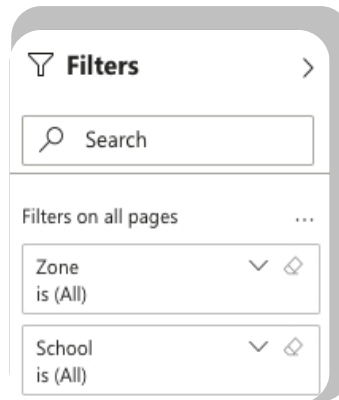


Power BI Tips & Tricks

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 of the Power BI dashboards will have the Reset to Default button located right above in the blue menu bar. Select this button every time you open a dashboard to clear out all the filters and reset the dashboard back to its original state before viewing the data.

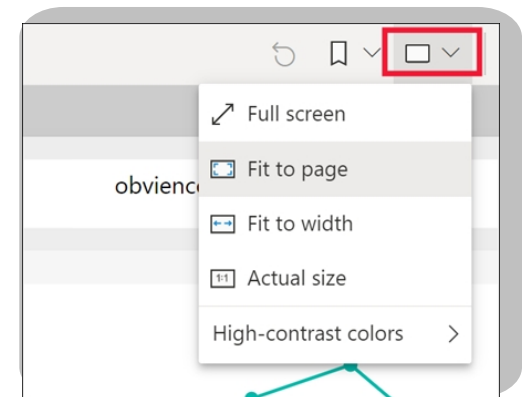


INTERACTIVE CHARTS & TABLES

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, located in the blue menu bar, give you flexibility to display report pages at the size and width you choose.

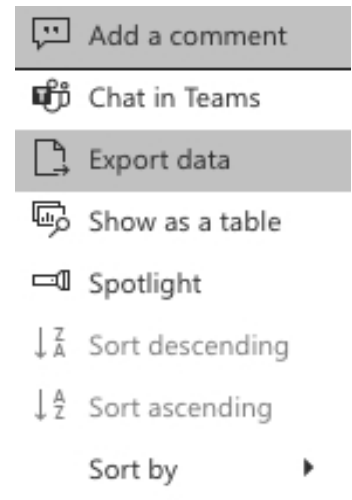


How To Export Data

How do I share data with my staff?

EXPORT DATA FROM TABLES

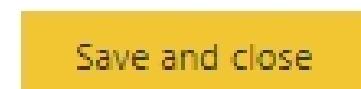
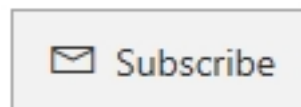
Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."



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."



How To Filter

1 STEP 1

Click the small arrow to the right of the word "Filters" to open the filters pane

2 STEP 2

Select the filter option for the data field by which you would like to filter

3 STEP 3

You can select all categories in a data field or one specific category or student. To do so, select or deselect the boxes next to the category.

School Year: 2020-21
School: All
Zone: All

Attendance Codes
Select A Date Range
8/3/2020 4/19/2021

PSID	Last Name	First Name	Date	School	Code
11			9/28/2020	The Excel Center	D
11			9/29/2020	The Excel Center	D
11			9/30/2020	The Excel Center	D
11			10/1/2020	The Excel Center	D
11			10/2/2020	The Excel Center	D
11			10/5/2020	The Excel Center	D
11			10/6/2020	The Excel Center	D
11			10/7/2020	The Excel Center	D
11			10/8/2020	The Excel Center	D
11			10/9/2020	The Excel Center	D
11			10/19/2020	The Excel Center	D
11			10/20/2020	The Excel Center	D
11			10/21/2020	The Excel Center	D
11			10/22/2020	The Excel Center	D
11			10/23/2020	The Excel Center	D
11			10/26/2020	The Excel Center	D
11			10/27/2020	The Excel Center	D
11			10/28/2020	The Excel Center	D
11			10/29/2020	The Excel Center	D
11			11/2/2020	The Excel Center	D

Absence Code Type

- D
- U0
- PNC
- P
- TU
- E0
- AT
- T
- ANC
- E1
- HF
- HB
- UPA
- FT
- PC
- E2
- TE
- EPA
- CVD

Filters

Search

Filters on all pages

School Year is 2020-2021

School is (All)

Filter type: Basic filtering

Search

- Select all
- A. B. Hill Element
- A. Maceo Walker
- Adolescent Parer
- Airways Achiever
- Airways Achiever

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

How To Drillthrough

Drillthrough allows you to view data with greater granularity. The example below displays how you can use drillthrough in the Student Profile dashboard, but is also available in other reports.

1 STEP 1

Right-click on a row in the table. If a Drillthrough report is available you will see the drillthrough option

2 STEP 2

Highlight Drillthrough to view and select the report to get more granular information.

3 STEP 3

To get back to the original report, you need to click a back button. It's grey and located in the top right-hand corner.

