

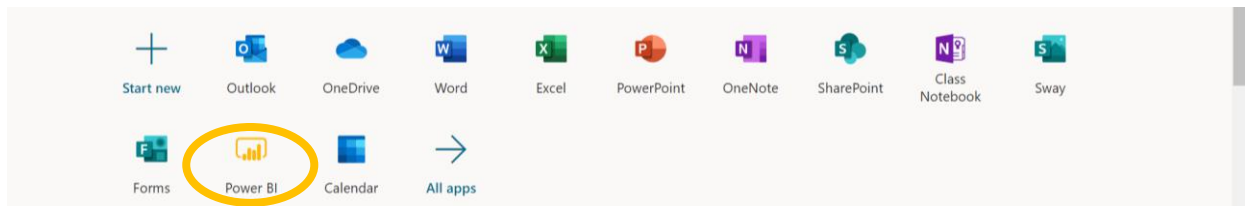
## Basic Dashboard Navigation

### Entering PowerBI

There are two ways to enter PowerBI. The long way around is to go into the Unitec NEST, and click on the hollow red box icon, top right, to enter your Microsoft Office suite.

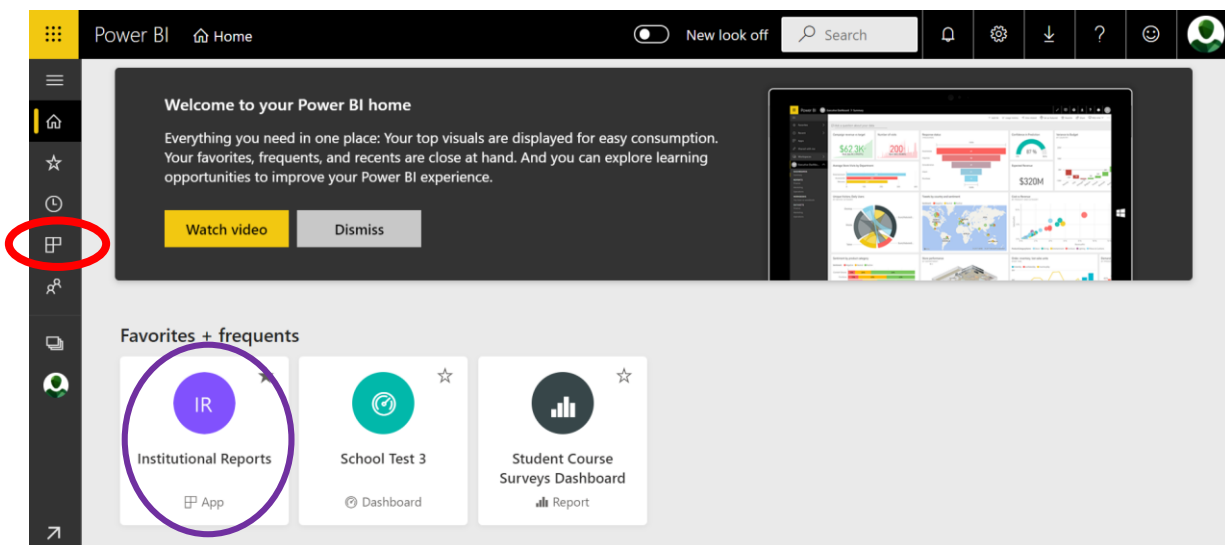


After signing in, click on the yellow PowerBI icon.



You will arrive at a page that looks something like the below.

The short way around is to save the URL for this page to your favourites if on a PC, or bookmark if it on a Mac.



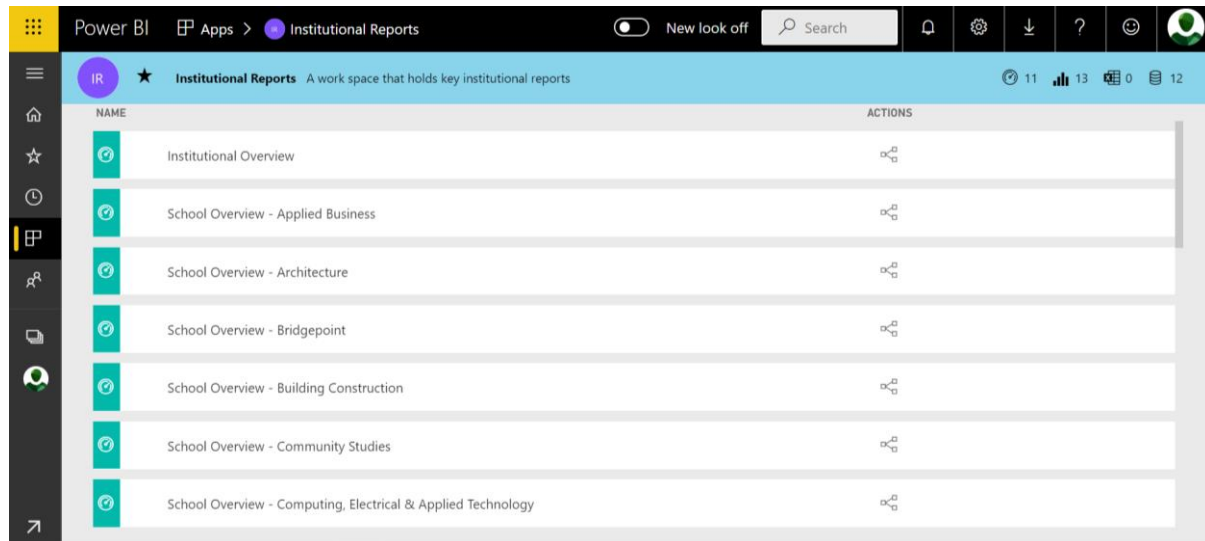
### Entering the Overviews and Dashboards

