



The Office of Institutional Research and Assessment offers a secure, internal, self-service interactive data dashboard for course grades.

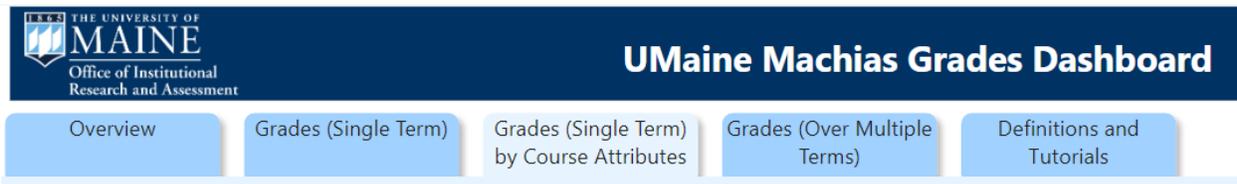
Access is managed at the user level. For access, email lisa.applegate@maine.edu

To access the UMaine Machias Grades dashboard:

1. Navigate to [UMaine Machias Grades Dashboard](#)
2. Sign in with your existing UMaine email and password.

Navigating Pages:

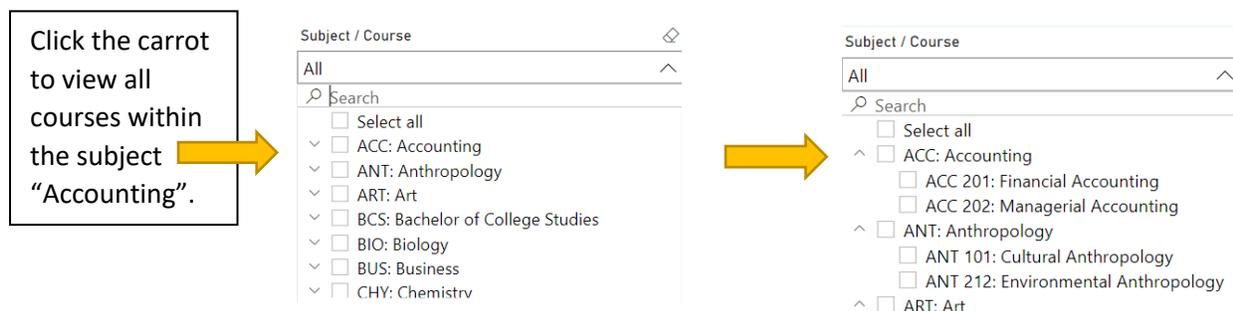
Page Topics are listed in the light blue tabs at the top of each dashboard page. You can click directly on the page you want using these buttons, or you can use the navigation on the left-hand side bar.



- Grades (Single Term) – view grades by college, department, subject, and course for a single term. Use a combination of filters to drill down by course level and instruction mode.
 - Select the Row Value of “Department” and use a filter for College to view departments within a single college only.
- Grades (Single Term) by Course Attributes – view grades by the attributes of: course repeat, distance education, gen-ed requirement, instruction mode, and course level for a single term. Combine attributes with the available filters for course level, college/department, and subject/course to view data at the desired level.
- Grades (Over Multiple Terms) – view grades over time by course level, college, department, subject, course, and instruction mode.

Managing Filters:

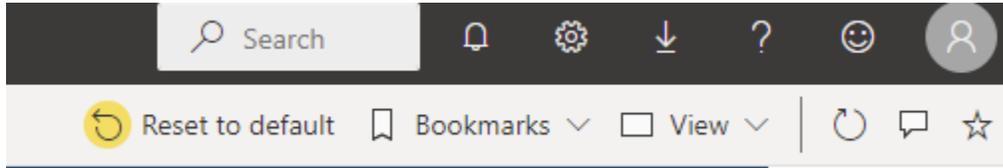
The same filters can be seen on each tab of this dashboard. To conserve space, some filters have more than one feature. Click the down carrot next to a filter selection to view expanded filter options.





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.

