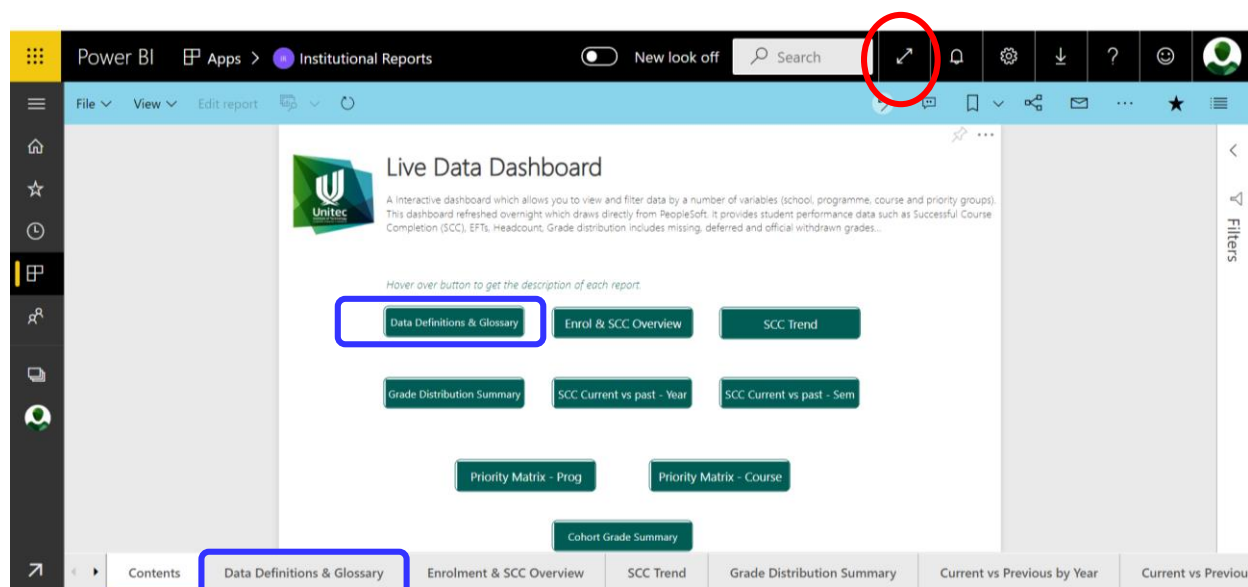


Filtering for specific data

When you make your way into a Dashboard, you will see options to filter the data according to what you want to view. The filter option appears either across the top, or you can choose to use the same filters in a menu bar running vertically to the right of your screen.

This guide will teach you how to filter within the **02-Live Data Dashboard**, which draws from PeopleSoft every day for the Successful Course Completion results (ie final grades for courses). What you learn about filtering here is repeated in several other Dashboards.

So, you've entered PowerBI, clicked on Institutional Reports, scrolled down the list of possible options to the black icon called **02-Live Data Dashboard**. Click on that and you will find yourself here.

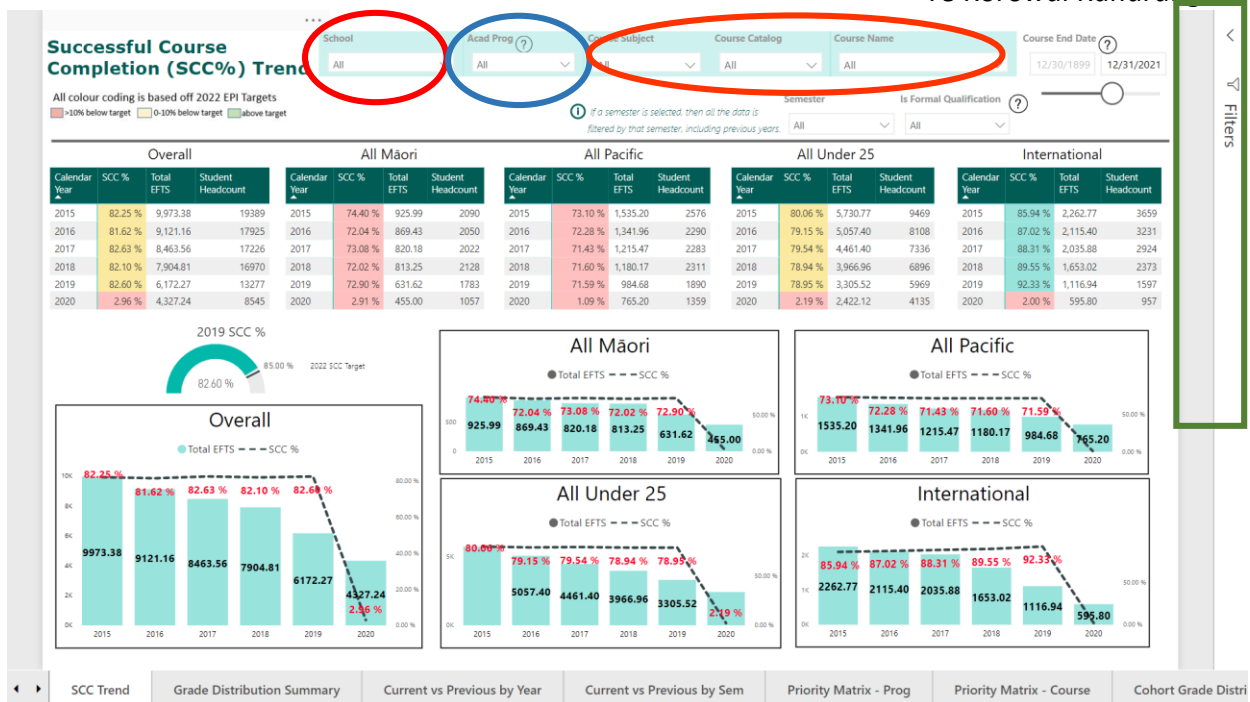


To view the pages in full-screen mode click on the double-headed arrow to the top right (red circle). To exit full-screen mode, simply push 'Escape' on your keyboard or hover your cursor over the bottom right of the screen and click on the two arrows facing each other, which you will see.

