

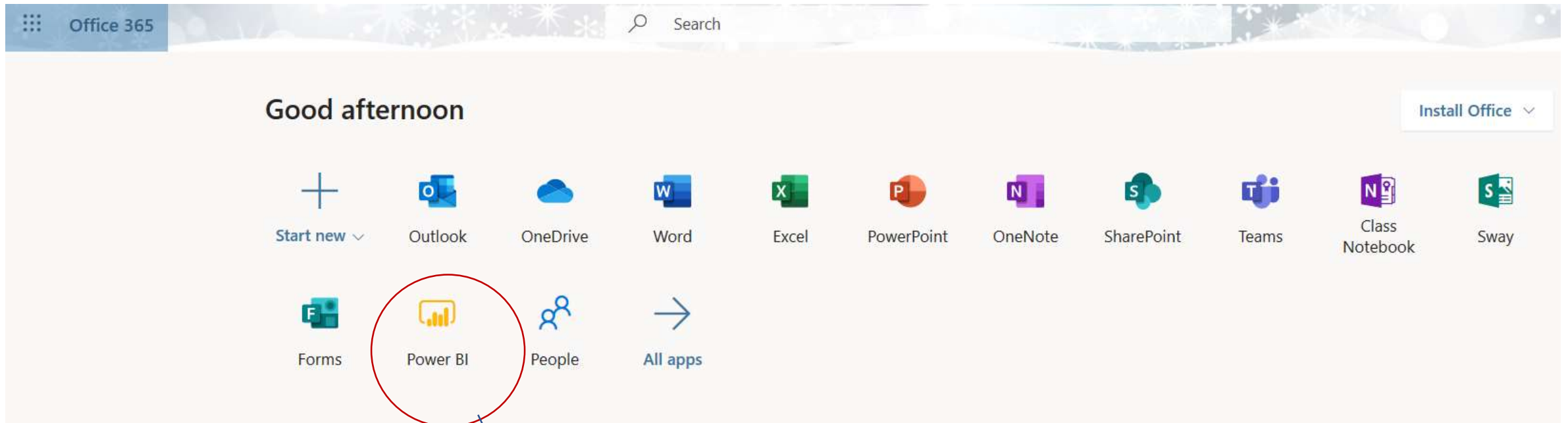
How to save you favourite Info Hub Azure Power BI Dashboards

