The Office of the University Registrar

Reporting Using

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 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.
Navigating Power BI

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

Report/Dashboard Name

Page Name
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.)

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.

• 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.
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: ServiceNow Ticket Creation Steps