

Exploring Power BI Dashboards

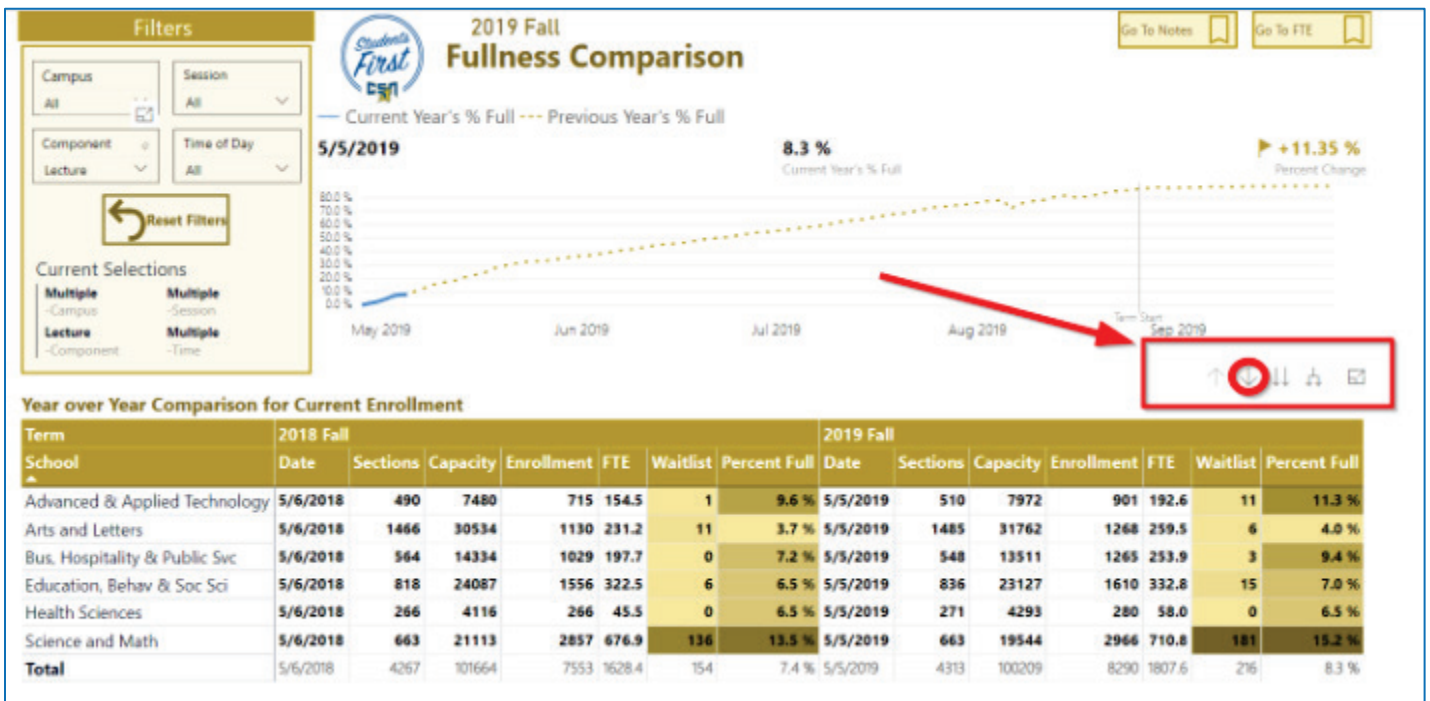
This brief tutorial is meant to introduce users to some of the interactive tools available in a Power BI dashboard. Two main ideas will be covered: navigation and filtering.

Navigation

There are three main navigational techniques used in this dashboard

Drilling Down

When you hover over any interactive visual with your cursor, a set of controls will appear in the top right of the table. In those controls, if you click on the down arrow (just once), you will activate the "drill down" tool. With the drill down tool activated, clicking on a specific piece of the visual will drill down to the next level of detail.



The other icons in the control bar allow various versions of drilling down. Explore them and see if you can figure out the difference!

Drillthrough

In some cases, you can RIGHT CLICK on a visual to expose a menu that includes a drillthrough option. Drillthrough takes you to a new page that has new details ONLY ABOUT THE ROW YOU CLICKED!

