Guide to using Power BI reports – AMRs

Navigating the dashboard

1. What is a dashboard?
The dashboard presents an overview of the report contained within. It gives you quick access to each report from a single launch window. On the left of the window is a quick access navigation panel. The main screen shows ‘tiles’ linked to individual reports, each focusing on a particular element of the student lifecycle.

2. Opening reports
To open a report within the dashboard click on the report header on the tile. Alternatively the report title can be selected in the quick access navigation panel to the left.

3. Returning to the dashboard
To return to the dashboard at any point click the dashboard title in the quick access navigation panel.

Navigating Reports

1. Cover pages
On opening a report you will be redirected to the cover page. Here you will find details of the data used within the report and any relevant information you may need when using the data. Most cover pages contain quick access links to pages within the report. Note that navigation panel has expanded to show all pages within the report.
2. Moving pages

Depending on when the report was produced there are several ways to navigate between pages within a report.

a) Once within a report the quick access navigation panel will expand on the left hand side to show all pages within the report (with the exception of older style reports such as NSS). Pages can be navigated to by clicking the appropriate title in the quick access panel.

b) In older style reports page tabs will appear at the bottom of the screen. This is evident in the NSS results report.

c) In reports such as the ‘Stage Evaluation of Teaching’ links to the next page and cover page have been embedded to make navigation easier.

3. Selecting filter values

Where filters can be applied these are usually found within a dropdown menu or selection panel. Where the selection box is circular only one value can be selected at once. Where the selection box is square multiple values can be selected by holding ‘ctrl’ while selecting. Filter selections can be cleared by clicking the ‘eraser’ symbol on the filter.

In most reports filter values will carry over to the following pages.

IMPORTANT: Filter values do not always carry over depending on data this is used. Filters may also revert to the last selected value if closed and reopened.

Please check filter values before using any data.
4. Filtering Visuals

In some reports it is possible to use elements within the visuals to filter other parts of the report. In some reports or pages these features have been redacted to protect students’ anonymity or preserve data validation.

E.g. by clicking on one particular programme in the bottom visual the top two visuals are filtered to show results for only this programme.

Applications and Entrants

<table>
<thead>
<tr>
<th>Programme</th>
<th>Applications</th>
<th>Offers</th>
<th>Entrants</th>
<th>Application to entrant rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc Computer Science</td>
<td>2428</td>
<td>1622</td>
<td>452</td>
<td>18.6%</td>
</tr>
<tr>
<td>Total</td>
<td>2428</td>
<td>1622</td>
<td>452</td>
<td>18.6%</td>
</tr>
</tbody>
</table>

1. Clicking a single programme from this graphic

2. Top visuals are filtered to show only results related to this programme

App to entrant rate vs UG average: 18.6%
App to entrant rate vs Faculty average: 18.6%