PowerBI Report Users Guide

PowerBI allows you to gain meaning from data through multiple types of interaction.

Sign In to PowerBI

Go to www.powerbi.com and click Sign In. Type in your @ksu.edu email address. The page will redirect you to the K-State eID sign in page. Sign in with your regular eID and password. You will then be redirected to PowerBI.

Use a Dashboard in PowerBI

The first view you will see is the dashboard view, which is meant to show data highlights. You can select different dashboards using the navigation pane on the left.

Clicking on a dashboard tile will take you to a detailed interactive report related to the topic in the tile.

You can also view a dashboard in full-screen mode and print the dashboard for further viewing options.

Navigate a Report in PowerBI

Use the buttons at the bottom of a report to navigate between pages. You can also view a report full-screen and save/print a screenshot of the report using the print option.

Additional interaction options are detailed on the following pages.

Interact with filters/slicers

Filters/slicers allow you to narrow the data that is visualized on a page. Unlike cross-highlighting, multiple filters can be selected to narrow down the dataset. Cross-highlighting can be used in conjunction with filters. To remove a filter, deselect all filtered values.

Example: All colleges are initially shown for **2015**. Selecting a **College** causes the visualizations to show only data for that college.
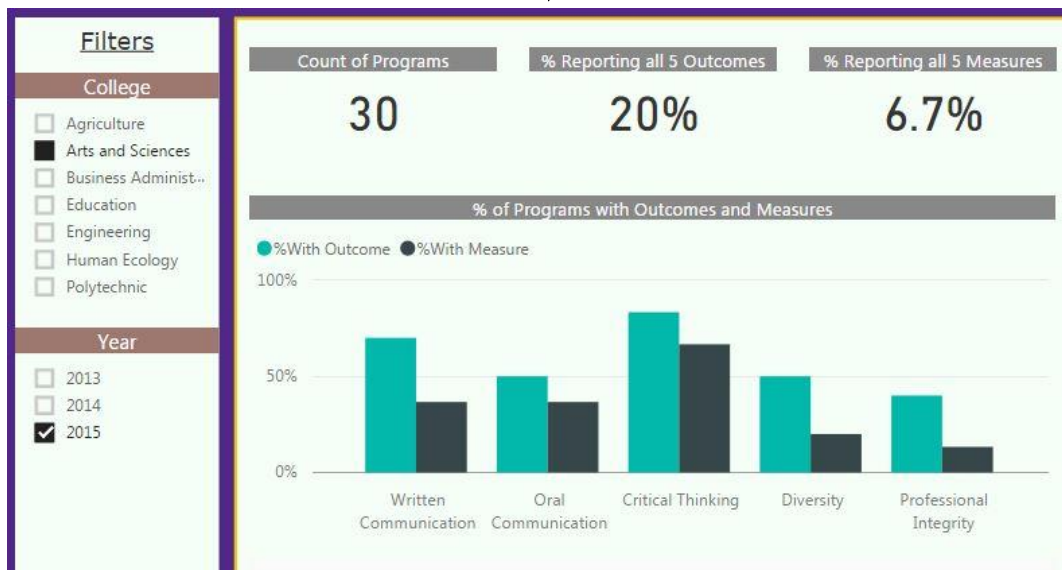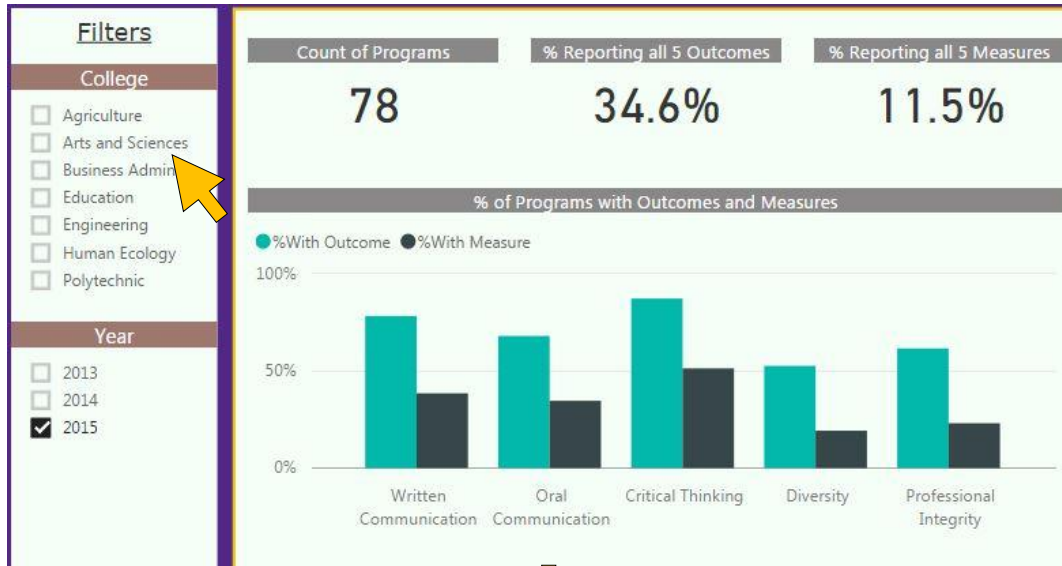
Cross-highlight the related visualizations in a Report

