

## Getting Started with Power BI

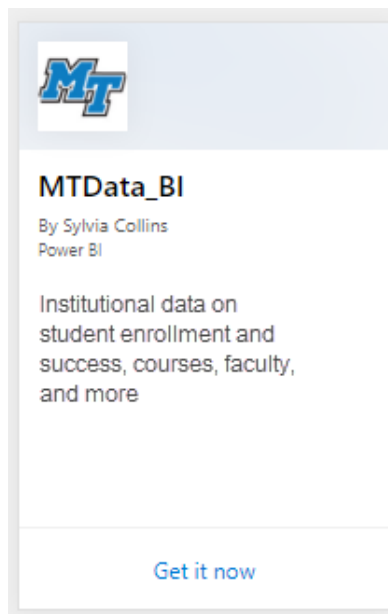
### Recommended Browsers

Power BI is designed to work with several browsers but Power BI performance differs depending on the browser. We have found the best performance with the latest version of Microsoft Edge and Google Chrome.

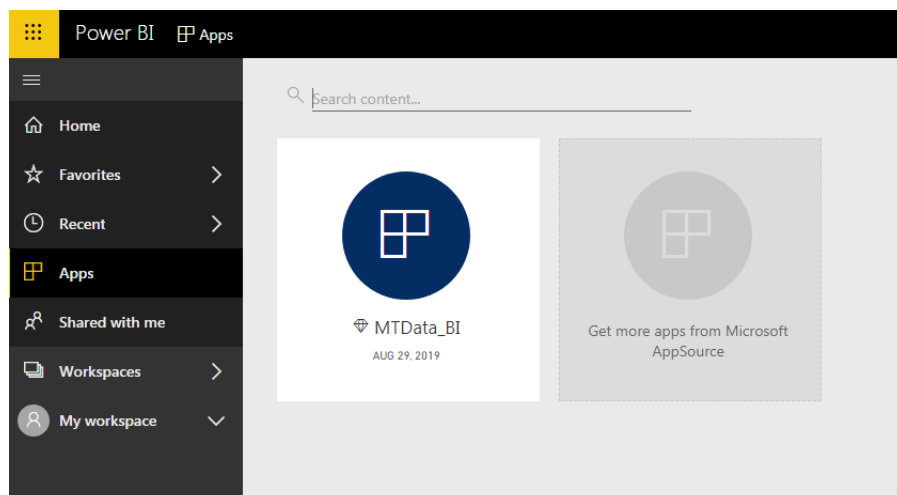
### Accessing Power BI

You can access the MT Data Power BI app from the Microsoft Power BI web site (<https://powerbi.microsoft.com/en-us/landing/signin/>) or from the MTSU IEPR web site (<https://mtsu.edu/iepr/bi.php>). After going to either of the links, you will need to login to Power BI Service using your FSA credentials.

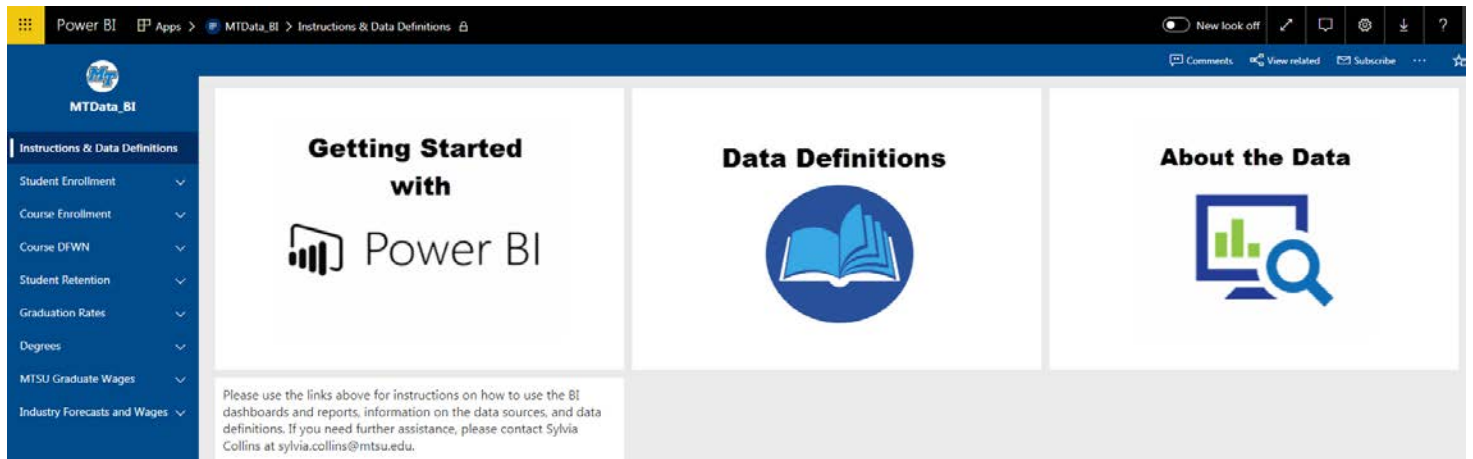
If you log in through the MTSU IEPR web site, it will take you straight to the MT Data app. If you login through the Microsoft web site, you will need to get the MT Data app. To do this, click Apps > Get Apps > My Organization then click Get it now as shown below.



