



8/12/2021

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# Perkins V Power BI Reports: Refresher and Q&A

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# Agenda

We will review:

- Requesting access to the **Perkins V Reporting** app
- Logging in to Power BI from Office 365
- Finding the **Perkins V Reporting** app
- Reports available in the app
- Time for Q & A



# Power BI – Getting Access to the Perkins V Reporting app

- To request access to the Perkins V Reporting Power BI app, please send an email to Jeralyn Jargo ([Jeralyn.Jargo@minnstate.edu](mailto:Jeralyn.Jargo@minnstate.edu)) or Katie Vaccari ([Katie.Vaccari@minnstate.edu](mailto:Katie.Vaccari@minnstate.edu)).
- If you are not a Consortium Leader, please indicate the business reason for this access.
- Access was given to consortia leaders and other limited staff, as requested. There is an expectation that consortium leaders will share the data as needed/appropriate.

# Log in to Office 365

- Log into [Office 365](#)

Microsoft

Sign in

cn8374da@minnstate.edu

No account? [Create one!](#)

[Can't access your account?](#)

Next

Sign-in options

Microsoft

← cn8374da@minnstate.edu

Enter password

.....

[Forgot my password](#)

Sign in

Trouble logging in? Contact your campus IT help desk.

# Log in to Office 365

- Log into [Office 365](#)



cn8374da@minnstate.edu

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

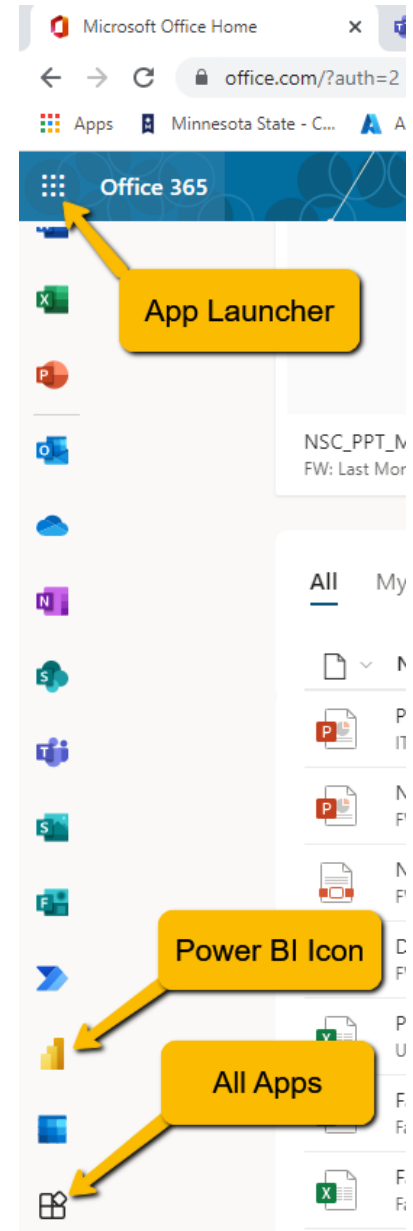
No

Yes

Trouble logging in? Contact your campus IT help desk.