The visualizations on a single report page may be "connected" to each other. What this means is that if you select one or more values in one visualization, other visualizations will change based on that selection.
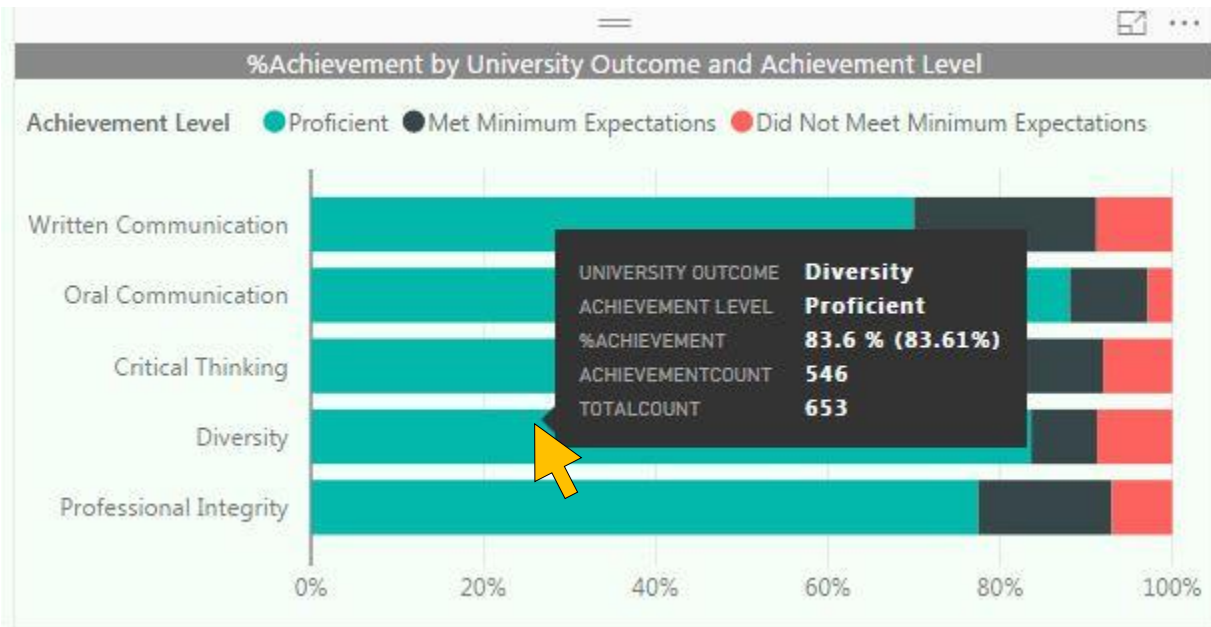
