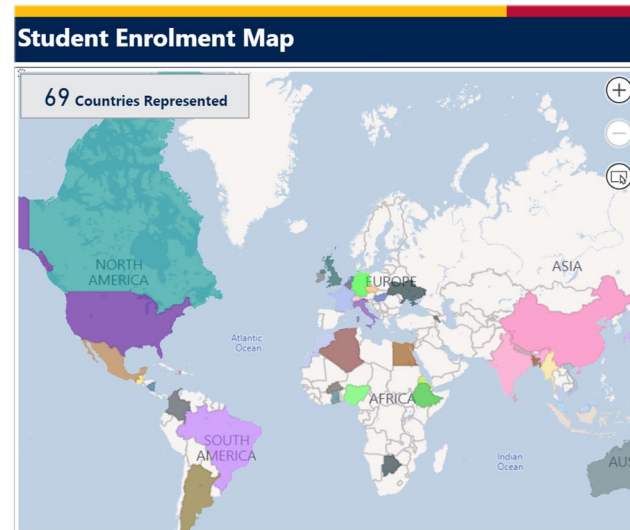


The Office of the University Registrar

Reporting Using



What is Power BI ?

A web service that will allow the Office of the University Registrar to deliver to you dynamic *Reports and Dashboards*.

What Reports and Dashboards have been delivered?

Working with Queen's ITS, the OUR has created:

- *Student Class List Report*
- *Undergraduate Admissions Dashboard*
- *Consecutive Education Admission Dashboard*
- *Student Enrolment Dashboard*

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

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

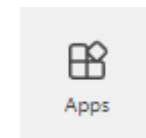
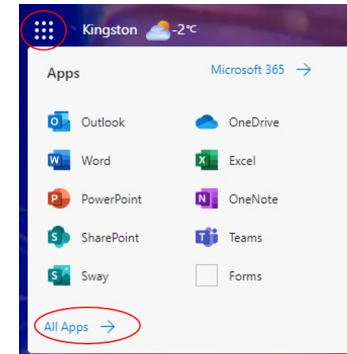
You can request access to a Report or Dashboard by following these steps:

[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:

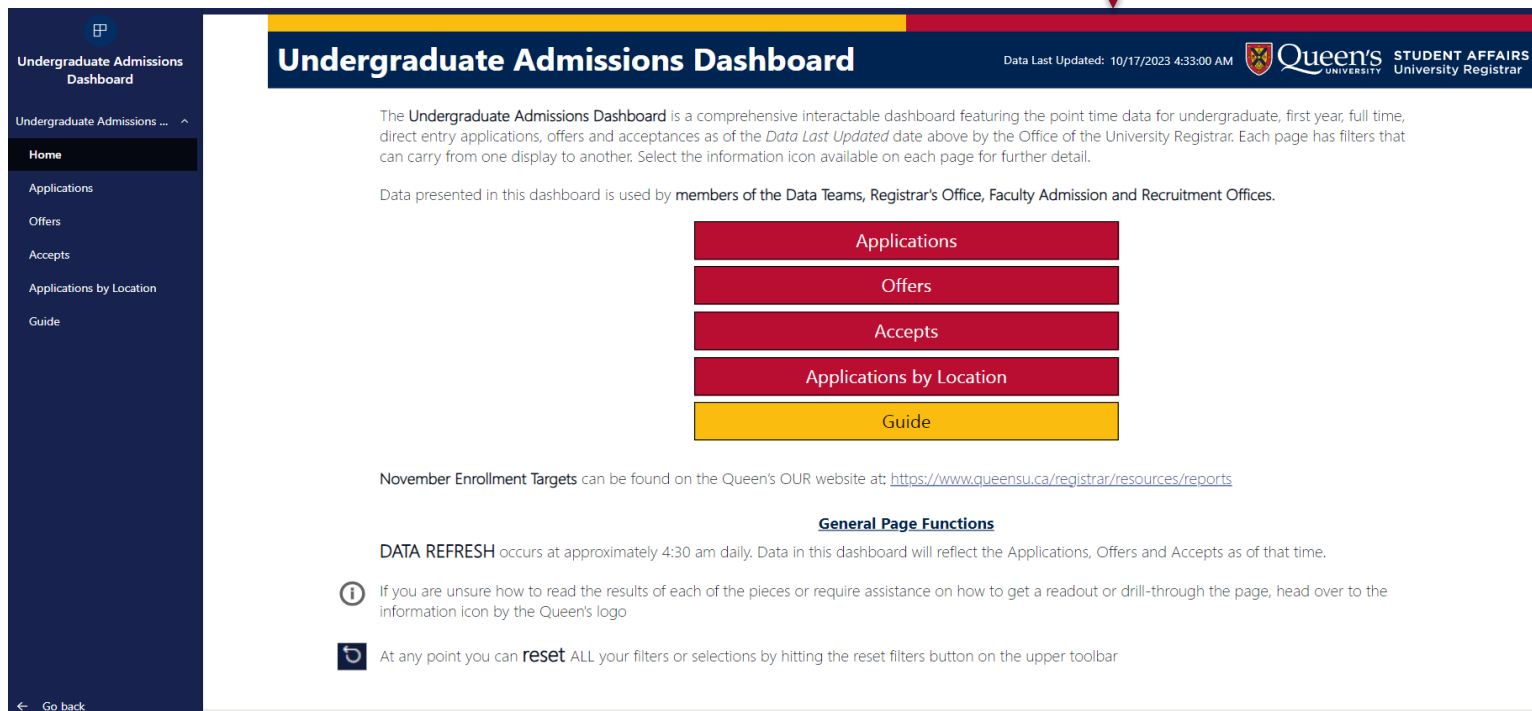
- open the Edge web browser and select the App Launcher icon next to the city name
- select All Apps
- search for and select Power BI
- select Apps from the toolbar on the right to find what Dashboards and Reports are available to you




