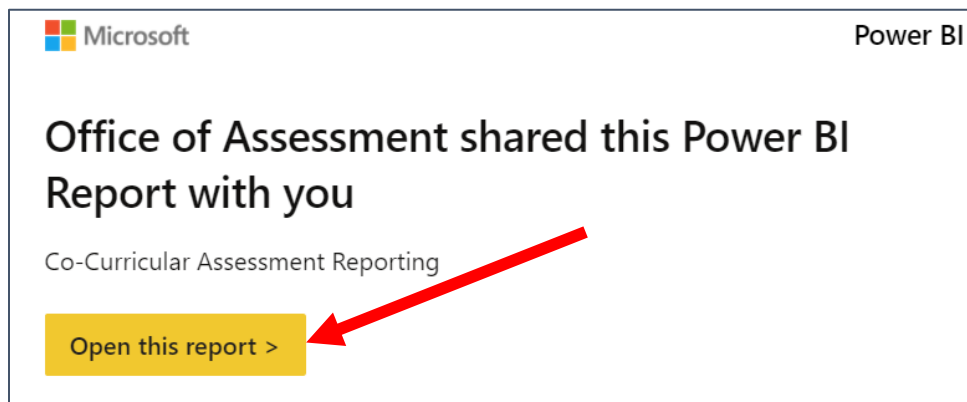


# ASL Assessment Report Submission

## Accessing the Dashboard:

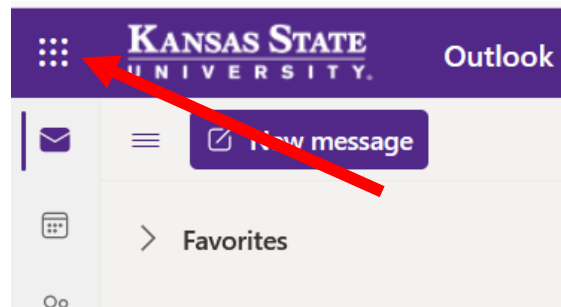
There are two ways to access the assessment report submission dashboard:

1. One way to access the dashboard is to click on the link that was shared with you from PowerBI (example email shown below). This would have been sent to your K-State email account. Simply click on “Open this report.” You can then bookmark the link for future use.

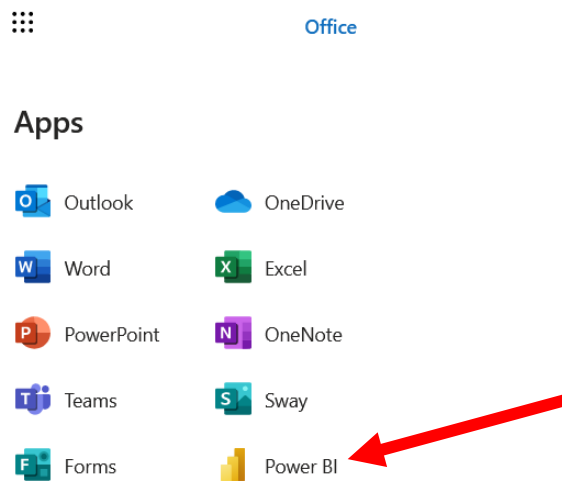


2. You can also access the report through PowerBI via your webmail.

- a. Sign in to K-State email at [webmail.ksu.edu](http://webmail.ksu.edu) (web-based).
- b. Click the waffle/grid icon in the upper-left hand corner.



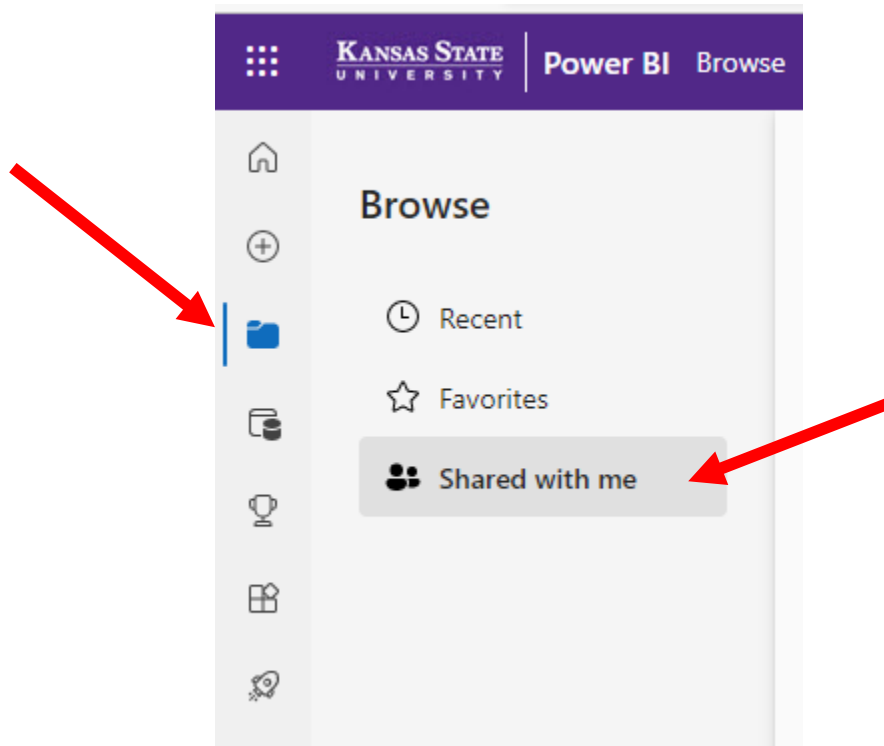
c. Select **PowerBI** from the list.



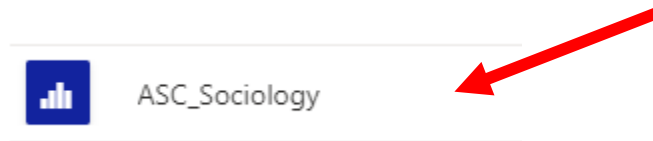
d. If you don't see PowerBI in the list, contact the Office of Assessment at [assessment@ksu.edu](mailto:assessment@ksu.edu).

e. Click on the "Browse" folder in the left-hand menu to view the list of reports shared with you.

f. Click on "Shared with me" to access your dashboard.



- g. Click on the specific name of your reporting dashboard (the first three letters designate your college/campus, followed by \_[program name]).



## Report Submission:

After you have opened the ASL report submission dashboard, click on the submission link in the orange box. This will take you to a Qualtrics survey. **Once you complete the Qualtrics survey, the submission process is finished.**

A screenshot of the "Anthropology Submission Dashboard" overlaid on an aerial view of a university campus. The dashboard title is in a purple box at the top. Below it are several callout boxes: a purple box on the left lists credentials (BA, BS, Minor in Anthropology); a white box in the center provides due dates and a link to the reporting page; a purple box on the right shows "Four-year Report Status: Coming soon"; a central orange box contains the "ASL Report Submission Link: Click here" with a red arrow pointing to it; a purple box at the bottom left is for "Link to Other Dashboards"; and a purple box at the bottom right is for "Previous Assessment Reports and Feedback: Click here".