Example: Clicking **Male** in the chart on the left causes the chart on the right to show **Male** results by **Ethnic Group**.
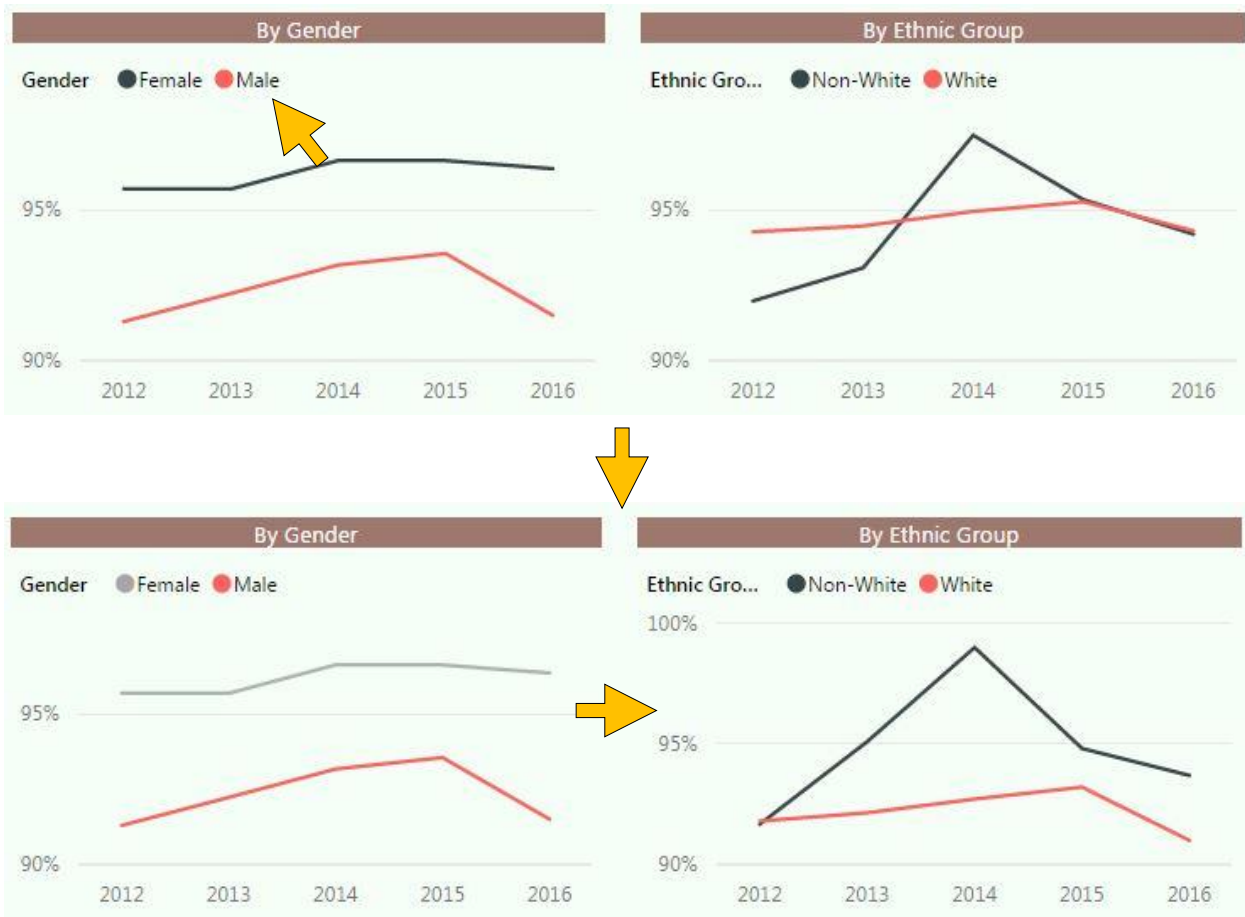
NOTE: To select more than one element in a visualization, hold down the CTRL key.

