

# How to Power BI

## Getting started with Power BI dashboards



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

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*Higher Education Research and Innovation  
Department for Education Innovation*

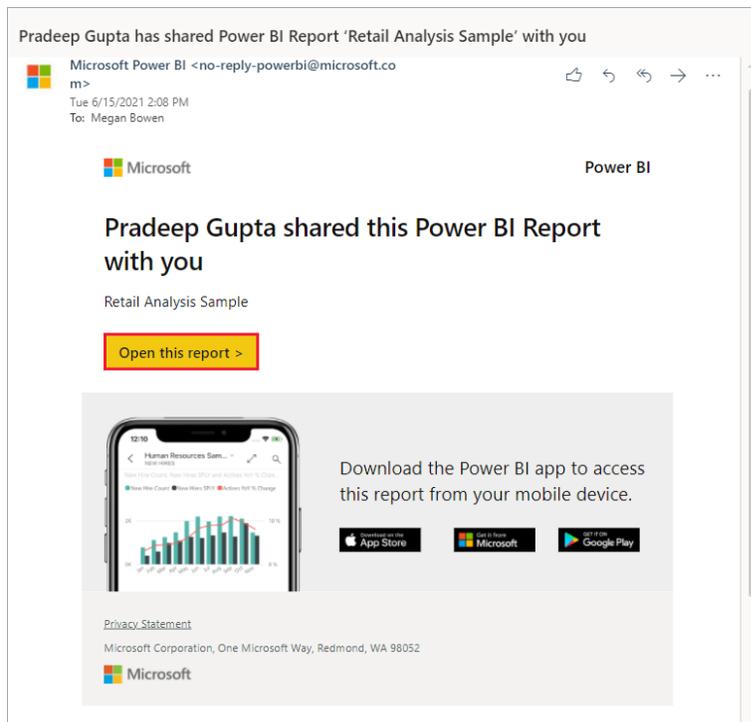
**February 2025**

Make today matter

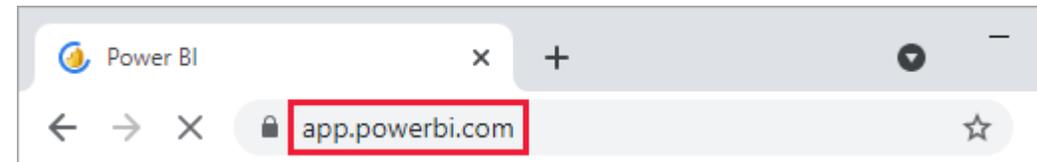
# Sign in to the Power BI service

- **Step 1: Open the Power BI service**

- if you receive an email with a link to a dashboard or report, select the link to **Open this report** or **Open this dashboard**.



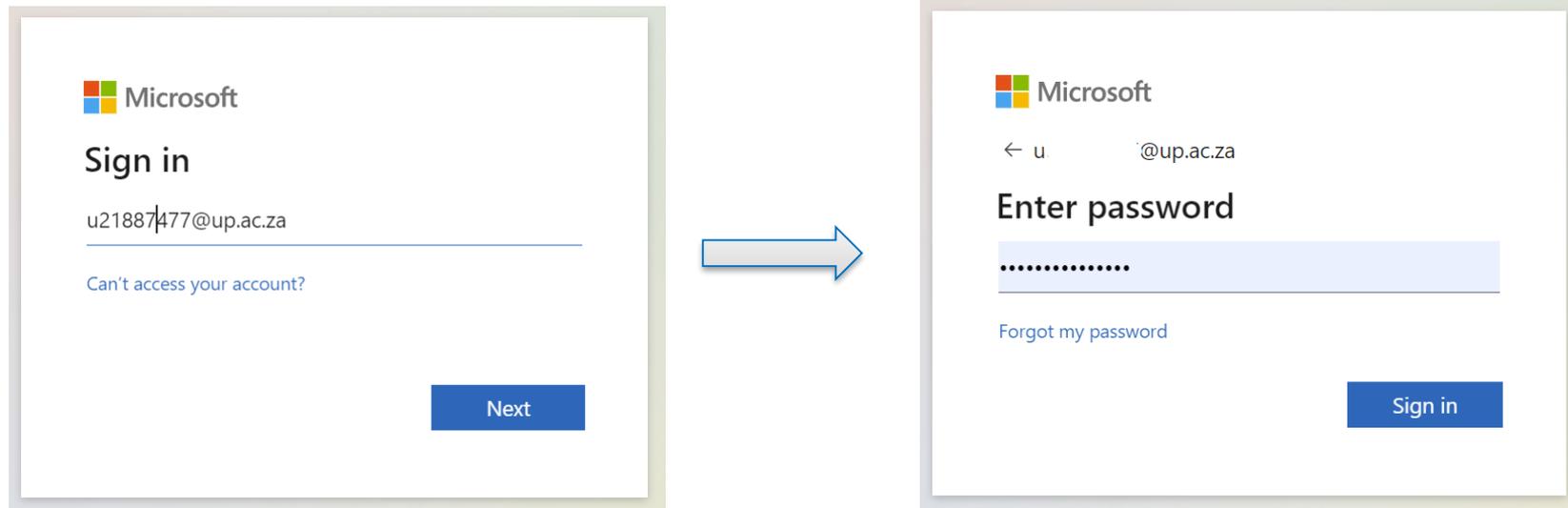
Otherwise, open your favorite browser and type [app.powerbi.com](https://app.powerbi.com).



# Sign in to the Power BI service

## Step 2: Type your email address

- The first time you sign in, Microsoft checks to see if you already have a Microsoft 365 account. Enter your email address.
- Enter your Microsoft 365 account password. It's the same email and password that you use for other Microsoft products, like Outlook and Office. Depending on how your account is set up, you might be prompted to enter a code sent to your email or mobile device.