Home Page

Once you have logged into PowerBI using your link your Report or Dashboard will be displayed. The Home page will provide you with a report description, navigations and additional useful information.

Date of Last Data Update

Undergraduate Admissions Dashboard

Data Last Updated: 10/17/2023 4:33:00 AM  **Queen's UNIVERSITY** **STUDENT AFFAIRS**
University Registrar

The **Undergraduate Admissions Dashboard** is a comprehensive interactive dashboard featuring the point time data for undergraduate, first year, full time, direct entry applications, offers and acceptances as of the *Data Last Updated* date above by the Office of the University Registrar. Each page has filters that can carry from one display to another. Select the information icon available on each page for further detail.


Data presented in this dashboard is used by members of the Data Teams, Registrar's Office, Faculty Admission and Recruitment Offices.


- Applications
- Offers
- Accepts
- Applications by Location
- Guide

November Enrollment Targets can be found on the Queen's OUR website at: <https://www.queensu.ca/registrar/resources/reports>

General Page Functions

DATA REFRESH occurs at approximately 4:30 am daily. Data in this dashboard will reflect the Applications, Offers and Accepts as of that time.

 If you are unsure how to read the results of each of the pieces or require assistance on how to get a readout or drill-through the page, head over to the information icon by the Queen's logo

 At any point you can **reset** ALL your filters or selections by hitting the reset filters button on the upper toolbar

← Go back

Navigating Dashboards and Reports

Every page will have a side navigation panel that will provide you with easy access to page navigations and a Guide containing a Glossary of Terms used in the Dashboard.