Hover over a visual to see details.

Move your cursor over any visual element to view detailed data.

Sort the data in a visualization

Select the ellipses (...) to open the options menu, then click **Sort by**. Click again to switch between ascending and descending.

Export the data presented in a visual (if available)

Select the ellipses (...) to open the options menu, then click **Export data**. The resulting .csv file will contain all the data presented in a visual, and will respect any filters applied to the data.
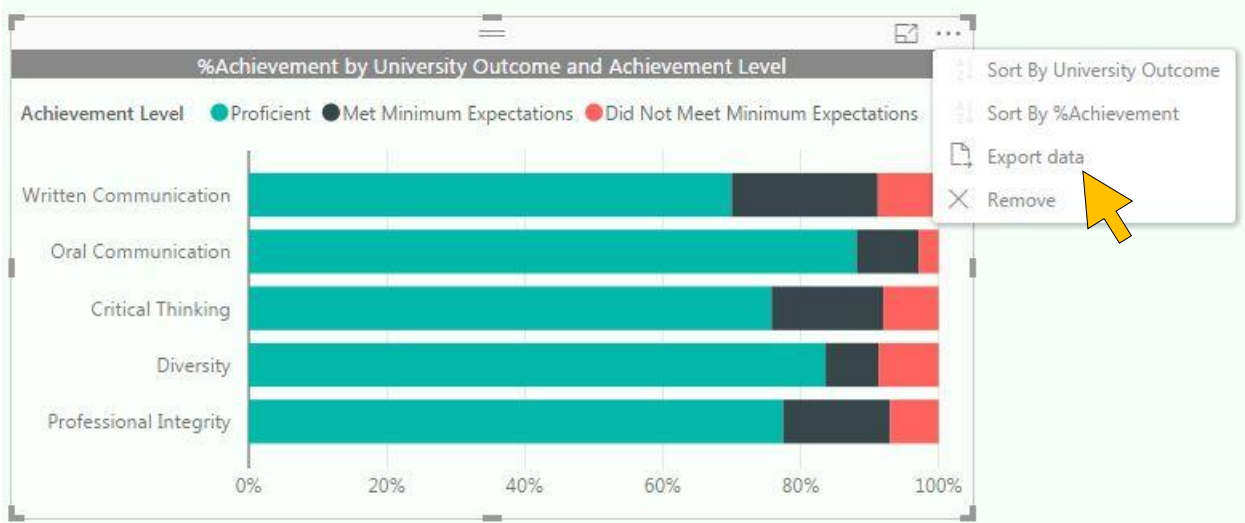
University Outcome	%Achievement	AchievementCount	TotalCount	Achievement Level
Written Communicatio	70.00%	1231	1759	Proficient
Written Communicatio	21.20%	373	1759	Met Minimum Expectations
Written Communicatio	8.80%	155	1759	Did Not Meet Minimum Expectations
Oral Communication	88.10%	644	731	Proficient
Oral Communication	9.00%	66	731	Met Minimum Expectations
Oral Communication	2.90%	21	731	Did Not Meet Minimum Expectations
Critical Thinking	75.80%	1160	1531	Proficient
Critical Thinking	16.20%	248	1531	Met Minimum Expectations
Critical Thinking	8.00%	123	1531	Did Not Meet Minimum Expectations
Diversity	83.60%	546	653	Proficient
Diversity	7.70%	50	653	Met Minimum Expectations
Diversity	8.70%	57	653	Did Not Meet Minimum Expectations
Professional Integrity	77.50%	694	896	Proficient
Professional Integrity	15.50%	139	896	Met Minimum Expectations
Professional Integrity	7.00%	63	896	Did Not Meet Minimum Expectations