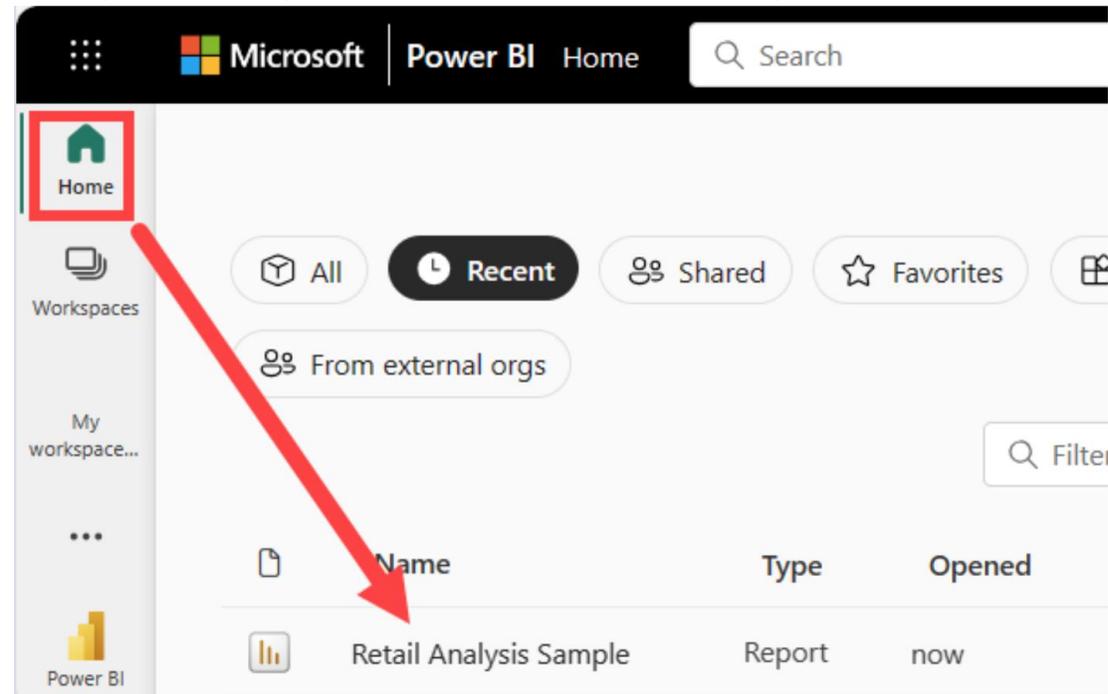
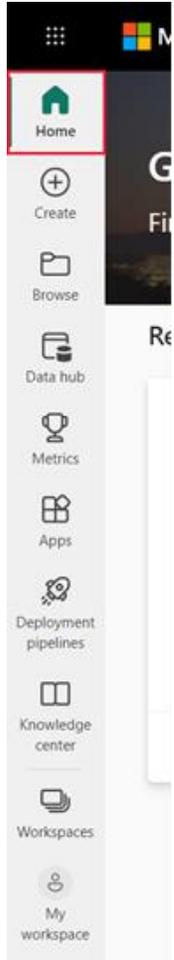


The image illustrates the two-step sign-in process for the Microsoft Power BI service. The first screenshot shows the 'Sign in' page where the user's email address, 'u21887477@up.ac.za', is entered into the text field. Below the field is a link for 'Can't access your account?'. A blue 'Next' button is positioned at the bottom right. The second screenshot shows the 'Enter password' page, where the user is prompted to enter their password into a masked text field. A link for 'Forgot my password' is located below the field. A blue 'Sign in' button is at the bottom right. A large grey arrow points from the first screenshot to the second, indicating the flow of the process.

# Sign in to the Power BI service

## Step 3: Review your Home landing page

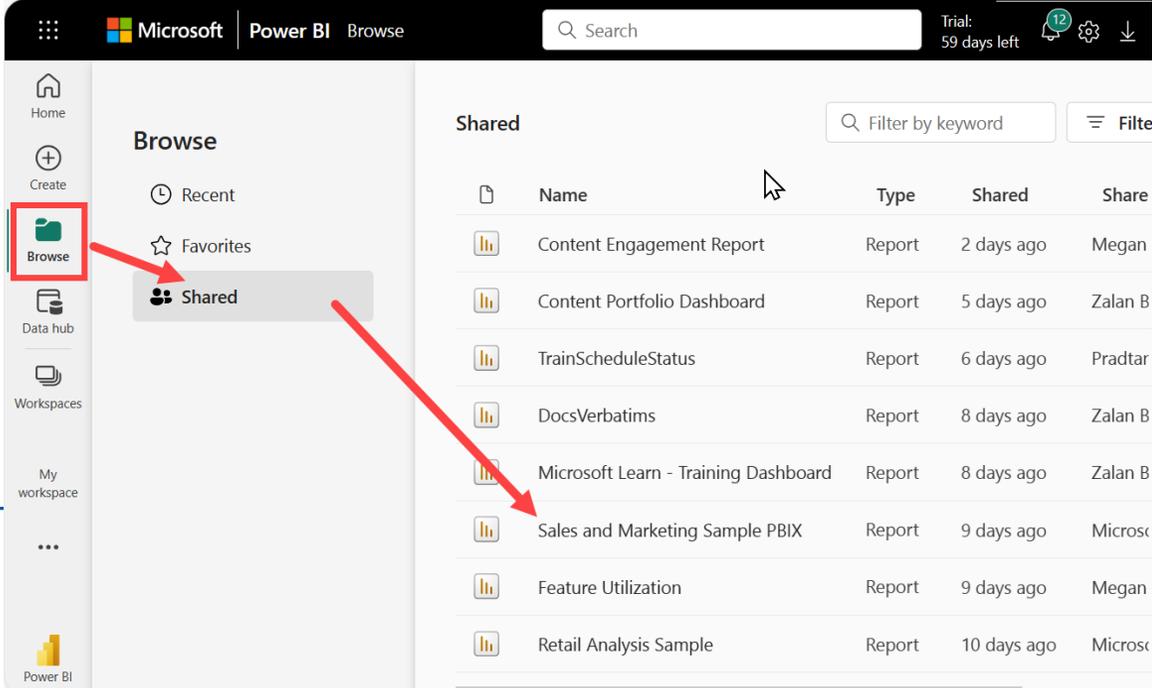
- On your first visit, Power BI opens your **Home** landing page. If **Home** doesn't open, select it from the navigation pane.
- On Home, you can see all the content that you have permission to use. The report that was emailed to you is under **Recent** on the **Home** page.



# Open a report that is shared with you

Power BI designers share reports with you by sending an email link or by adding the report to your Power BI content. These reports are located under Shared in the Browse tab.

1. Open the Power BI service (app.powerbi.com), and sign in if you're prompted.
2. On the navigation pane, select Browse, and on the Browse page, select Shared.
3. The report icon  is displayed next to the report name. Select a report to open it.