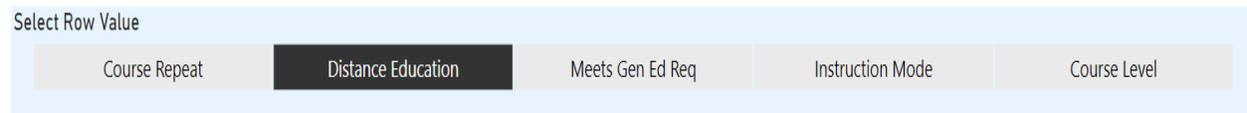
Selecting Row Values:

Different row value selections are located beneath the filters on each tab of the dashboard. Select a value to display it as a row disaggregation in the visual.

On the Grades (Single Term) tab, the visuals can display grades by subject, or course.



On the Grades (Single Term) by Course Attribute tab, the visuals can display grades by course repeat, distance education, meets gen-ed requirement, instruction mode, or course level.

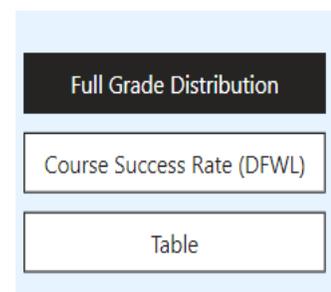


There are no row value selections on the Grades (Over Multiple Terms) tab because the row value will always be terms. You can use the course term filter to limit to Fall, Spring, Winter, and/or Summer.

Page View Buttons:

Buttons for different page view options are located to the right of the visual on each tab of the dashboard. These allow you to view the data in different ways.

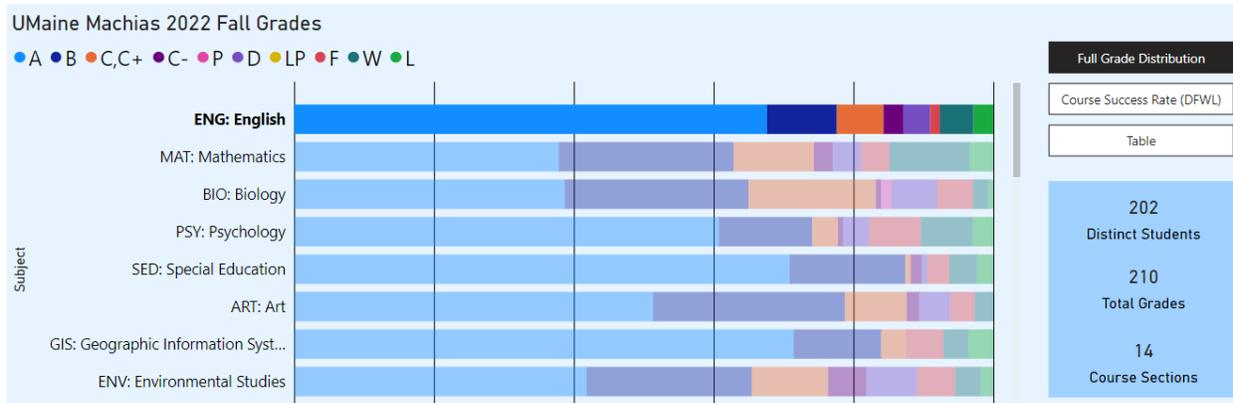
- Full Grade Distribution shows all grades A, B, C/C+, C-, P, D, LP, F, W, and L.
- Course Success Rate (DFWL) shows only two categories, those who passed (A, B, C, P) and those who did not pass (D, F, W, L, LP).
- Table displays all grade categories including total grades, percentages for each grade category, and excluded categories.





Display Cards:

Clicking on a part of the visual will cause the display cards on the right to dynamically change. For example, by selecting the bar for ENG: English, the statistics for that subject are displayed on the cards.



More Options:

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

More options

- Add a comment
- Chat in Teams
- Export data
- Show as a table
- Spotlight
- Get insights
- Sort axis

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

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

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@umaine.edu with questions.