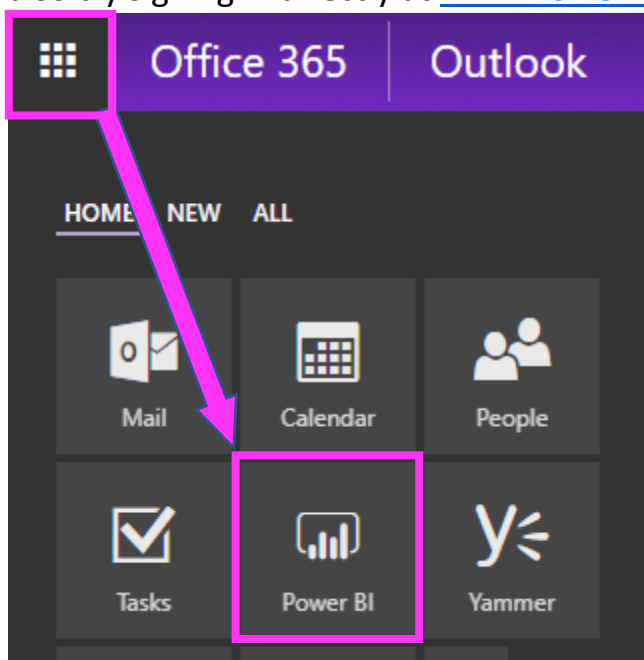
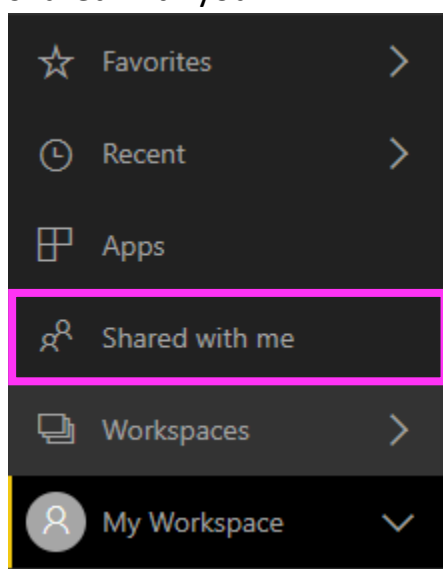


# PowerBI Assessment Report Submission Walkthrough

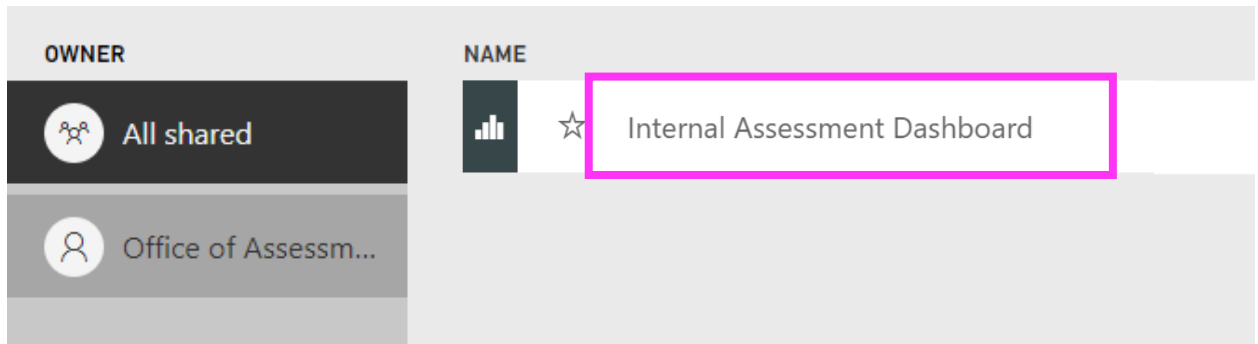
1. Sign in to K-State email at [webmail.ksu.edu](mailto:webmail.ksu.edu).
2. Click the **Waffle/grid icon** in the upper-left hand corner. Then **select PowerBI from the list**. If you don't see PowerBI in the list, contact the Office of Assessment at 785-532-2114 or [assessment@ksu.edu](mailto:assessment@ksu.edu). You can also try signing in directly at [www.PowerBI.com](http://www.PowerBI.com)



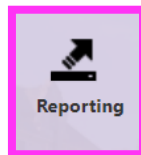
3. Click **Shared with me** in the left-hand menu to view the list of reports shared with you.



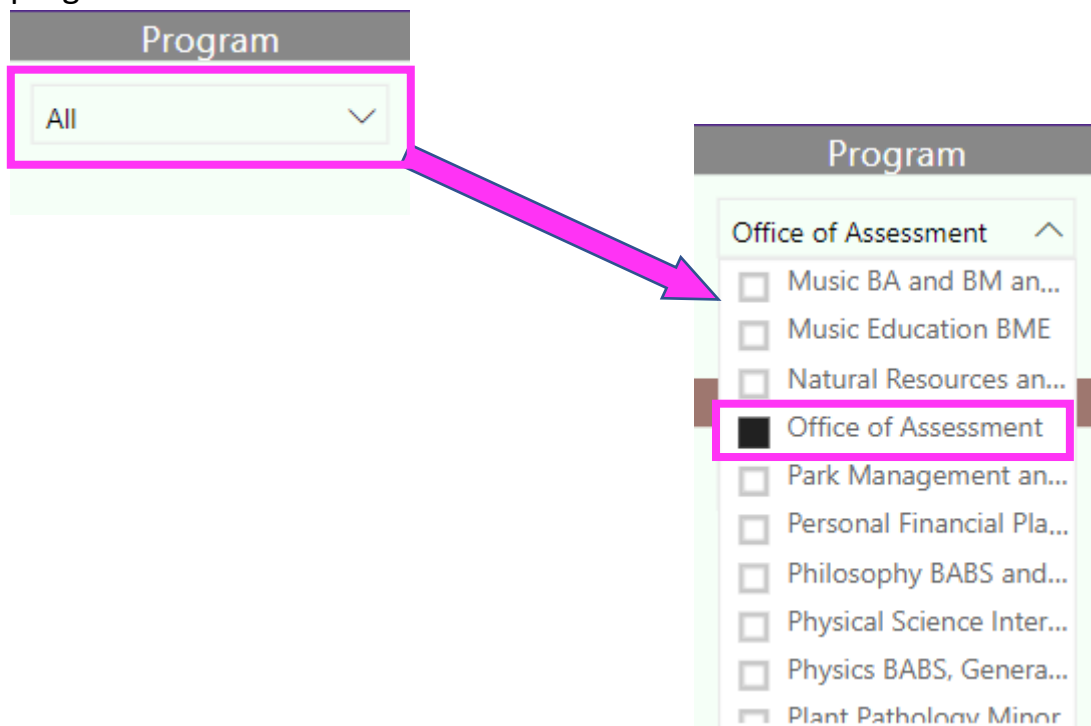
4. Click the Internal Assessment Dashboard.




5. Click Reporting.



6. Select your program from the dropdown list. You will then see links to past assessment reports, feedback, and other information related to your program.



7. Click the **Reporting Link** to submit this year's report.

Office of Assessment	
Report Submission Link	
Year	Reporting Link
2017	

8. There are other pages in the report that may be useful to your program. Use the tabs at the bottom to navigate between pages. Click **Survey results** to see program-level results (if available) for the Senior, Alumni, and NSSE surveys.

Reporting	Outcomes, Measures, & Achievement	<b>Survey Results</b>	Program Improvements
-----------	-----------------------------------	-----------------------	----------------------