UPP

Kate Carruthers

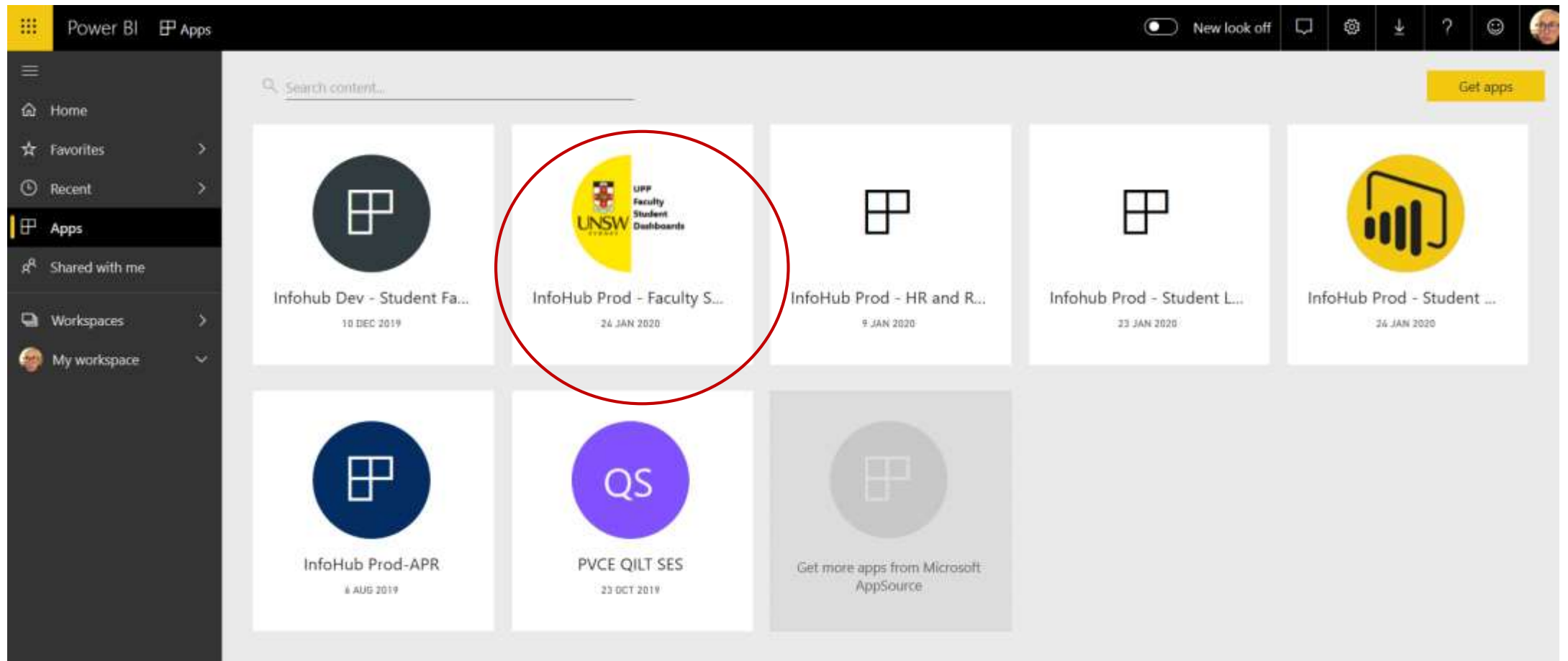
24 Jan 2020

Start by opening Office 365 in your browser, then click the *Power BI* icon



Click the Power BI icon

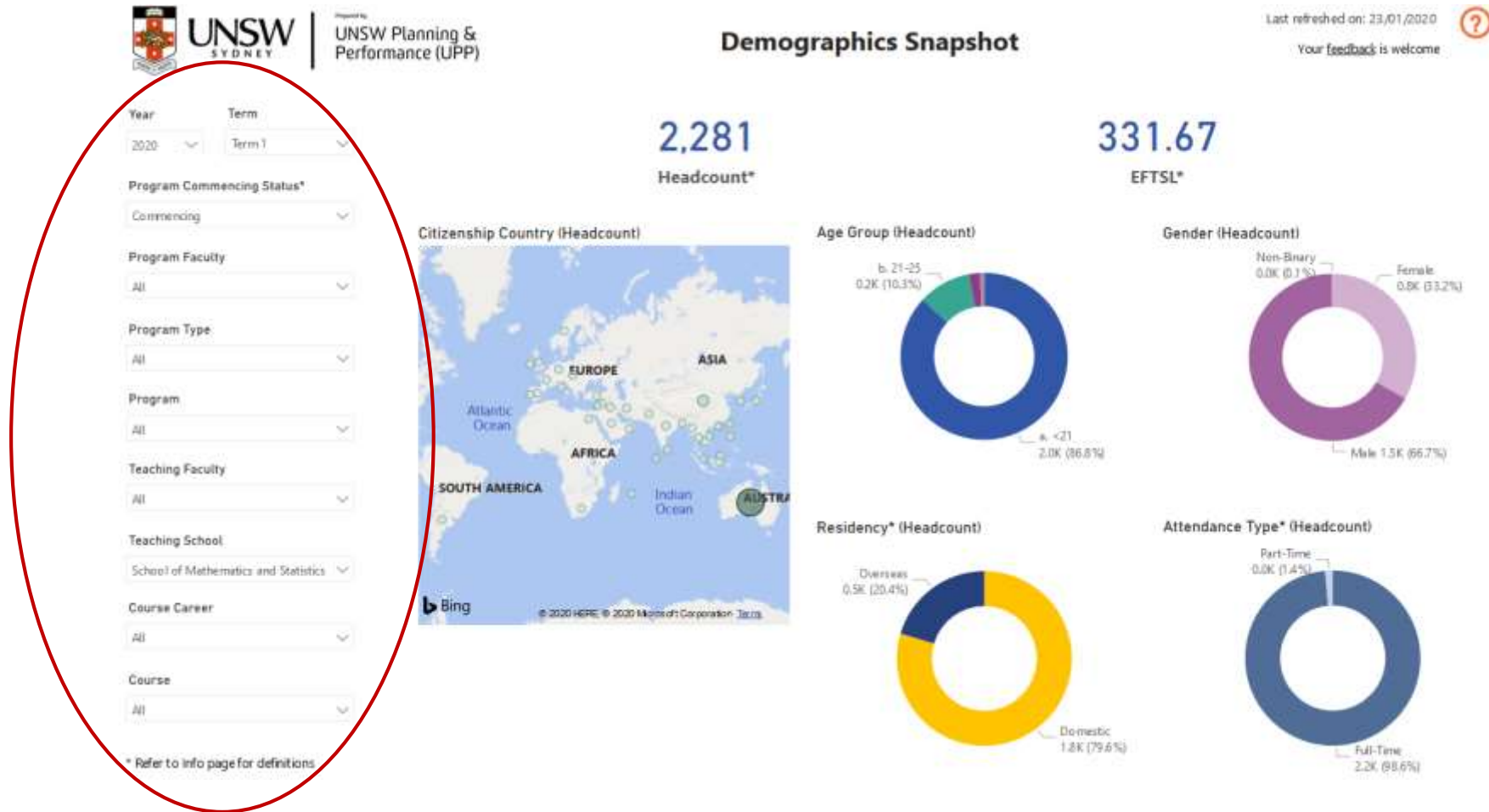
Select the app that you want to access – here, as an example, I have selected the app *Faculty Student Dashboards*



