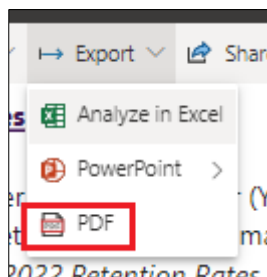


Power BI Dashboard Guide

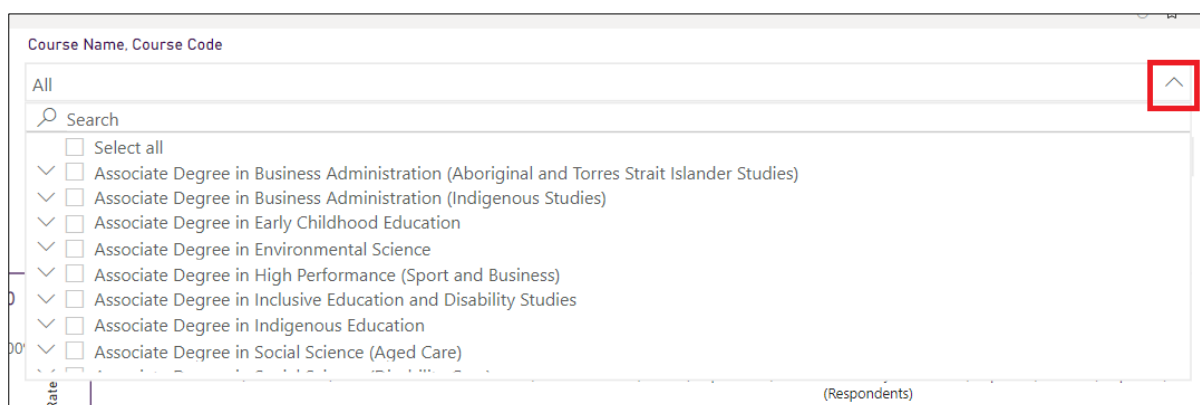
Printing to PDF.

To print to PDF, select Export, then click PDF:

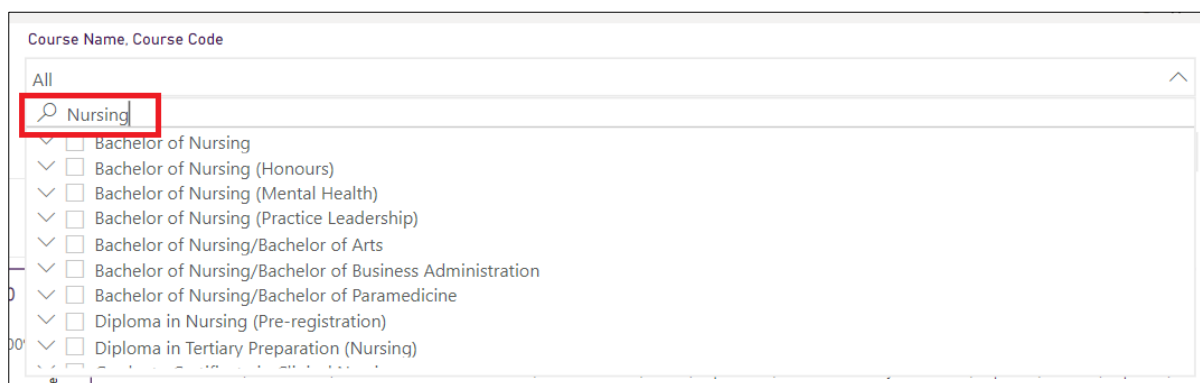


Filtering.

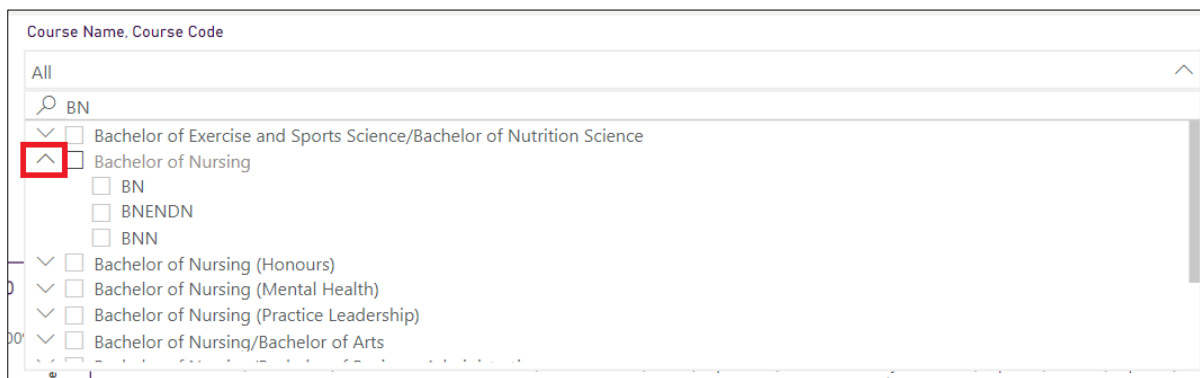
To select a course, click on the dropdown arrow, on the *Course Name, Course Code* filter:



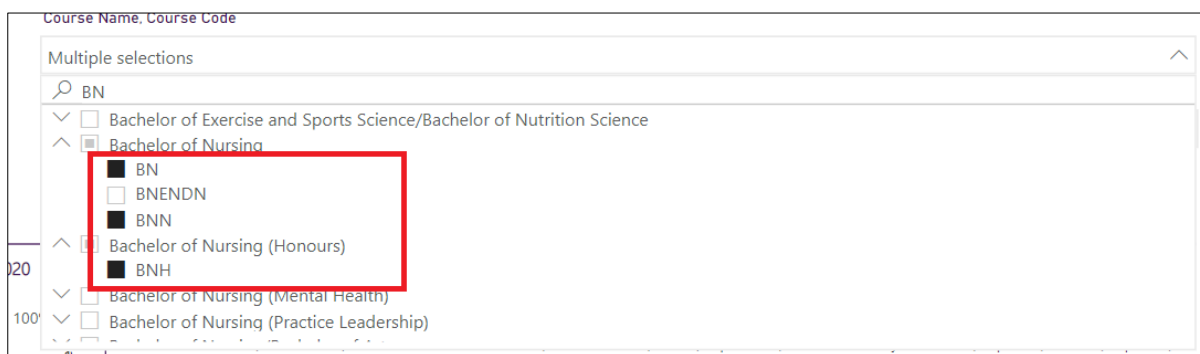
Then click the search box and type in the name or code for the course:



Course code can also be searched for, in which case, clicking the dropdown arrow next to the course name will display the associated course codes. For example searching for "BN" will return all courses with BN in the name or the code.



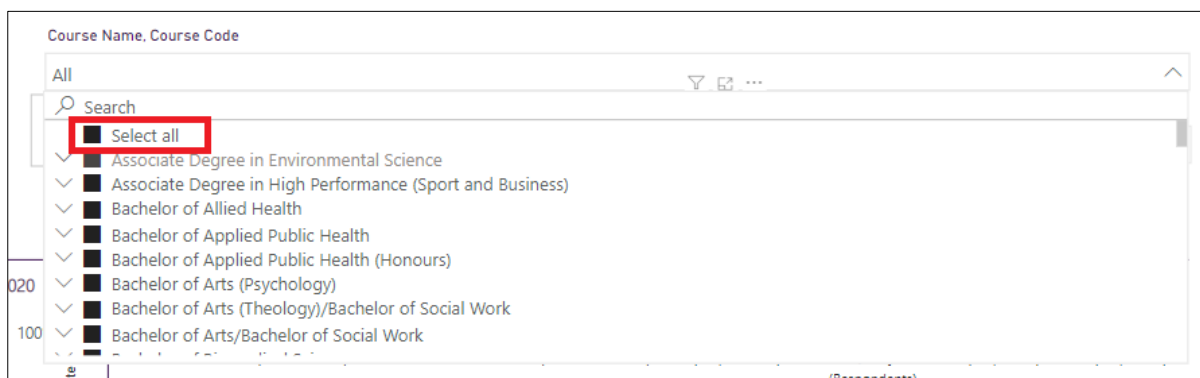
To select courses, the Course Name or Course Code. To select multiple courses, hold Ctrl and click on the required courses:



Faculties, schools, and campuses can be selected in a similar manner from other filters.

