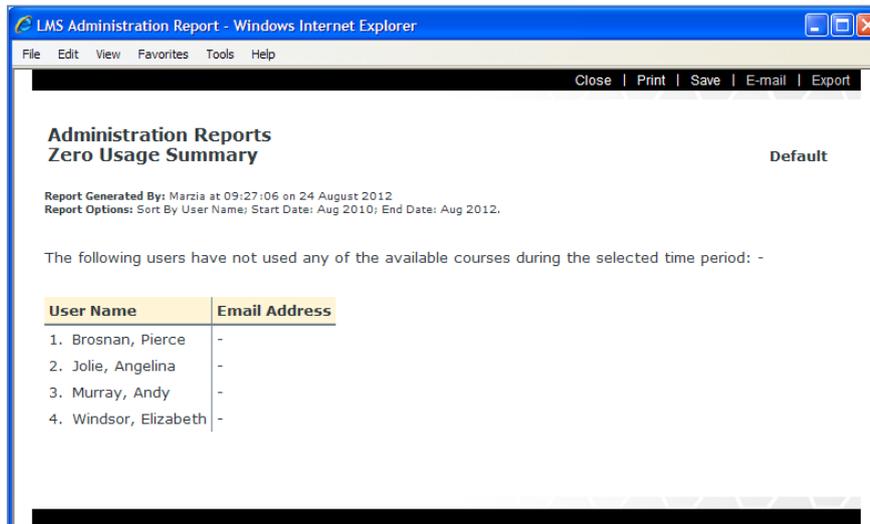
Administration Reports Menu Default

Please select your desired choices from the options below; choose the date period for which you would like to view a report and finally, select the type of report that you would like to generate.

User Options: Show User ID: <input type="checkbox"/> Sort by User Name: <input checked="" type="radio"/> Sort by User ID: <input type="radio"/> Show Active Users: <input checked="" type="checkbox"/> Show Retired Users: <input type="checkbox"/>	Course Options: Show Course ID: <input type="checkbox"/> Sort by Course Title: <input checked="" type="radio"/> Sort by Course ID: <input type="radio"/> Show Active Courses: <input checked="" type="checkbox"/> Show Retired Courses: <input type="checkbox"/>	Report Options: Show Course Areas: <input type="checkbox"/> Start Date: Aug 2010 End Date: Aug 2012	Detail Options: Show Access Summary: <input type="checkbox"/> Show Lesson Details: <input type="checkbox"/> Show Objective Details: <input type="checkbox"/> Show Zero Usage in Exported Reports: <input type="checkbox"/>	<ul style="list-style-type: none">> Report by User> Report by Course> Usage Type Report> Zero Usage Summary> Learning Tool Reports > Certificates By User> Certificates By Course
---	--	---	---	---

Back

The report will be generated and will appear on screen:



LMS Administration Report - Windows Internet Explorer

File Edit View Favorites Tools Help Close | Print | Save | E-mail | Export

Administration Reports
Zero Usage Summary Default

Report Generated By: Marzia at 09:27:06 on 24 August 2012
Report Options: Sort By User Name; Start Date: Aug 2010; End Date: Aug 2012.

The following users have not used any of the available courses during the selected time period: -

User Name	Email Address
1. Brosnan, Pierce	-
2. Jolie, Angelina	-
3. Murray, Andy	-
4. Windsor, Elizabeth	-