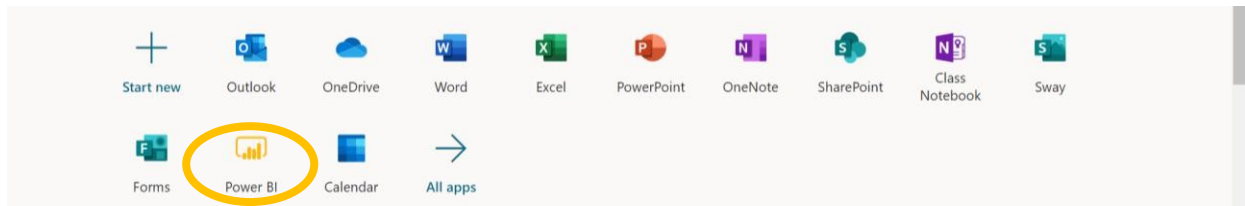## Basic Dashboard Navigation

Entering PowerBI

There are two ways to enter PowerBI. 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.

Alternatively you can access Power BI when you are signed into Microsoft Office on your browser. Click on the dots in the top left hand corner of the screen to open up apps available. You may need to click on 'all apps' in order to see the power BI icon.
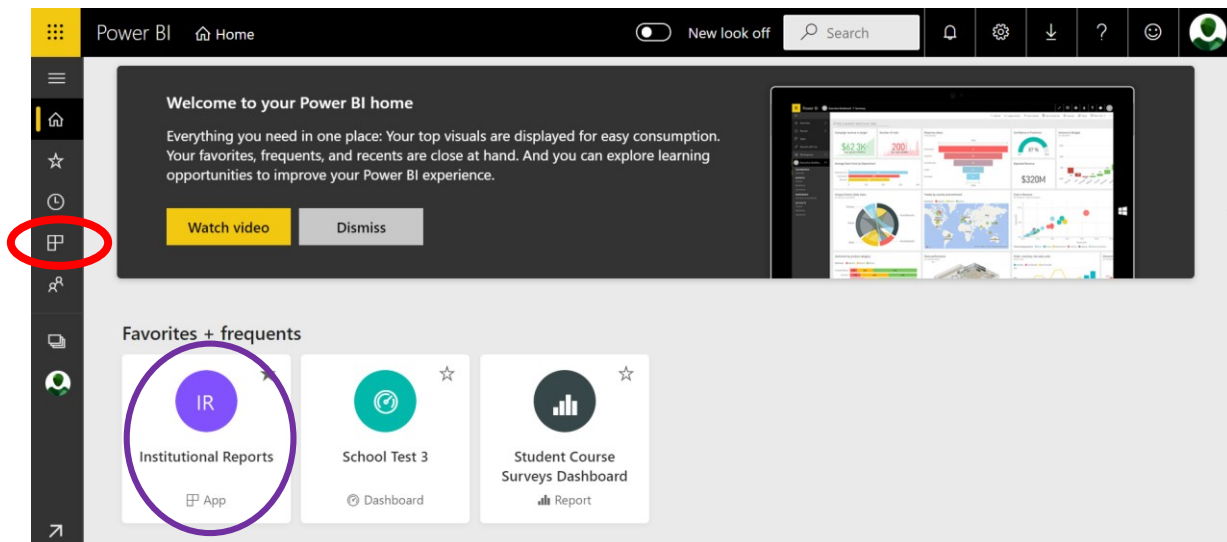
You will arrive at a page that looks something like the image below.

To create a shorter way to access Power BI, save the URL for Power BI to your favourites if on a PC, or bookmark if it on a Mac.

Entering the Overviews and Dashboards

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

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.

This is essentially the list of what is available to you. Scroll down and you will find some icons

which look like this : These indicate Institutional or 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, academic risk status, etc.

Welcome to the Institutional Overview

This overview provides high level performance data for total Unitec.
Click on any visual to be taken to more detailed dashboards for filtering by school, programme, course, priority group and other demographics.
More visuals will be added over time as we build more performance reporting in other areas.
If you have any queries, please email tkkinsights@unitec.ac.nz

Link to Live Data Dashboard
ALL THE DATA YOU NEED FOR A PEP

Click here to be taken to a live data dashboard specifically designed for CEP/ PEP reviews including:
- course completion rates
- grades distribution & missing grades

Sem1 CEPs Completed
SEMESTER 1 2020

373   60
CEPs Comp...   CEP

2021 Actual EFTS vs Budget
REFRESHED: 3 MINUTES AGO

801   1,626   5,847
0

2021 Application Pipeline
CURRENT STATUS • REFRESHE...

\# ● Domestic ● International

5K
K   4,496

Applicati...   Successf...   Unsucces...

