Power BI Training

Welcome to the Data Krewe

Data Krewe Dashboards are a community effort

Feedback is important to shaping Data Krewe Dashboards and making them useful

Data Krewe Dashboards

- ✓ Cloud based resource
- ✓ update automatically
- ✓ Dashboards are built using Power Bi.

Locating Data Krewe Power BI Dashboards

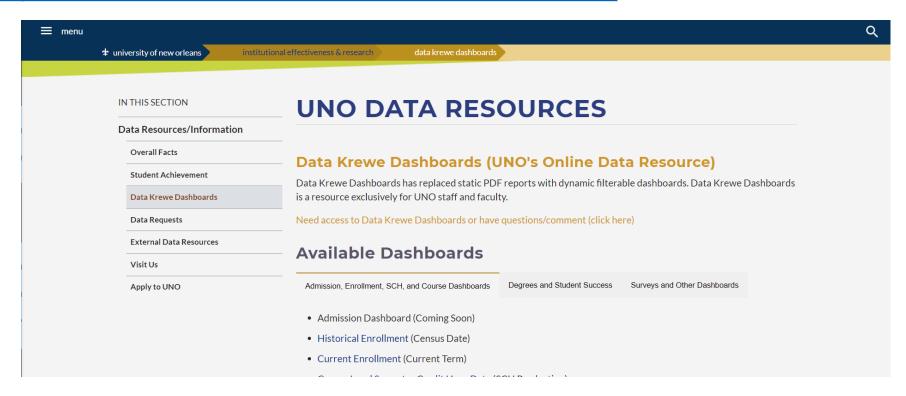
- Go to MYAPPS.UNO.EDU
- Click on the Data Krewe Icon

.

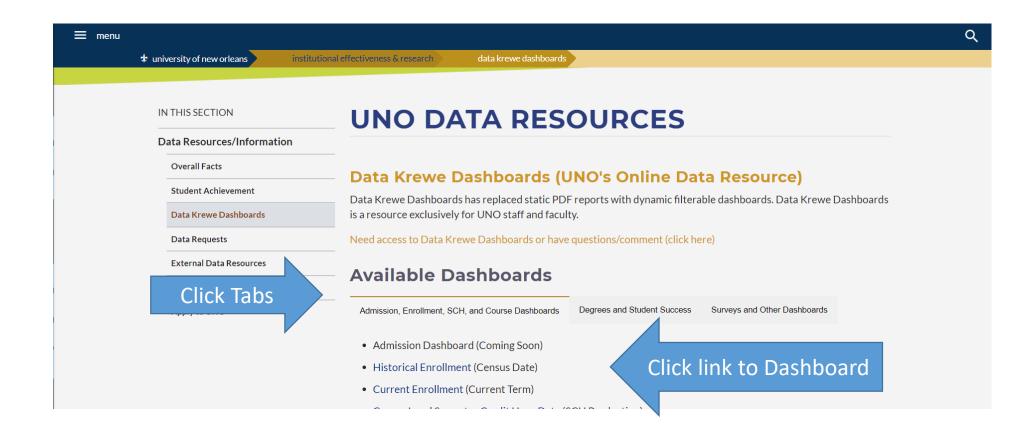


Finding dashboards (Data Krewe Website)

- Enter using myapps.uno.edu or the below link.
- https://www.uno.edu/oier/data-resources



Finding dashboards (Data Krewe Website)



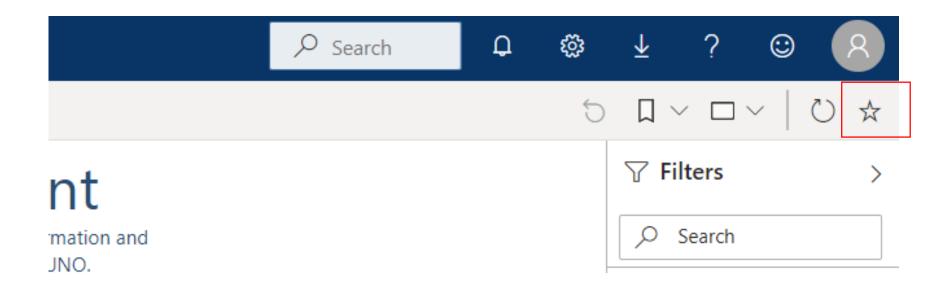
Common Questions

- ✓ I cannot find something
- ✓ I think the data is wrong or there is something wrong with the dashboard.
 - ✓ I really want you to add a dashboard to make my life easier.
 - ✓ I need student level data.

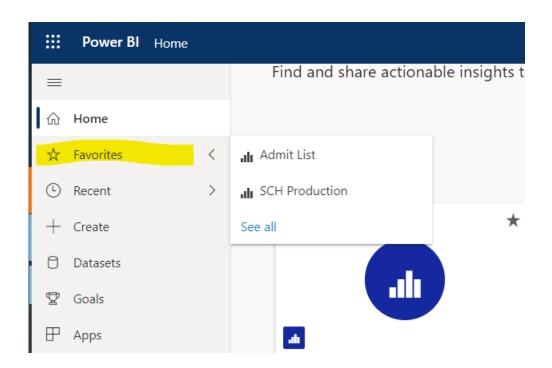
Email: datarequest@uno.edu

Mark Favorites

To make it easy to find your most-used content, you can mark it as a favorite. Click on the Star in the far upper right corner



Favorites Tab in Power BI



Subscribe to Views

Subscriptions email you an image or PDF snapshot of a view or workbook at regular intervals—without requiring you to sign in to Power BI.