Now you are in the app for *Faculty Student Dashboards*
Now you can check

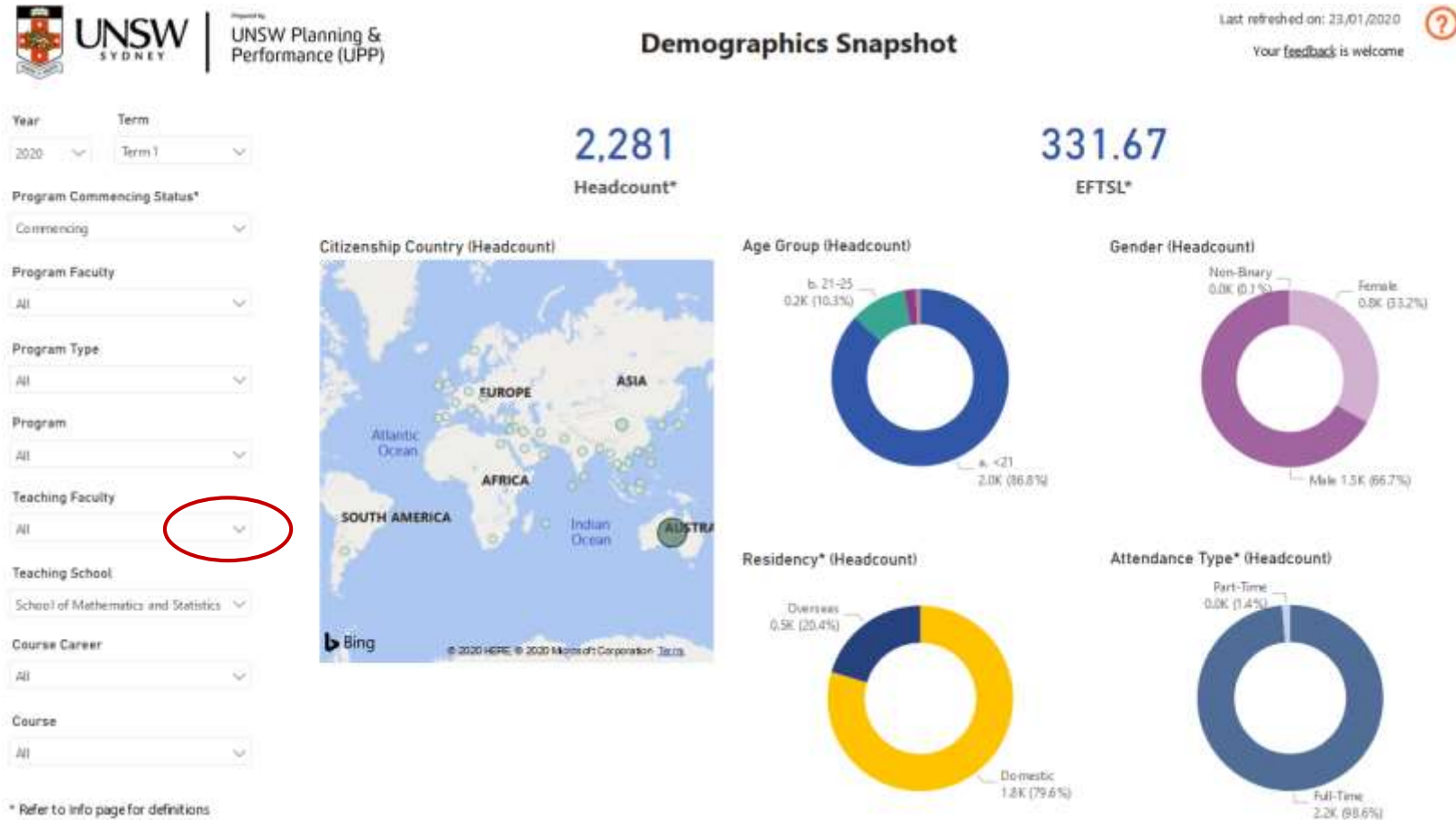
The screenshot shows a Power BI report titled "UNSW Planning and Performance (UPP) InfoHub Reporting Faculty Student Dashboards". The report is organized into a grid of four dashboard tiles. The top-left tile is the UNSW Sydney logo. The top-right tile is the main title. The bottom-left tile, "Program and Course Enrolment", is circled in red and contains the text: "Program and Course Headcount and EFTSL trends, and student demographics analysis". The bottom-right tile, "Program Retention and Attrition Rates", contains the text: "Retention and Attrition Rates in each program as defined by the Department of Education". The bottom-left tile, "Success Rates", contains the text: "Success Rate in each Program and Course as defined by the Department of Education". The bottom-right tile, "Direct Application Trends", contains the text: "Direct applications and enrolments by Year on Year". The left sidebar shows a navigation menu with "Faculty Student Dashboards" selected, and sub-items: "Direct Application Trends (H...", "Program YoY Retention and ...", "Program and Course Enrolm...", and "Success Rate". The top navigation bar includes "Power BI", "Apps", "InfoHub Prod - Faculty Student Repor...", "Faculty Student Dashboard", "PRVT", "New look off", "Comments", "View related", and "Subscrib".