Once you have the app loaded you will see the following screen. Click on MTData\_BI to open the app.



After opening the MT Data app, you will see the following screen.



To learn more about the data definitions or data sources, click on the related icons. To view reports, click on a menu item on the left. The menu will expand to give you a list of related reports. Click on desired report to open it. Once you open the report, you will have access to interactive visualizations.

### How to Interact with the Data

Each report provides options to organize and filter the data. Use the slicers to select the criteria you wish to filter by.

This screenshot shows a detailed report for Middle Tennessee State University. At the top, there are six slicers for 'Term', 'Level', 'College', 'Department', 'Major', and 'Concentration', all currently set to 'All'. Below these are two data tables. The left table, 'Enrollment by Major & Concentration', lists various majors and their enrollment counts across three categories: HC, FL, and SCH. The right table, 'Enrollment by Department, Degree, Major & Concentration', lists departments and their enrollment counts across the same three categories. A red box labeled 'Slicers' has arrows pointing to the slicer controls. At the bottom, a bar chart titled 'Majors with Highest Enrollment' shows the top 10 majors by enrollment count.

Major	Enrollment
Psychology	935
Aerospace	847
Business Administration	776
Biology	687
Exercise Science	606
Recording Industry	573
Nursing	570
Criminal Justice Admin	504
Accounting	464
Information Systems	447

To select or deselect an item click on the box or circle by the item. If checkboxes are present, you can select multiple items by holding your CTRL key and selecting. If radio or round boxes are present, you can only select a single item. Some slicers have a SELECT ALL option. Once you select a slicer option, the data will change on all the visualizations on the report page.

