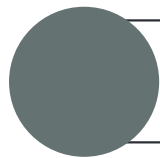# Accessing Power BI

DECISION ANALYTICS & INFORMATION MANAGEMENT

Looking to drive instructional decisions based on your school's ...... data? Want to become a pro at using your Power BI dashboards? .

Who can access this	Users

If there is a team member at your school who monitors ..... data and does not have access, email DAIM@scsk12.org with the user's email address.

LOG IN TO POWERBI

Logging into Power BI is as easy as logging into your SCS email account.
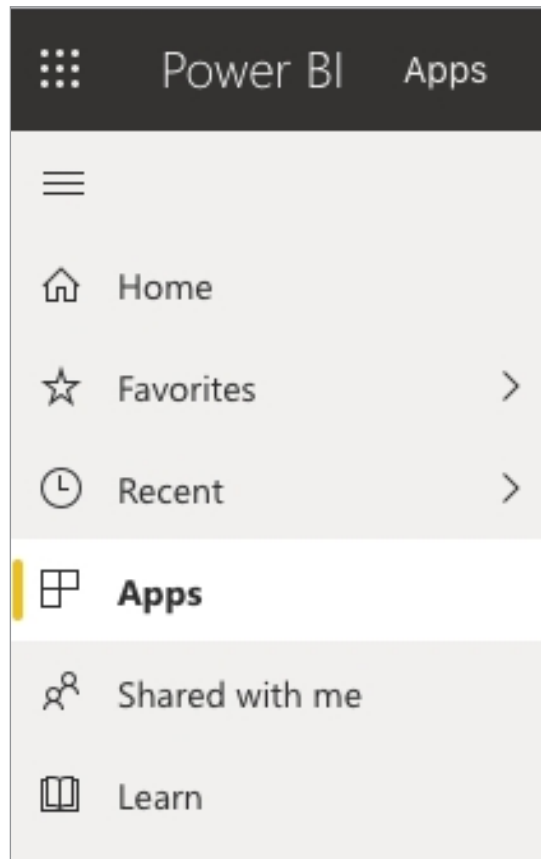
CLICK FOR HOW-TO INSTRUCTIONS

Or, look for the waffle in your Office 365 account. Select Power BI from the Apps Menu to start exploring the data you have available.

If you have more questions or need support on the data in the dashboard, contact our helpdesk at DAIM@scsk12.org. We take pride in our responsiveness and excellent customer service!
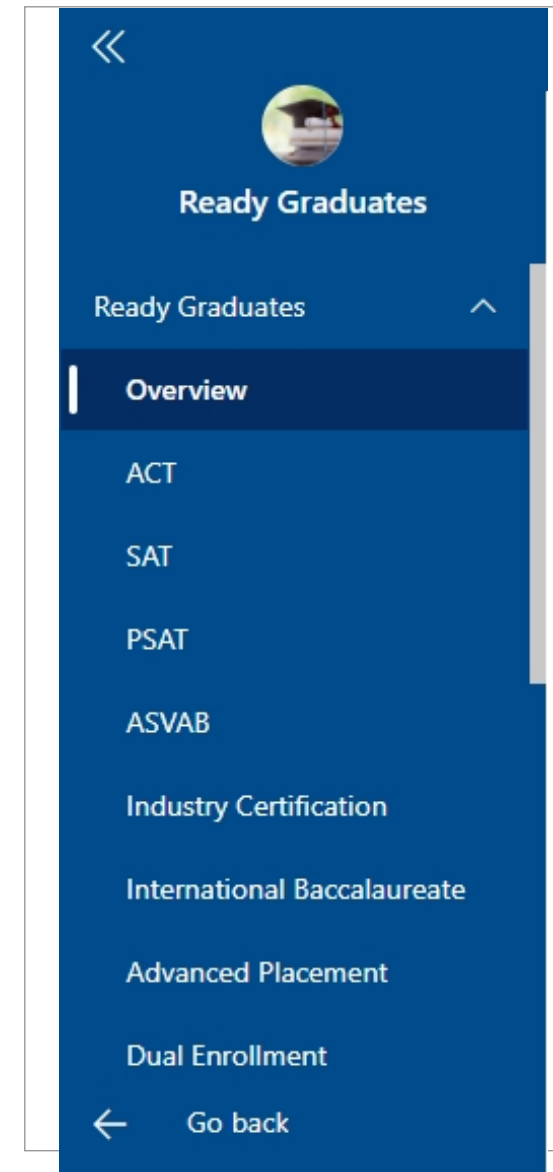
Accessing The Dashboards

