



MinnState.edu

Perkins V Postsecondary Accountability Power BI Overview (II)

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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).
- 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.
- Slides and webinar recording from the Perkins Accountability training on September 26, 2024:
 - <https://www.minnstate.edu/system/cte/professionaldevelopment/monthly-webinars.html>

Log in to Office 365

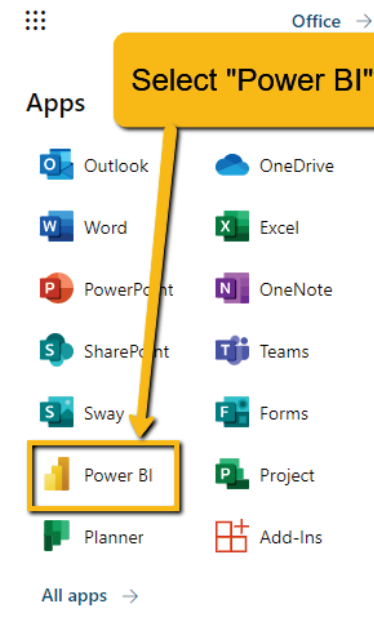
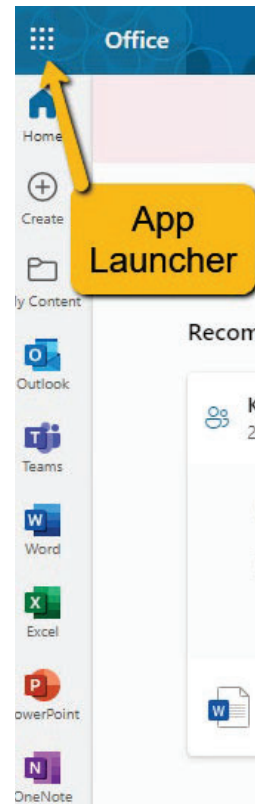
- Log into Office 365

Microsoft
Sign in
cn8374da@minnstate.edu
No account? [Create one!](#)
[Can't access your account?](#)
Next
Sign-in options

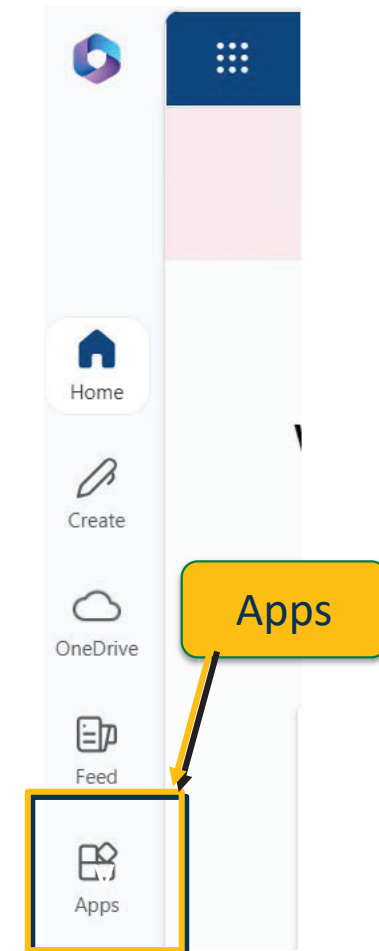
Microsoft
← cn8374da@minnstate.edu
Enter password
.....
[Forgot my password](#)
Sign in
Trouble logging in? Contact your campus IT help desk.

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”



OR



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.

The screenshot shows the Power BI home page interface. The left navigation pane is visible, with the 'Apps' option highlighted in a red box. A red callout box points to this 'Apps' option with the text: 'If you don't see the Perkins V Reporting app, click "Apps"'. The main content area shows a 'Recommended' section with three app tiles: 'Perkins V Reporting', 'ASA All Access Reports', and 'Perkins V Reporting'. A red callout box points to the first 'Perkins V Reporting' tile with the text: 'If available, click the Perkins V Reporting app.' Below the recommended section is a 'Recent' section with a table of apps.


Name	Type	Opened	Location
Perkins V Reporting	App	3 days ago	Apps
Student Persistence and Completion and Enrollmen...	App	4 days ago	Apps