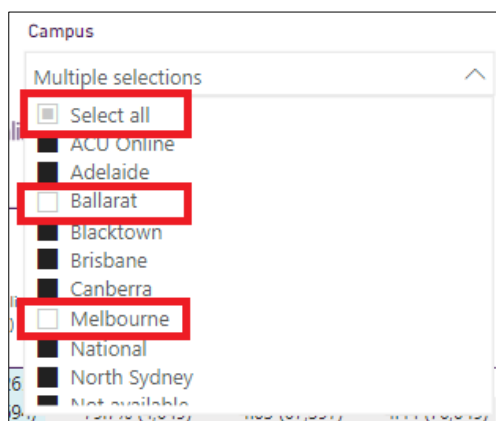
Select All

All cohorts can be selected at once via clicking "Select all".

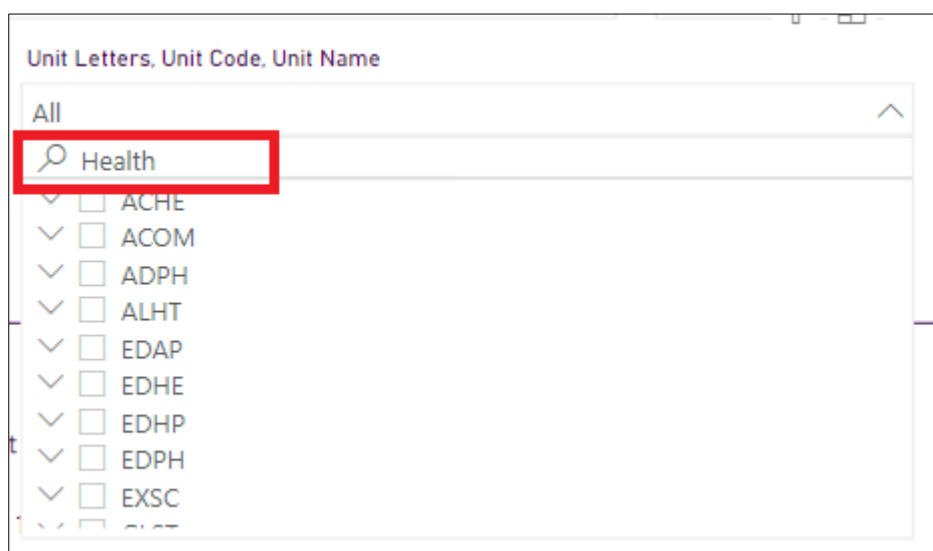


It is also possible to select all, then unselect the appropriate cohort/s to get all the data to display based on all values except the selected cohort.

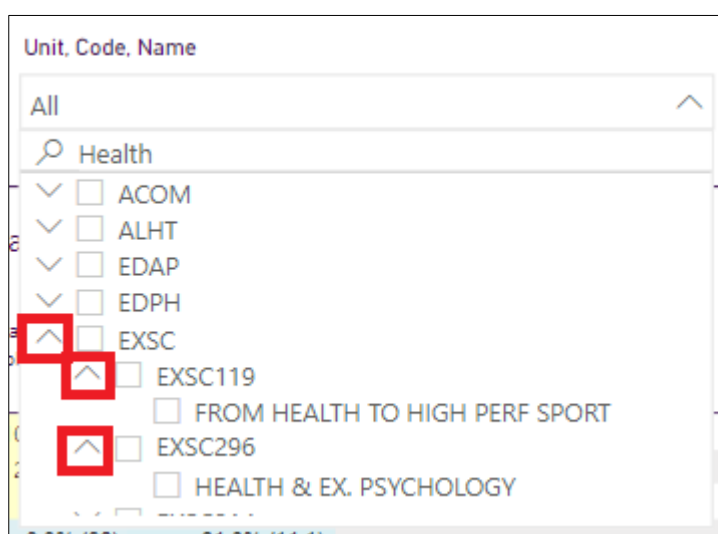
For example, for the data to display for all campuses except Ballarat and Melbourne, click Select all then click Ballarat and Melbourne.



Similarly, Units can be searched for by short unit name, in the example below, any units containing “Health” are searched for.



