

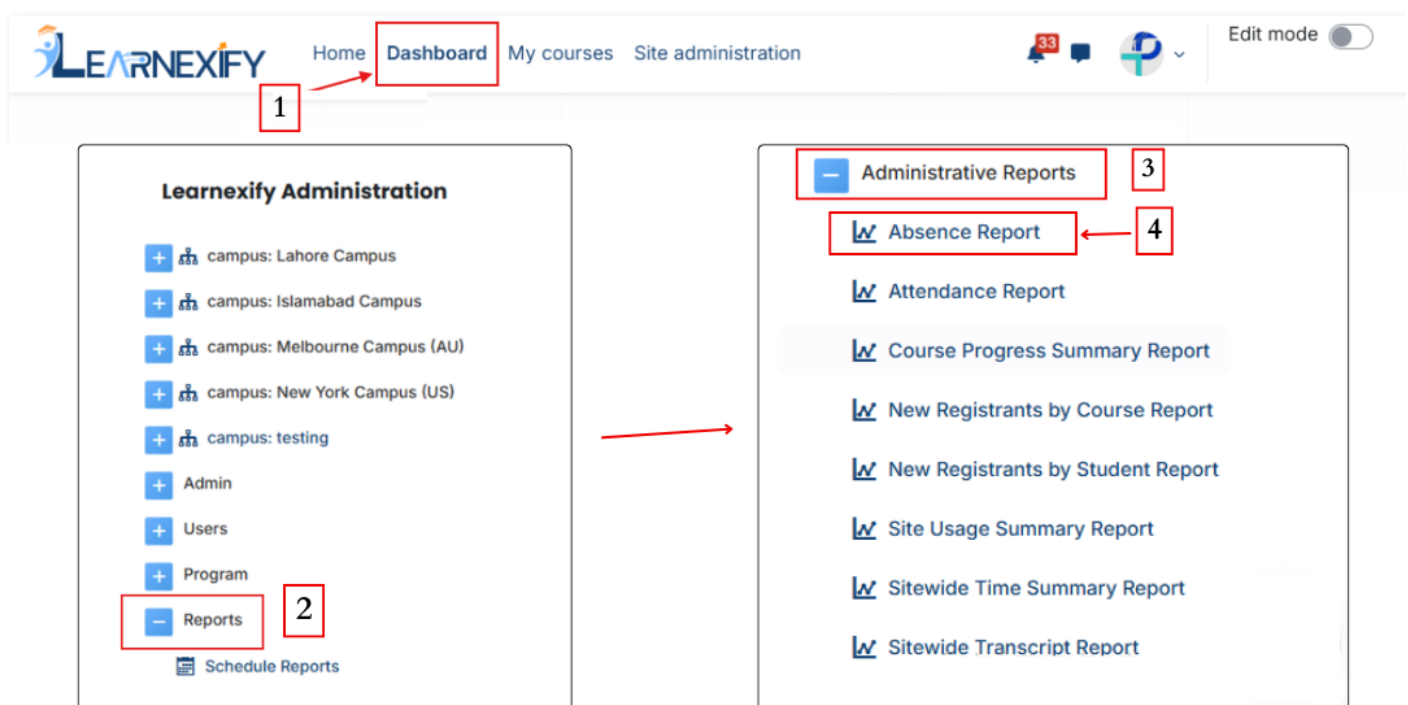
6.1 Absence Report

The Absence Report, this report is listed at the top of the Administrative Reports section. Its **main purpose** is to identify **users** who have **not performed any activity** in Learnexify **course Instances** within a selected **time period** defined in the report settings.

This report helps administrators monitor learner engagement and identify inactive users across courses and programs.

Report Path:

Dashboard ? Side drawer ? Reports ? Administrative Report ? Absence Report



Report Requirements:

To be included in this report, a user must meet the following conditions:

- The user must be **enrolled in a Learnexify course Instances**.
- The user must have no recorded activity within the selected date range.

A user is considered **inactive** when:

- There is no activity in the course linked with the Learnexify course Instances,
OR
- If no course is linked, then no **Learning Objectives** are marked as completed,
OR
- If **no Learning Objectives exist** and no course is linked, the report displays
“N/A”.

Report Filters:

This report includes multiple user-related filters that allow administrators to refine and search data efficiently.

Purpose of Available Filters:

- **Name-based Filters (Full Name, First Name, Last Name, Middle Initial)**
Used to search users based on their names. Partial text can also be used to find matching records.

- **ID Number**
Used to search a user using their unique Learnexify identification number.
- **Email Address / Email Address 2**
Used to filter users based on their registered email addresses.
- **Username**
Used to locate users through their system login username.
- **Address / Address 2**
Used to filter users based on physical address information.
- **City/Town, State/Province, Country**
Used for geographical filtering of users. The Country field allows selection of any available value.
- **Zip/Postal Code**
Used to filter users based on postal code information.
- **Phone / Phone 2 / Fax**
Used to search users based on contact or fax numbers.

Date Range Filter:

The report also **includes** a **date range filter**:

- **Is after ?** Shows users with no activity after the selected date.
- **Is before ?** Shows users with no activity before the selected date.

Date selection is available using Day, Month, and Year fields.

Additionally, more advanced filters can be accessed using the “Show more” option, including custom user fields and standard system fields.

LEARNEXIFY Home Dashboard My courses Site administration Custom Pages ▾

Full name contains

Last name contains

First name contains

ID number contains

Email address contains

Time created ☐ is after 19 June 2026 ☐ is

Last modified ☐ is after 19 June 2026 ☐ is

Inactive ☐ any value

Select the Date range for the report: ☐ is after 1 July 2026 ☐ is before 1 July 2026

Reset Form Show Report

July 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

View Report:

The report displays learners grouped by course. The selected filters and date range appear at the top of the report.

Program Information:

- **Program ?** The program to which the course belongs
- **Course Set ?** The course set associated with the course

Course Information:

- **Course Name ?** Name of the Learnexify course
- **Course Instances ID ?** ID of the Learnexify course Instances
- **Student Name ?** Name of inactive user
- **ID Number ?** Learnexify user identification number

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 (Next)

Absence Report By Course: 01/01/1970 - Present

Program: Bachelor of Engineering in Electrical Engineering

Course Set Name: Program DCS

Course Description Name: Data Structures

Class Instance ID: DCS_11105

STUDENT NAME ↓	ID NUMBER
student 2	student1@gmail.com
Sara Iqbal	student04
Test student1	student1@paktaleem.net

Report Scheduling, Export & Refresh:

This report also supports standard reporting features:

- The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**.

- **Report settings** and filters can be **modified** using **Configure Parameters**.
- The report can be **exported** in **both PDF and CSV formats**.
- Click the **Refresh button** at the **bottom center** to update the **report** with the **latest data**.


[Home](#)
[Dashboard](#)
[My courses](#)
[Site administration](#)
[Custom Pages](#)



[Edit mode](#)

Report Configuration





Download Report in PDF, Excel and CSV Format.

Schedule this report

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 (Next)

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Course Set Name: Program DCS

Course Description Name: Data Structures

Class Instance ID: DCS_11105

STUDENT NAME ↓	ID NUMBER
student 2	student1@gmail.com
Sara Iqbal	student04
Test student1	student1@paktaleem.net

Refresh Report

Refresh

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