Accessing the Internal Assessment Dashboard in Power BI to View Reports

This dashboard will allow you to see your program's current and past assessment reports, and will allow you to read feedback from the Office of Assessment

1. **Sign in to K-State email** at webmail.ksu.edu or by clicking **Sign In** on any K-State website.

2. **Click the Waffle/grid icon** in the upper-left hand corner. Then **select PowerBI from the list**. If you don't see PowerBI in the list, contact the IT Help Desk at 785-532-7722 or helpdesk@ksu.edu.
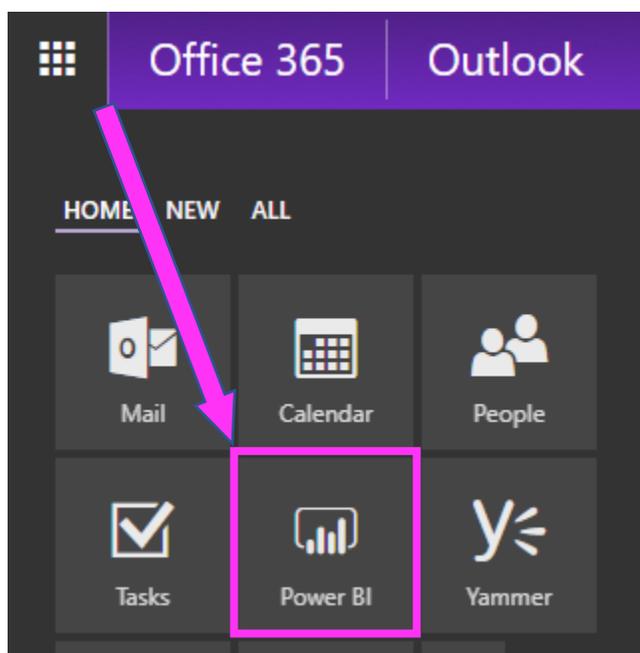
3. Click **Shared with me** in the left-hand menu to view the list of shared reports. Reports, dashboards, and other content may also be found under the **Apps list**.
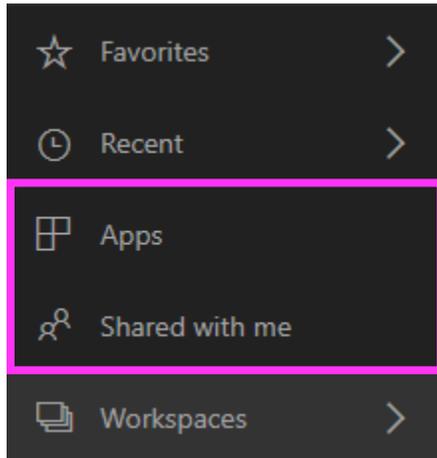
4. Click **the name of the shared report.**

5. **View the Report**. Click the tabs at the bottom of the report to switch between pages.

- **Reporting:** Filter by year and program to see your program's current and past assessment reports. Access feedback from the Office of Assessment
- **Outcomes and Measures:** Filter down to the undergraduate learning outcomes for your program(s).
- **Survey Results:** Filter down to program results for the senior survey, alumni survey, and National Survey of Student Engagement (NSSE).
- **Program Improvements:** Filter to see your program's reported annual improvements.
- **Program Assessment Reporting:** Displays who on your faculty is the assessment representative for your program.

6. **Interact with the report**. Click drop-downs, buttons, and charts to filter and navigate. Mouseover charts to view more information about the data.

7. Export the default view of the report to PowerPoint. Click **File**, then **Export to PowerPoint** to create a printable version of the report. *Filters and slicers will revert to defaults when using export to PowerPoint.*

| File ∨ | View ∨ | Edit report | 🗐 Explore ∨ | ⟳ Refresh |

🖶 **Print**
Print current page

S▷ **nbed in SharePoint Online**
⟨ ⟩ a link to securely embed this report in a SharePoint page

P📄 **Export to PowerPoint (Preview)**
Export this report as a PowerPoint presentation