**Term**

Spring 2019 ^

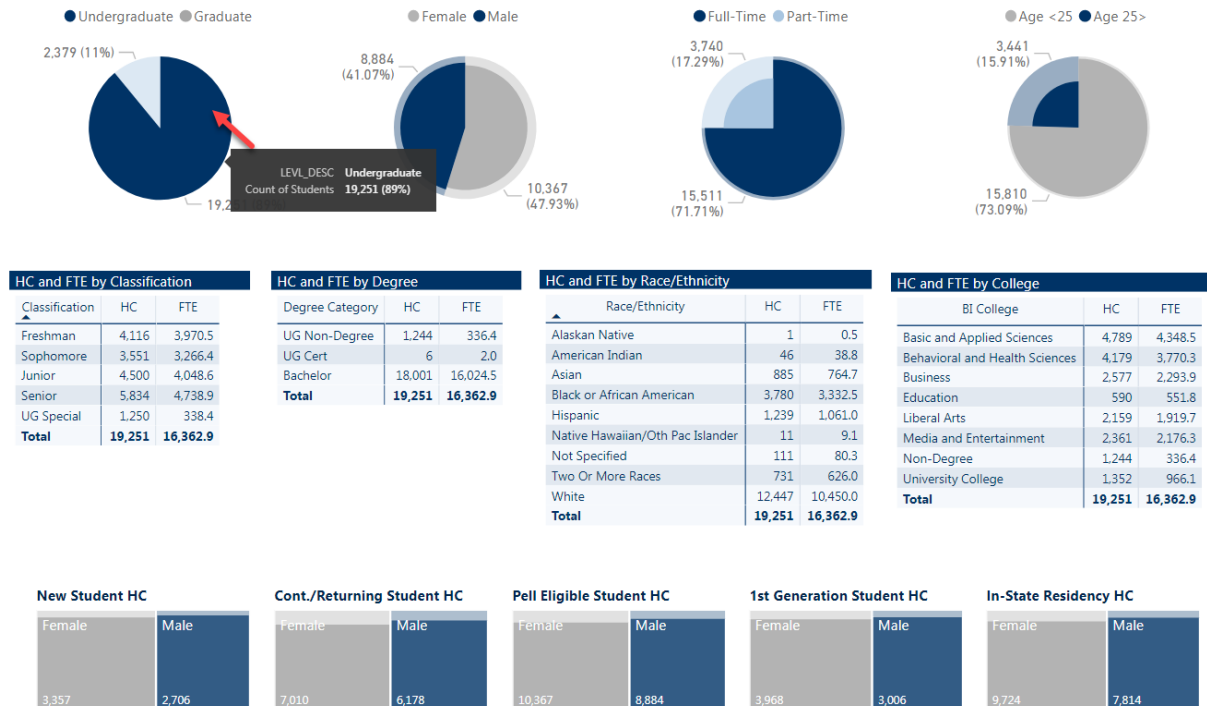
- Select all
- Spring 2019
- Fall 2018
- Summer 2018
- Spring 2018
- Fall 2017
- Summer 2017
- Spring 2017
- Fall 2016
- Summer 2016
- Spring 2016

### Enrollment Detail

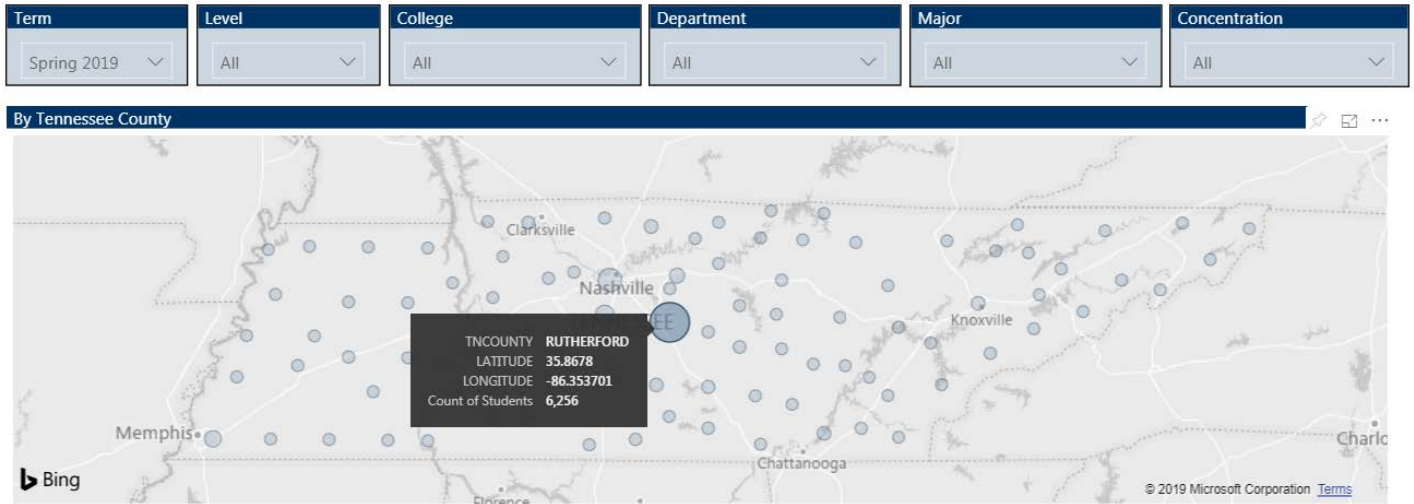
- Freshman
- Sophomore
- Junior
- Senior
- UG Special
- Masters
- Specialist
- Doc Candidate
- Graduate Special

- Full-Time
- Part-Time
- Female
- Male
- Age <25
- Age 25>

By default, visualizations can be used to cross-filter and cross-highlight the other visualizations on the page. The screen below shows how clicking on the undergraduate pie slice, cross-filters the other visualizations to show data for undergraduate students only. You can cross-filter multiple visualizations by holding your CTRL key down and clicking on the desired category in another visualization. Click on the visualization again to turn off your selection.