Then the dropdown arrows can be clicked to show the short unit names of the units:



There is another method for filtering available, clicking any visual will bring up the filter pane on the right-hand side. Here there may be other filters available with more options in filtering:

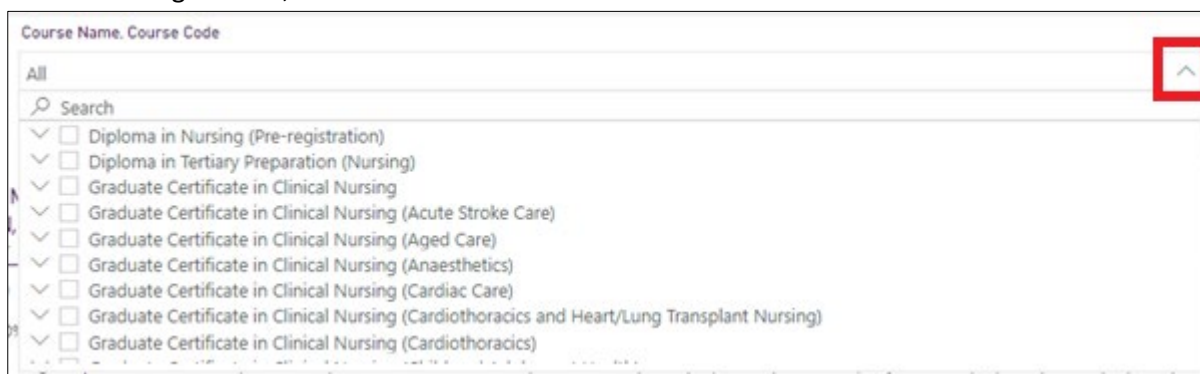
The screenshot shows a dashboard titled "SELT - Faculty, National School, School". It features a line chart titled "Overall Unit Quality) IM Trend" with data points for years 2016 to 2021. The values are 4.00, 4.03, 4.06, 4.06, 4.10, and 4.13. A red box highlights the "Filters" pane on the right side of the dashboard. The filters pane is divided into three sections: "Filters on this visual", "Filters on this page", and "Filters on all pages".

Section	Filter Name	Value
Filters on this visual	SELT QS Count	is (All)
	SELT QS IM	is (All)
	SELT QS Lower Threshold	is (All)
	SELT QS Upper Threshold	is (All)
	Year	is 2016, 2017, 2018, 2019, 2020, or 2021
Filters on this page	Faculty of Course	is (All)
	Long Course Name	is (All)
	School of Course	is (All)
	Unit Code	is (All)
	Year	is (All)
	Year	is (All)
Filters on all pages	Year	is (All)

For example, if you wanted to filter for all courses which contained the word "Nursing" but wanted to exclude Bachelor level courses, the below combination of filters could be used, then click "Apply filter" to set the filter.

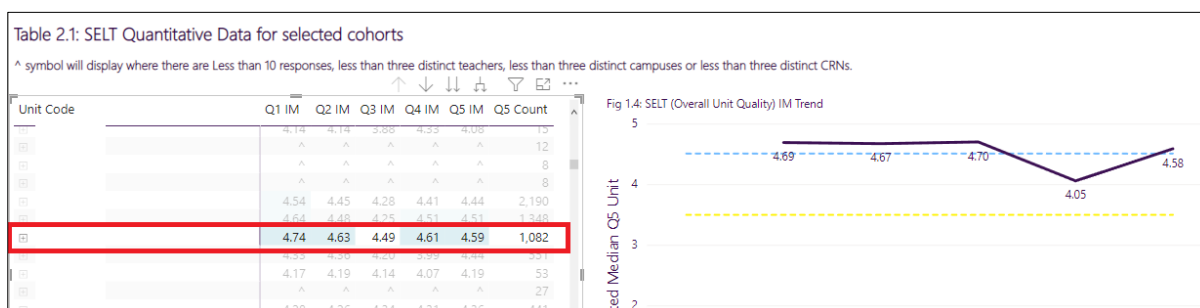
The screenshot shows a filter configuration dialog box for "Long Course Name". The filter is set to "does not contain 'Bach' and c...". The "Show items when the value" dropdown is set to "does not contain". The text input field contains "Bach". The "And" radio button is selected. The second dropdown is set to "contains" and the text input field contains "Nursing". An "Apply filter" button is at the bottom.

This can then be confirmed by looking at which courses are available in the course filter to see there's Nursing courses, none of which are Bachelor level.

