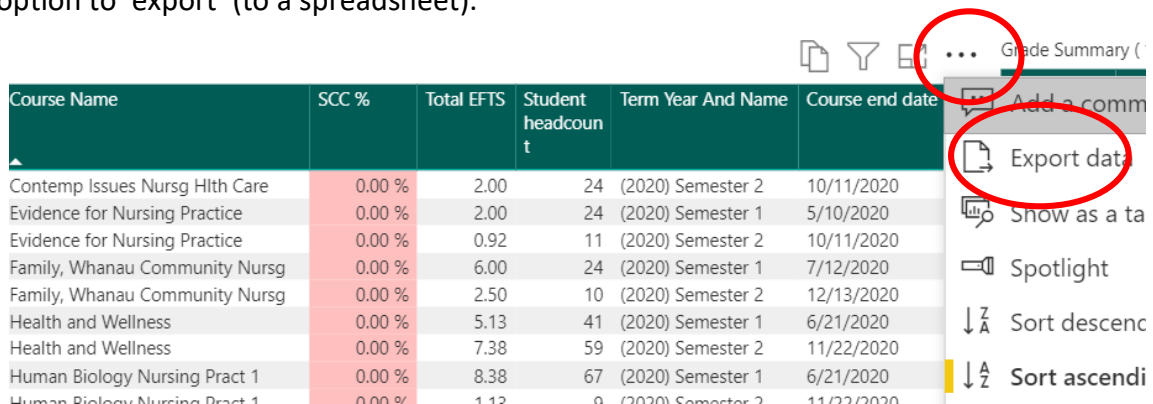


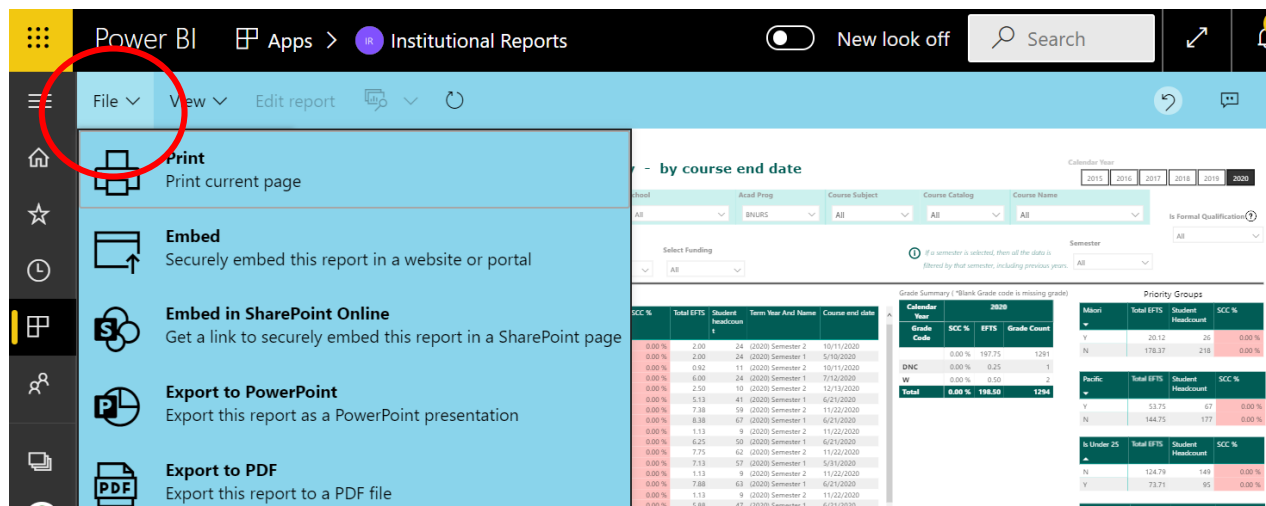
## Saving and Printing material from the PowerBI Dashboards.

It is possible to export data from some of the tables within PowerBI. Simply hover over the top right hand side of a table and if three dots appear, click on them. You will be given the option to 'export' (to a spreadsheet).



Course Name	SCC %	Total EFTS	Student headcount	Term Year And Name	Course end date
Contemp Issues Nursg Hlth Care	0.00 %	2.00	24	(2020) Semester 2	10/11/2020
Evidence for Nursing Practice	0.00 %	2.00	24	(2020) Semester 1	5/10/2020
Evidence for Nursing Practice	0.00 %	0.92	11	(2020) Semester 2	10/11/2020
Family, Whanau Community Nursg	0.00 %	6.00	24	(2020) Semester 1	7/12/2020
Family, Whanau Community Nursg	0.00 %	2.50	10	(2020) Semester 2	12/13/2020
Health and Wellness	0.00 %	5.13	41	(2020) Semester 1	6/21/2020
Health and Wellness	0.00 %	7.38	59	(2020) Semester 2	11/22/2020
Human Biology Nursing Pract 1	0.00 %	8.38	67	(2020) Semester 1	6/21/2020
Human Biology Nursing Pract 1	0.00 %	1.13	9	(2020) Semester 2	11/22/2020

If you want to print more than one table (or a table doesn't give you the three-dot option) make sure you are out of full-screen mode, take your cursor to the blue bar top left within PowerBI. Click on 'file' and choose whatever you want to do with the screen shot you can see.



Power BI Apps > Institutional Reports

File View Edit report

- Print
  - Print current page
- Embed
  - Securely embed this report in a website or portal
- Embed in SharePoint Online
  - Get a link to securely embed this report in a SharePoint page
- Export to PowerPoint
  - Export this report as a PowerPoint presentation
- Export to PDF
  - Export this report to a PDF file