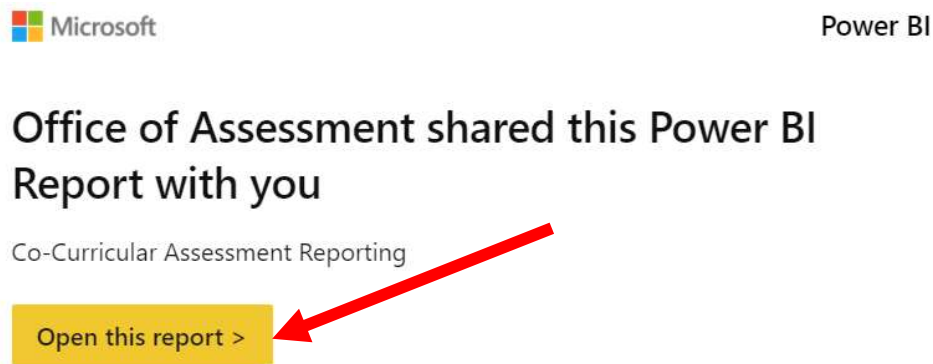


Co-Curricular Assessment Report Submission

Accessing the Dashboard:

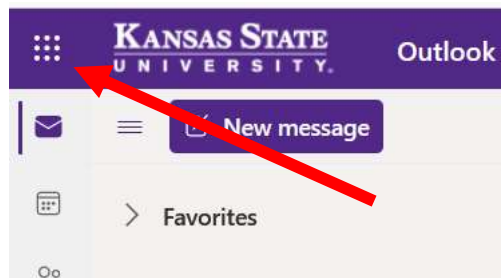
There are two ways to access assessment report submission dashboard:

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

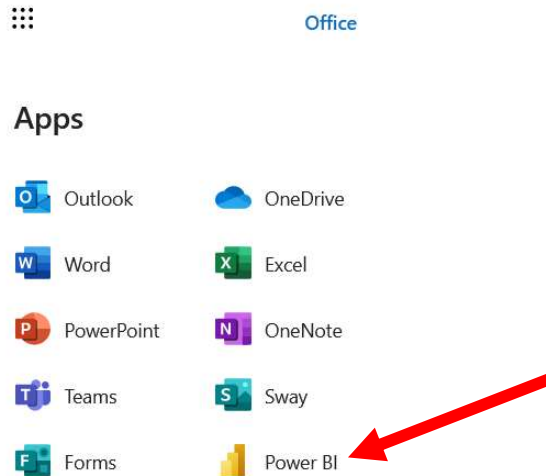


2. You can also access the report through PowerBI via your webmail.

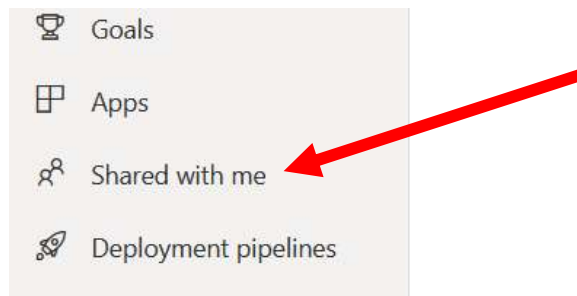
- a. Sign in to K-State email at webmail.ksu.edu (web-based).
- b. Click the Waffle/grid icon in the upper-left hand corner.



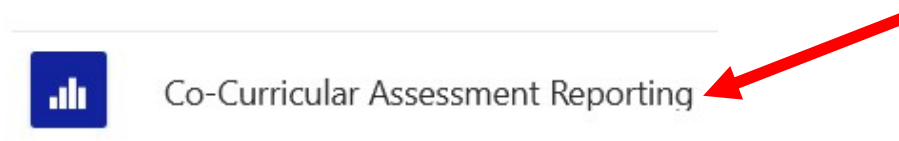
- c. Select PowerBI from the list.
- d. If you don't see PowerBI in the list, contact the Office of Assessment at assessment@ksu.edu.



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



- f. Click on the Co-Curricular Assessment Reporting dashboard.



Report Submission:

Once you have opened the co-curricular assessment dashboard:

- Find the link in the same row that your program is listed.
- Click on the link to open it.
- This will take you to a brief *Qualtrics* survey.
- Submit your report and any additional documents in the survey.

