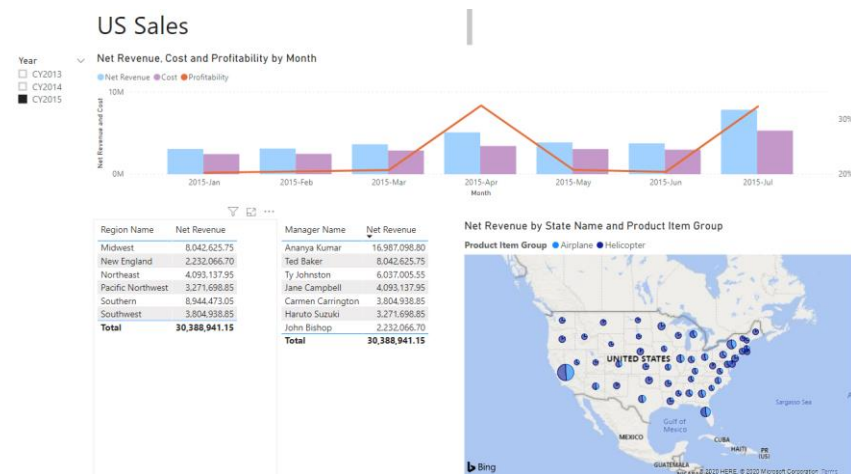


# The Office of the University Registrar

## Reporting Using



## 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* and *Undergrad Admissions Dashboard*. Over time, so much more will be delivered! All Reports and Dashboard will be shared in *Apps* within the Power BI web service.

## Where do I login?

If you have been identified as someone who may benefit from access from a Report or Dashboard, a login link will be shared with you via your Queen's email address.

## What will I have access to?

The amount of information you will see in the Student Class List will depend on your role at Queen's.

### **Instructors**

If you are an Instructor, you will have access to 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.

### **Administrators and Support Staff**

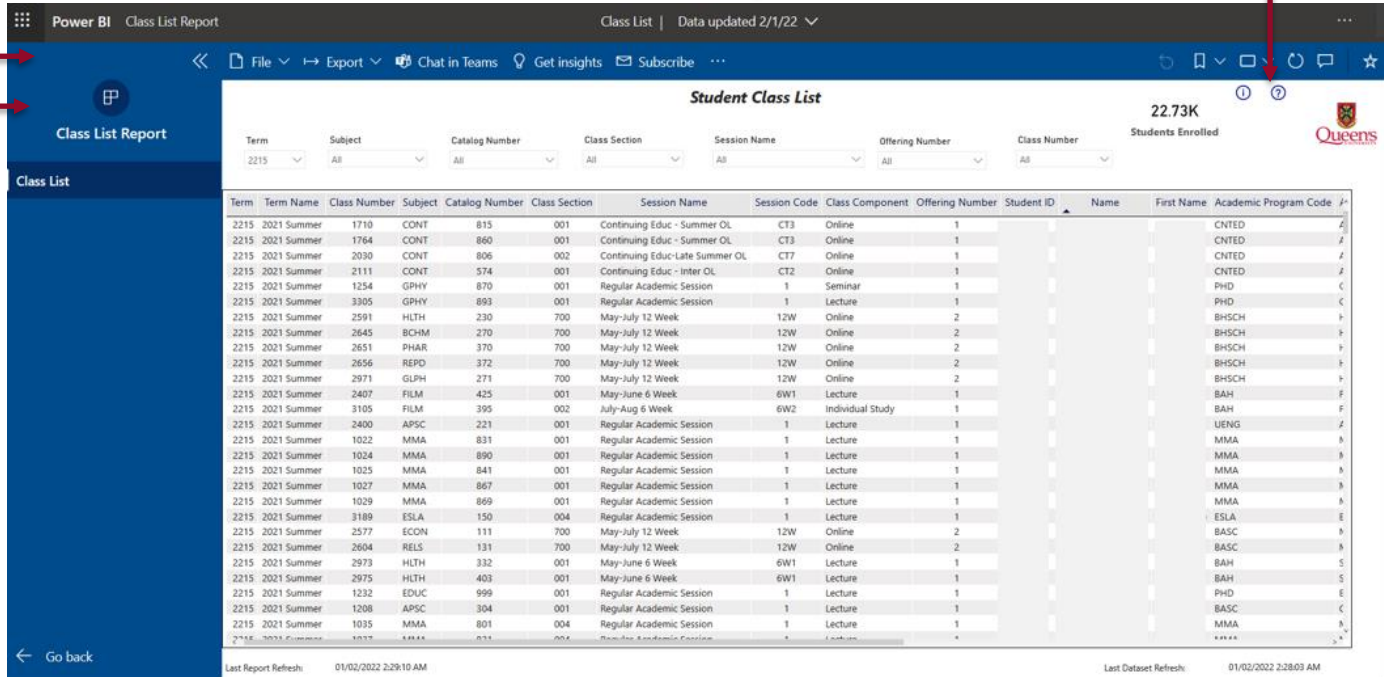
Administrative Staff can see all class information both for historical and future terms.