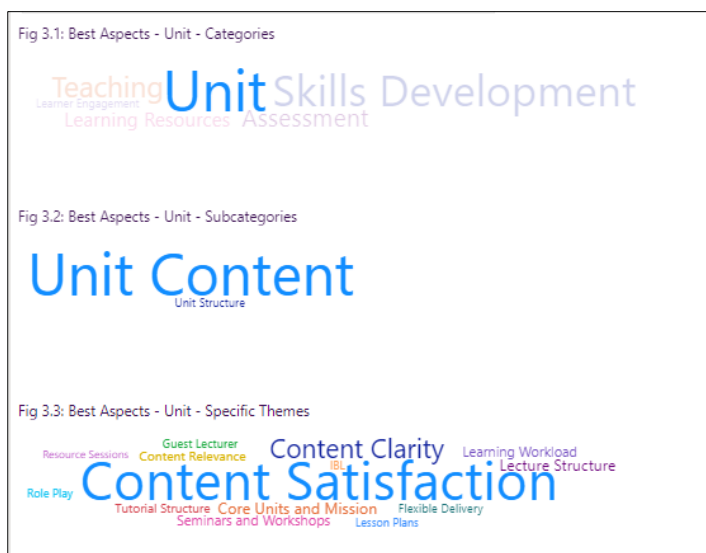


Filtering using visuals

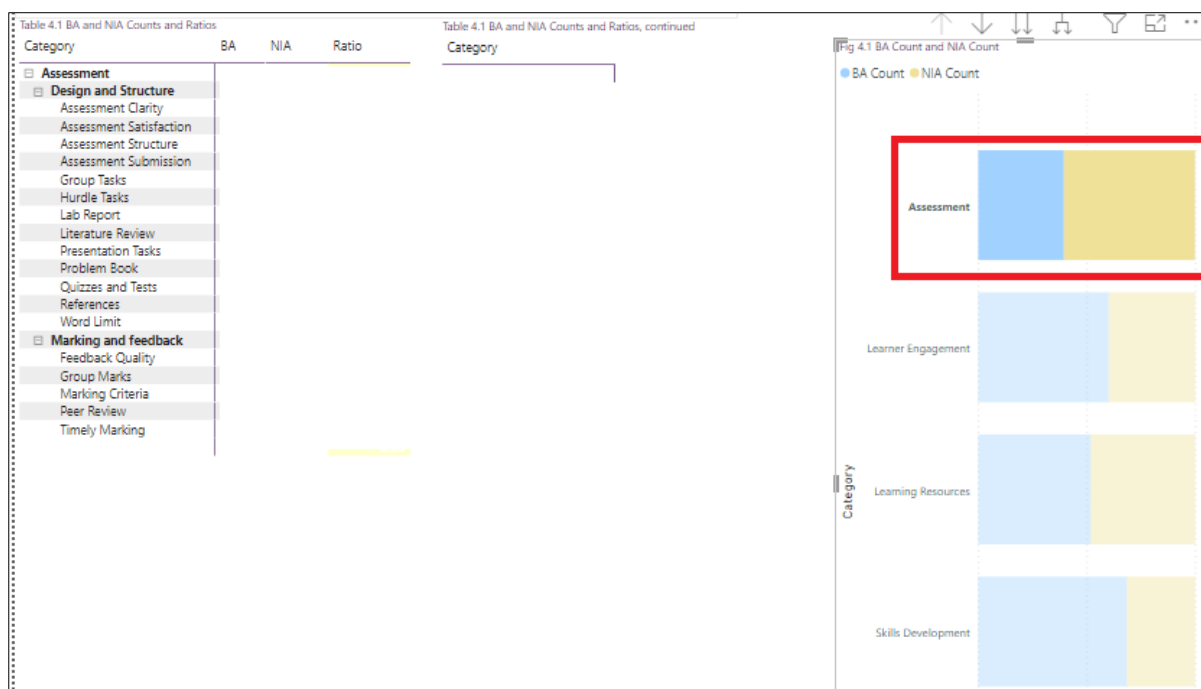
Often clicking visuals will filter other visuals. For example, clicking a row in a table will filter the trend chart to show the data over years in the chart to the right.



Similarly, clicking on a Category will show the related subcategories and specific themes.