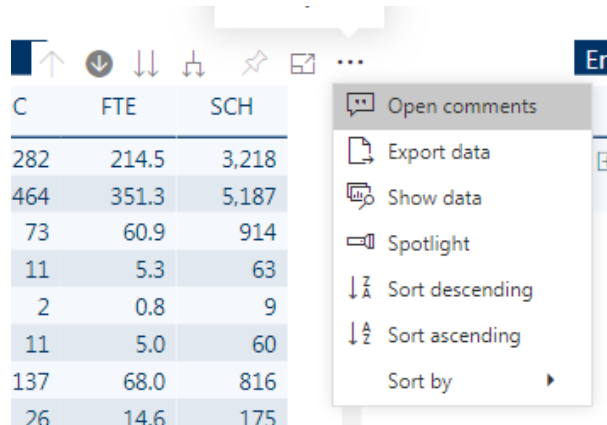


The following screen shows how clicking on Rutherford county cross filters the other visualizations to students who reside in Rutherford county.

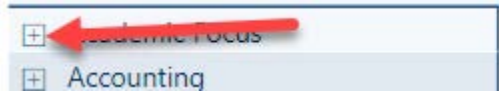


By Foreign Country	By State	By TN County	By TN High School	By Transfer Institution
Country <small>HC</small>	State <small>HC</small>	County <small>HC</small>	High School <small>HC</small>	Transfer Institution <small>HC</small>
Total	Tennessee 6,256 <b>Total 6,256</b>	Rutherford 6,256 <b>Total 6,256</b>	Blackman High School 775 Riverdale High School 751 Siegel High School 597 Oakland High School 463 Stewarts Creek High School 381 Smyrna High School 341 Central Magnet School 331 Lavergne High School 308 Eagleville High School 103 High Sch Equivalent GED-HISET 94 International High Sch Student 62 Middle Tennessee Christian Sch 61 Aaron Academy 53 HomeLife Academy 46 Gateway Christian Schools 43 Central High School 33 <b>Total 6,085</b>	Motlow State Community College 915 Middle Tennessee State Univ 352 Adv Placement Program 239 Nashville State Community Coll 137 Univ of Tennessee at Knoxville 106 Bethel University TN 94 Univ of Tennessee-Chattanooga 88 University Of The Cumberlands 72 Volunteer State Community Coll 64 Columbia State Community Coll 63 Tennessee Tech University 57 Lipscomb University 43 Tennessee State University 43 Austin Peay State University 39 Foreign Lang Test (Local Othr) 33 University of Memphis 29 <b>Total 3,645</b>

Hover over a visualization to get more options to interact. In order of appearance, you can use the icons shown below to drill up, drill down, go to the next level in the hierarchy, expand all down one level in the hierarchy, enter focus mode or select more options. The more options tab will allow you to open comments, export the data (summarized data only), show the data behind a visualization, spotlight, sort descending or ascending by selected field.

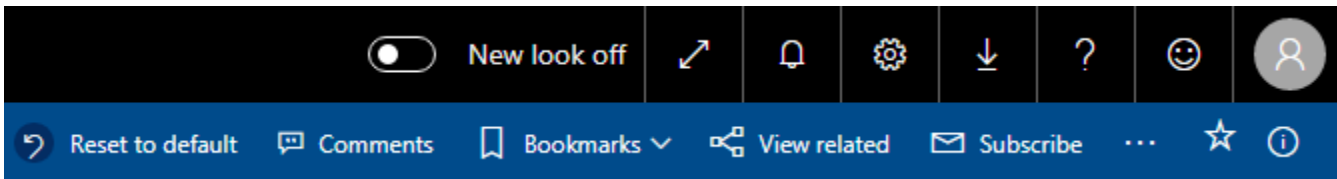


You can expand an individual row by clicking the + icon and collapse it by clicking the - icon.