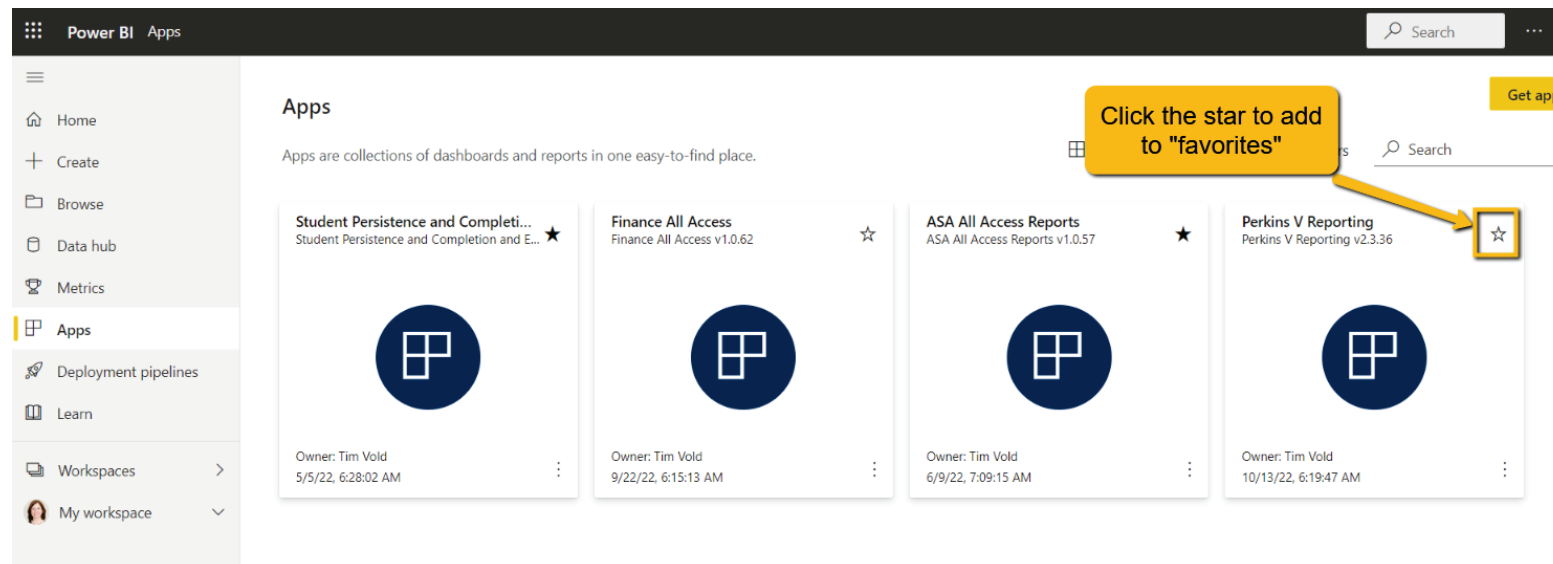
Power BI – Finding the App

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



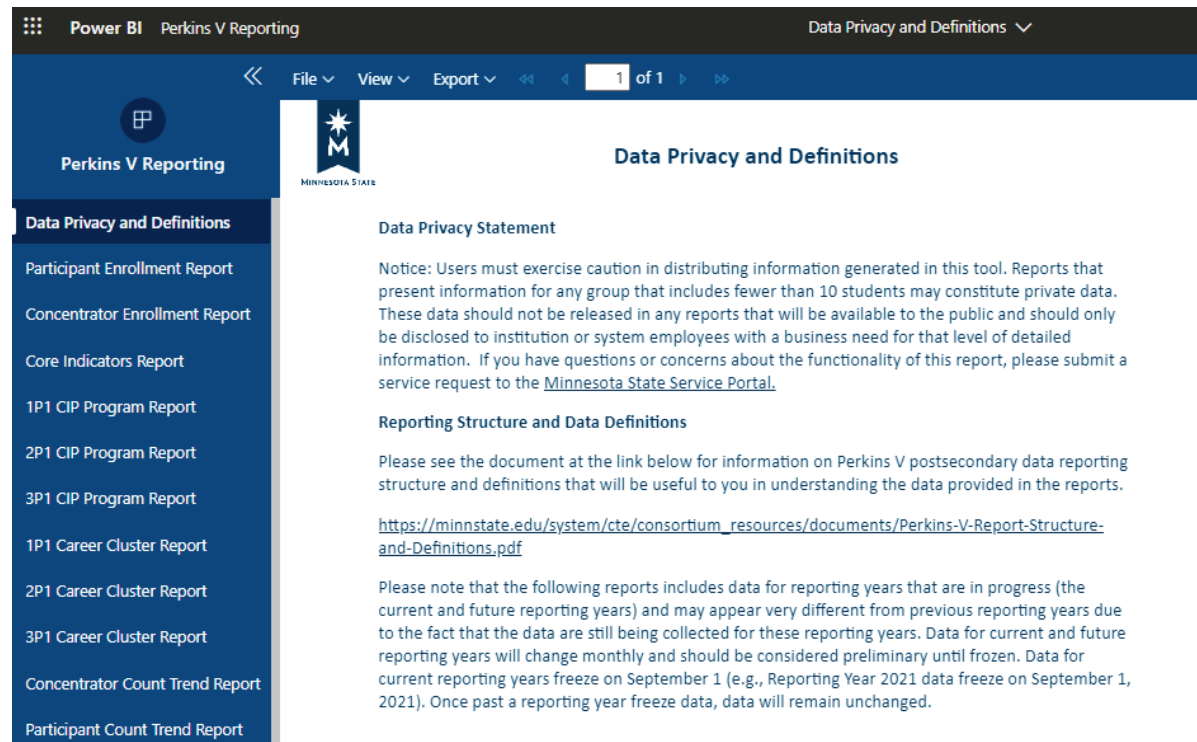
Power BI – Add to Favorites

- 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.