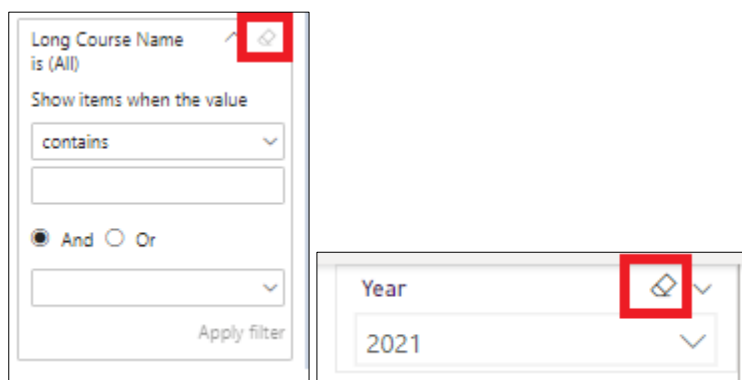


Clicking one of the Best Aspects to Needs improvement Aspects bars will show the associated subcategories and themes on Table to the left.



Clearing Filters

Filters can be cleared by clicking the eraser buttons at the top right of the filters.



Where a visual is filtering another visual, this can be cleared by clicking on a blank space in the visual which is doing the filtering.

Drilling Down

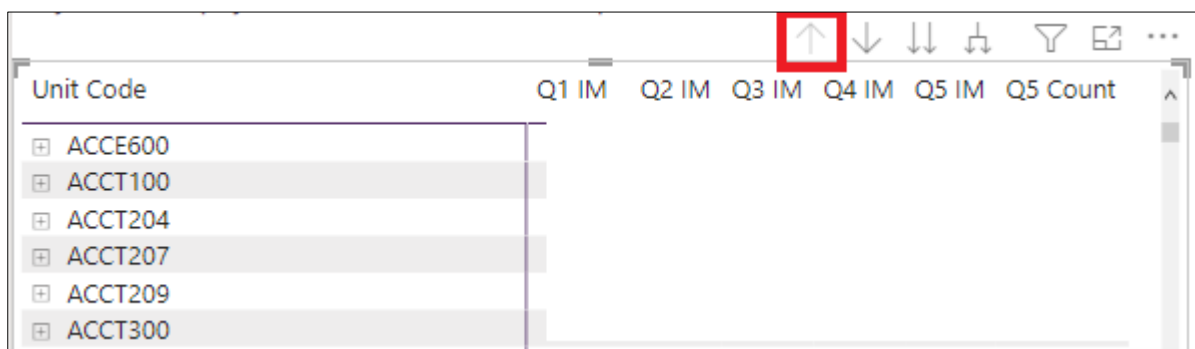
This applies to tables where different levels of the data which can be displayed, for example the default SELT table shows the units below, clicking on the cross icon will allow to show the data at different levels:

Unit Code	Q1 IM	Q2 IM	Q3 IM	Q4 IM	Q5 IM	Q5 Count
⊞ ACCE600						
⊞ ACCT100						
⊞ ACCT204						
⊞ ACCT207						
⊞ ACCT209						
⊞ ACCT300						
⊞ ACCT303						
⊞ ACCT304						
⊞ ACCT305						
⊞ ACCT600						
⊞ ACCT601						
⊞ ACCT602						
⊞ ACCT603						
⊞ ACCT604						
⊞ ACCT605						
⊞ ACHE100						
⊞ ACHE101						
Total						

Lower levels of the hierarchy can be accessed via the crosses on those rows.

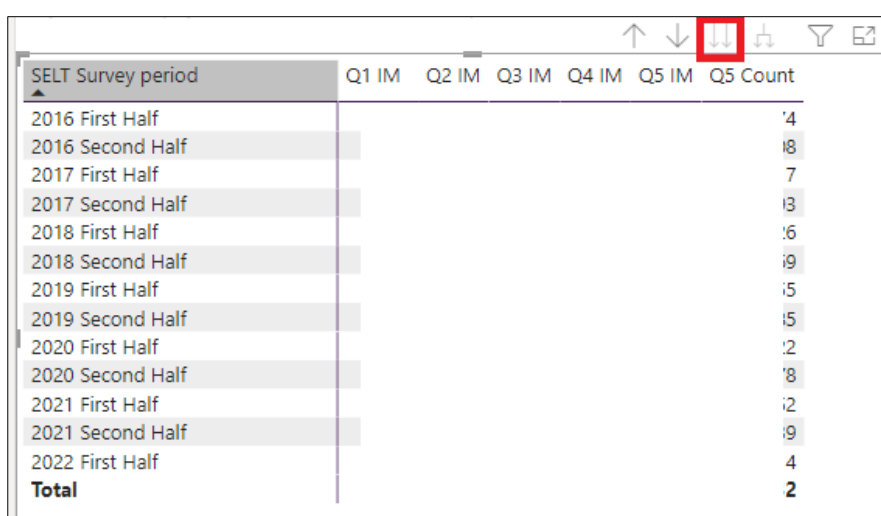
Unit Code	Q1 IM	Q2 IM	Q3 IM	Q4 IM	Q5 IM	Q5 Count
⊞ ACCE600						
⊞ ACCT100						
⊞ 2016						
2016 First Half						
2016 Second Half						
⊞ 2017						
⊞ 2018						
⊞ 2019						
⊞ 2020						
⊞ 2021						
⊞ 2022						
⊞ ACCT204						
⊞ ACCT207						
⊞ ACCT209						
⊞ ACCT300						
⊞ ACCT303						
⊞ ACCT304						
Total						