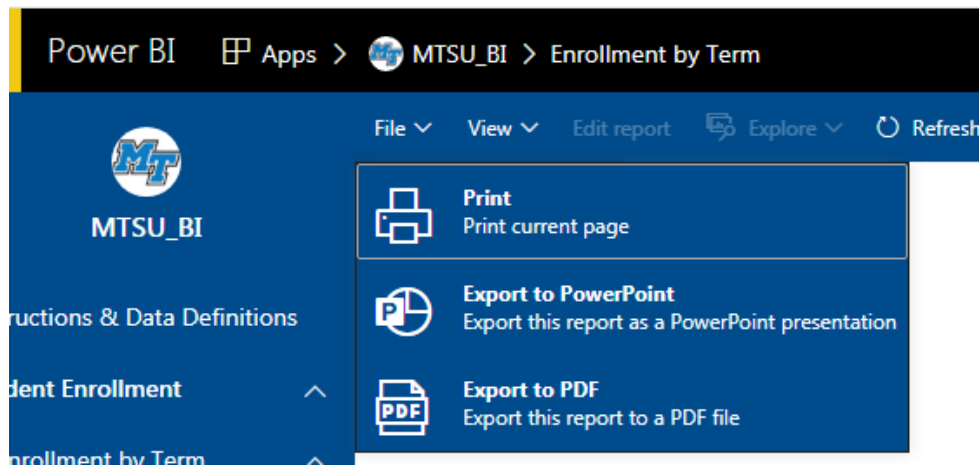
### Bookmarking Reports and Selected Values

You can create a bookmark for a report or use the star icon to mark it as a favorite.

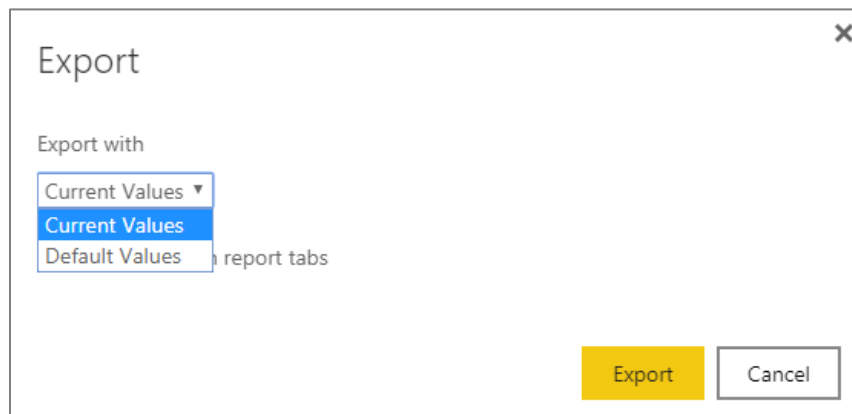


### Exporting and Sharing the Report Data

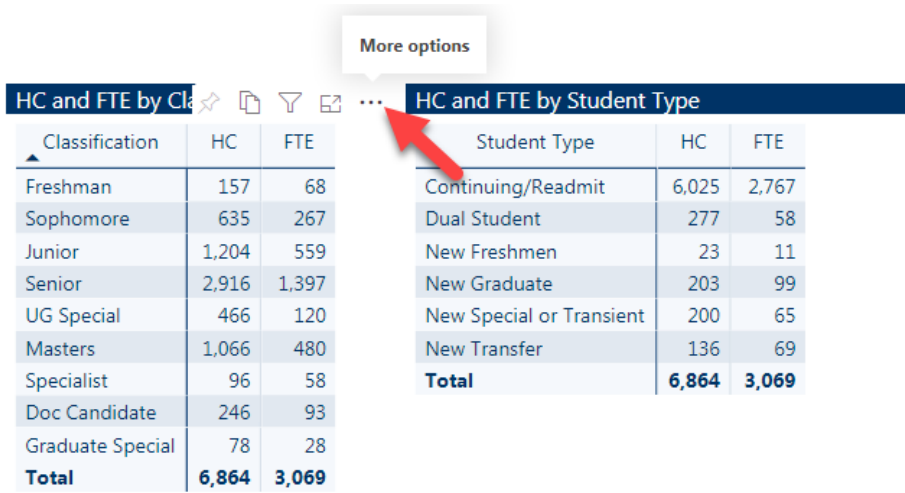
Using the File menu, you can print the report or export it to a PowerPoint or PDF. All pages of the report will be printed or exported.



