

# Exporting To PDF

ON THIS PAGE

Tip for how to export any dashboard to PDF format

- STEP 1**  
Select the File tab
- STEP 2**  
Select Export to PDF
- STEP 3**  
Select Current Values
- STEP 4**  
select the Export Button

The image shows a dark blue application menu with the following items: File, View, Edit report, Explore, and Refresh. The File menu is open, showing options: Print (Print current page), Embed (Securely embed this report in a website or portal), Embed in SharePoint Online (Get a link to securely embed this report in a SharePoint page), Export to PowerPoint (Export this report as a PowerPoint presentation), and Export to PDF (Export this report to a PDF file). A circular callout '1' is next to the File menu, and '2' is next to the Export to PDF option. To the right, a dialog box titled 'Export with' shows a dropdown menu set to 'Current Values' (with a callout '3') and two buttons: 'Export' (yellow) and 'Cancel' (grey) (with a callout '4').

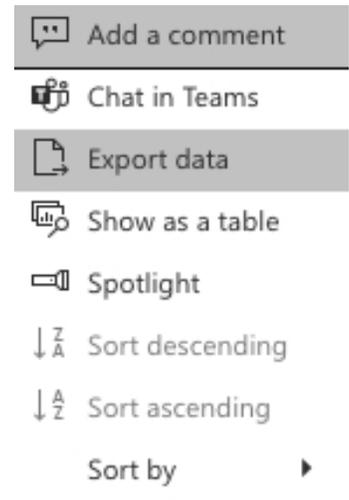
NOTE: ALL VISUALS IN THIS GUIDE USE SAMPLE DATA AND ARE NOT INDICATIVE OF CURRENT STATE.

# Power BI Tips & Tricks

## How do I share

### EXPORT DATA FROM TABLES

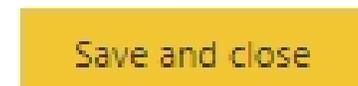
Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."



## How do I subscribe to emailed reports?

### SUBSCRIBE TO EMAIL REPORTS

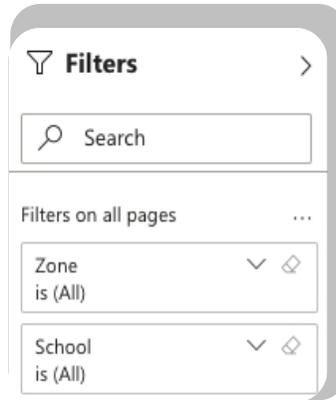
Go to the desired page in the dashboard. From the top menu bar, select Subscribe (envelope icon). In the pop up menu, select the yellow "Add new subscription" button. Fill in the subject, message, and frequency. Then select "Save and close."



# 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

Reset to default Bookmarks

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!

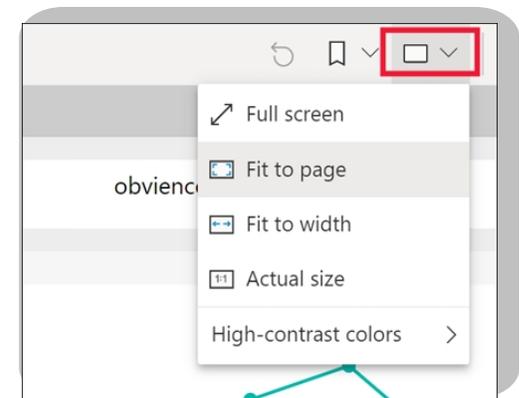


## INTERACTIVE CHARTS & TABLES

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.



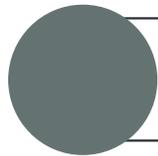


# Accessing Power BI

## 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?

This guide aims to walk Shelby County's school administration teams through the ..... data available in Power BI and even gives some tips and tricks on how to be a Power BI "Power User."



**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](mailto: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**

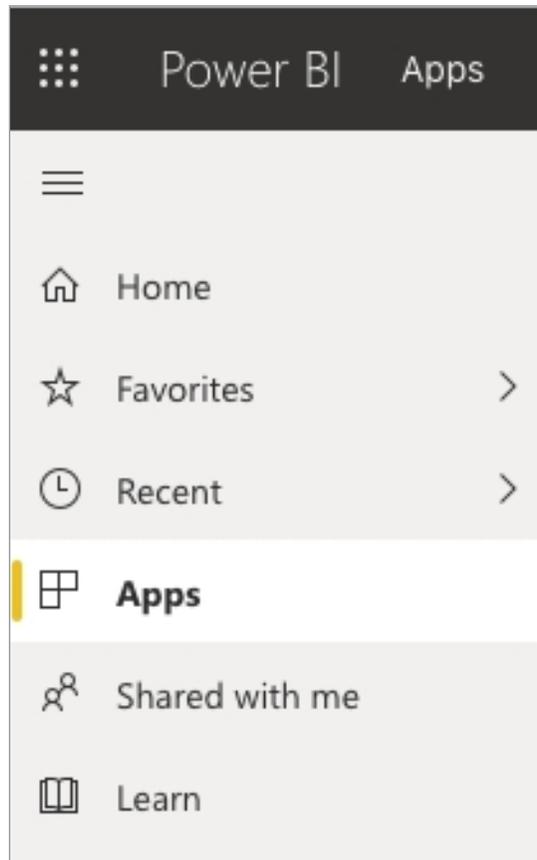


Or, look for the waffle in your Office 365 account. Select Power BI from the Apps Menu to start exploring the data you have available.

**If you have more questions or need support on the data in the dashboard, contact our helpdesk at [DAIM@scsk12.org](mailto:DAIM@scsk12.org). We take pride in our responsiveness and excellent customer service!**

# Accessing The Dashboard

LOG INTO POWER BI AND SELECT APPS



CLICK THE DASHBOARD YOU NEED



Ready Graduates

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CLICK TO VISIT PAGES IN THE MENU