The screenshot shows the Microsoft Power BI interface. The top navigation bar includes the Microsoft logo, 'Power BI Browse', a search bar, and a trial status indicator ('Trial: 59 days left'). The left navigation pane has options for Home, Create, Browse (highlighted with a red box), Data hub, Workspaces, My workspace, and a Power BI icon at the bottom. The main 'Browse' area shows 'Recent', 'Favorites', and 'Shared' (highlighted with a red box). The 'Shared' section displays a table of reports with columns for Name, Type, Shared, and Share.

Name	Type	Shared	Share
Content Engagement Report	Report	2 days ago	Megan
Content Portfolio Dashboard	Report	5 days ago	Zalan B
TrainScheduleStatus	Report	6 days ago	Pradtar
DocsVerbatims	Report	8 days ago	Zalan B
Microsoft Learn - Training Dashboard	Report	8 days ago	Zalan B
Sales and Marketing Sample PBIX	Report	9 days ago	Microsc
Feature Utilization	Report	9 days ago	Megan
Retail Analysis Sample	Report	10 days ago	Microsc

# Where to access Power BI: SharePoint



*click on S*



## Quick links

 [Module Analytics](#)

 [Registration of Tutors and Modules](#)

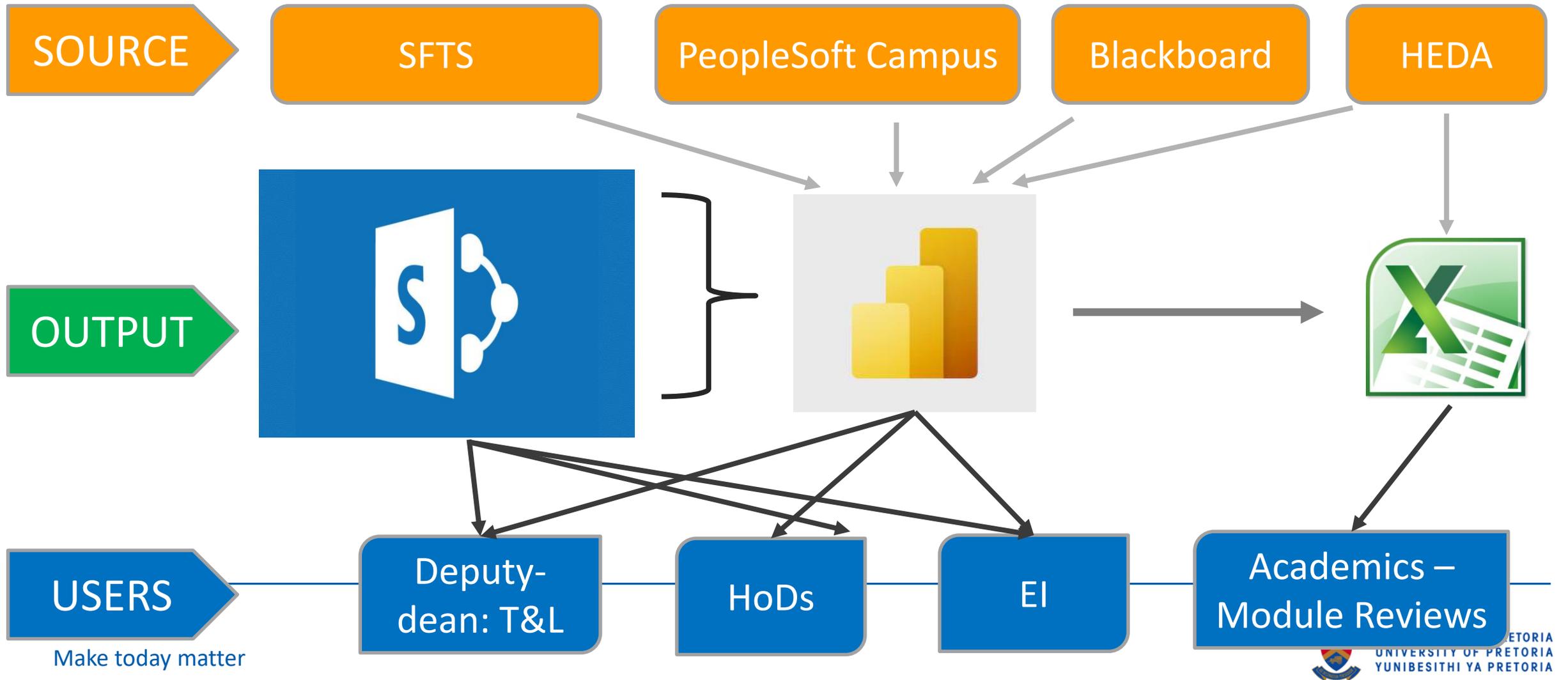
 [Tutorial Attendance](#)

 [UP Readiness Survey](#)

 [Module Review Feedback](#)

 [Module Review App](#)

# Data included: Module analytics



# Explore the report

**HERI Faculty & Department Reporting**

**HERI Module Analytics Rep...**

Module Review Report ^

Overview

Services

Reflection

Report

Staff

Use the arrow to see reports in the dropdown menu

**University of Pretoria**  
**Module Analytics Landing Page**

Dr. J Lemmens

**Campus**  
Overview of modules disaggregated by Faculty.  
Access is provided to Executive staff.

**Faculty**  
Overview of modules disaggregated by Department.  
Access is provided to Deans and Deputy Deans.

**Department**  
Overview of modules within a Department.  
Access is provided to HoDs.

**Module Details**  
Overview of a particular module.  
Access is provided to HoDs.

**SFTS**  
Overview of SFTS Response Rates.  
Access is provided to HoDs.

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# Explore the report

1. Notice the filter along the left side. This will change automatically based on the faculty and/or department you represent. The tab button takes you back to the Home page.