To enter the Dashboards you want to click on the purple icon – **Institutional Reports** (circled in purple).

Before you do, just note that, should you ever get lost, clicking on the three-square icon in the grey panel to the left (highlighted in red), which you will always be able to see when in Power BI, will always get you back to this home page.

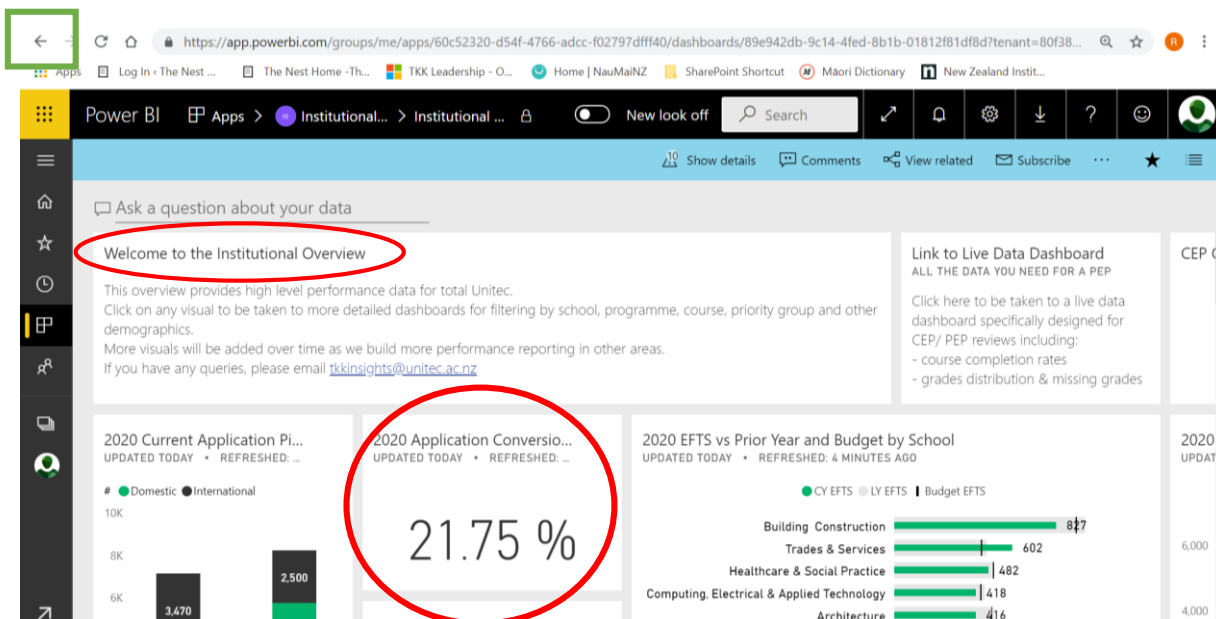
The important other message for you is that no matter how much you mess around in our Dashboards, **you cannot break them.** 😊

Having clicked on **Institutional Reports** you will find yourself here.



| NAME   | ACTIONS |
|--|---------|
| Institutional Overview                                       |         |
| School Overview - Applied Business                           |         |
| School Overview - Architecture                               |         |
| School Overview - Bridgepoint                                |         |
| School Overview - Building Construction                      |         |
| School Overview - Community Studies                          |         |
| School Overview - Computing, Electrical & Applied Technology |         |

This is essentially the list of what is available to you. The top blue-icon options are an Institutional and then School level overviews – live contents pages, essentially, that give you a daily view of statistics at those levels. If you click on one it will show you today's enrolments and applications and tracking against budget, Student Educational Performance Indicators at School, Programme, and Priority group level, survey ratings, and academic risk status.



We clicked on the Institutional Overview option and so find ourselves here. It looks busy, and if you scroll right and/or scroll down you will see much more on this live overview.