2021 EFTS vs Prior Year and Budget by School
REFRESHED: 3 MINUTES AGO

● CY EFTS ● LY EFTS ┃ Budget EFTS

School	EFTS
Building Construction	473
Trades & Services	331
Environment & Animal Sciences	146
Computing Electrical & Applied Technology	131
Healthcare & Social Practice	126
Community Studies	103
Bridgepoint	97
Architecture	89
Applied Business	73
Creative Industries	44
Unitec	13

2021 EFTS Tracking (vs
DETAILED ENROLMENT & A

── YTD Gross EFTS ─

6,000

4,000

2,000

0
Oct 2020   Jan 202

2021 Application Overview
REFRESHED: 3 MINUTES AGO

Application YTD	Enrolled Application	Application Conversion %
11,890	1,257	10.57 %

2019 Successful Course Co...
USING TEC DATA AS AT 24 AUG 2020

Successful Course Completi...
USING TEC DATA AS AT 24 AUG 2020

2019 EPI Performance by School
USING TEC DATA AS AT 24 AUG 2020

If you click on the Institutional Overview option, it will look like this. 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, 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).
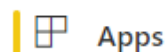
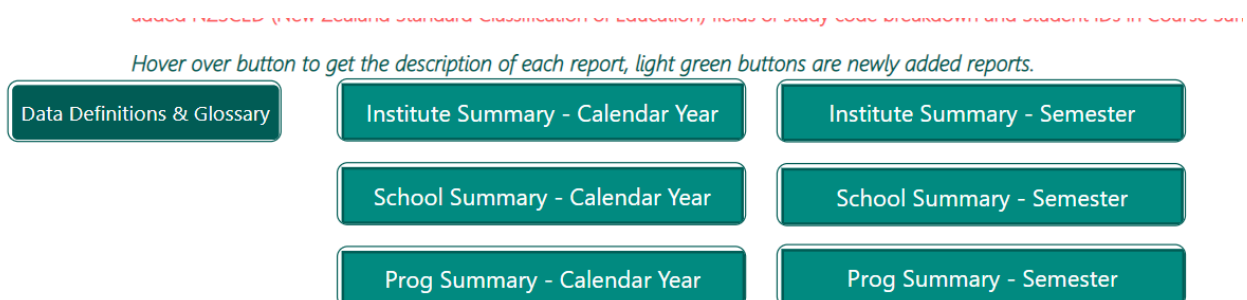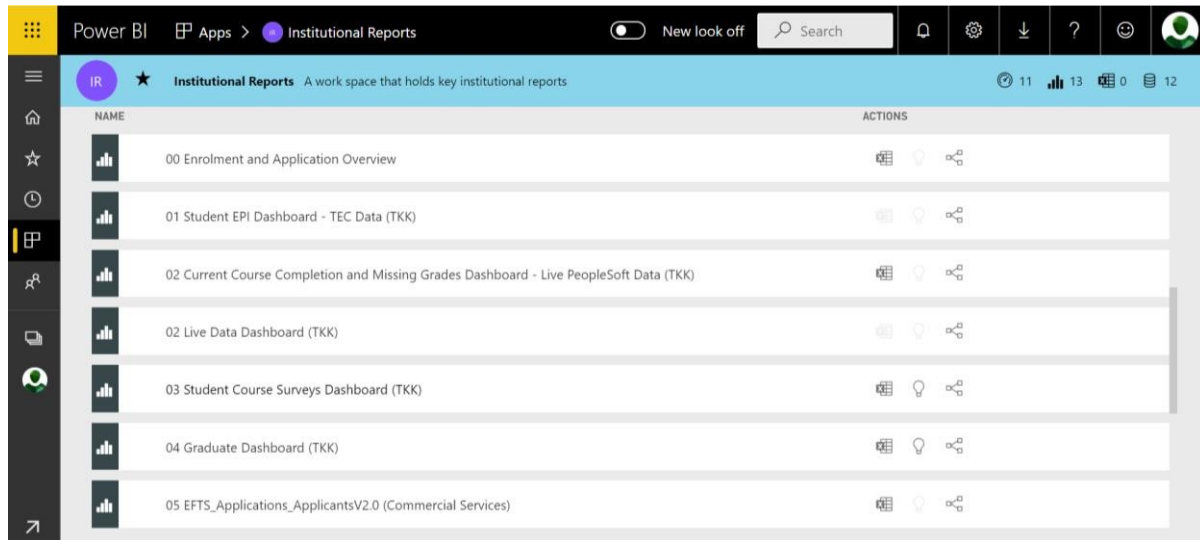⊞ Apps

To exit a dashboard click on the Apps icon   in the left margin (which will never disappear), it takes you back to the beginning. Click on the purple icon: Institutional Reports to get back to the list of dashboards.