The screenshot displays the Perkins V Reporting application interface. The top navigation bar includes 'Power BI Perkins V Reporting' and 'Data Privacy and Definitions'. 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 privacy 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 data reporting years and freezes.

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

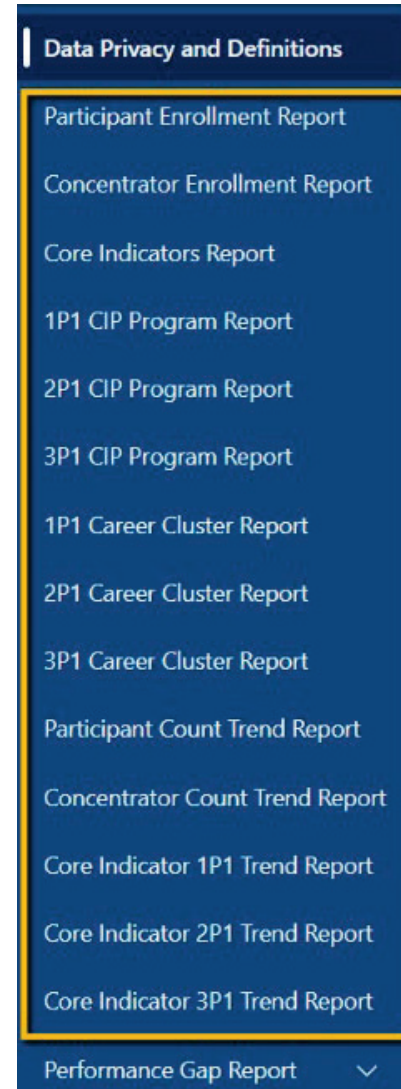
Please see the document at the link below for information on Perkins V postsecondary data reporting structure and definitions that will be useful to you in understanding the data provided in the reports.

https://minnstate.edu/system/cte/consortium_resources/documents/Perkins-V-Report-Structure-and-Definitions.pdf

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 and 6 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. At the top, there are navigation options: File, View, Export, and Parameters. The current report is titled "Core Indicators Report". Below the navigation, there are three slicer controls: "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. A red callout box points to the slicer controls with the text "Make your slicer selections at the top of the page." Another red callout box points to the "View report" button with the text "Click 'View Report' in upper right." The main content area shows the "Perkins V Core Indicators" report for "State Total" for the "Reporting Year: 2020". 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 columns has sub-columns for Num, Den, and Rate.

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 – 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 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.

The screenshot displays the Perkins V Reporting App interface. The top navigation bar includes a 'File' menu (highlighted with a red box) and an 'Export' menu (also highlighted with a red box). The 'File' menu is open, showing options: Microsoft Excel (.xlsx), PDF (.pdf), Accessible PDF (.pdf), Comma Separated Values (.csv), Microsoft PowerPoint (.pptx), Microsoft Word (.docx), Web Archive (.mhtml), and XML (.xml). A yellow callout box points to the 'File' menu with the text: "You can print using the 'File' menu, then select 'Print'". A red callout box points to the 'Export' menu with the text: "To export data, select one of the options in 'Export' menu." The main content area shows a report titled '2P1 CIP Program Report' for the State Total, Reporting Year: 2022. Below the report title is a table with columns: CIP Code, Career Cluster, CIP Gender Equity Code, Num, Den, and Performance Rate. The table contains data for various CIP codes, including a 'Total' row.

CIP Code	Career Cluster	CIP Gender Equity Code	Num	Den	Performance Rate
Total			3,566	6,180	57.70%
190501	Foods, Nutrition, and Wellness Studies, General	M	0	3	0.00%
310501	Sports, Kinesiology, and Physical Education/Fitness, General	B	11	13	84.62%
310505	Exercise Science and Kinesiology	B	15	132	11.36%
310507	Physical Fitness Technician	B	21	40	52.50%
410000	Science Technologies/Technicians, General	B	0	3	0.00%
510000	Health Services/Allied Health/Health Sciences, General		51	521	9.79%

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.