To set up a subscription:

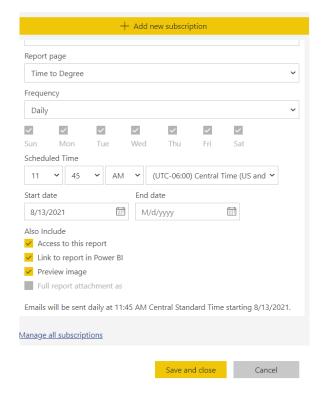
1. In the toolbar above the view, click **Subscribe**.



2. Add new subscription3. Fill out the form.

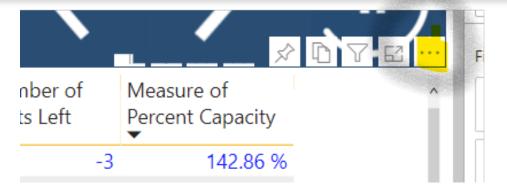
To unsubscribe click **Manage Subscription**

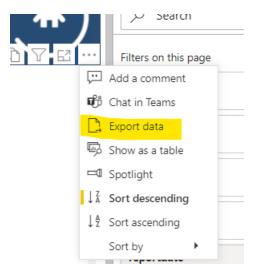
Subscribe to emails



Download Views

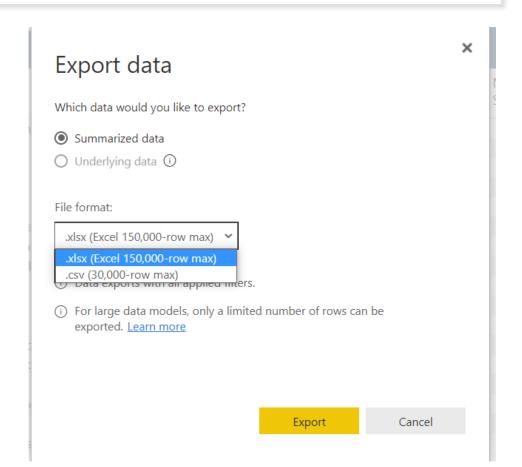
- 1. Click on the dashboard.
 - 2. Click on "..."
 - 3. Select a file format
 - 4. Click Export





Note: If you do not see n "Export Data", contact datarequest@uno.edu.

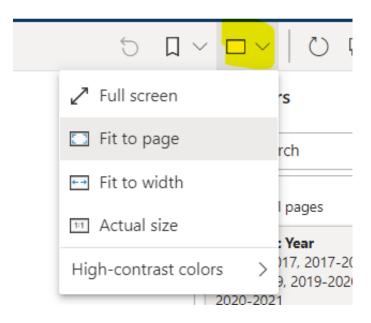
Most likely IT will need to update your licenses.



Data Refresh and Screen Size Buttons

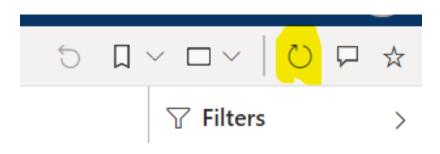
Screen Size Button

- 1. Click on down caret
- 2. Choose your screen size



Data Refresh Button

Click button to refresh data (needed for data sets that refresh hourly)



Homepage

- 1. Icons are links to Dashboards.
- 2. Tabs to the Dashboards.
- 3. Link to the OIER contact us webpage.
- 4. Link to the OIER main webpage



Dashboards

Click on the Related Button until there is no related button Question: What's the title of the last dashboard?

1. 2.



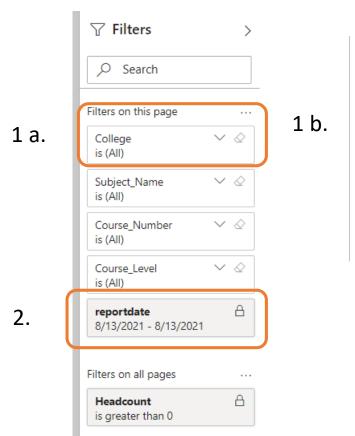
Dashboard Navigation:

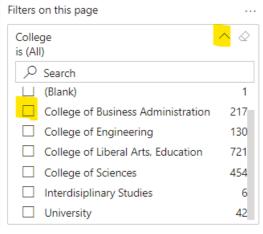
- 1. Home icon: Return to the Homepage
- 2. Information icon: Additional information
- 3. Related icon: Explore related dashboards

Hover over the data for detailed information

Filters

Click on the Related Button until there is no related button Question: What's the title of the last dashboard?



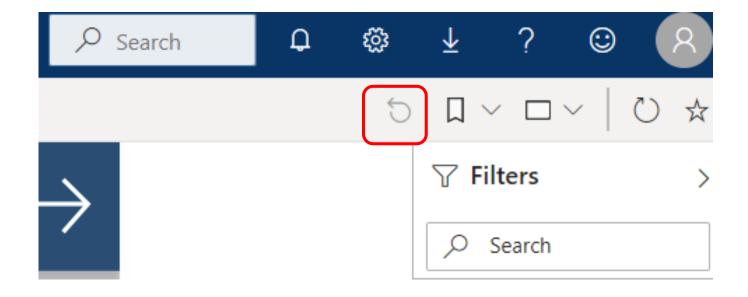


Dashboard Navigation:

- 1a. User Filter: Click on down caret
- 1b. Make Filter selections
- 2. Locked filters: Filter that cannot be change or the dashboard would not work correctly

After using filters and/or slicers, the revert button will clear all filters and view the original dashboard

Revert Button



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