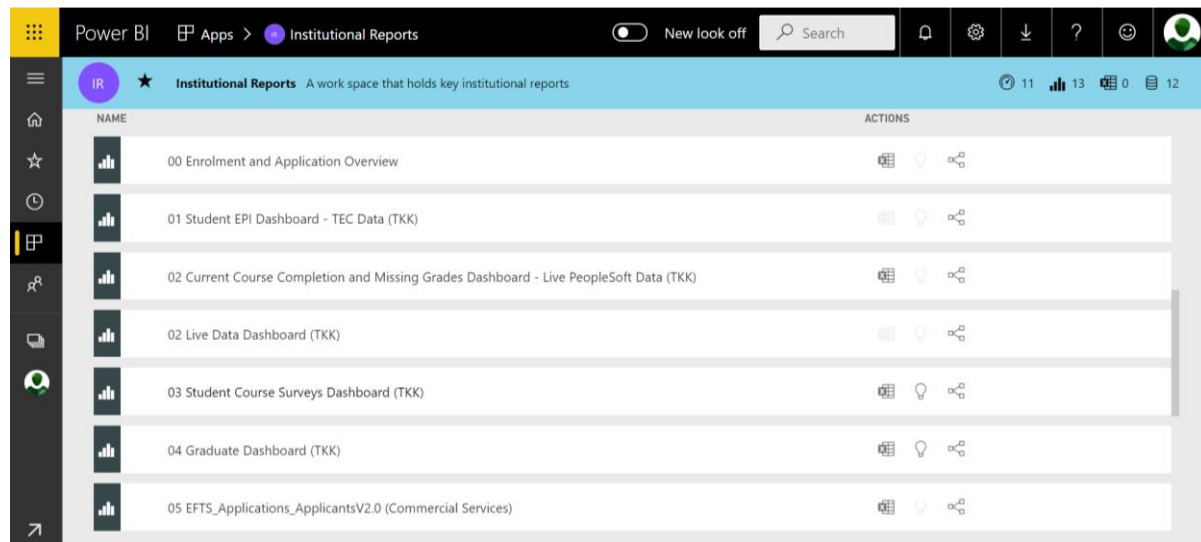
Click on the box you are interested in (eg the one circled in red), and you will be taken to the engine room – the Overview or Dashboard from which those numbers are being drawn. (If a Dashboard it will need filtering to give numbers for your School).



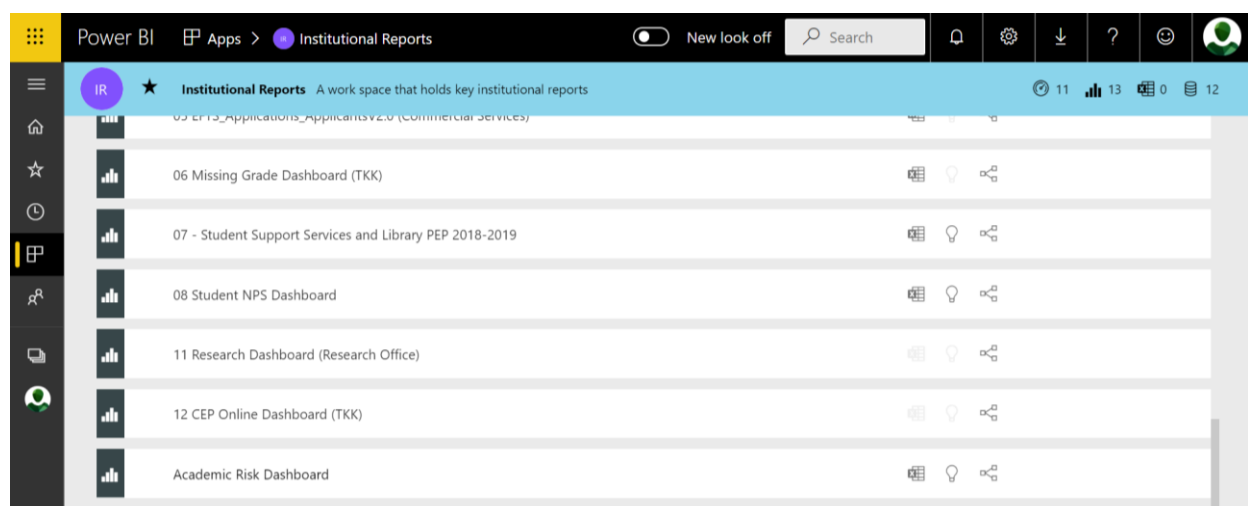
### *Te Korowai Kahurangi*

Use the back arrow (top left green box) to return from here to the opening list page of options. (Sometimes the back arrow will take you back to the very start. If so, just click again on the purple icon: Institutional Reports.)

If you scroll down from the School Overviews, you will see black icons and the list of the Dashboards themselves. Often it is easiest to go straight to them, if you know what you are looking for.



**Enrolment and Application Overview** is an overview, rather than a dashboard, but is updated daily. **Live Data Dashboard**, drawing final grades from PeopleSoft is also updated daily. **Student EPI Dashboard** draws from data we send in January, May and August to the Tertiary Education Commission, which is published nationally. **Student Course Surveys** and the **Graduate Dashboard** present survey results collected twice-yearly. From there scroll down...



...Now you can also see the **Student Support Services and Library Dashboard**, the **Student NPS Dashboard** (recording results from a twice-yearly survey of student experience at Unitec), a **Research Dashboard** and **Academic Risk Dashboard**. The CEP Online Dashboard is being built.



*Te Korowai Kahurangi*

Click on any of these and you will be taken straight to the data it operates. For a lesson on how to find your way around some of these dashboards or how to filter within them, check out the other tutorials/guides available.