If you print the report, it will print with the selected or current values. If you export the report to PowerPoint or PDF, you will have the option to export the current values or default values.



To download a table or chart data to Excel, hover over the title of the table or chart and click on the ... for More options.

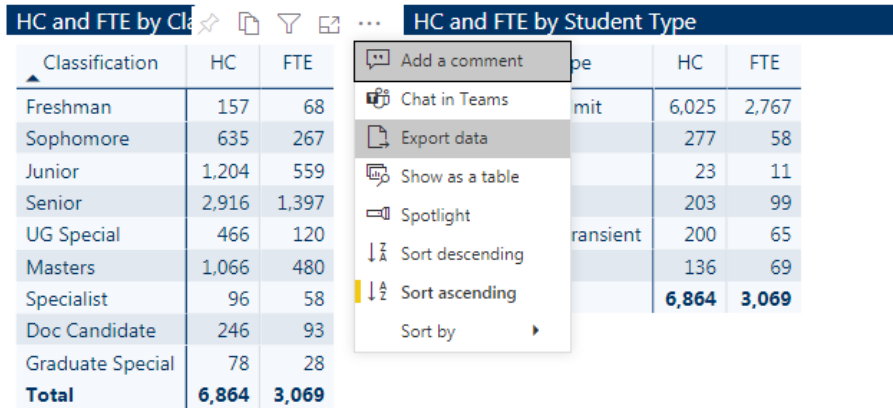


The screenshot shows two tables side-by-side. The left table is titled 'HC and FTE by Classification' and the right table is titled 'HC and FTE by Student Type'. A red arrow points to the 'More options' menu (three dots) on the right table's title bar.

Classification	HC	FTE
Freshman	157	68
Sophomore	635	267
Junior	1,204	559
Senior	2,916	1,397
UG Special	466	120
Masters	1,066	480
Specialist	96	58
Doc Candidate	246	93
Graduate Special	78	28
<b>Total</b>	<b>6,864</b>	<b>3,069</b>

Student Type	HC	FTE
Continuing/Readmit	6,025	2,767
Dual Student	277	58
New Freshmen	23	11
New Graduate	203	99
New Special or Transient	200	65
New Transfer	136	69
<b>Total</b>	<b>6,864</b>	<b>3,069</b>

From the More options menu, select Export data.

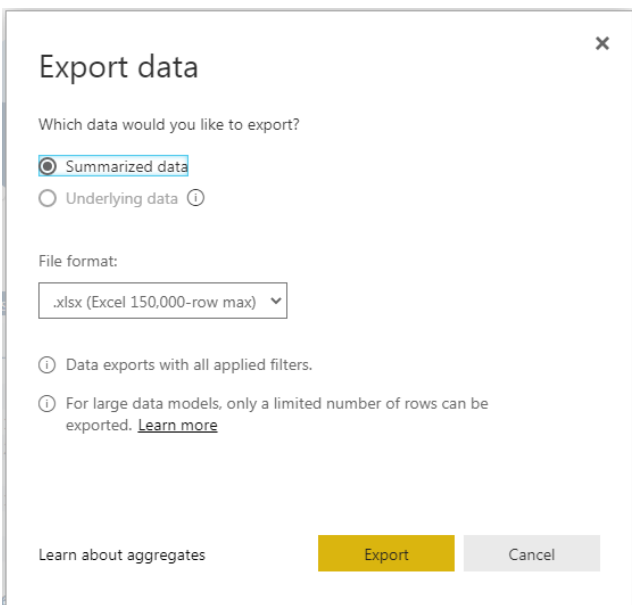


The screenshot shows the 'More options' menu open over the 'HC and FTE by Student Type' table. The 'Export data' option is highlighted.

