



Sample Work Designs



DETROIT
PUBLIC SCHOOLS
COMMUNITY DISTRICT

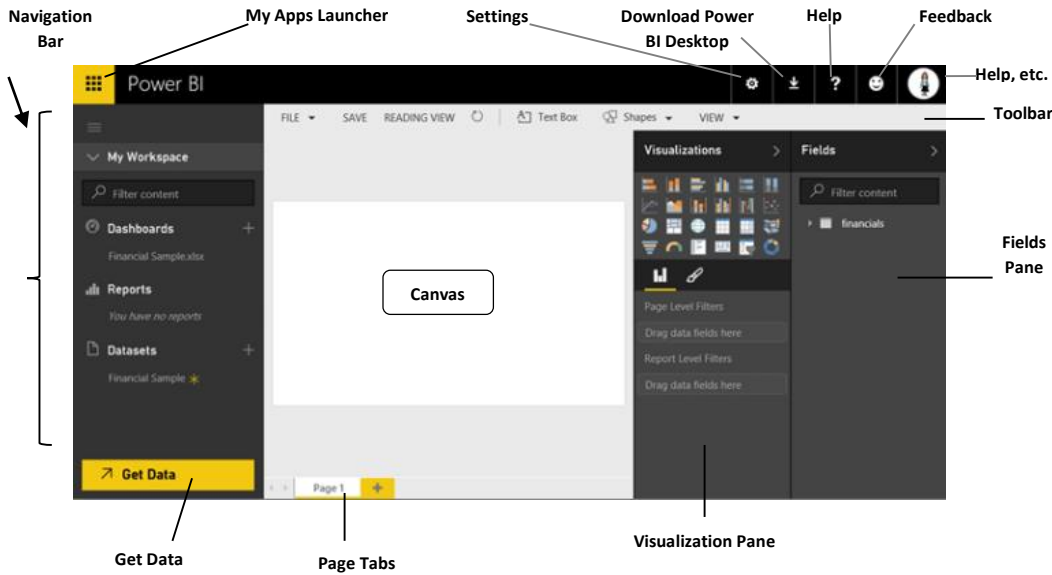


REFERENCE GUIDE

Power BI


Quick Reference Guide

Power BI Service



Print to PDF

To print a Dashboard to Adobe PDF, use the following steps,

- Locate the **ellipsis**  near the upper right corner and click
- Then select **Print Dashboard** from the menu that displays
- The print dialog displays
- In the select printer section, select **Adobe PDF**
- Then select the **location** where you want to store the **PDF**
- Then click **Print**

Print from PDF

To print a Dashboard that has been saved as a PDF, use the following steps,

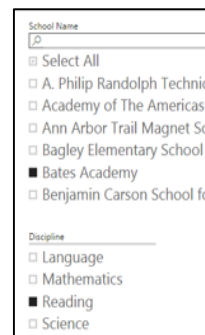
- Locate the saved **PDF file**
- Select the file, then click **Open**
- The PDF files opens in either **Adobe Acrobat** or **Adobe Reader**
- Either click the **Print** icon, or from the **File** menu, select **Print**
- Setup page as needed, specify printer to use and click **Print**

View Power BI Dashboards

Viewing and interacting with Dashboards yields valuable insights.

To view Dashboards, go to Navigation Pane in the **Power BI** service and locate the dashboard you wish to view

- Note that in **Navigation Pane** there are different headings for **Dashboards**, **Reports**, and **Datasets** located beneath **My Workspace**
- This is where you will find all of your **Power BI** files, click on any **Dashboard** or **Report** to **open** it on the **Canvas** and interact with the **Dashboard**
- Check the **boxes** in a **Dashboard** to **narrow** the **data** being viewed
- **Drill down** can also be applied to **Dashboards**, to view data that underlies **visualizations** and to **uncover trends** suggested by the **visual/data**



Navigating the Power BI Service;

- From the **Toolbar**, you can add a **Tile** to a **Dashboard**, then **add content** to the **Tile**
- Click **Favorite** on **Toolbar** to add the **Dashboard** you are viewing to your **Favorites**
- You can also **Share** the **Dashboard** from the **Toolbar**
- Using the **Ellipsis**, you can **print** and more from the **Toolbar**
- Using the **Page** tab you can **Navigate** through your document, or use the **Add a Page** ta to add page(s) to a **Report**
- Bring data into the **Power BI Service** by clicking the **Get Data** button
- Use the **Three Line icon** above **My Workspace** to close the **Navigation Pane**

