



Decision Analytics & Information Management

How to Export to PDF

Who has Access

Anyone who has access to any Power BI apps will also have the ability to export PDF's within the platform. Anyone who has access to any PowerBI apps will also have the ability to export data from each visual within the different PowerBI profiles.

Exporting to PDF

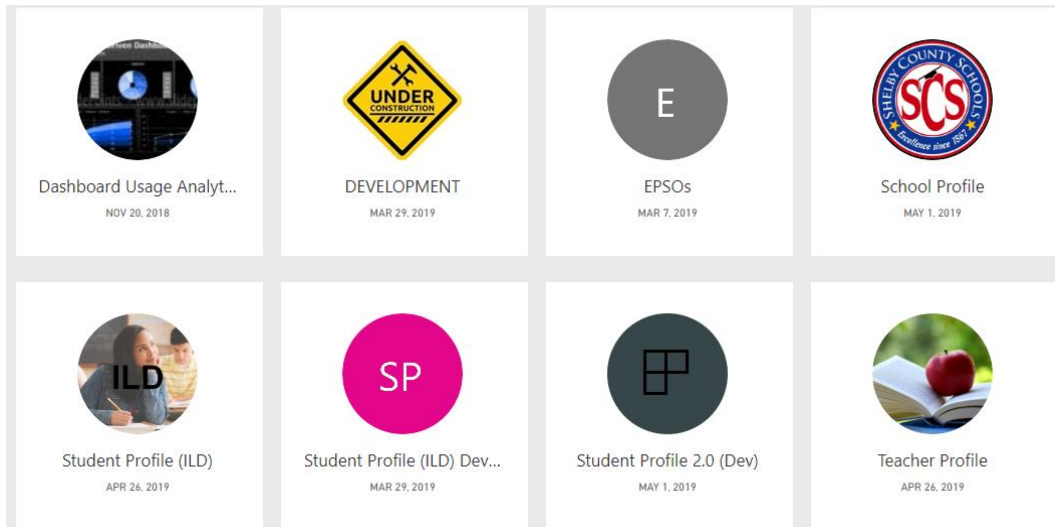
The exporting of PDF's throughout the Power BI apps is extremely important for those individuals who need a physical copy of various data

Where to go

All student names have been redacted

You may access SCS data in the PowerBI platform by

- 1) **Selecting** one of your apps (School Profile for example)



2) Select the File tab

The screenshot shows a dashboard titled "Multiple Schools Selected" under the heading "Decision Analytics & Information Management". The main content area is labeled "School Profile 2019-20" and includes a filter to "Select a school from the filter to see a". The dashboard is divided into four panels: "School Locations" (a map showing school locations in the Meriden area), "School Details" (listing "Address: Multiple Selected" and "Grades: Multiple Selected"), "2017-18 SCS School Performance Scorecard Rating" (a circular graphic with a blue bar), and "School Leadership" (listing Principal: Multiple Selected, ILD: Multiple Selected, Deputy Superintendent of Schools & Academic Support: Angela Whitelaw, and Superintendent: Joris Ray). A red arrow points to the "File" menu in the top navigation bar, which is circled in red.

3) Select Export to PDF at the bottom of the list

The screenshot shows the "File" menu open, displaying several options: "Print", "Embed", "Embed in SharePoint Online", "Export to PowerPoint", and "Export to PDF". The "Export to PDF" option is highlighted at the bottom of the list. The background of the dashboard is partially visible, showing the "School Locations" map and the "School Details" panel.

4) **Select the Export** button to initiate the download