Classification	HC	FTE
Freshman	157	68
Sophomore	635	267
Junior	1,204	559
Senior	2,916	1,397
UG Special	466	120
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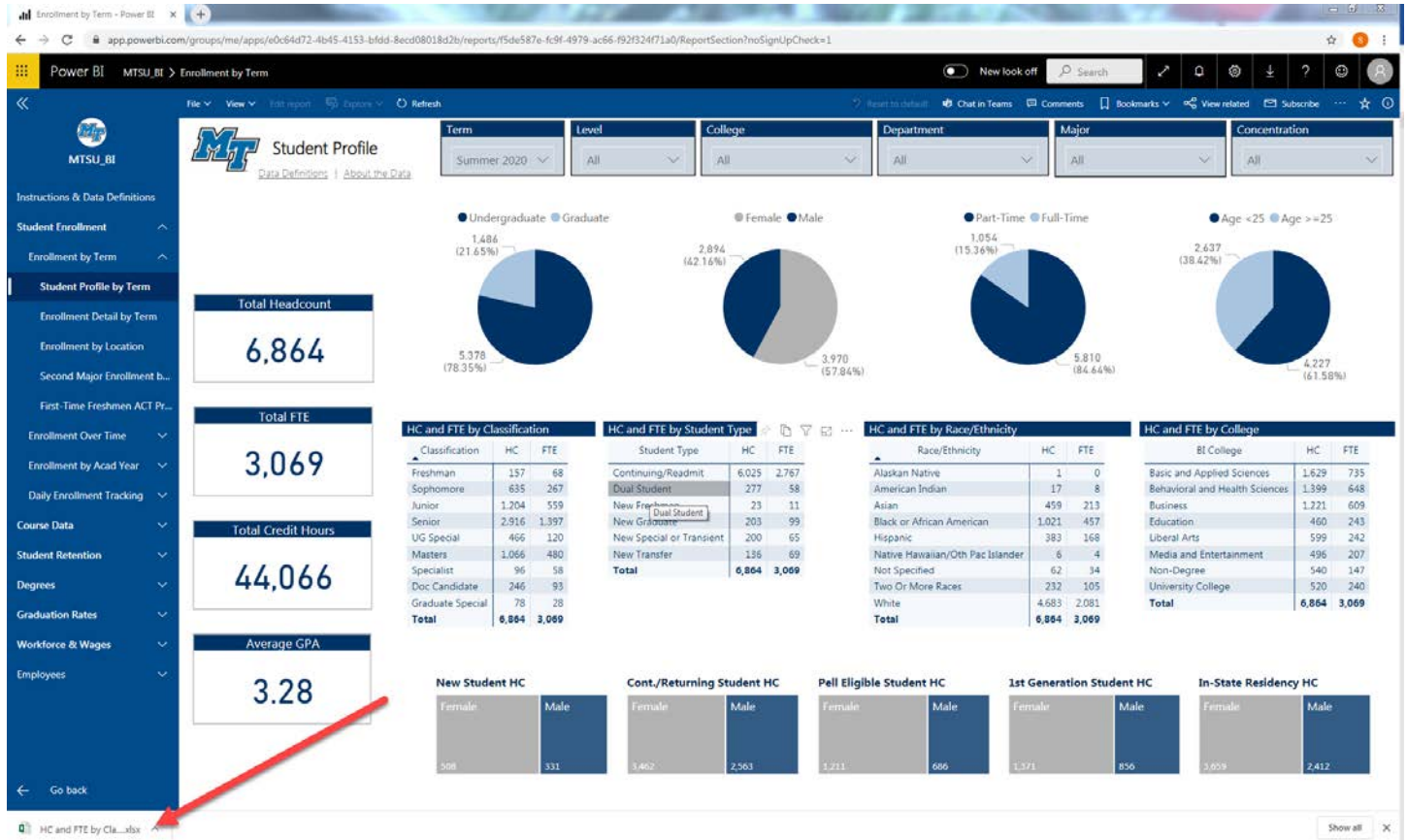
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New Special or Transient	200	65
New Transfer	136	69
<b>Total</b>	<b>6,864</b>	<b>3,069</b>

Then click the Export button to create an Excel file with the summarized data.



The 'Export data' dialog box is shown. It has a title bar with a close button (X). The main text asks 'Which data would you like to export?'. There are two radio buttons: 'Summarized data' (selected) and 'Underlying data'. Below this is a 'File format:' section with a dropdown menu set to '.xlsx (Excel 150,000-row max)'. At the bottom, there are two buttons: 'Export' (highlighted in yellow) and 'Cancel'. There is also a link 'Learn about aggregates' and a link 'Learn more' in the explanatory text.

The Excel file will appear in the downloaded documents bar at the bottom of the screen. Click on the filename to open the file in Excel.



PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

Applied filters: Term is Summer 2020

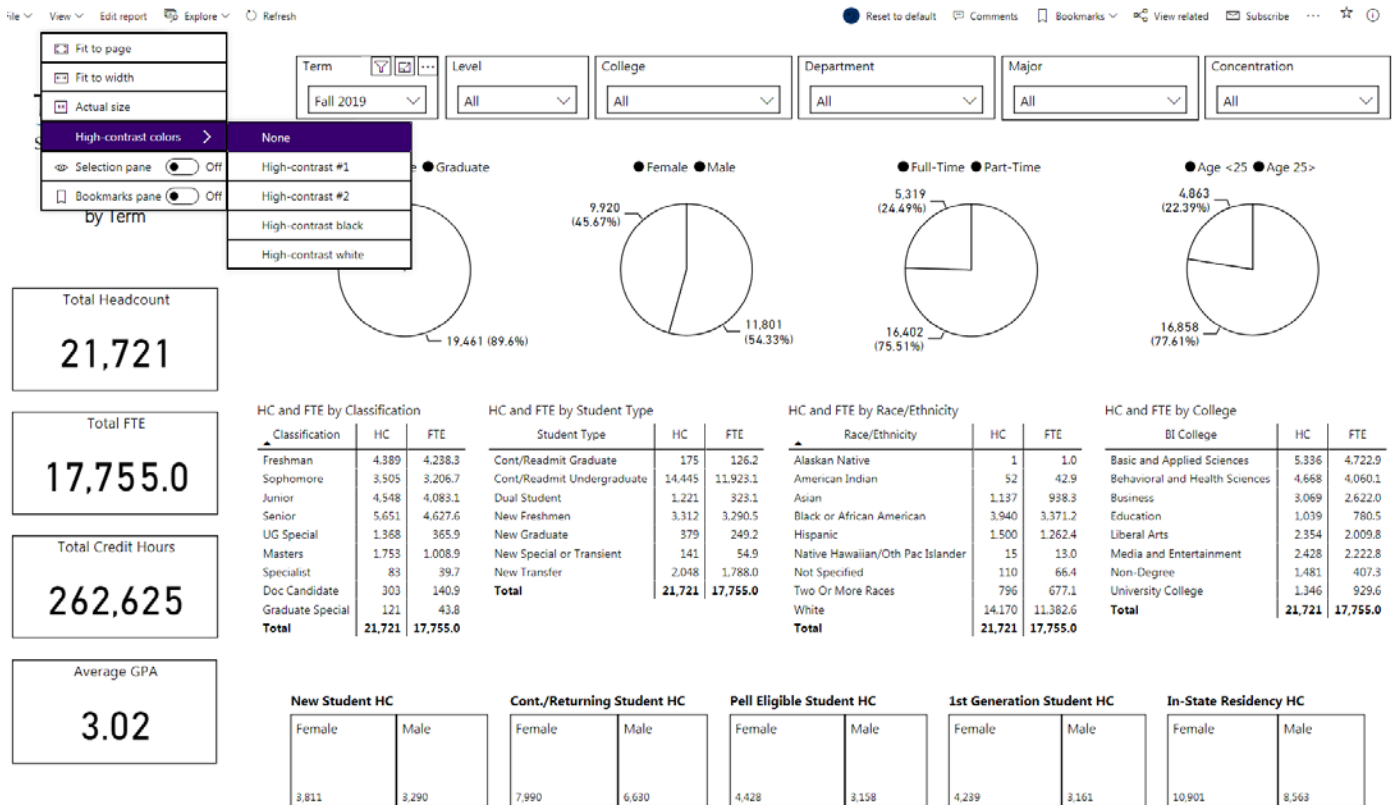
Classification	HC	Sum of FTE
Freshman	157	68
Sophomore	635	267
Junior	1,204	559
Senior	2,916	1,397
UG Special	466	120
Masters	1,066	480
Specialist	96	58
Doc Candidate	246	93
Graduate Special	78	28

### Changing Views

The expand button will allow you to enter full screen mode. The ESC key will exit full screen mode.



Using the View menu, you can change the size of the report to fit the page, fit the width of the screen or be actual size. You can change the colors of the report to various high contrast options.



## Learn More

The question mark button provides links to tutorials, community and additional resources for Power BI.