## Navigating Power BI

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

Date Data Last Updated Help and Information Page Links

Report/Dashboard Name Page Name



**Class List Report**

**Student Class List** 22,73K Students Enrolled

Term	Subject	Catalog Number	Class Section	Session Name	Offering Number	Class Number
2215	All	All	All	All	All	All

Term	Term Name	Class Number	Subject	Catalog Number	Class Section	Session Name	Session Code	Class Component	Offering Number	Student ID	Name	First Name	Academic Program Code
2215	2021 Summer	1710	CONT	815	001	Continuing Educ - Summer OL	CT3	Online	1				CNTED
2215	2021 Summer	1764	CONT	860	001	Continuing Educ - Summer OL	CT3	Online	1				CNTED
2215	2021 Summer	2030	CONT	806	002	Continuing Educ - Late Summer OL	CT7	Online	1				CNTED
2215	2021 Summer	2111	CONT	574	001	Continuing Educ - Inter OL	CT2	Online	1				CNTED
2215	2021 Summer	1254	GPWY	870	001	Regular Academic Session	1	Seminar	1				PHID
2215	2021 Summer	3305	GPWY	893	001	Regular Academic Session	1	Lecture	1				PHID
2215	2021 Summer	2591	HLTH	230	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2645	BCHM	270	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2651	PHAR	370	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2656	REPD	372	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2971	GLPH	271	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2407	FILM	425	001	May-June 6 Week	6W1	Lecture	1				BAH
2215	2021 Summer	3105	FILM	395	002	July-Aug 6 Week	6W2	Individual Study	1				BAH
2215	2021 Summer	2400	APSC	221	001	Regular Academic Session	1	Lecture	1				UENG
2215	2021 Summer	1022	MMA	831	001	Regular Academic Session	1	Lecture	1				MMA
2215	2021 Summer	1024	MMA	890	001	Regular Academic Session	1	Lecture	1				MMA
2215	2021 Summer	1025	MMA	841	001	Regular Academic Session	1	Lecture	1				MMA
2215	2021 Summer	1027	MMA	867	001	Regular Academic Session	1	Lecture	1				MMA
2215	2021 Summer	1029	MMA	869	001	Regular Academic Session	1	Lecture	1				MMA
2215	2021 Summer	3189	ESLA	150	004	Regular Academic Session	1	Lecture	1				ESLA
2215	2021 Summer	2577	ECON	111	700	May-July 12 Week	12W	Online	2				BASC
2215	2021 Summer	2604	RELS	131	700	May-July 12 Week	12W	Online	2				BASC
2215	2021 Summer	2973	HLTH	332	001	May-June 6 Week	6W1	Lecture	1				BAH
2215	2021 Summer	2975	HLTH	403	001	May-June 6 Week	6W1	Lecture	1				BAH
2215	2021 Summer	1232	EDUC	999	001	Regular Academic Session	1	Lecture	1				PHD
2215	2021 Summer	1208	APSC	304	001	Regular Academic Session	1	Lecture	1				BASC
2215	2021 Summer	1035	MMA	801	004	Regular Academic Session	1	Lecture	1				MMA
2215	2021 Summer	1037	MMA	813	004	Regular Academic Session	1	Lecture	1				MMA

Last Report Refresh: 01/02/2022 2:29:10 AM | Last Dataset Refresh: 01/02/2022 2:28:03 AM

## Academic Term

The current Term will be displayed for you. You can view classes in another Term by using the Term filter and selecting the Term Code. If you are not familiar with Term Codes, please reference the Term Name column.