Now you are in the *Program and Course Enrolment – Demographics* dashboard
You can now filter the results by selecting different options from the filters on the left hand side of the screen



Now you are in the *Program and Course Enrolment – Demographics* dashboard
You can now filter the results

Click the dropdown arrow next to the category you wish to filter on, then select



To clear a filter – like the one on the screen below, where School of Maths & Stats is selected

Mouse over the dropdown arrow next to the category you wish to clear the filter on

UNSW SYDNEY | Prepared by UNSW Planning & Performance (UPP)

Year: 2020 | Term: Term 1

Program Commencing Status*: All

Program Faculty: All

Program Type: All

Program: All

Teaching Faculty: All

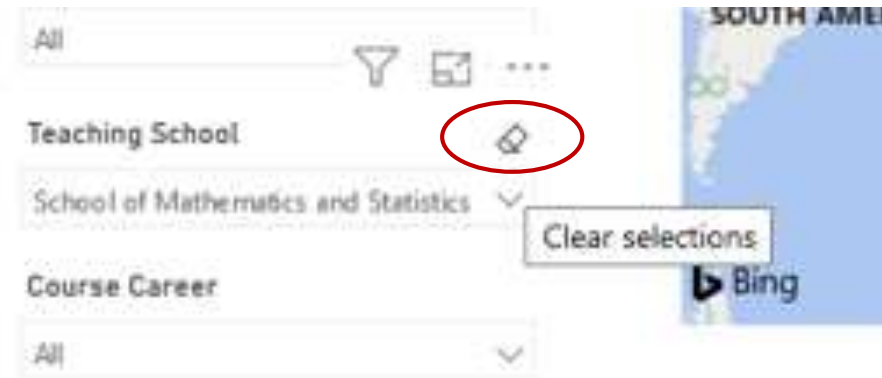
Teaching School: School of Mathematics and Statistics

Course Career: All

Course: All

* Refer to info page for definitions

To clear a filter, simply navigate to the dropdown for the category you want to clear and click the eraser icon as per the image below



To reset all filters on the page simply click the *Reset to default* button in the top navigation on the right hand side