Dashboard or Report Title



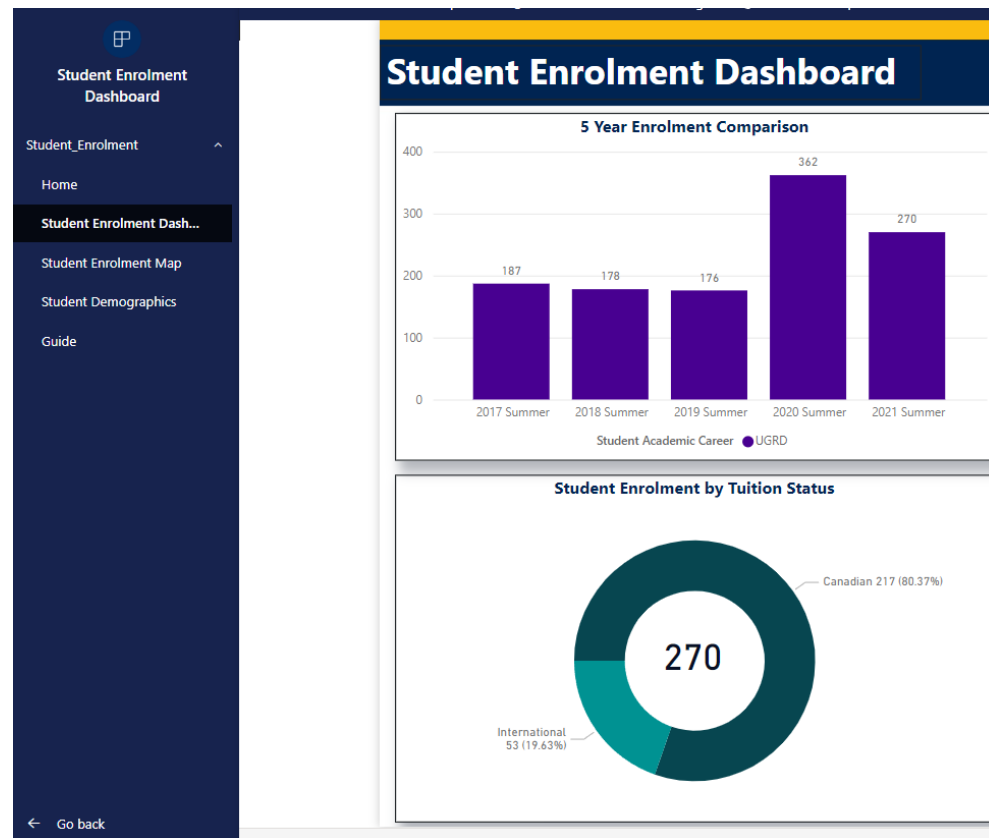
Return to Home Page Navigation



Guide Navigation

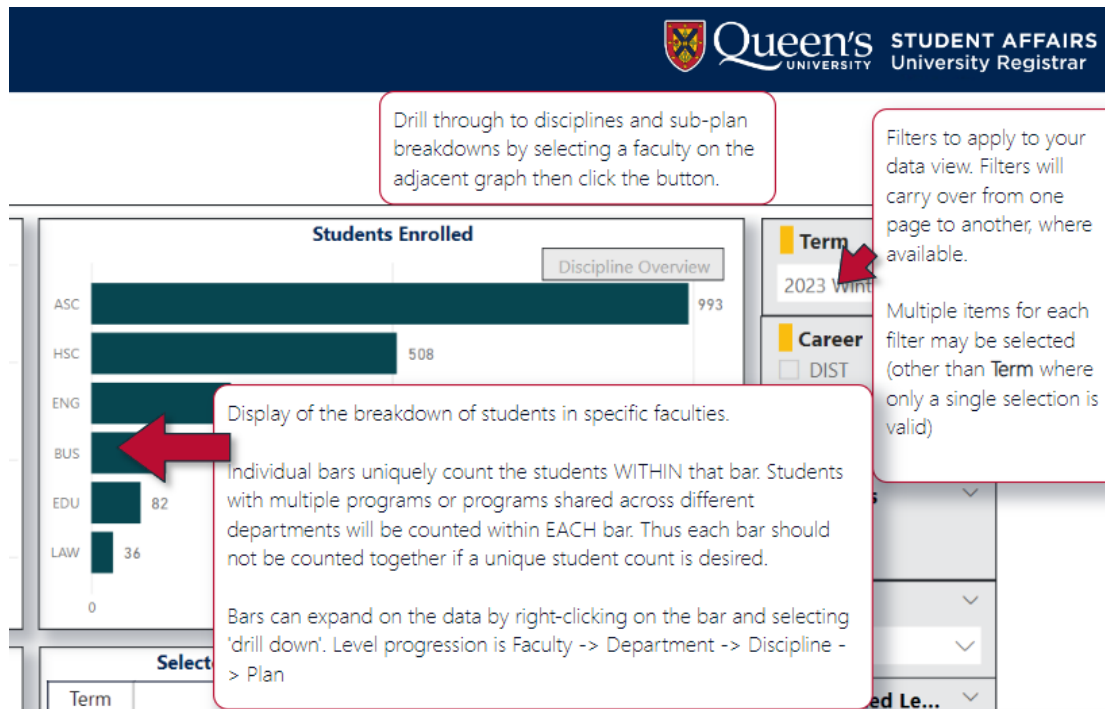


Page Return Navigation



Information Pages

Each Dashboard page will have an Information Page that will give you detailed information about how to use the page as well as data tips.