Term Name



Power BI Class List Report

Class List | Data updated 2/1/22

File Export Chat in Teams Get insights Subscribe

### Student Class List

22.73K Students Enrolled

Term: 2215 Subject: All Catalog Number: All Class Section: All Session Name: All Offering Number: All Class Number: All

Term	Term Name	Class Number	Subject	Catalog Number	Class Section	Session Name	Session Code	Class Component	Offering Number	Student ID	Name	First Name	Academic Program Code
2215	2021 Summer	1710	CONT	815	001	Continuing Educ - Summer OL	CT3	Online	1				CNTED
2215	2021 Summer	1764	CONT	860	001	Continuing Educ - Summer OL	CT3	Online	1				CNTED
2215	2021 Summer	2030	CONT	806	002	Continuing Educ-Late Summer OL	CT7	Online	1				CNTED
2215	2021 Summer	2111	CONT	574	001	Continuing Educ - Inter OL	CT2	Online	1				CNTED
2215	2021 Summer	1254	GPHY	870	001	Regular Academic Session	1	Seminar	1				PHD
2215	2021 Summer	3305	GPHY	893	001	Regular Academic Session	1	Lecture	1				PHD
2215	2021 Summer	2591	HLTH	230	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2645	BCHM	270	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2651	PHAR	370	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2656	REPD	372	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2971	GLPH	271	700	May-July 12 Week	12W	Online	2				BHSC
2215	2021 Summer	2407	FILM	425	001	May-June 6 Week	6W1	Lecture	1				BAH
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2215	2021 Summer	1024	MMA	890	001	Regular Academic Session	1	Lecture	1				MMA
2215	2021 Summer	1025	MMA	841	001	Regular Academic Session	1	Lecture	1				MMA
2215	2021 Summer	1027	MMA	867	001	Regular Academic Session	1	Lecture	1				MMA
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2215	2021 Summer	3189	ESLA	150	004	Regular Academic Session	1	Lecture	1				ESLA
2215	2021 Summer	2577	ECON	111	700	May-July 12 Week	12W	Online	2				BASC
2215	2021 Summer	2604	RELS	131	700	May-July 12 Week	12W	Online	2				BASC
2215	2021 Summer	2973	HLTH	332	001	May-June 6 Week	6W1	Lecture	1				BAH
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2215	2021 Summer	1232	EDUC	999	001	Regular Academic Session	1	Lecture	1				PHD
2215	2021 Summer	1208	APSC	304	001	Regular Academic Session	1	Lecture	1				BASC
2215	2021 Summer	1035	MMA	801	004	Regular Academic Session	1	Lecture	1				MMA

Go back

Last Report Refresh: 01/02/2022 2:29:10 AM

Last Dataset Refresh: 01/02/2022 2:28:03 AM

## 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 will refresh your page and filters (back to default page view.)

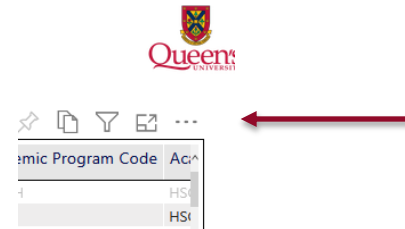
Data updated 1/27/22

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.

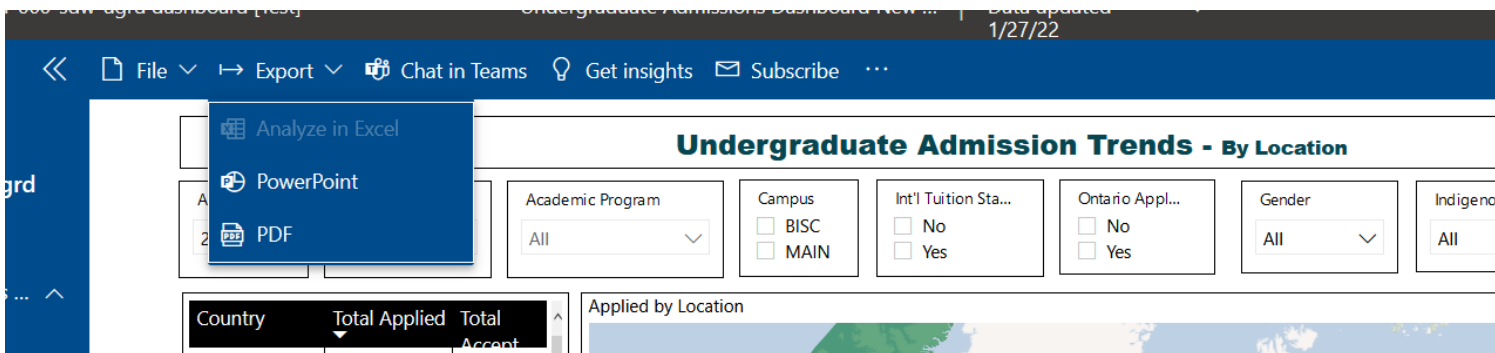


- Select *Export Data* from the dropdown menu
- *Data with current layout* will be displayed
- Click *Export*

## Exporting Visualizations

Visualizations and Dashboards can be exported to both PDF and PowerPoint by:

- Select *Export* from the top menu bar and selecting your preference from the dropdown menu.



