The Office of Institutional Research and Assessment now offers secure, internal, *self-service interactive data dashboards via Microsoft Power BI.*

Access is managed at the user level. For access, email lisa.applegate@maine.edu

> **To access a dashboard that has been shared with you:**
>
> 1. Click the direct link sent to you via email or navigate to https://app.powerbi.com/home
> 2. Sign in with your existing UMaine single sign-on email and password.
> 3. For more information, view detailed instructions online at Opening Power BI Reports - DARTS - Confluence (maine.edu)

Navigating Pages:

Page Topics are listed in the light blue tabs at the top of each dashboard page. You can click directly on the page you want using these buttons, or you can use the navigation on the left-hand side bar.
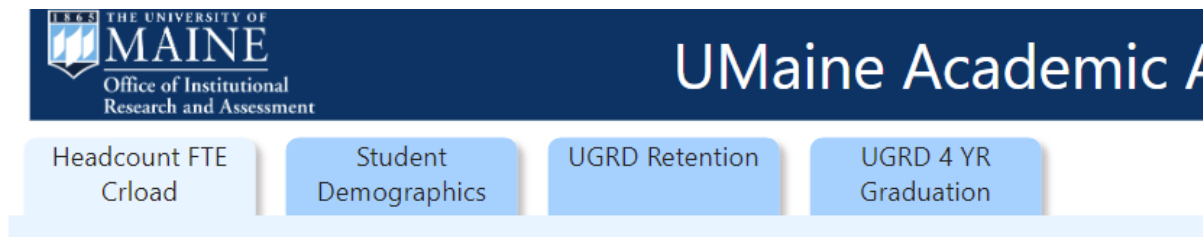

There may be additional buttons on each page that you can interact with to produce different views. Generally, buttons will change color when you hover over them.

Managing Filters:

Filters appear on most dashboard pages and allow the user to make one or more selections to dynamically interact with the tables and visuals on the page.
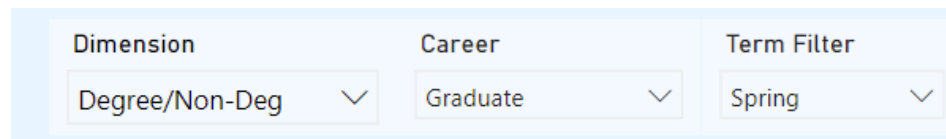
Filters with square checkboxes allow multiple selections, filters with circles only allow one selection.
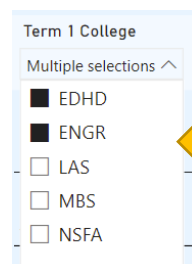
To select more than one option, hold down the "CTRL" key on your keyboard as you make your selections.

To clear your filter selections, hover over the upper right-hand corner of the filter and click on the eraser.

Alternatively, you can click on "Reset to default" in the upper left corner of the dashboard.
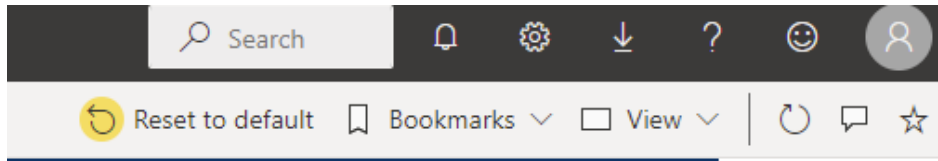
You can also create a "Bookmark" with your choice of filter selections by selecting your filters, then clicking Bookmarks> Add a Personal Bookmark.

More Options:

Each element in the dashboard (visuals and tables) has additional options available- to see options hover over the top right-hand corner of the element and click the ellipses for "More Options".

Export data to excel or show a visual as a table in more options.

Copy visual to clipboard (can be pasted in word, power point, email).

Change the sort axis field and change ascending or descending.

Want to learn even more? Check out Power BI Help - Office of Institutional Research and Assessment - University of Maine (umaine.edu) or email lisa.applegate@maine.edu with questions.