MINNESOTA STATE Performance by Subgroup Report

Performance by Subgroup Report is to provide a dynamic report that assists consortia/institutions in further investigating the gaps identified in the report or just allows further exploration of performance by different populations.

Performance rates for each of the three postsecondary indicators for the selected reporting year(s), population (State, Consortium, Institution), and up to four selected subgroups. Data can be dynamically disaggregated by gender, race/ethnicity, individual special populations, career clusters, and/or CIP program.

Abbreviations for individual special populations will be used in the report and are delineated below. These abbreviations can be accessed on each report by clicking on the green information icon in the upper right corner of the report page.

SP	Single parents, including single pregnant women
OOW	Out-of-workforce individuals
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

Please note that the following report 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).

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.

OTA STATE Performance Gap Report
State Gap Analysis

Reporting Year: 2022

Slicers: Gender, Race/Ethnicity, Student of Color, Special Populations, Career Clusters

On some reports, you can do additional filtering using the filter pane on the right.

On some reports, you must also select a button at the top to filter to a specific subgroup/population.

Special Population	1P1				Totals				3P1			
	Num	Den	2P1 Rate	2P1 Gap	Num	Den	2P1 Rate	2P1 Gap	Num	Den	3P1 Rate	3P1 Gap
Totals	9,517	9,593	51.28%		1,996	13,919	14.34%					
Individuals with Disabilities	335	395	84.81%	-4.59	429	1,019	42.10%	-9.18	93	692	13.44%	-0.90
Individuals with Economically Disadvantaged Families	3,854	4,311	89.40%	0.00	3,984	8,875	44.89%	-6.39	946	6,137	15.41%	1.07
Individuals Preparing for Nontraditional Fields	1,079	1,203	89.69%	0.29	1,095	2,037	53.76%	2.48	1,995	2,011	99.20%	84.86
Single Parents	755	865	87.28%	-2.12	757	1,650	45.88%	-5.40	182	1,228	14.82%	0.48
Out of Workforce Individuals	642	738	86.99%	-2.41	669	1,491	44.87%	-6.41	145	1,069	13.56%	-0.78
English Learners	161	202	79.70%	-9.70	158	592	26.69%	-24.59	72	355	20.28%	5.94
Homeless Youth	15	16	93.75%	4.35	12	54	22.22%	-29.06	6	32	18.75%	4.41
Youth in Foster Care	34	40	85.00%	-4.40	36	99	36.36%	-14.92	22	70	31.43%	17.09
Youth with Parent in Active Military												

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.

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 your selections load before making new selections in the slicers (at the top)
 - Make selections in order of 1, 2, 3, 4 (when there are four population selections to make)
- Drill up/down
 - Up arrow in the table navigation options or right click -> Drill Up
 - Not every report has Drill Up options
- 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/Down Arrow)

Troubleshooting: Drill Up/Down Arrow

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

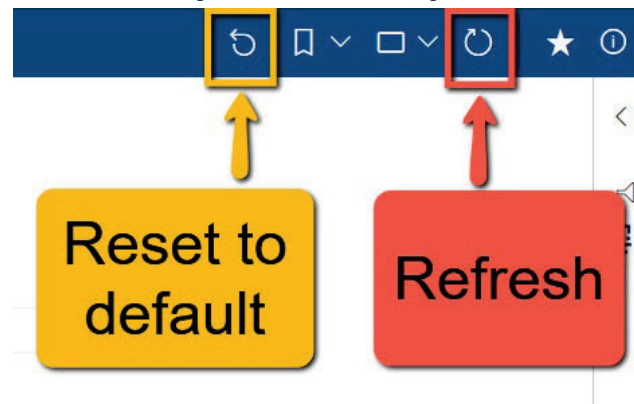
1. Click in this white space.

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	1P1 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				
	Male	Black or African American	Not NT				
		White	Not NT				
		White	NT				
Architecture and Construction (02)	Female	Unknown Race and Ethnicity	NT				
		White	NT				

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	
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

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 **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

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 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

When to use the Participant or Concentrator Reports

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



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	●
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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	●

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

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



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

Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
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2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
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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	●	▼

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



Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
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1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
3P1 CIP Program Report	●	
1P1 Career Cluster Report	●	
2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
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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	●	▼

This report identifies and quantifies gaps in performance between subpopulations and the indicator population as a whole for each performance indicator

Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report	●	
1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
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3P1 Career Cluster Report	●	
Participant Count Trend 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	●	▼

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

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

- Comprehensive Local Needs Assessment (CLNA)
- Local Application
- Improvement Plan



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)

What questions do you have?



THANK YOU!

If you have questions or want to set up a session to review Power BI/available reports, please contact us.

- » Katie Vaccari
- » Katie.Vaccari@minnstate.edu

- » Russ Dahlke
- » Russell.Dahlke@minnstate.edu