**University of Pretoria | Module Analytics Faculty** 2/22/2025 1:49:00 PM Warehouse Last Updated Date

**Academic Year**

2016 2017 2018 2019 2020 2021 2022 2023 2024

**Faculty**  
HUM

**Module High Impact Status by Department**  
HIMs Indicator ● High Impact Modules ● Modules

Department	High Impact Modules	Modules
African Languages	32	
Afrikaans	10	
Ancient and Modern L...	3	47
Anthropology Archae...	13	
English	7	
Historical and Heritag...	12	
Humanities Deans Offi...	2	
Music	1	
Philosophy	3	7
Political Sciences	1	8
Psychology	7	
School of the Arts	1	97
Social Work and Crimi...	19	
Sociology	9	
Speech-Language Pat...		35
Unit for Academic Lite...		17

**Students Enrolled by Department and HIMs Status**

Department	High Impact Modules			Modules		
	Module	Unique Student	Total Registration	Module	Unique Student	Total Registration
School of the Arts	1	105	105	97	890	3013
Social Work and Criminology				19	2386	5459
Sociology				9	1976	3040
Speech-Language Path and Aud				35	215	1300
Unit for Academic Literacy				17	5697	7483
<b>Total</b>	<b>8</b>	<b>1230</b>	<b>1535</b>	<b>323</b>	<b>17306</b>	<b>54167</b>

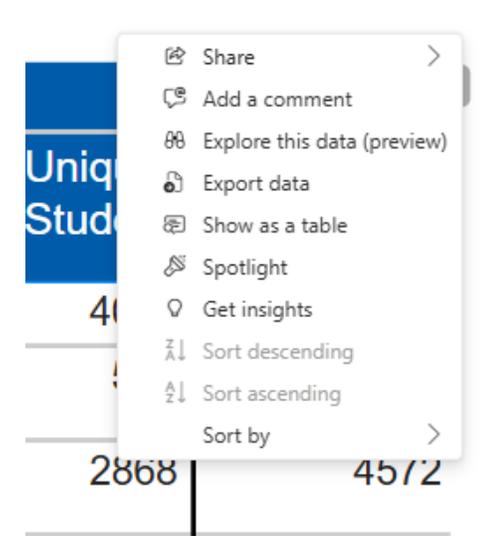
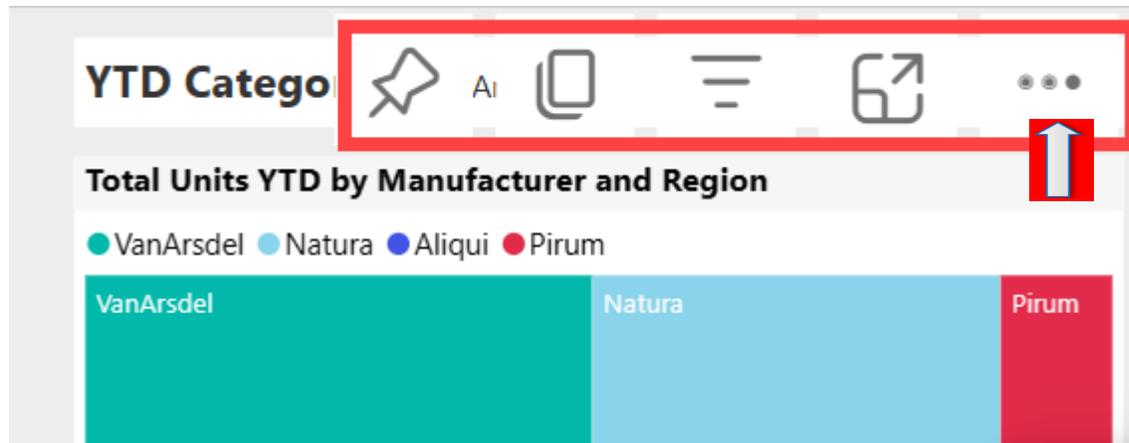
**8** High Impact Modules

**1535** Students in HIMs

Navigation: Back, Campus, Department, Module Details, SFTS

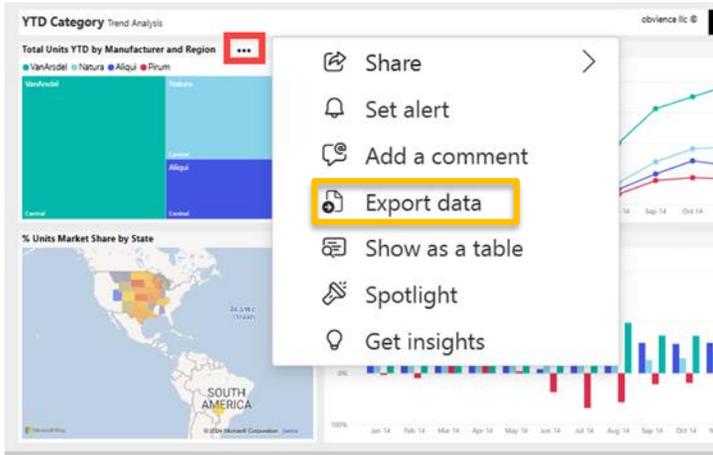
# Explore the report

3. Hover over a visual to show the actions you can perform. For this treemap, we see pin, copy, filter, display the visual at full size, and an ellipsis (...). Select the ellipsis (...) to see more options



4. Explore the action bar at the top of your report. From the File menu, you can make copies and print. If you have permissions, Export your report to PowerPoint or Share your report with colleagues. Select Get insights and Power BI searches for and displays interesting information from the report data. All of the features available from the action bar are explained in separate Power BI articles.

# Export the data of a Report



## Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

Three export options are presented as cards:

- Data with current layout** (selected with a radio button): Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.
- Summarized data** (unselected): Export the summarized data used to create your visual (for example, sums, averages, and medians).
- Underlying data** (unselected): The report author turned off this option.

File format:

.xlsx (Excel 150,000-row max) v

Export Cancel

# Export the data of a Page – permission dependent

The screenshot displays a Power BI interface for the 'University of Pretoria | Executive Dashboard' under the 'Module Analytics' section. The 'Export' menu is open, showing options for 'Analyze in Excel', 'PowerPoint', and 'PDF'. A notification box indicates that the Excel file is ready and provides a button to 'Open in Excel for the web'. The background shows a PivotTable and a field list for the 'Course' table.

**University of Pretoria | Executive Dashboard**

**Module Analytics**

**Your Excel file is ready**  
Excel file successfully created on OneDrive. Click below to view the file in Excel for the web.  
[Open in Excel for the web](#)

