PowerBI Assessment Report Submission Walkthrough

1. Sign in to K-State email at 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, try clicking All apps. If you still do not see the icon, contact the Office of Assessment at assessment@ksu.edu. You can also try signing in directly at 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.**

![Internal Assessment Dashboard](image)

5. **Click Reporting.**

![Reporting](image)

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.

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.