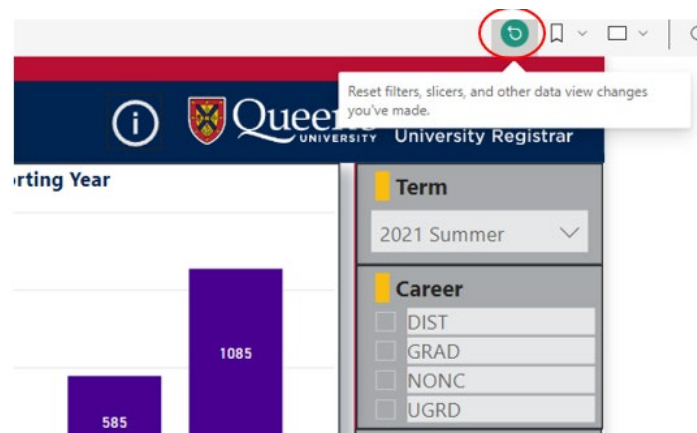
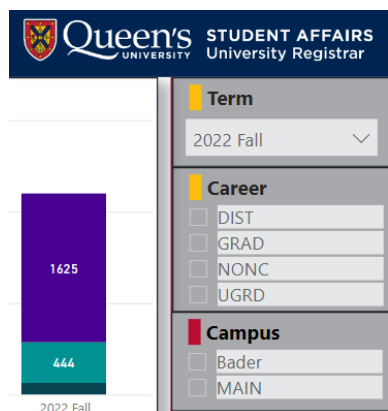
Slicers

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.

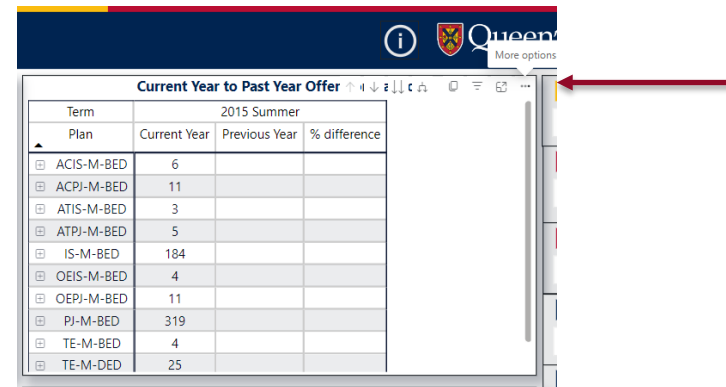
Reset your page to clear all slicer selections.



Exporting Report Data

Data in Reports and Dashboard can be Exported to Excel by:

- Click your mouse anywhere inside of your report or visualization 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*



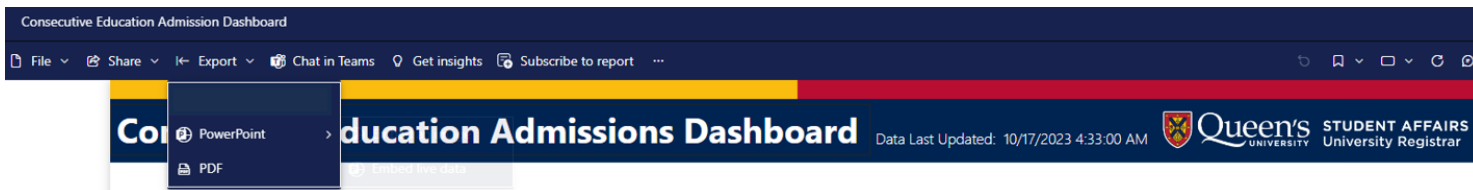
The screenshot shows a report titled "Current Year to Past Year Offer" with a table of data. A dropdown menu is open in the top right corner, showing "More options". A red arrow points to the ellipsis icon that triggered the menu.

Term	2015 Summer		
Plan	Current Year	Previous Year	% difference
ACIS-M-BED	6		
ACPJ-M-BED	11		
ATIS-M-BED	3		
ATPJ-M-BED	5		
IS-M-BED	184		
OEIS-M-BED	4		
OEPI-M-BED	11		
PJ-M-BED	319		
TE-M-BED	4		
TE-M-DED	25		

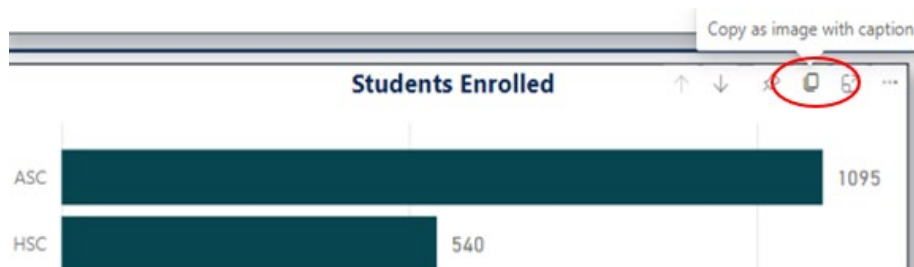
Exporting Visualizations

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.



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



Error Message

If you bookmark a Power BI Dashboard in your web browser, your bookmark could break when the is Dashboard 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: [ServiceNow Ticket Creation Steps](#)