**Field List:**

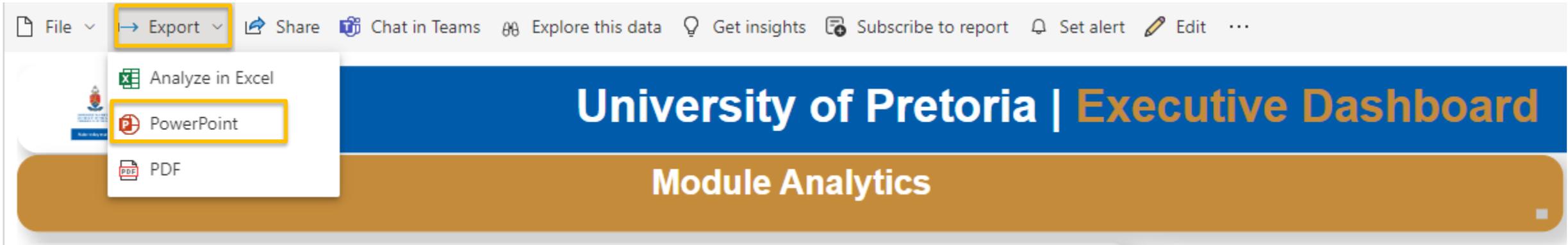
- Course
  - AVAILABLE\_IND
  - AVAILABLE\_TO...
  - COPY\_FROM\_C...
  - COURSE\_NUM...
  - COURSE\_PARE...
  - CREATED\_TIME
  - DESCRIPTION
  - DESIGN\_MODE
  - DESIGN\_MODE...
  - DESIGN\_MODE...
  - ENABLED\_IND
  - END\_DATE
  - END\_TIME
  - ENROLLMENT

**Filters:**

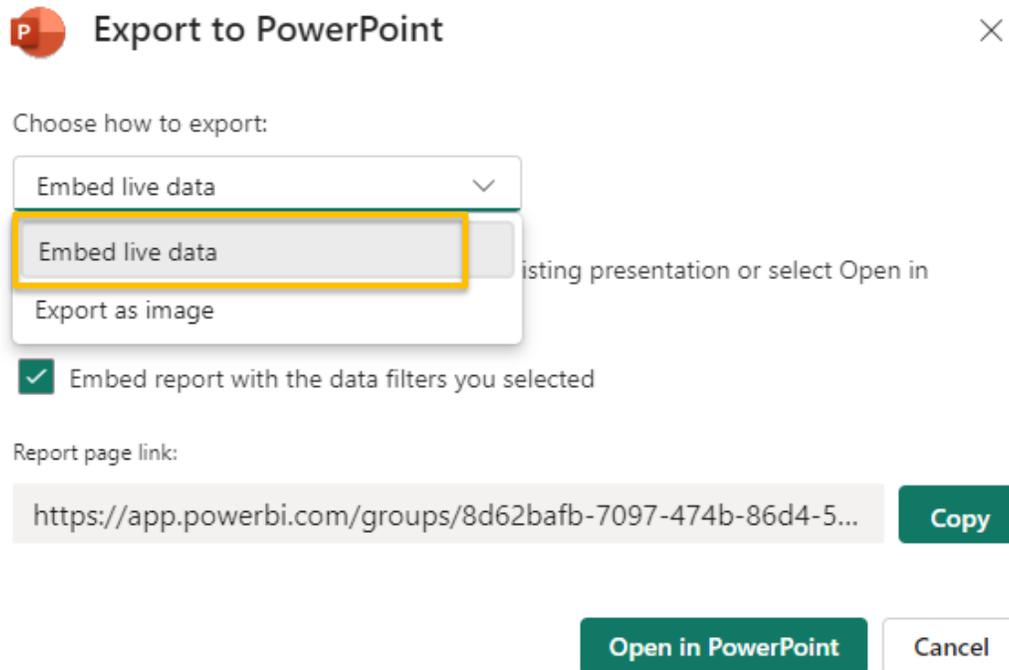
- TERM
- TERM.1

**Values:**

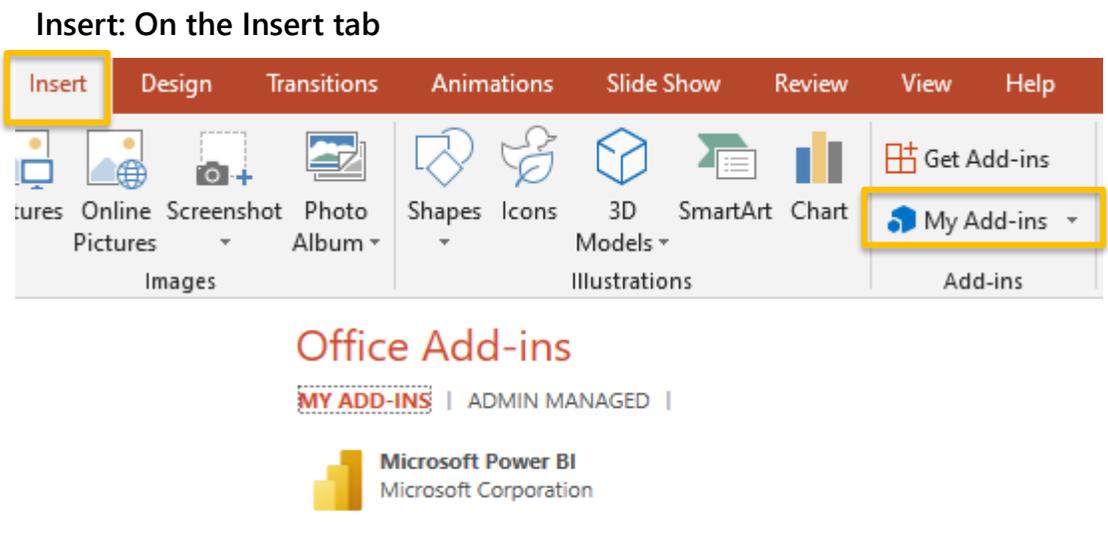
# Export the data of a Page to PowerPoint



The screenshot shows the top navigation bar of the Power BI service. The 'Export' menu is open, and the 'PowerPoint' option is highlighted. The background displays the 'University of Pretoria | Executive Dashboard' and 'Module Analytics'.

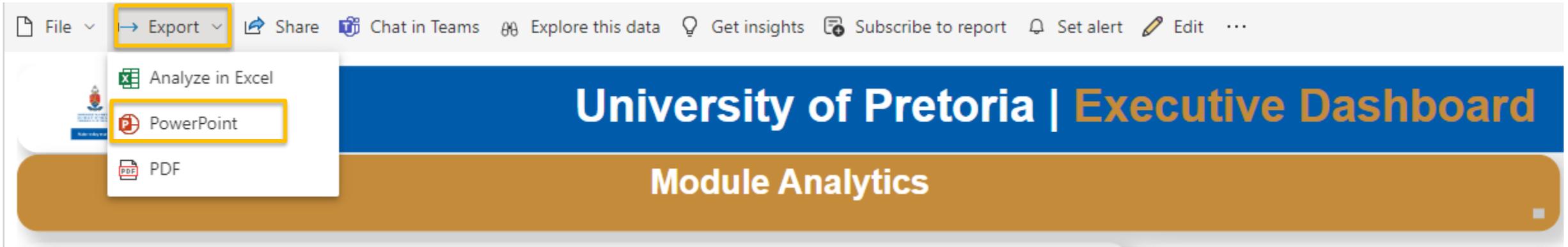


The 'Export to PowerPoint' dialog box is shown. It includes a dropdown menu for 'Choose how to export:' with 'Embed live data' selected. A checkbox for 'Embed report with the data filters you selected' is checked. A 'Report page link:' field contains a URL, and a 'Copy' button is next to it. At the bottom, there are 'Open in PowerPoint' and 'Cancel' buttons.