2019 Fall Fullness Comparison

Current Year's % Full (Solid Blue Line) --- Previous Year's % Full (Dashed Yellow Line)

5/5/2019: 31.3% Current Year's % Full, +10.20% Percent Change

Term	School	Capacity	Enrollment	FTE	Waitlist	Percent Full	Date	Sections	Capacity	Enrollment	FTE	Waitlist	Percent Full	
2019 Fall	Science and I	22	517	147	37.3	3	28.4 %	5/5/2019	22	517	162	40.9	17	31.3 %
2019 Fall	Physical Sci	22	517	147	37.3	3	28.4 %	5/5/2019	22	517	162	40.9	17	31.3 %
2019 Fall	PHYS-110	22	517	147	37.3	3	28.4 %	5/5/2019	22	517	162	40.9	17	31.3 %
2019 Fall	PHYS-110	10	200	33	8.8	0	17.5 %	5/5/2019	10	200	33	8.8	0	16.5 %
2019 Fall	PHYS-151	5	145	63	16.8	13	35.9 %	5/5/2019	5	145	63	16.8	13	43.4 %
2019 Fall	PHYS-152	3	72	31	8.3	4	43.1 %	5/5/2019	3	72	31	8.3	4	43.1 %
2019 Fall	PHYS-180	3	80	17	3.4	0	21.3 %	5/5/2019	3	80	26	5.2	0	32.5 %
2019 Fall	PHYS-181	1	20	12	2.4	0	60.0 %	5/5/2019	1	20	9	1.8	0	45.0 %
2019 Fall	Total	22	517	147	37.3	3	28.4 %	5/5/2019	22	517	162	40.9	17	31.3 %

In some cases, you can drill through multiple times to uncover even greater detail. Try right-clicking on a visual to see if drillthrough is an option!

2019 Fall Section Details

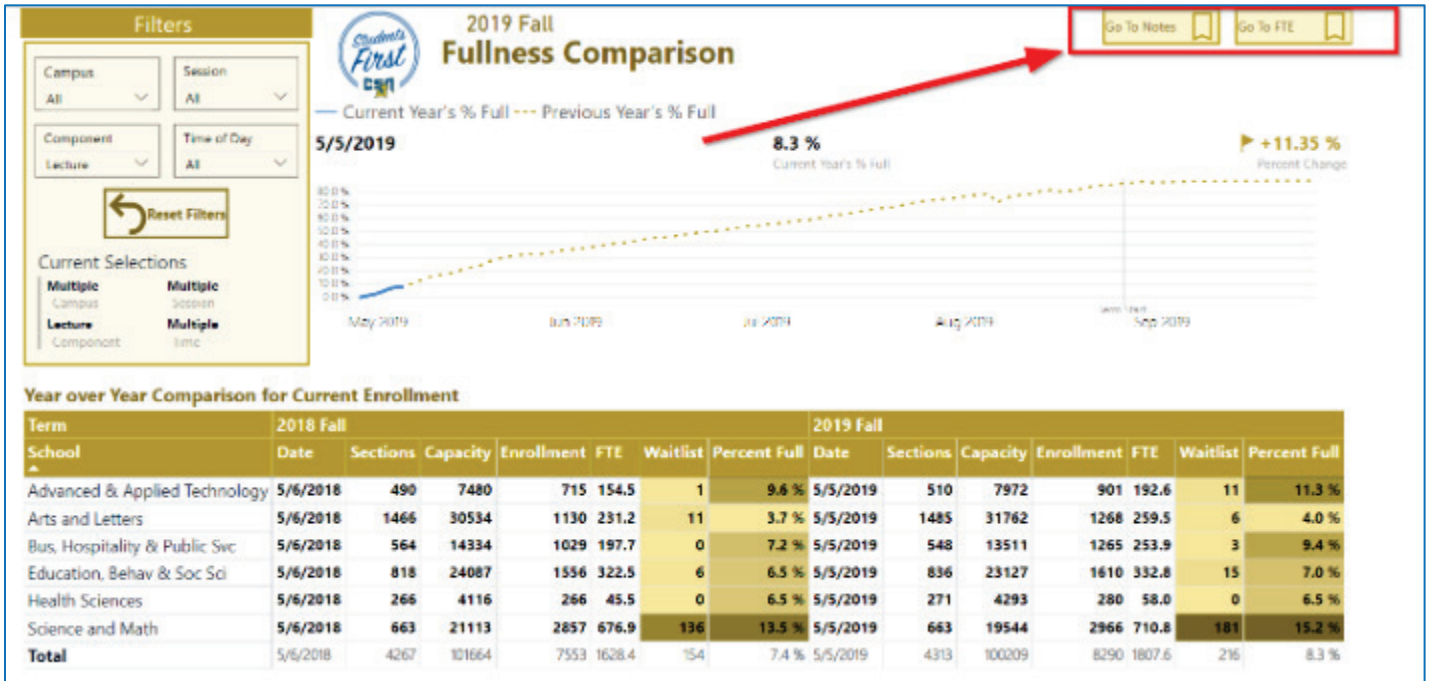
Enrollment: Selected Section (Solid Blue Line), Previous Avg (for Course) (Dashed Yellow Line), Current Avg (for Course) (Dotted Green Line)