CLICK WHICHEVER DASHBOARD YOU ARE LOOKING FOR

CLICK TO VISIT PAGES IN THE MENU

Power BI   Apps

Home

Favorites   >

Recent   >

Apps

Shared with me

Learn

Ready Graduates

MAR 3, 2021

Ready Graduates

Ready Graduates   ∧

Overview

ACT

SAT

PSAT

ASVAB

Industry Certification

International Baccalaureate

Advanced Placement

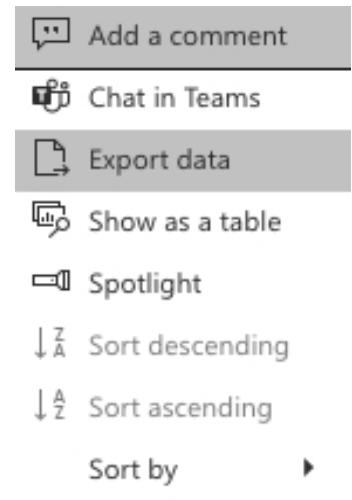Dual Enrollment

← Go back

How To Export Data

Step 1

EXPORT DATA FROM TABLES

Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."

- Add a comment
- Chat in Teams
- Export data
- Show as a table
- Spotlight
- Sort descending
- Sort ascending
- Sort by

Step 2

STEP BY STEP INSTRUCTIONS

POP-UP MENU

Once the pop-up menu displays on your screen, check that Summarized Data is checked. Then select the yellow "Export" button. Once you select the Export button, the file will immediately begin to download onto your device.

Which data would you like to export?

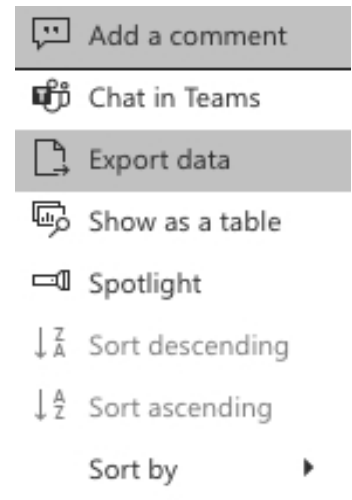- ◉ Summarized data
- ○ Underlying data

Export

Power BI Tips & Tricks
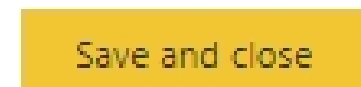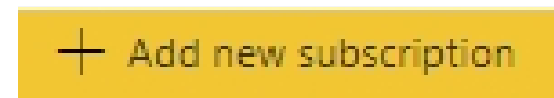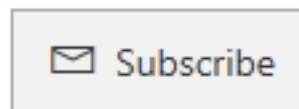
How do I share

EXPORT DATA FROM TABLES

Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."

💬 Add a comment

📇 Chat in Teams

📄 Export data

📊 Show as a table

📢 Spotlight

↓ᶻₐ Sort descending

↓ᴬ�z Sort ascending

Sort by ▶

How do I subscribe to emailed reports?

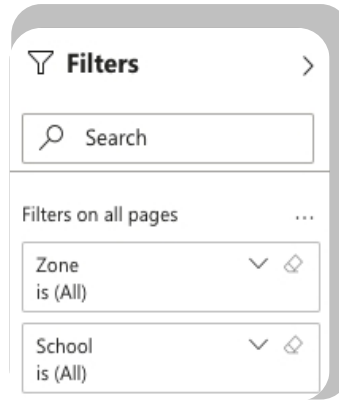STEP BY STEP INSTRUCTIONS

SUBSCRIBE TO EMAIL REPORTS

Go to the desired page in the dashboard. From the top menu bar, select Subscribe (envelope icon). In the pop up menu, select the yellow "Add new subscription" button. Fill in the subject, message, and frequency. Then select "Save and close."

✉ Subscribe

➕ Add new subscription

Save and close

Power BI Tips & Tricks

KNOW YOUR FILTERS

All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!

RESET TO DEFAULT

All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!

INTERACTIVE CHARTS & TABLES

Most of the charts and tables in Power BI are interactive with the rest of the visuals on the page. If you click a chart, the table on the page will filter to just that data and vice versa. This is particularly helpful if you are interested in looking for possible relationships between variables or if you want to quickly filter a table.

RESIZE YOUR SCREEN

Options in the View menu give you flexibility to display report pages at the size and width you choose.