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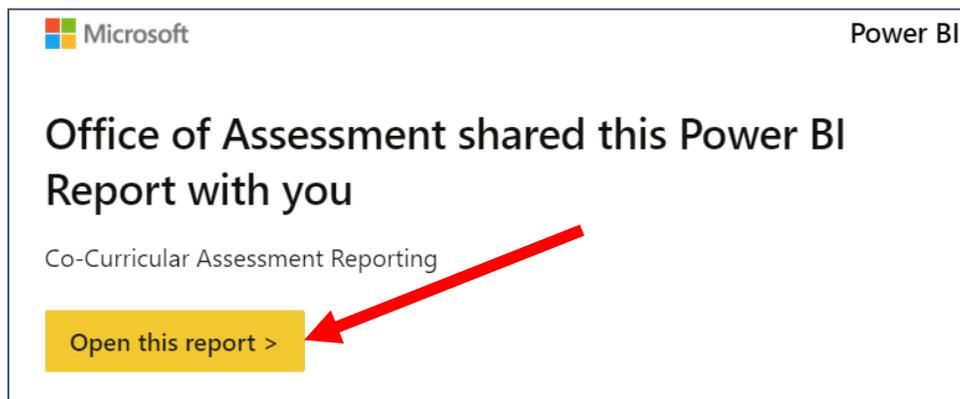
2. You can also access the report through **PowerBI via your webmail**.

    a. Sign-in to your K-State email at webmail.ksu.edu (web-based).
    b. Click the waffle/grid icon in the upper-left hand corner.
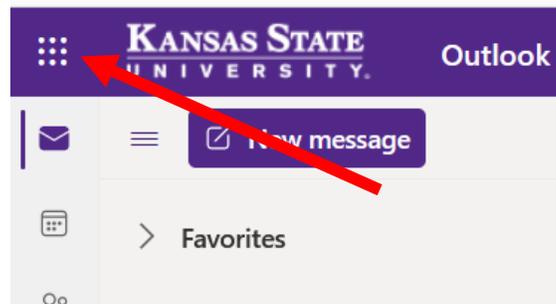
c. Select *PowerBI* from the list.
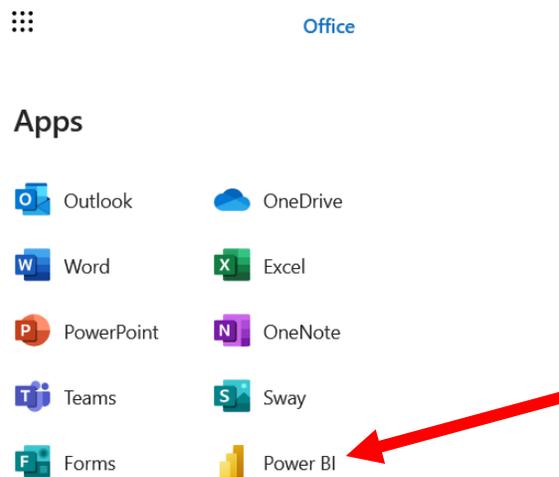
d. If you don't see PowerBI in the list, contact the Office of Assessment at assessment@ksu.edu.
e. Click on the "Browse" folder in the left-hand menu to view the list of reports shared with you.
f. Click on "Shared with me" to access your dashboard.
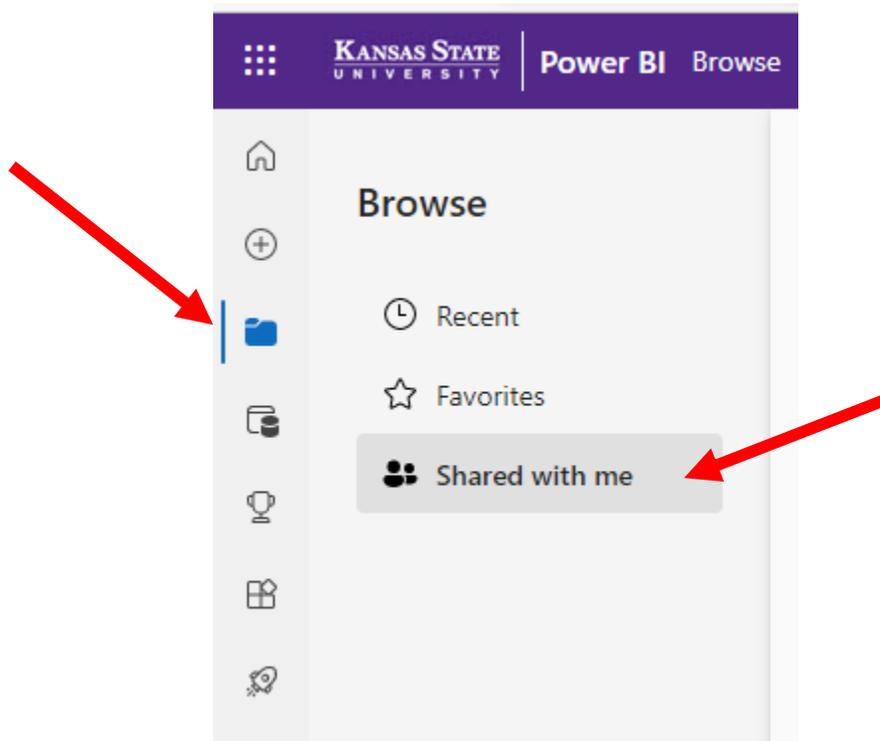
g. Click on the specific name of your reporting dashboard.
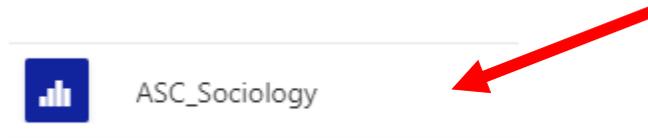
Report Submission:

After you have opened the 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.**