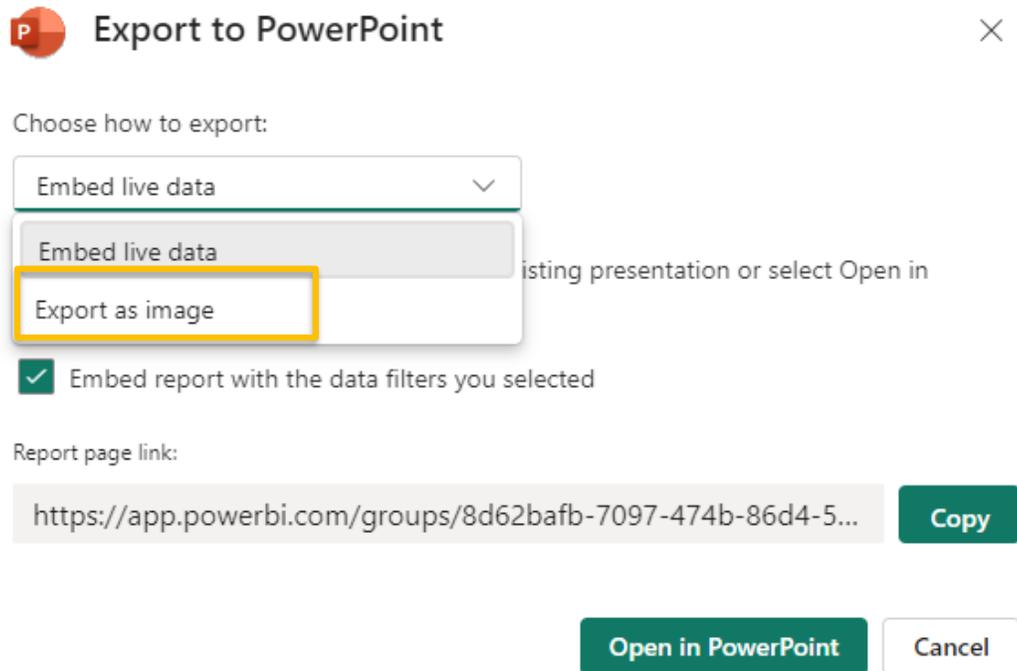


The screenshot shows the Microsoft Office ribbon with the 'Insert' tab selected. The 'My Add-ins' dropdown menu is open, showing 'Microsoft Power BI' by Microsoft Corporation.

# Export the data of a Page to PowerPoint



The screenshot shows the top navigation bar of the Power BI interface. The 'Export' menu is open, and 'PowerPoint' is highlighted. The main content area displays the 'University of Pretoria | Executive Dashboard' and 'Module Analytics'.



The 'Export to PowerPoint' dialog box is shown. It includes a dropdown menu for 'Choose how to export:' with 'Export as image' selected. There is a checked checkbox for 'Embed report with the data filters you selected'. A report page link is provided with a 'Copy' button. At the bottom, there are 'Open in PowerPoint' and 'Cancel' buttons.



The screenshot shows a slide titled 'Module Analytics Executive Report'. The slide includes a 'View in Power BI' link and a 'Last data refresh' timestamp of 7/26/2024 4:24:28 AM UTC. Below this, it shows 'Downloaded at: 7/26/2024 7:43:01 AM UTC'.

# Export the data of a Page to PDF

The screenshot shows a Power BI report titled "University of Pretoria | Executive Dashboard" with a "Module Analytics" section. The "Export" menu is open, showing options for "Analyze in Excel", "PowerPoint", and "PDF". The "PDF" option is selected. Below the report, the "Export" dialog is displayed, showing "Export with:" options: "Current Values" (selected), "Default Values", "Exclude hidden report tabs" (checked), and "Only export current page" (unchecked). The "Export" button is highlighted. A preview of the PDF report is shown, titled "Module Analytics Executive Repo", with a page indicator "1 of 7".

File ▾ → Export ▾ Share Chat in Teams Explore this data Get insights Subscribe to report Set alert Edit ...

Analyze in Excel  
PowerPoint  
PDF

## University of Pretoria | Executive Dashboard

### Module Analytics

Export

Export with:

Current Values  
 Default Values

Exclude hidden report tabs  
 Only export current page

Export Cancel

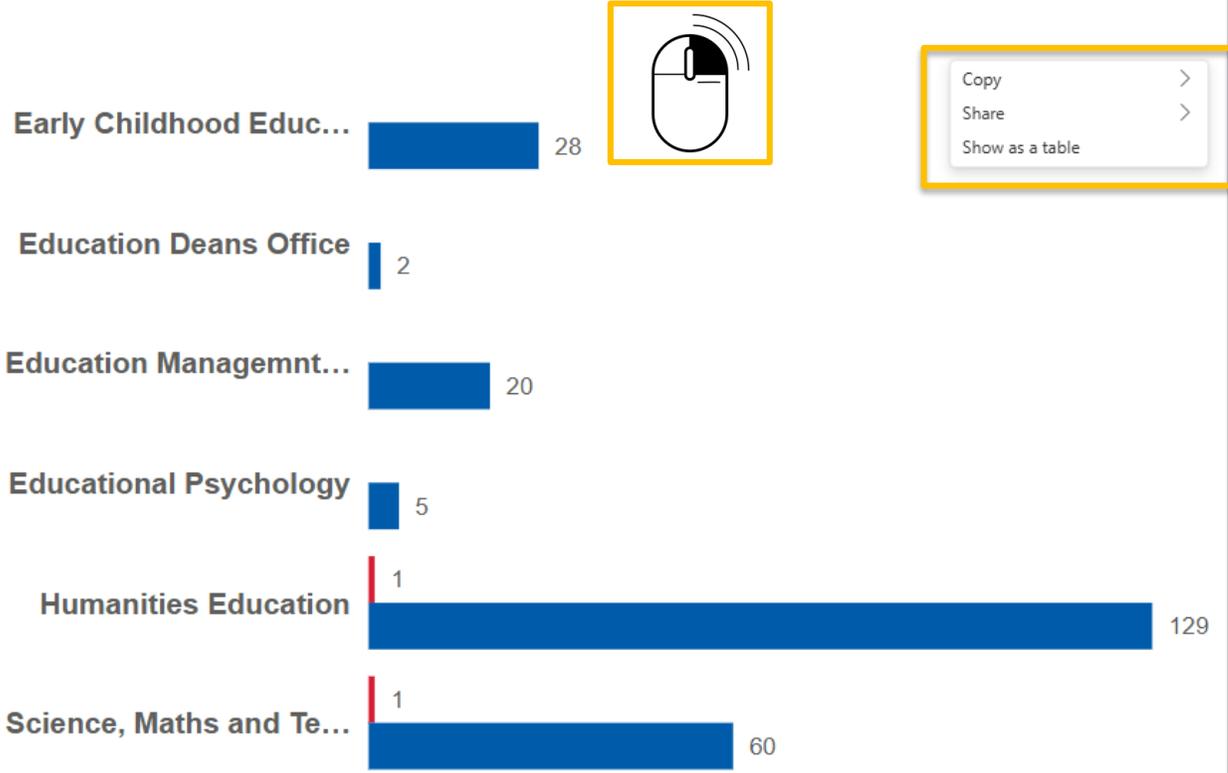
Module Analytics Executive Repo

1 of 7

# Dashboards: Module Overview

## Module High Impact Status by Department

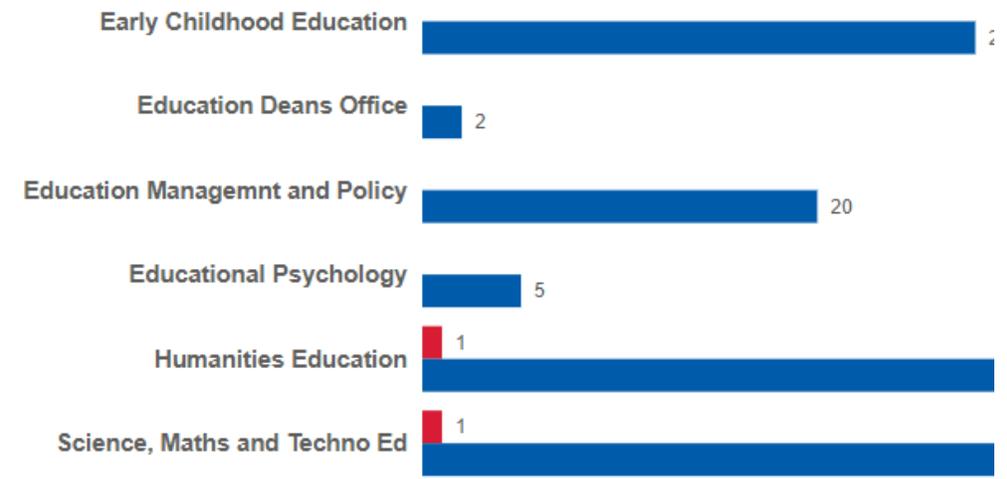
HIMs Indicator ● High Impact Modules ● Modules



[Back to report](#)

## MODULE HIGH IMPACT STATUS BY DEPARTMENT

HIMs Indicator ● High Impact Modules ● Modules

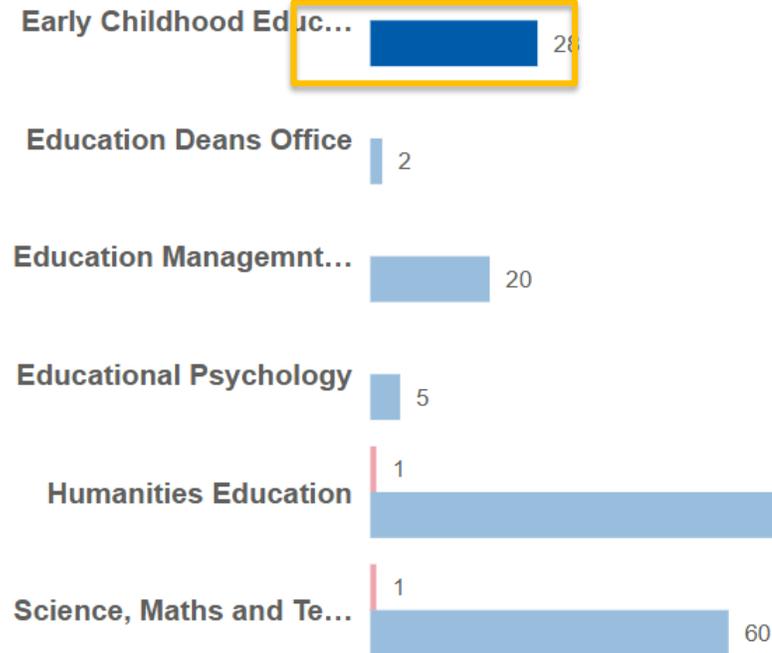


HIMs Indicator	High Impact Modules		Modules	
Department	Count of Module	First Term	Count of Module	First Term
Early Childhood Education			28	2024
Education Deans Office			2	2024
Education Management and Policy			20	2024
Educational Psychology			5	2024
Humanities Education	1	2024	129	2024
Science, Maths and Techno Ed	1	2024	60	2024