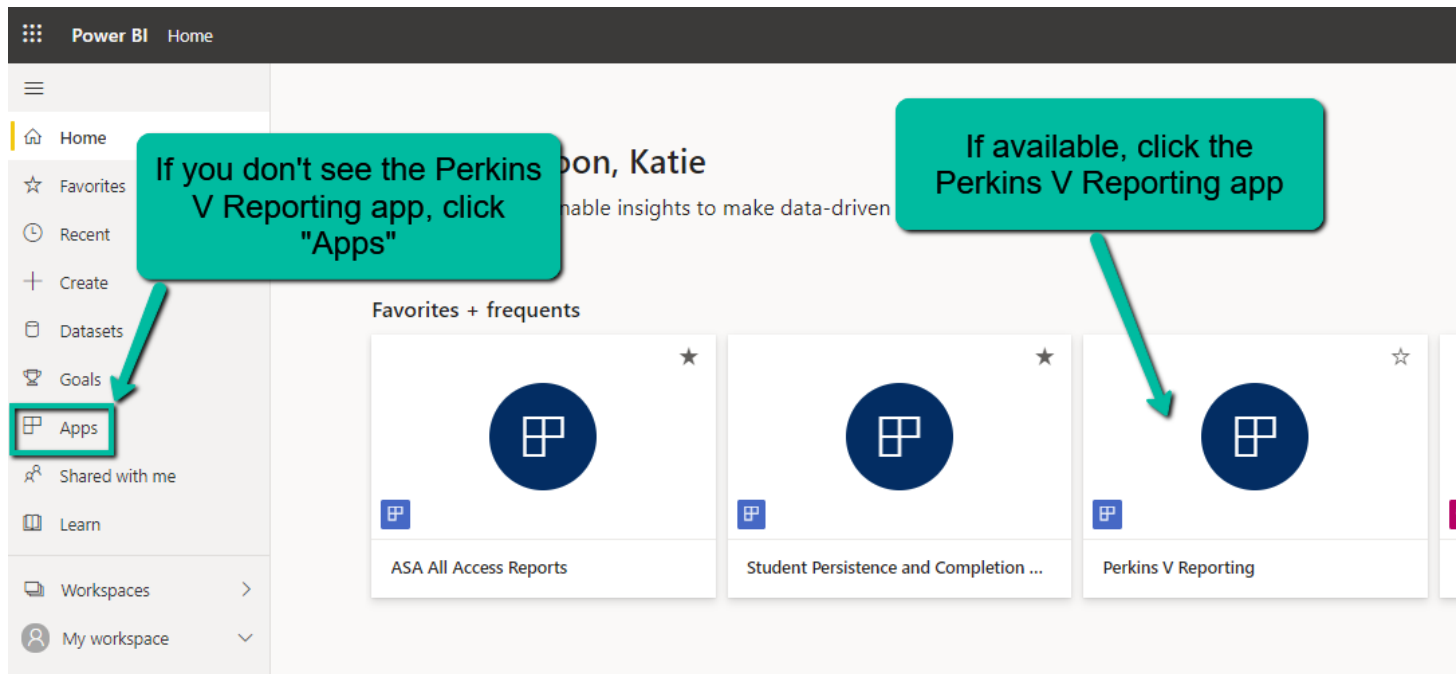
# Accessing Power BI

- Find and open the Power BI app. There are three options to do this:
  - In the upper left, click the icon that resembles 9 dots (the App Launcher)
  - The Power BI icon on your navigation pane (you may have to scroll down).
  - The “All Apps” button at the bottom left corner.



# Power BI – Finding the App

- On Power BI home page, click on the **Perkins V Reporting** app if available, otherwise click “Apps” on the left navigation pane.



# Power BI – Finding the App

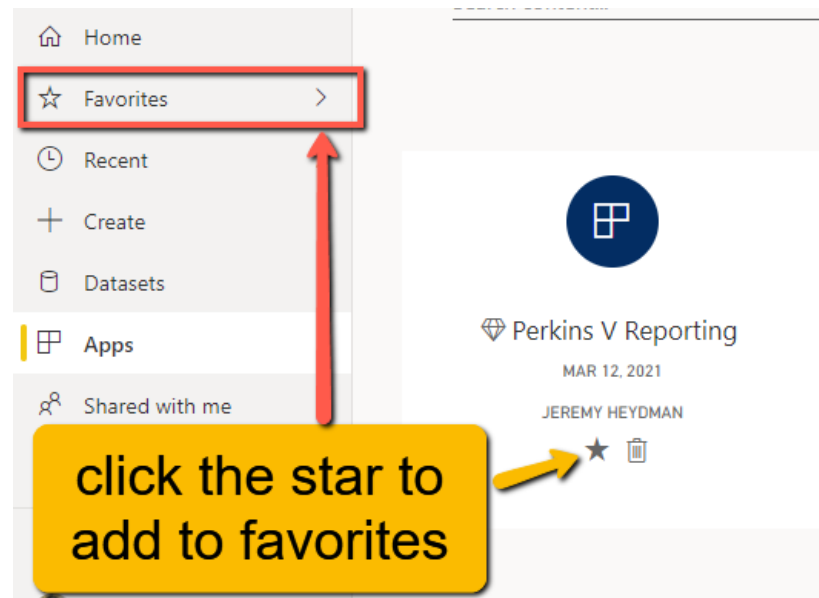
- Click the **Get apps** button in the upper right.
- On the pop up, click **Organizational Apps**, find **Perkins V Reporting**, click **Get it now**

The screenshot shows the Power BI apps marketplace interface. At the top, there is a search bar and a 'Get apps' button highlighted in yellow. Below this, there are three tabs: 'All apps', 'Organizational apps' (which is selected and underlined), and 'Template apps'. A red callout box with an arrow points to the 'Organizational apps' tab, containing the text 'Click Organizational Apps'. The main area displays four app cards. The 'Perkins V Reporting' app card is highlighted with a yellow border. A yellow callout box with an arrow points to the 'Get it now' button on this card, containing the text 'Find the Perkins V Reporting app and click "Get it now"'. The other app cards shown are 'Surgical Technolog...' by Jon Benson, 'Finance All Access' by Jeremy Heydman, and 'Perky Perk Perk' by Mari Payton.



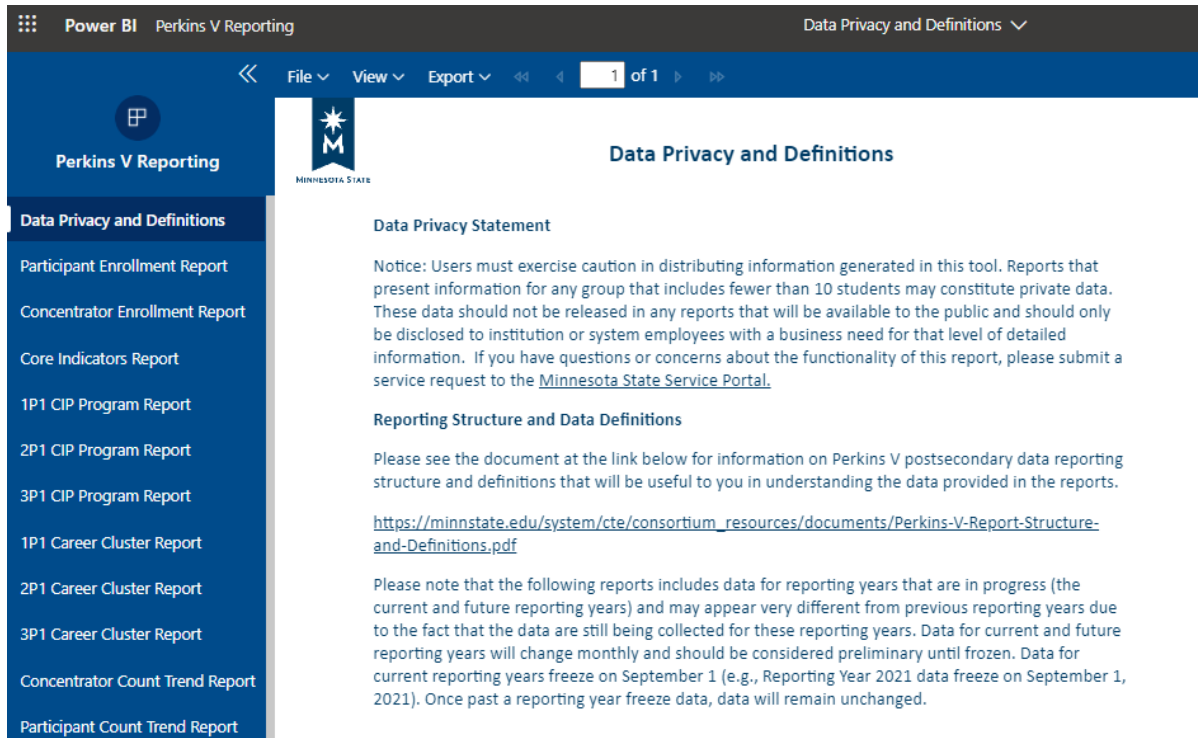
# Power BI – Add to Favorites

- Find the **Perkins V Reporting** app under the **Apps** tab in the left navigation pane
- Hover over the app and click the ★ to add to your **favorites** to easily find and access again



# Perkins V Reporting App

- App will open to a “Data Privacy and Definitions” page.



The screenshot displays the Perkins V Reporting App interface. The top navigation bar includes 'Power BI Perkins V Reporting' and 'Data Privacy and Definitions'. Below this is a menu with options: 'File', 'View', and 'Export'. A page indicator shows '1 of 1'. The left sidebar lists various reports, with 'Data Privacy and Definitions' selected. The main content area features the Minnesota State logo and the title 'Data Privacy and Definitions'. It contains two sections: 'Data Privacy Statement' and 'Reporting Structure and Data Definitions'. The 'Data Privacy Statement' section includes a notice about data distribution and a link to the 'Minnesota State Service Portal'. The 'Reporting Structure and Data Definitions' section includes a link to a PDF document and a note about reporting years and data freeze dates.

**Data Privacy and Definitions**

**Data Privacy Statement**

Notice: Users must exercise caution in distributing information generated in this tool. Reports that present information for any group that includes fewer than 10 students may constitute private data. These data should not be released in any reports that will be available to the public and should only be disclosed to institution or system employees with a business need for that level of detailed information. If you have questions or concerns about the functionality of this report, please submit a service request to the [Minnesota State Service Portal](#).

**Reporting Structure and Data Definitions**

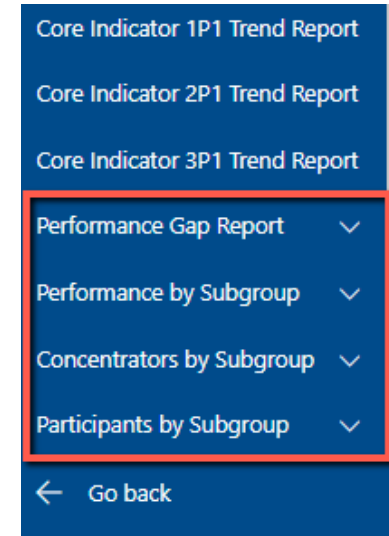
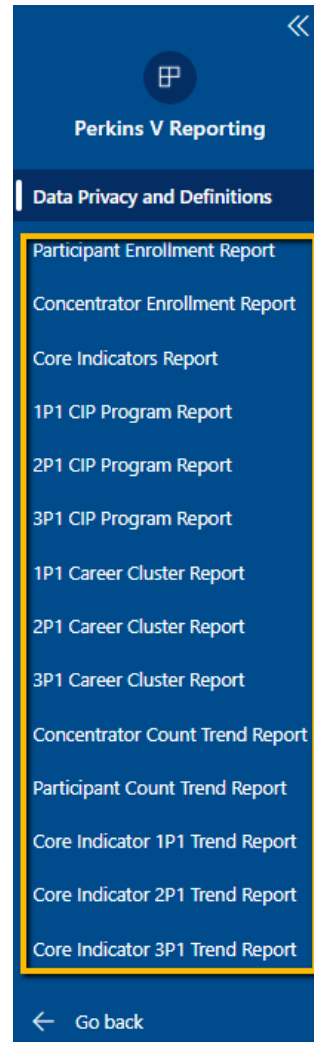
Please see the document at the link below for information on Perkins V postsecondary data reporting structure and definitions that will be useful to you in understanding the data provided in the reports.

[https://minnstate.edu/system/cte/consortium\\_resources/documents/Perkins-V-Report-Structure-and-Definitions.pdf](https://minnstate.edu/system/cte/consortium_resources/documents/Perkins-V-Report-Structure-and-Definitions.pdf)

Please note that the following reports includes data for reporting years that are in progress (the current and future reporting years) and may appear very different from previous reporting years due to the fact that the data are still being collected for these reporting years. Data for current and future reporting years will change monthly and should be considered preliminary until frozen. Data for current reporting years freeze on September 1 (e.g., Reporting Year 2021 data freeze on September 1, 2021). Once past a reporting year freeze data, data will remain unchanged.

# Perkins V Reporting App

- Under the Data Definitions, you will find 14 paginated report options.
- Finally, you will find 4 Power BI reports at the bottom left navigation



# Perkins V Reporting App – Paginated Reports

- The paginated reports provide summary data based on the selections you make at the top of each report. Once you choose your report, reporting level (population) and timeframe, click “View Reports”.

The screenshot displays the Perkins V Reporting App interface. The top navigation bar includes 'Power BI Perkins V Reporting', 'Core Indicators Report', a search bar, and user profile options. The main content area features three slicers: 'Select a reporting level: State Total', 'Select consortium/institution: State Total', and 'Select a reporting year: 2020'. A 'View report' button is located in the upper right corner. Below the slicers, the report title 'Perkins V Core Indicators' is displayed, followed by 'State Total' and 'Reporting Year: 2020 For Internal Reporting Only\*'. The data is presented in a table with columns for Population, 1P1: Postsecondary Placement, 2P1: Earned Postsecondary Credential, and 3P1: Nontraditional Program Enrollment. Each of these categories has sub-columns for Num, Den, and Rate. The table shows data for Total, Gender (Male and Female), and various metrics.

Population	1P1: Postsecondary Placement			2P1: Earned Postsecondary Credential			3P1: Nontraditional Program Enrollment		
	Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
Total	9,365	10,317	90.77%	10,446	20,612	50.68%	2,059	14,727	13.98%
Gender									
Male	4,508	5,006	90.05%	5,165	10,599	48.73%	943	7,736	12.19%
Female	4,857	5,311	91.45%	5,281	10,013	52.74%	1,116	6,991	15.96%

# Perkins V Reporting App – Power BI Reports

- The Power BI reports are more dynamic and allow you to look at multiple years of data, cross up to four populations, and filter the data to further explore enrollment and performance data.

# Perkins V Reporting App – Power BI Reports

- When you select a Power BI report, you will first be brought to a Welcome page with information about that report.
- To use the report, decide the population you wish to look at and your timeframe of interest, then choose the appropriate report.

The screenshot displays the Perkins V Reporting App interface. The left sidebar lists various reports, with 'Concentrators by Subgroup' highlighted. The main content area shows the 'Concentrators by Subgroup Report' page, which includes a description of the report's purpose and a table of abbreviations for individual special populations.

Abbr	Meaning
Dis	Individuals with disabilities
FDF	Foster families, including low-income youth and adults
NT	Native-born youth
OOW	Out-of-state youth
EL	English learners
HMLS	Homeless individuals
FC	Youth who are in, or have aged out of, the foster care system
SOC	Student of Color
Unkn	Unknown

# Perkins V Reporting App – Power BI Reports

- Once you choose your report, make slicer selections at the top. You can also further filter data using filter pane on the right.

The screenshot displays the Power BI interface for the Perkins V Reporting app. The main report is titled 'Concentrators by Subgroup' and shows a table of data for 'State Analysis - Historical Cohorts'. The table has columns for 'Selection 1', 'Selection 2', 'Selection 3', and years from 2014 to 2019. The data is filtered by 'Reporting Year' (All), 'Career Cluster' (010000 Agriculture, General (F)), 'Gender' (Female), 'CIP String' (010104 Farm/Farm and Ranch Management (F)), and 'Individuals Preparing For Non Trad Fields' (All).

Annotations on the screenshot include:

- A green callout box pointing to the slicers at the top: "Make slicer selections at the top of the page."
- A green callout box pointing to the filter pane on the right: "You can also apply additional filters in the filter pane on the right."
- A green callout box pointing to the filter pane: "Hide the filter pane using bracket in upper right"

Selection 1	Selection 2	Selection 3	2014	2015	2016	2017	2018	2019
Agriculture, Food, and Natural Resource (01)	010000 Agriculture, General (F)	Female	4	1	4	4	1	5
		Male	1	7	10	4	6	8
	010102 Agribusiness/Agricultural Business Operations (F)	Female	22	23	15	17	14	12
		Male	40	39	45	42	28	42
	010104 Farm/Farm and Ranch Management (F)	Female	17	44	27	42	26	32
		Male	162	176	124	155	119	133
010105 Agricultural/Farm Supplies Retailing and Wholesaling (F)	Female				1			
	Male		1					

# Perkins V Reporting App – Power BI Reports

- To export the data to .csv or .xlsx, use the ellipses on the far right. You need to have the “Power Consumer” feature enabled to export to Excel; if you don’t have this, you will need to contact your IT service desk and ask for the “[College]-PBI-PowerConsumer” feature.

MINNESOTA STATE

### Concentrators by Subgroup Report

State Analysis - Historical Cohorts

Reporting Year: Multiple selections

Selection 1: Career Cluster

Selection 2: CIP String

Selection 3: Gender

Selection 4: Gender

Selection 1	Selection 2	Selection 3	2017	2018	2019
Information Technology (11)	110103 Information Technology (F)	Female	5	5	
		Male	50	43	5
	110201 Computer Programming/Programmer, General (F)	Female	29	38	4
		Male	194	197	211
	110202 Computer Programming, Specific Applications (B)	Female	5	3	10
		Male	23	21	28
110301 Data Processing and Data Processing Technology/Technician	Female		5	2	
	Male			5	6

To export data to Excel (.xlsx or .csv), use ellipses in upper right of report and choose "Export Data"



# Tips/Tricks/Troubleshooting

- Be patient. Let the data load on the page first before making changes or selections
- In the Power BI reports, let all of the selections load before making new selections in the slicers (at the top)
  - Make selections in order of 1, 2, 3, 4
- Drill up
  - Up arrow in the table navigation options or right click -> Drill Up
- Refresh or reset to default (see Troubleshooting: Reset/Refresh)
- Trouble clicking the table navigation buttons on the top right of the table, click in one of the cells of the table (see Troubleshooting: Drill Up Arrow)

# Troubleshooting: Drill Up Arrow

**If the drill up arrow is not showing in the table navigation options:**

**1. Click in this white space.**

**2. Click back to the table area, then the full table navigation options should be available. If the drill options are not back, try clicking in one of the cells in the table and repeat steps 1 and 2.**

Selection 1	Selection 2	Selection 3	Selection 4	1P Num	1P1 Den	Rate
Agriculture, Food, and Natural Resource (01)	Female	Hispanic of any race	Not NT			
		Two or more races	Not NT			
		Unknown Race and Ethnicity	NT			
		White	Not NT			
	Male	Black or African American	Not NT			
		White	Not NT			
			NT			
Architecture and Construction (02)	Female	Unknown Race and Ethnicity	NT			
		White	NT			

**Filters**

Search

Filters on this visual

- 1P1 Den is (All)
- 1P1 Num is (All)
- Rate is (All)
- Reporting Year is (All)

**Selection 1**

is Agriculture, Food, and Natural Res...

Filter type

Basic filtering

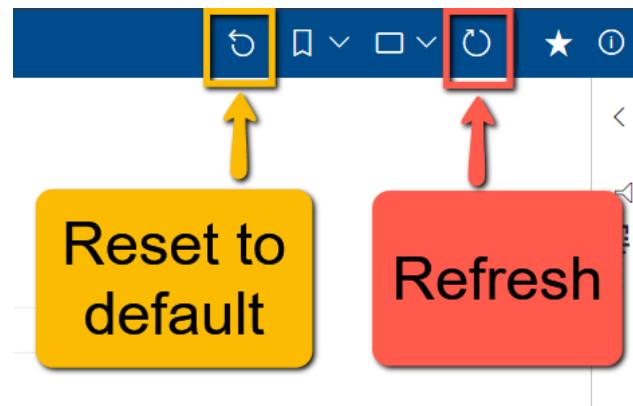
Search

- Select all
- Agriculture, Food, and ... 9928
- Architecture and Cons... 24327
- Arts, Audio/Video Tech... 6935
- Business, Managemen... 22286
- Education and Training ... 6114
- Finance (06) 8056

Selection 2

# Troubleshooting: Reset/Refresh

- Sometimes Power BI will hang up if too many selections are made too quickly before loading completely. Try to **reset to default** and start again, letting each selection load between drop downs.
- If the data doesn't seem updated, there are may be cache issues. It may be helpful to **refresh** your visual.



# Power BI and Perkins V Resources

- Office 365 Login: <http://portal.office.com/>
- Minnesota State Service Portal: <https://servicedesk.minnstate.edu/TDClient/30/Portal/Home/>
- Power BI Resources on the IT Connect site: <https://mnsu.sharepoint.com/sites/its/SitePages/topic.aspx?topicID=174&state=resources> (in particular, the “Power BI All Access Training – Getting Started” recorded training session)
- Perkins V Accountability Resources: [https://minnstate.edu/system/cte/consortium\\_resources/index.html](https://minnstate.edu/system/cte/consortium_resources/index.html) (scroll down to Accountability Resources)

# THANK YOU!

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