Section Details - As of 4:00 a.m. on 5/5/2019

Course Name	Component	Section Number	Class Number	Term	Session	Campus	Meeting Days	Time of Day	Class Begin Time	Class End Time	Instructor Name	First Active Date	Cancelled Flag	Capacity	Enrollment	Waitlist	Percent Full
PHYS-151	Lecture	2001	84309	2019 Fall	Regular Academic	NORTH LAS VEGAS	MW	AFTERNOON	12:30:00 PM	1:50:00 PM	FIORENZA, STEPHANIE	4/29/2019	N	30	13	0	50.0 %
PHYS-151	Lecture	3002	84319	2019 Fall	Regular Academic	CHARLESTON	TTh	AFTERNOON	12:30:00 PM	1:50:00 PM	CHRISTENSON, MICHAEL	4/29/2019	N	30	12	0	40.0 %
PHYS-151	Lecture	4001	84317	2019 Fall	Regular Academic	HENDERSON	TTh	EVENING	4:30:00 PM	5:50:00 PM	HOWARD, JOHN	4/29/2019	N	30	4	0	13.3 %
PHYS-151	Lecture	4002	84312	2019 Fall	Regular Academic	CHARLESTON	TTh	MORNING	9:30:00 AM	10:50:00 AM	HOWARD, JOHN	4/29/2019	N	30	7	0	23.3 %
PHYS-151	Lecture	4003	84308	2019 Fall	Regular Academic	ONLINE/DISTANCE		NO TIME			DELGADO, CARLOS	4/29/2019	N	25	25	13	100.0 %
PHYS-151	Total													145	63	13	43.4 %

Bookmarks

Bookmarks link to a specific page in the overall report. Sometimes, there is a go back bookmark that works like the back button in your internet browser. Just click on the bookmark to go to the described page.

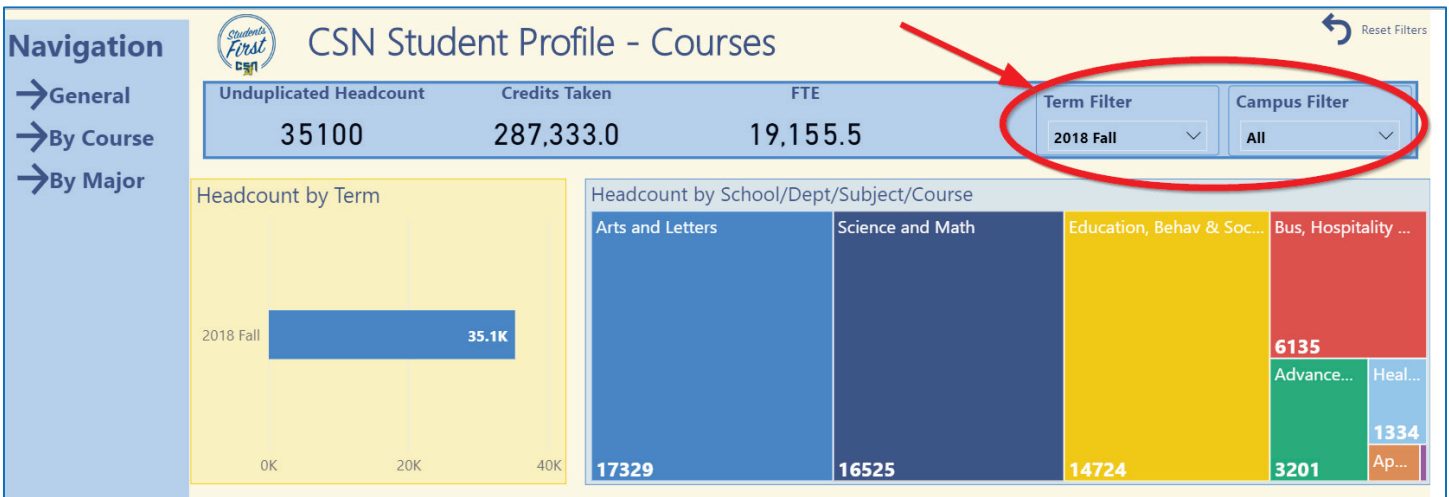


Filtering Data

There are two methods to filter data.

Slicers

Often times somewhere hidden in the report you will find drop down menus called slicers. These are control boxes that let you restrict the data in some way. When you select one of the choices in a slicer, the entire page becomes filtered by that choice. Further, whichever choice you select will STAY SELECTED UNTIL YOU DESELECT IT, RESET FILTERS, or REFRESH THE BROWSER.



Remember, if you change a slicer, you must change it back manually to get back to the previous results (or refresh the browser). Otherwise, the previous term will stay selected.

Cross-filtering/drilling

All of the visuals on a page are meant to interact with one another. If you click on a table, for example, it will normally update a graph to show only the data from the row you selected. Click the table again to undo the selection.



Same thing with drilling - If you drill down to a particular school, the data on the page will update to show only information from that school.

Conclusion

Remember, these data dashboards are meant to be interactive. Try to dig into them and explore the data. And, feel free to email or call if you run into any problems (josh.martin@csn.edu / x7579)