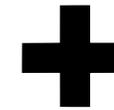
# Dashboards: HIMs by Faculty - filter

## Module High Impact Status by Department

HIMs Indicator ● High Impact Modules ● Modules



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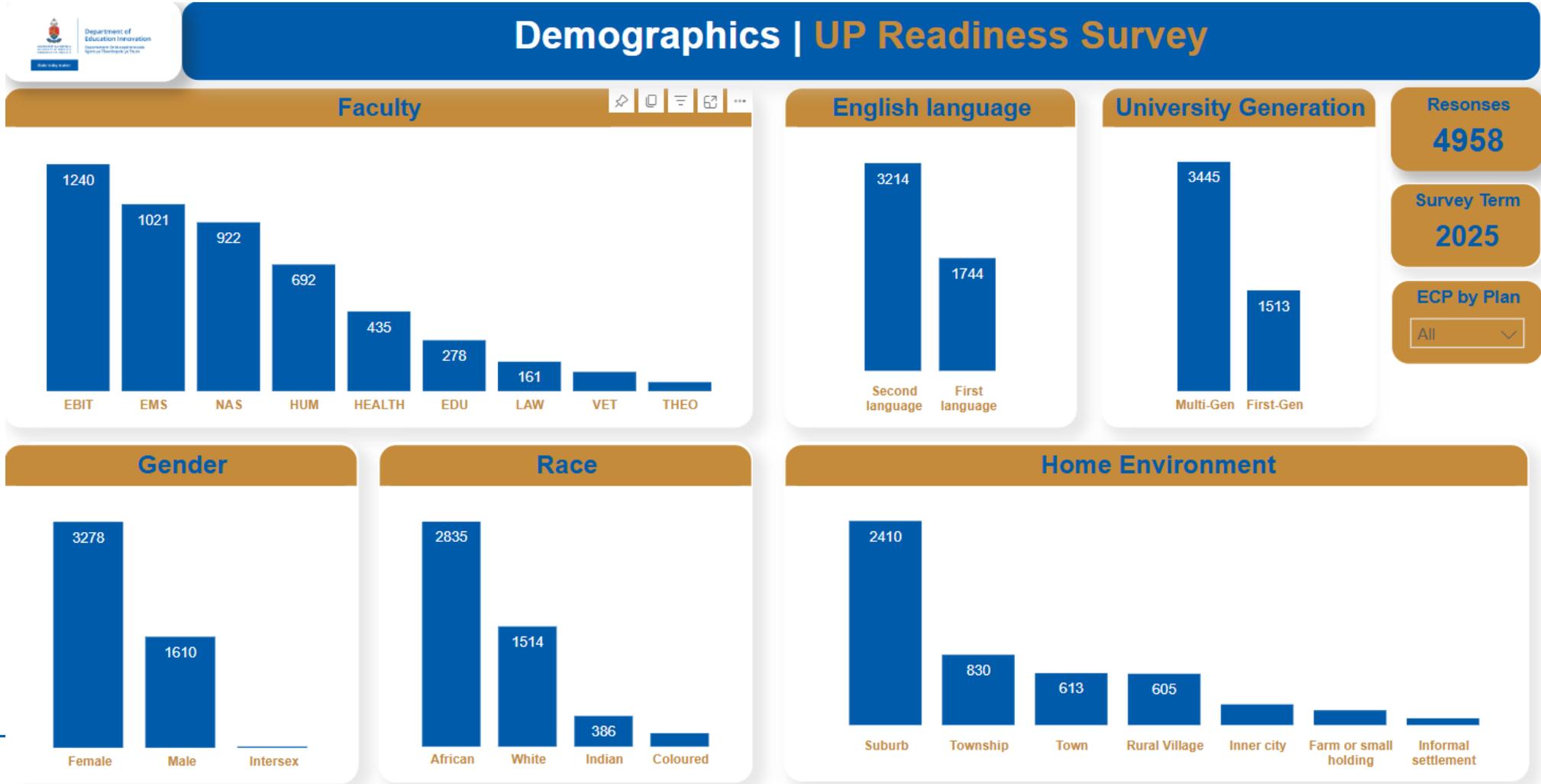


Early Childhood Education	JGL 110
Early Childhood Education	JGL 113
Early Childhood Education	JGL 121
Early Childhood Education	JGL 122
Early Childhood Education	JGL 123
Early Childhood Education	JGL 200

### Academic Plan Details

HIMs Ind Academic Plan	Modules							
	Unique Module	Unique Students	Total Registered	Total Passed	MPP	MPP Module	Module GPA	
BA in Theology: Theology	1	1	1	1	100.0%	100.0	76.0	
BEd in FP Teaching: BEd in Foundation Phase Teachi	1	61	61	61	100.0%	100.0	77.9	
<b>Total</b>	<b>1</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>100.0%</b>	<b>100.0</b>	<b>77.9</b>	

# Dashboards: UP Readiness Survey



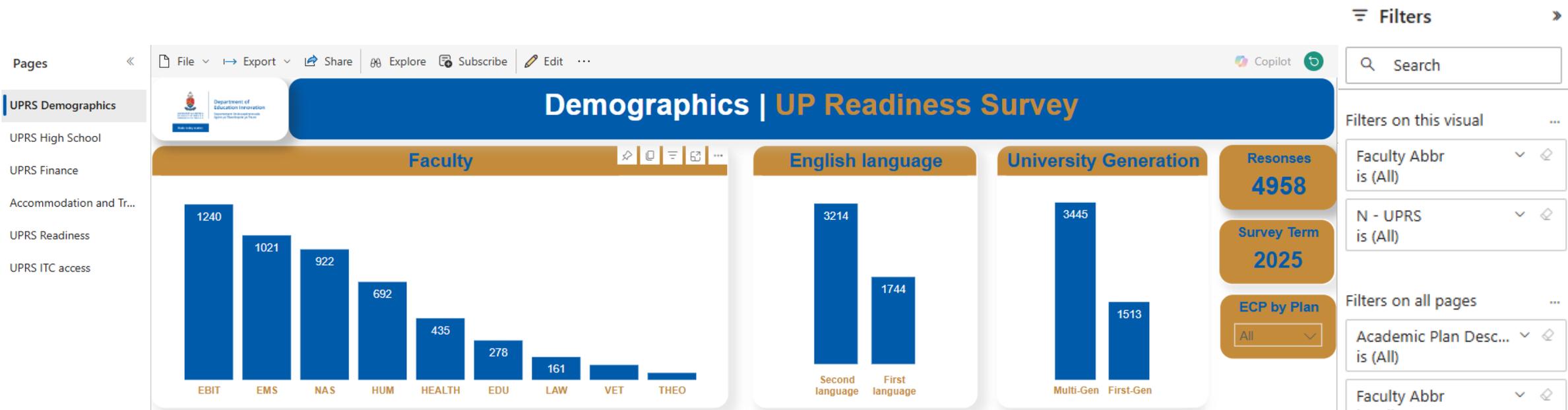
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ORIA  
ORIA  
ORIA

# Explore the UPRS report

1. Notice the tabs along the left side. Each tab represents a report page on a dashboard.



2. Expand the Filters pane along the right side. Filters that are applied to this report page, or to the entire report, are displayed here. If you have permissions, change these filters to see the impact on your report and visuals.



# Other dashboards



Attendance | Tutorials per Module

2025  
Term



Registration | Tutors and Modules

281  
Tutors



University of Pretoria | Module Review Overview