On this screenshot you can see that the tab options across the bottom are repeated in the green boxes on the screen – a contents page for this Dashboard.

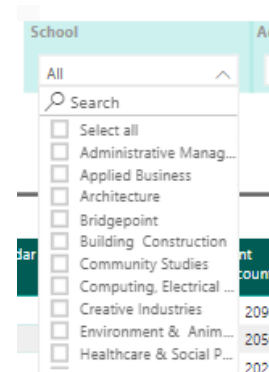
In most Dashboards, the first tab/button will be a definitions and glossary page. Go here if you get lost in the acronyms. 😊

Please click on the button/tab called 'SCC Trend.' (I am looking at this page in full-screen mode and I have chosen to minimise the right hand vertical filters view option.)



At the moment we are seeing the Successful Course Completion (aka pass rates) for the whole of Unitec. This particular page shows us these results since 2015 and for all students and priority groups. There are several filters available to you.

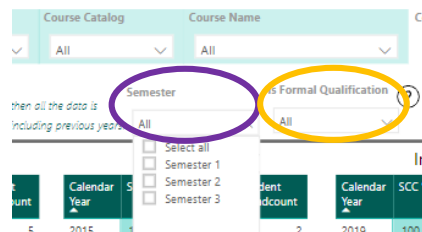
- The first filter is **School** (red oval). Click on it to choose the School you want to filter by. Either write in the School's name in the search box OR click on the School's name provided (scrolling down to find your School). To unselect, simply click on the School's name box again.
- The second filter is **Programme** (blue oval). Again, use the Search to type your programme acronym in OR click on relevant box next to your option. If you want to reduce the options to choose from, make sure to turn the School filter on first. To unselect, click on the programme's box OR click 'Select all' at the very top of the options.
- The third filters are at **Course** level (orange oval). There are several options here depending on whether you want to use the Course Subject, Course Catalog or Course ID as a filter. At this point it's easiest to type the information in, and then choose the relevant option if several are offered to you.



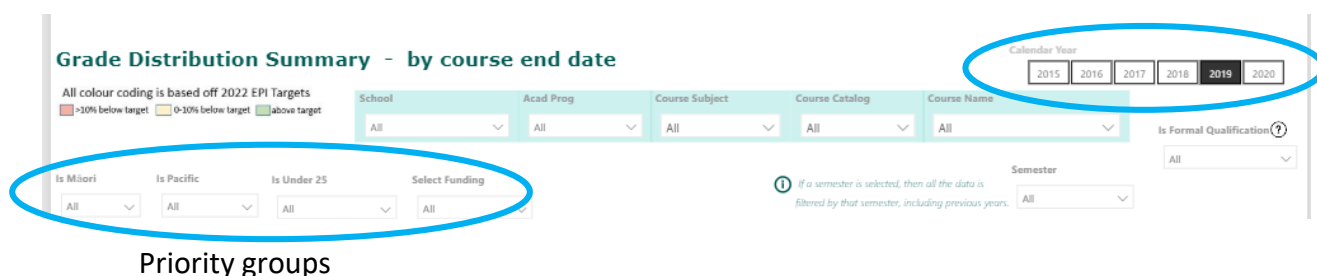
Note 1: You do not have to turn all filters on to get to what you want to see. If you know the Course Catalog number, for example, you can type that straight in to be taken to a course. This is particularly useful if you have students enrolled in a course who belong to a different School or are enrolled in a different Programme (eg doing it for cross-disciplinary interest). In fact, if you use the School or Programme filter their results *will not be included*.

Note 2: If you have put a filter on and no longer want it, click on it then 'Select all', then 'Select all' again to clear it.

- The fourth filter on this tab is for **Semesters** (purple oval). It lies just below the Course Catalog filter. If you leave the Semester filter on 'All' you will see results for the whole year. But you can choose just to look at those for either Semester 1, Semester 2 or Semester 3 (Summer School). Note: If you choose one of these all results on this tab will then be for that semester only.
- The fifth filter (yellow oval) becomes relevant only if you are running a Training Scheme. If the results for that are being recorded in PeopleSoft you can choose to filter on 'non-formal.'



On some tabs within a Dashboard you will also have the opportunity to filter by year and/or by priority group. Here is the Grade Distribution Summary tab in the **Live Data Dashboard**. The light blue ovals indicate our extra filtering options.



Priority groups

For the **Year** simply click on the year you wish to see. (Note: the current year in this dashboard will only include data once final course grades are being recorded in PeopleSoft).

For the Priority groups you are given options: a **Māori** filter, a **Pacific** filter, **Under 25s** or **Select Funding** (which highlights international, domestic and other kinds of funding). Click on one of the first three and you will see 'Y'. Clicking on this will highlight results for all Maori or Pacific or under 25 students. For 'N' this highlights non-Maori, non-Pacific or over 25 students. Click again on the 'Y' or 'N' to deselect, or click on 'Select all', and return to viewing all students. You can as with other filters put more than one on at a time. Note: With these filters if a student identifies with more than one category their results will be counted (again) in each.