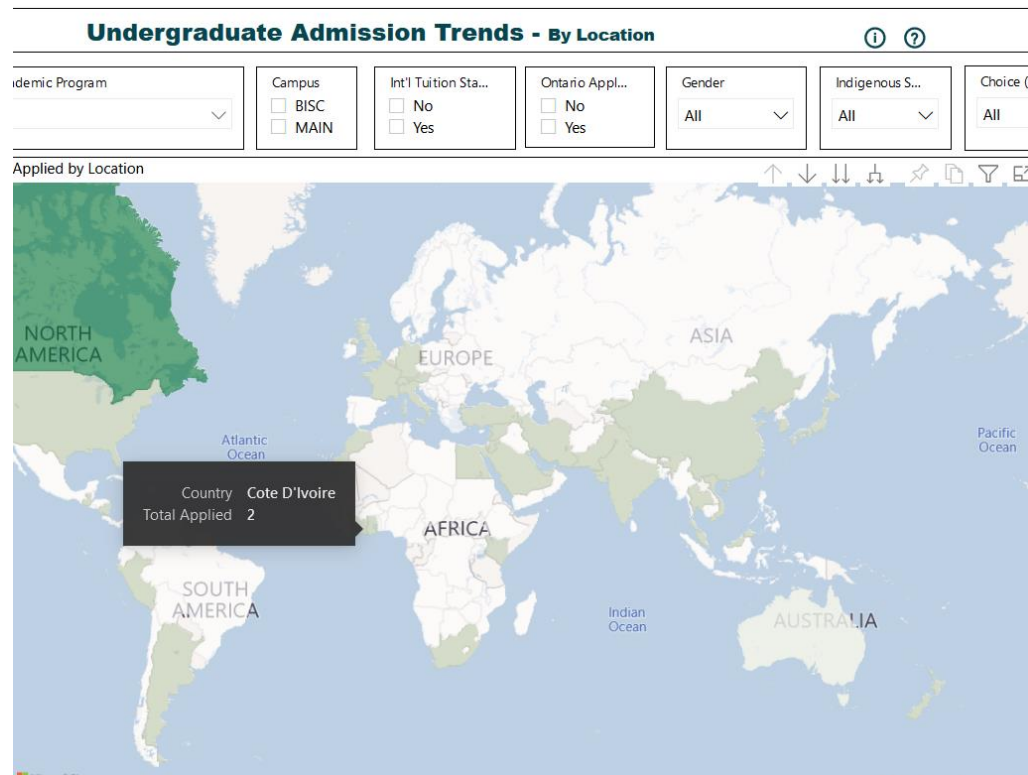
The screenshot shows a web application interface for "Undergraduate Admissions Dashboard". The top navigation bar includes "File", "Export", "Chat in Teams", "Get insights", and "Subscribe". The "Export" dropdown menu is open, showing options for "Analyze in Excel", "PowerPoint", and "PDF". The main content area is titled "Undergraduate Admission Trends - By Location" and features several filter panels: "Academic Program" (All), "Campus" (BISC, MAIN), "Int'l Tuition Sta..." (No, Yes), "Ontario Appl..." (No, Yes), "Gender" (All), and "Indigeno...". Below the filters is a table with columns for "Country", "Total Applied", and "Total Accept", and a map titled "Applied by Location".

- Click Export



## 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.



# Student Class List Error Message



If you bookmark the PowerBI Student Class List (or other dashboard) in your web browser, your bookmark could break when the Class List is updated. You will see a pop-up message saying: **“Sorry, we couldn’t find that report”** (shown below);

When this happens, you will have 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:

[https://www.queensu.ca/registrar/sites/uregwww/files/uploaded\\_files/pdfs/Support%20Request%20\(1\).pdf](https://www.queensu.ca/registrar/sites/uregwww/files/uploaded_files/pdfs/Support%20Request%20(1).pdf)

