The Office of the University Registrar

Reporting Using

Queen’s University Power BI
What is Power BI?

A web service that will allow the OUR to deliver to you dynamic Reports, Visualizations, and Dashboards.

What Reports and Dashboards will be delivered?

Working with Queen’s ITS, the OUR has created the Student Class List Report, the Undergraduate Admissions Dashboard and the Student Enrolment Dashboard. Over time, so much more will be delivered! All Reports and Dashboards will be shared in Apps within the Power BI web service.

How can I request access to a Power BI Report or Dashboard?

You can request access to a Report or Dashboard by following these steps: ServiceNow Ticket Creation Steps.
Where do I login?

If you have been identified as someone who may benefit from access to a Report or Dashboard, a login link will be shared with you via your Queen’s email address. You can also find the Power BI application, Dashboards and Reports through Office 365 in your Edge web browser:

• open the Edge web browser and select the App Launcher icon next to the city name

• select All Apps

• search for and select Power BI

• select Apps from the toolbar on the right to find what Dashboards and Reports are available to you
What will I have access to?

What Dashboards and Reports you will have access to will depend on your role at Queen’s.

For example, if you are an **Instructor**, you will have access to the Student Class List for only the classes assigned to you. If you do not have a class in the current term, you will receive a message directing you to select a different Term using the Term filter. Instructors will be able to access their class list for the last 3 academic calendar years as well as all future classes. **Faculty Administrators** will have access to the Student Class List and will see all class information both for historical and future terms.

Administration staff within **Undergraduate Admissions** may have access to the Undergraduate Admissions Dashboard.

**Senior Administration** and **Analysts** may have access to the Student Enrolment Dashboard.
Navigating Power BI

Once you have logged into PowerBI using your link your Report or Dashboard will be displayed.
Slicers

List of categories in Reports and Dashboards that can be selected to narrow (filter) search results.

Slicer selections added to one page of a Dashboard can carry from one page to another.

Selecting Term 2021 Summer on the Enrollment Dashboard page will carry over to the Student Demographics page.

Reset your page to clear all slicer selections.
Using your Report or Dashboard

Whether it is a tabular Report or a Dashboard with visualizations, some features will be the same.

*Help* Icons will be in the top right corner of your page. The Help page will give you tips on how to filter, sort and navigate.

*Information* Icons will be in the top right corner of your page. The Information page will give you more report specific information such as a Glossary.

*Refresh* Icons will also be in the upper right corner and will refresh page and filters (back to default page view.)

The date the data behind your Report or Dashboard was last refreshed is displayed in the top center of your page.
Exporting Report Data

In a data Report such as the Student Class List, data can be Exported to Excel by:

• Click your mouse anywhere inside of your report to see options appear in just above the upper right corner of the Report

• Click the ellipsis to expand the menu.

• Select Export Data from the dropdown menu

• Data with current layout will be displayed

• Click Export
Exporting Visualizations

Visualizations and Dashboards can be exported to both PDF and PowerPoint by selecting *Export* from the top menu bar and selecting your preference from the dropdown menu.

Images with captions can be exported by selecting the Copy icon on graphs.
Hover!

Whether it’s learning what the purpose of an icon leaning more about data on a map, *hovering* your mouse on a Power BI page can lead you to the information you need.
Power BI Error Messages

If you bookmark a Power BI Report or Dashboard in your web browser, your bookmark could break when the service updates. You will see a pop-up message saying: “Sorry, we couldn’t find that report” (shown below).

When this happens, you will have an option to click OK and to see the underlying information you will need to update your bookmark with the original URL to permanently remove the pop-up message.

If you cannot click OK and/or see the underlying information, please submit a ticket through Service Now to pursue an access inquiry.

Steps for creating a ServiceNow ticket can be found here: ServiceNow Ticket Creation Steps