Data Tables

- Full Data
- Approaching ACT
- Approaching SAT
- Approaching Ind. Cert.
- Approaching EPSOs
- Approaching ASVAB
- EPSO Type Count
- Industry Cert Count

Full Data Table									
Cohort Year	PSID	Last Name	First Name	Cohort School	Enrolled School	ACT Composite	SAT Composite	Civics Result	Current in EPS
2017				Memphis Rise Academy	Memphis Rise Academy	23	1100	Data Binning Required	
2017				Memphis Rise Academy	Memphis Rise Academy	27		Data Binning Required	
2017				Memphis Rise Academy	Memphis Rise Academy	22	1080	Data Binning Required	
2017				Memphis Rise Academy	Memphis Rise Academy	23		Data Binning Required	
2017				Memphis Rise Academy	Memphis Rise Academy	23	1270	Data Binning Required	
2017				Memphis Rise Academy	Memphis Rise Academy	25	1260	Data Binning Required	
2017				Memphis Rise Academy	Memphis Rise Academy	26		Data Binning Required	
2017				Memphis Rise Academy	Memphis Rise Academy	28		Data Binning Required	
2018				Germantown High		31		Data Binning Required	
2018				White Station High		35		Data Binning Required	
2017				Memphis Rise Academy		22	1240	Data Binning Required	
2017				Germantown High		23		Passed	
2017				Germantown High		24	1290	Passed	
2017				Germantown High		24		Passed	
2017				White Station High				Passed	
2017				Germantown High				Passed	
2017				Germantown High				Passed	
2017				Germantown High				Passed	
2017				Germantown High				Passed	
2017				Germantown High		29		Passed	

1

2

How To Export To PDF

1 STEP 1

Select the File tab at the top left

2 STEP 2

Select the Export to PDF option at the bottom of the list

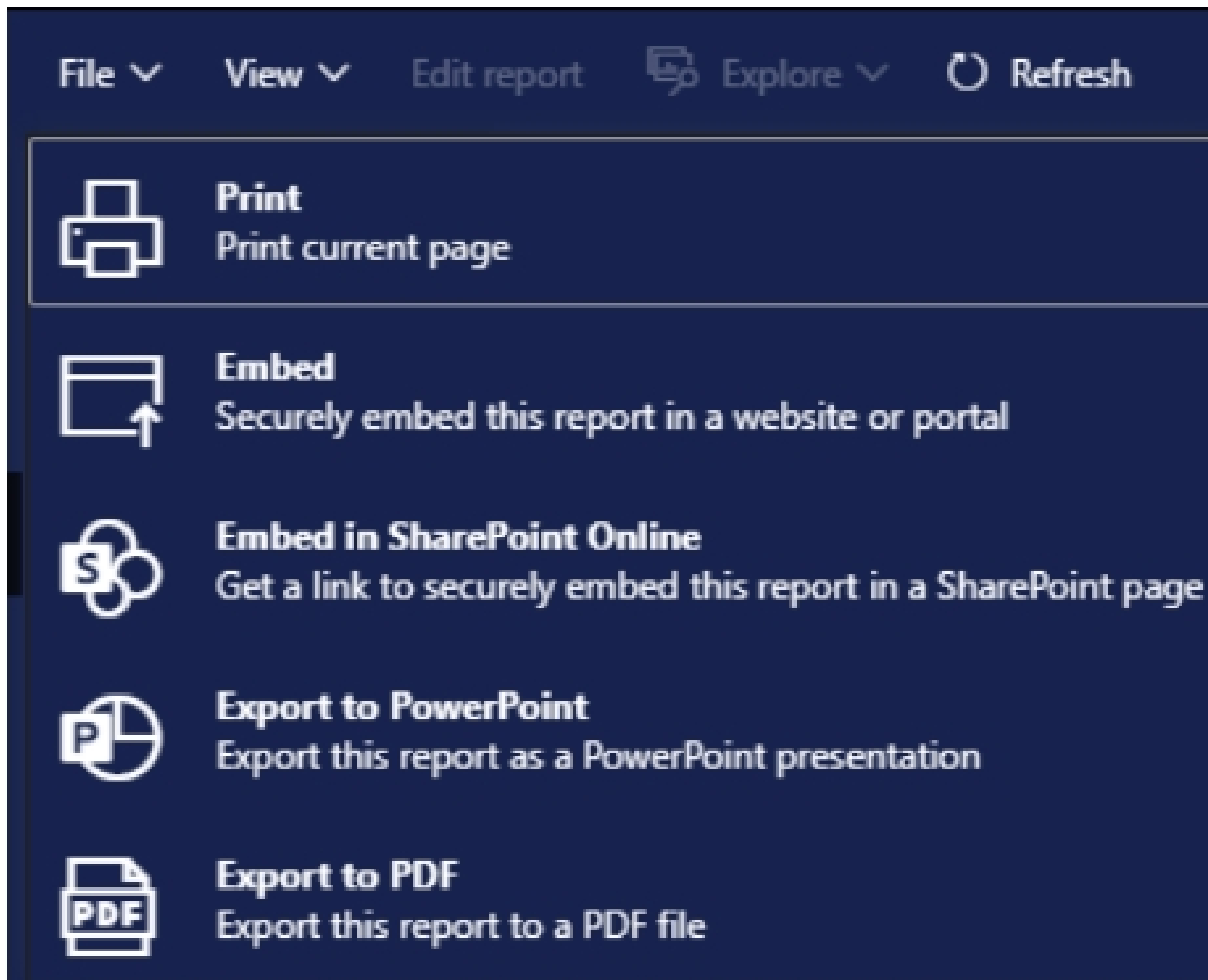
3 STEP 3

Make sure to select the "Current Values" option

4 STEP 4

Select the yellow Export Button and the file will immediately begin to download to your device

1



3

Export with

Current Values ▼

4

Export

Cancel

2