There are other buttons which appear to the top right. These might not be visible until the visual is clicked or the mouse cursor is over the visual. The first, "Drill Up" can be clicked on to go up the next level of the hierarchy, and will be greyed out at the top level, as shown below:



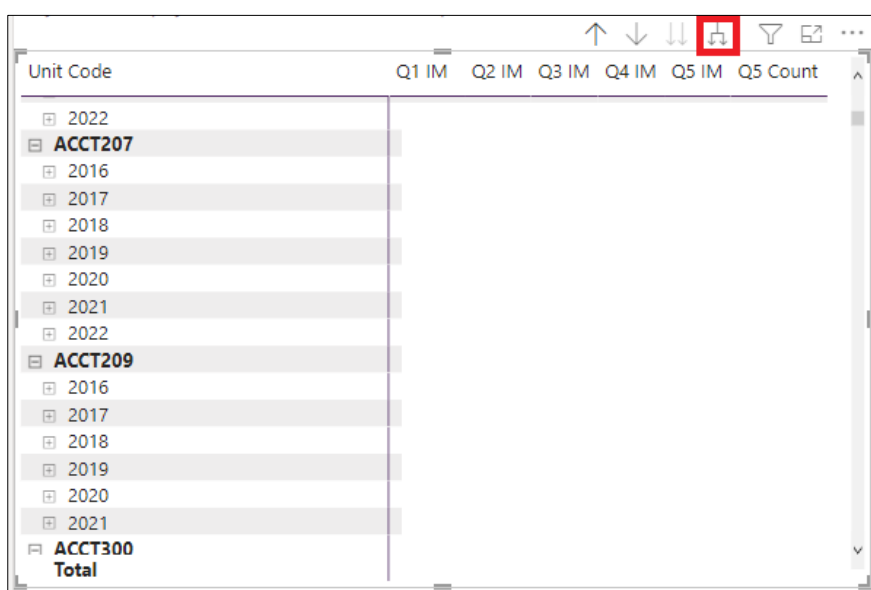
Unit Code	Q1 IM	Q2 IM	Q3 IM	Q4 IM	Q5 IM	Q5 Count
ACCE600						
ACCT100						
ACCT204						
ACCT207						
ACCT209						
ACCT300						

The "Drill down" button will open the next level down the hierarchy and can be pressed multiple times until the lowest level is reached, which can be useful for showing the SELT unit scores annually or half yearly.



SELT Survey period	Q1 IM	Q2 IM	Q3 IM	Q4 IM	Q5 IM	Q5 Count
2016 First Half						4
2016 Second Half						18
2017 First Half						7
2017 Second Half						13
2018 First Half						16
2018 Second Half						19
2019 First Half						15
2019 Second Half						15
2020 First Half						12
2020 Second Half						18
2021 First Half						12
2021 Second Half						19
2022 First Half						4
Total						2

The button on the right is to expand hierarchies, which can be used to show lower levels of the hierarchy and clicking each time will display the next level down. If the button is greyed out, you may need to click drill up to the top level, then click to expand to hierarchies.



Unit Code	Q1 IM	Q2 IM	Q3 IM	Q4 IM	Q5 IM	Q5 Count
2022						
ACCT207						
2016						
2017						
2018						
2019						
2020						
2021						
2022						
ACCT209						
2016						
2017						
2018						
2019						
2020						
2021						
ACCT300						
Total						

Drill down can also be used in the BA to NIA count visuals. The left shows the highest level and the right shows drilling down to the subcategory level using the drill down button:

