10/20/2022

Perkins V Postsecondary Accountability Power BI Overview

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Agenda

We will review:

- Requesting access to the **Perkins V Reporting** app

- Logging in to Power BI from Office 365 and finding the **Perkins V Reporting** app

- Review the reports available in the app and when/how to use them
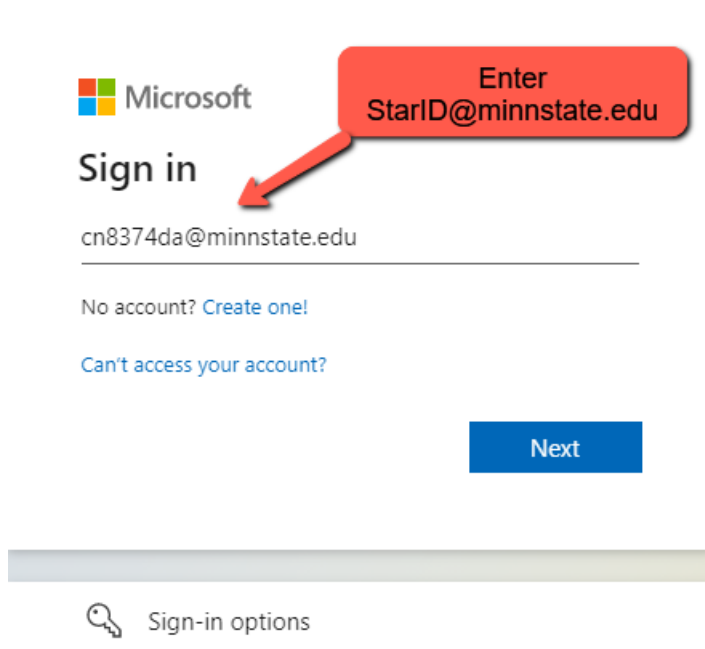
- Time for Q & A

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 Karl Ohrn (Karl.Ohrn@minnstate.edu) or Katie Vaccari (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](#)
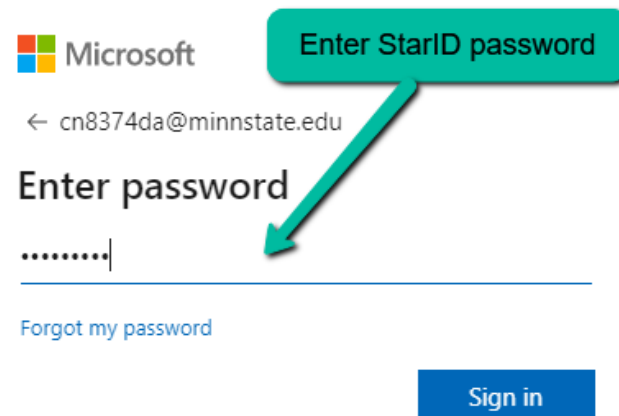
Accessing Power BI

- Find and open the Power BI app.
  - In the upper left, click the icon that resembles 9 dots (the "App Launcher")
  - From the list of available Apps, choose "Power BI"
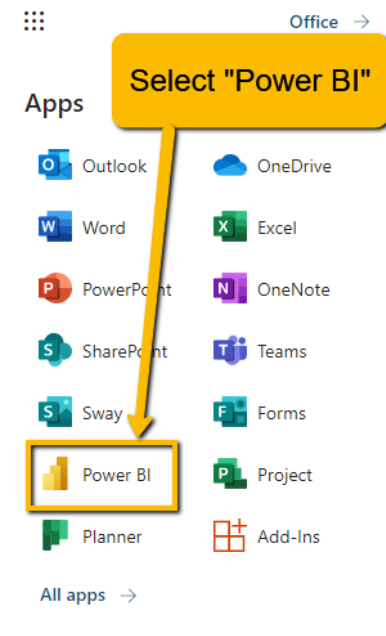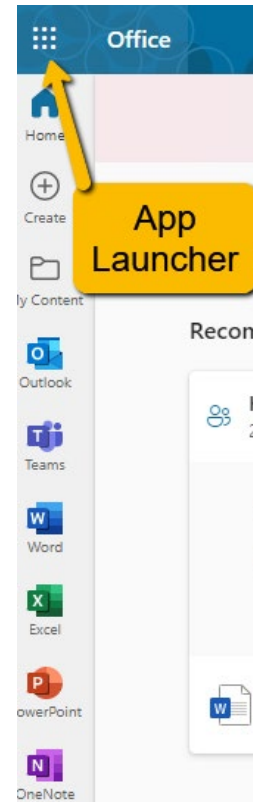
Power BI – Finding the App

- 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**

Power BI apps

Install apps that provide actionable i...

All apps   Organizational apps   Template apps

Click Organizational Apps

Search

Surgical Technolog...
Jon Benson
Get it now

Finance All Access
Jeremy Heydman
Get it now

Perkins V Reporting
Jeremy Heydman
Get it now

Perky Perk Perk
Mari Payton
Get it now

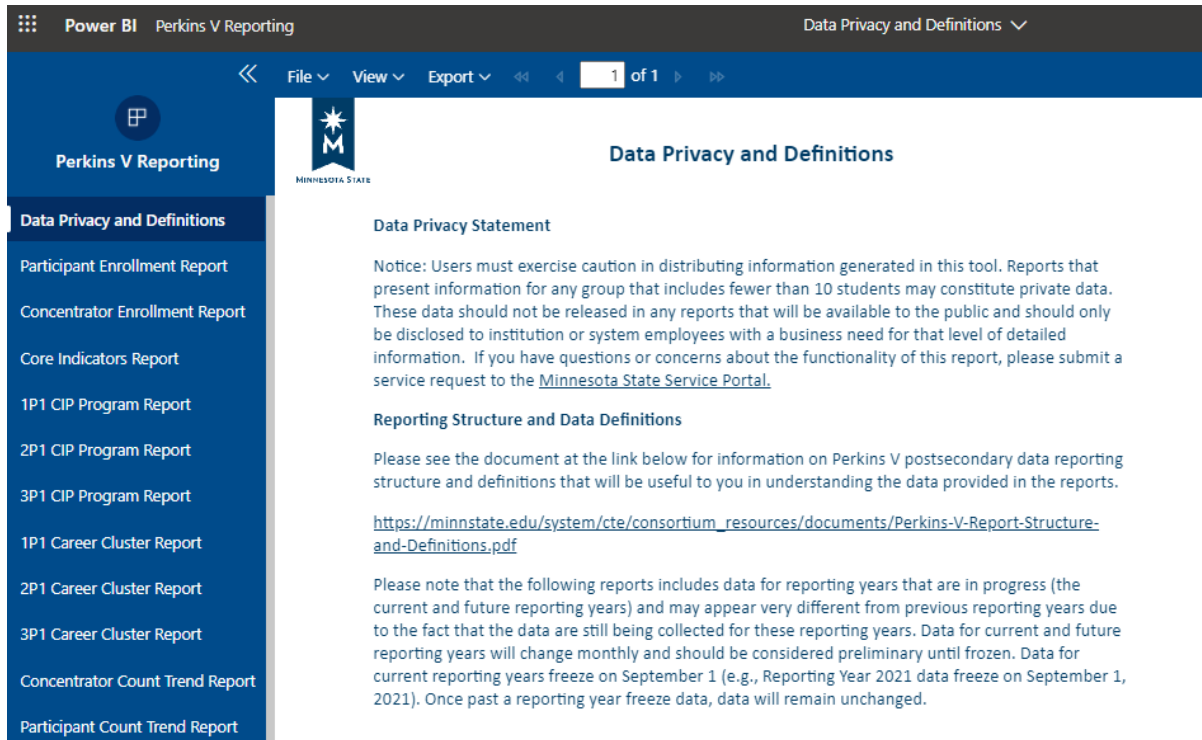Find the Perkins V Reporting app and click "Get it now"

Power BI – Add to Favorites

- Find the **Perkins V Reporting** app under the **Apps** tab (left navigation pane).

- Hover over the app and click the ★ to add to your **favorites** to easily find and access again.

Open the Perkins V Reporting App

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

Perkins V Reporting App

Under the Data Definitions, you will find 14 paginated report options and 6 Power BI reports at the bottom left navigation.

Data Privacy and Definitions

Participant Enrollment Report

Concentrator Enrollment Report

Core Indicators Report

1P1 CIP Program Report

2P1 CIP Program Report

3P1 CIP Program Report

1P1 Career Cluster Report

2P1 Career Cluster Report

3P1 Career Cluster Report

Participant Count Trend Report

Concentrator Count Trend Report

Core Indicator 1P1 Trend Report

Core Indicator 2P1 Trend Report

Core Indicator 3P1 Trend Report

Performance Gap Report

Core Indicator 1P1 Trend Report

Core Indicator 2P1 Trend Report

Core Indicator 3P1 Trend Report

Performance Gap Report

SDPL Gap Report

Population Comparison Re...

Performance by Subgroup

Participants by Subgroup

Concentrators by Subgroup

← Go back

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".

Perkins V Reporting App – Exporting/Printing Paginated Reports

- To export the paginated report (for printing or other reasons), use the Export menu at the top.

- To export data to .csv or .xlsx, you must have 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.

Perkins V Reporting App – Power BI Reports

- The Power BI reports are more dynamic and allow you to look at multiple years of data, for some of the reports, 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, you will need to select your population of interest and, depending on the report, your timeframe of interest, then choose the appropriate report.

Perkins V Reporting App – Power BI Reports

- Once you choose your report, you will need to make slicer selections and/or possibly button selections or additional filter selections.

Perkins V Reporting App – Power BI Reports

- To export the data to .csv or .xlsx, use the ellipses on the far right.

- As mentioned earlier, to export to Excel, you do need to have the "Power Consumer" feature enabled. If you don't have this, you will need to contact your IT service desk.

Tips/Tricks/Troubleshooting

- Be patient. Let the data load on the page first before making changes or selections

- In the Power BI reports, let your selections load before making new selections in the slicers (at the top)
  - Make selections in order of 1, 2, 3, 4 (where there are four population selections to make)

- 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.

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.

Perkins V Reporting

Report	
Data Privacy and Definitions	
Participant Enrollment Report	🟠
Concentrator Enrollment Report	🟠
Core Indicators Report	🔵
1P1 CIP Program Report	🔵
2P1 CIP Program Report	🔵
3P1 CIP Program Report	🔵
1P1 Career Cluster Report	🔵
2P1 Career Cluster Report	🔵
3P1 Career Cluster Report	🔵
Participant Count Trend Report	🟠
Concentrator Count Trend Report	🟠
Core Indicator 1P1 Trend Report	🔵
Core Indicator 2P1 Trend Report	🔵
Core Indicator 3P1 Trend Report	🔵
Performance Gap Report	🟢 ⌄
SDPL Gap Report	🟢 ⌄
Population Comparison Report	🟠 ⌄
Performance by Subgroup	🔵 ⌄
Participants by Subgroup	🟠 ⌄
Concentrators by Subgroup	🟠 ⌄

🟠 Reports on **participants and/or concentrators** in CTE programs;

🔵 Reports on **Performance on Core Indicators**;

🟢 Reports that **identify and quantify disparities (or gaps) in Performance** on Core Indicators compared to SDPLs (i.e., Targets) and compared to the total population;

Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report ●

Concentrator Enrollment Report ●

Core Indicators Report

1P1 CIP Program Report

2P1 CIP Program Report

3P1 CIP Program Report

1P1 Career Cluster Report

2P1 Career Cluster Report

3P1 Career Cluster Report

Participant Count Trend Report ●

Concentrator Count Trend Report ●

Core Indicator 1P1 Trend Report

Core Indicator 2P1 Trend Report

Core Indicator 3P1 Trend Report

Performance Gap Report ⌄

SDPL Gap Report ⌄

Population Comparison Report ● ⌄

Performance by Subgroup ⌄

Participants by Subgroup ● ⌄

Concentrators by Subgroup ● ⌄

● -Reports on **participants and/or concentrators** in CTE programs;
-Useful for analyzing trends in participation in CTE as well as differences in access to CTE programs by demographics, special populations, and career clusters

Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report

Concentrator Enrollment Report

Core Indicators Report ●

1P1 CIP Program Report ●

2P1 CIP Program Report ●

3P1 CIP Program Report ●

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2P1 Career Cluster Report ●

3P1 Career Cluster Report ●

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Core Indicator 2P1 Trend Report ●

Core Indicator 3P1 Trend Report ●

Performance Gap Report ⌄

SDPL Gap Report ⌄

Population Comparison Report ⌄

Performance by Subgroup ● ⌄

Participants by Subgroup ⌄

Concentrators by Subgroup ⌄

● -Reports on **Performance on Core Indicators**;
-Useful for analyzing trends in performance as well as differences in performance by demographics, special populations, career clusters, and CIP codes

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Perkins V Reporting

- Data Privacy and Definitions
- Participant Enrollment Report
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- SDPL Gap Report ⌄
- Population Comparison Report ⌄
- Performance by Subgroup ⌄
- Participants by Subgroup ⌄
- Concentrators by Subgroup ⌄

-Reports that **identify and quantify disparities (or gaps) in Performance** on Core Indicators compared to SDPLs (i.e., Targets) and compared to the total population;
-Useful for identifying subpopulations having gaps in performance that need to be addressed in the Local Application, CLNA, and Improvement Plan

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When to use the Participant or Concentrator Reports

- Comprehensive Local Needs Assessment (CLNA)
- Continued Consultation with Stakeholders

Perkins V Reporting

Data Privacy and Definitions	
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Performance by Subgroup	🔵 ⌄
Participants by Subgroup	🟠 ⌄
Concentrators by Subgroup	🟠 ⌄

This report provides information on the trend (both modeled historical and Perkins V reporting/cohorts) of the count of students concentrating in CTE programs with the ability to filter results by career cluster

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Perkins V Reporting

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Population Comparison Report	🟠 ⌄
Performance by Subgroup	🔵 ⌄
Participants by Subgroup	🟠 ⌄
Concentrators by Subgroup	🟠

This report provides information on the trend (both modeled historical and Perkins V reporting/cohorts) of the count of students concentrating in CTE programs with the ability to select up to four subgroups for breakout

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Perkins V Reporting

Data Privacy and Definitions

- Participant Enrollment Report 🟠
- Concentrator Enrollment Report 🟠
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- Concentrators by Subgroup 🟠 ⌄

This report provides information that will allow you to compare CTE participants and concentrators to the general population of the cohort/reporting year broken out by demographics, special populations, and career cluster

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When to use the Core Indicator, Performance and SDPL Gap Reports

- Comprehensive Local Needs Assessment (CLNA)

- Local Application

- Improvement Plan

Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report 🟠

Concentrator Enrollment Report 🟠

Core Indicators Report 🔵

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2P1 CIP Program Report 🔵

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SDPL Gap Report

Population Comparison Report

Performance by Subgroup

Participants by Subgroup

Concentrators by Subgroup

This report identifies and quantifies gaps in performance between subpopulations and their approved SDPL's (i.e., targets) for each performance indicator

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Power BI and Perkins V Resources

- Office 365 Login: http://portal.office.com/

- Power BI Resources on the IT Connect site:
  - Internal Training on getting started - Power BI All Access Training – Getting Started
  - External Training Basics - Getting Started with Power BI for Consumers #1 - 11 minutes.
  - Going deeper into navigation around Power BI - Getting Started with Power BI for Consumers #2 – 8 minutes

- Minnesota State Service Portal: https://servicedesk.minnstate.edu/TDClient/30/Portal/Home/

- Perkins V Accountability Resources: https://minnstate.edu/system/cte/consortium_resources/index.html (scroll down to Accountability Resources)

THANK YOU!

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