Most dashboards have a contents page on the left which you can use to navigate. If you click on the double arrow at the top, this will disappear from view.
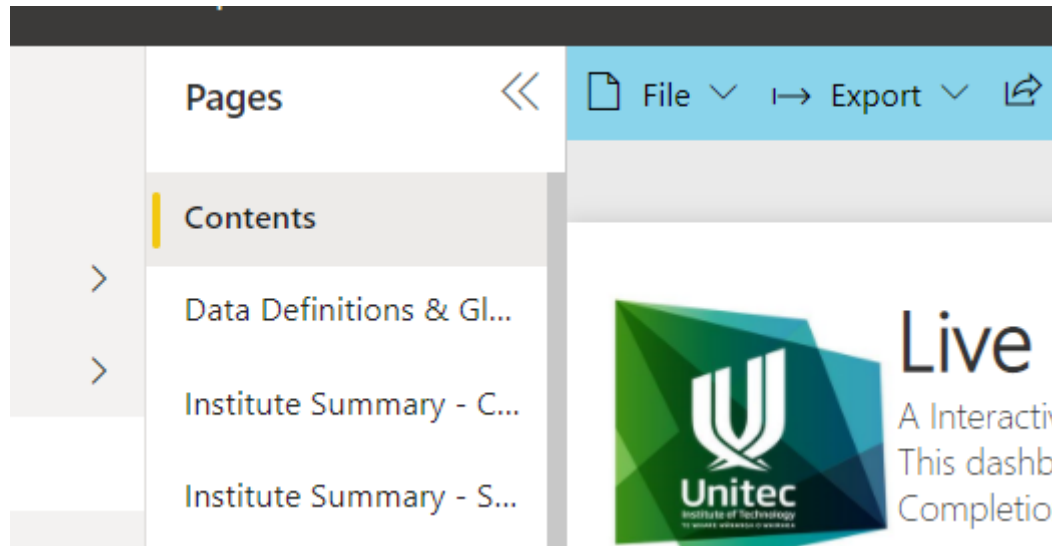
Alternatively if there is a front page summary you can click on the tabs to open a specific page.

A

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. This means that when grades are entered into Peoplesoft, they will appear the next day in Power BI.

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.

There is also a **Student Support Services and Library** Dashboard which you can filter to show the number of students who have used the services from specific courses.

The **Student NPS Dashboard** records results from a twice-yearly survey of student experience at Unitec).

There are other dashboards you might be interested in.

The CEP Online Dashboard show how many CEPs have been started or completed along with data entered for specific semesters.

Click on any of these and you will be taken straight to the data it operates.

Once you have selected some data to look at, you can enlarge the page using the View drop down on the blue line at the top. Choose full screen. To exit full page, hit the escape key.
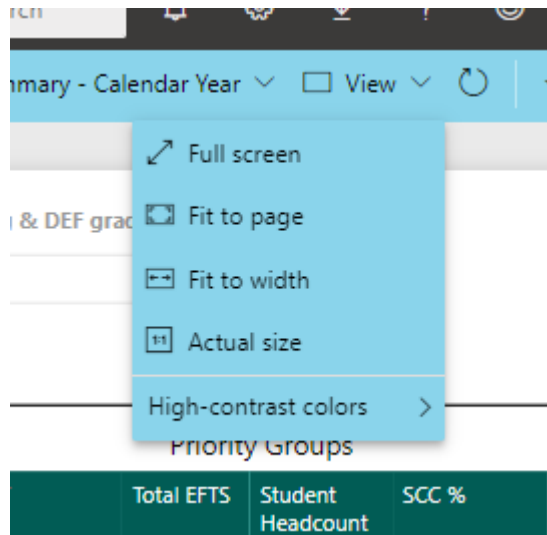
You can quickly reset the filters by clicking on this icon on the blue bar:
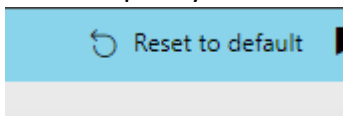
For a lesson on how to find your way around some of these dashboards or how to filter within them, check out the other guides available.