Using the Nav Bar

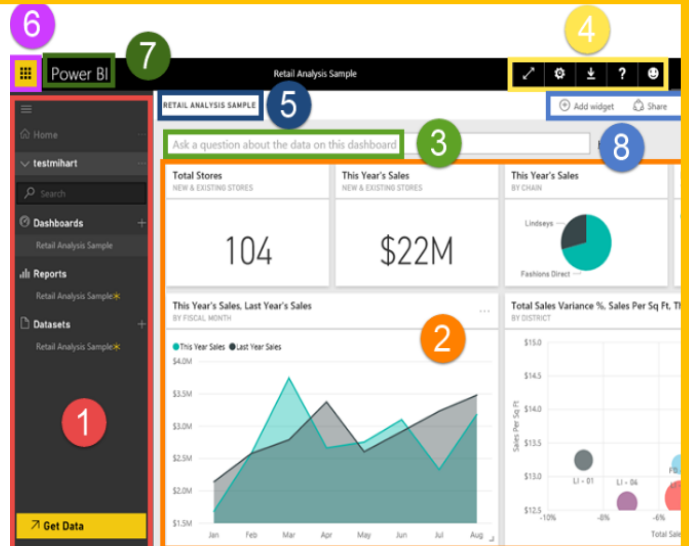
Using the Nav Bar, you can do the following;

- Open the **Dashboard** in **Full Page** mode
- View **Notifications** related to **Office 365**
- Change the **Settings** for **Power BI**
- Download **Power BI Desktop** app
- Click the **Question Mark** to locate **help** and **FAQ's**
- Click on the **Emoji icon** to send **feedback** to **Microsoft**
- Click on **Picture Placeholder** to **Sign Out** of **Power BI**

For more information, visit <https://powerbi.microsoft.com/en-us/documentation/powerbi-service-get-started/>

My Workspace

1. **Navigation bar (navbar)** Use the **navbar** to move between the Power BI building blocks: dashboards, reports, and datasets
2. **Dashboard with tiles.** Dashboards are composed of **tiles**. Tiles are created either in report Editing View or Q&A
3. **Q&A question box.** One way to explore your data is to ask a question and let Power BI Q&A give you an answer, in the form of a visualization
4. **Full screen, Help, and feedback.** The icons in the top right corner are your resources for settings, downloads, and getting help
5. **Dashboard title** (aka Which dashboard is active?) Sometimes it's not easy to figure out which dashboard is active, the title helps you stay informed
6. **Office 365 app launcher.** Helps you access all of your Office 365 Programs
7. **Power BI Home.** Selecting this returns you to the most recently viewed dashboard
8. **Options.** This area of the workspace contains icons for interacting with the dashboard




Creating Reports from Datasets

- The 3 major building blocks of Power BI are: **Dashboards, Reports, and Datasets**
- A **Dataset** is something that you **import** or **connect** to
- **Excel** files that you create can be imported into **Power BI** as a **Dataset**, then be converted into **Visualizations**
- **Visualizations** are the basis for creating **Reports**
- A **Power BI Report** is one or more pages of **Visualizations** (charts, graphs and images). All of the **Visualizations** in a **Report** come from a **single dataset**
- **Reports** can also be created from scratch within **Power BI**

There are 2 modes to view and interact with reports: [Reading View](#) and [Editing View](#). Only the person who created the report, co-owners, and those granted permission, have access to all of the exploring, designing, building, and sharing capabilities of **Editing View** for that report. And the people they share the report with can explore and interact with the report using **Reading View**.

Creating Dashboards from Reports

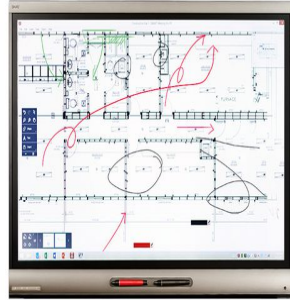
- A **Dashboard** is something you create or something a colleague creates and shares with you
- A **Dashboard** is a **single canvas** that contains zero or more **tiles and widgets**
- Each **tile** displays a single **Visualization** that was created from a **dataset** and **pinned to the dashboard**
- **Dashboards** are typically created from **Reports**

In the **Navigation bar**, "your" dashboards are listed under the **Dashboards** heading. "Your" means that you have access to them, not necessarily that you created them. Each dashboard represents a customized view of some subset of the underlying datasets. If you own the dashboard, you'll also have access to the underlying dataset(s) and they'll appear in the navbar under **Datasets**. If the dashboard was shared with you, it has a sharing icon  next to it

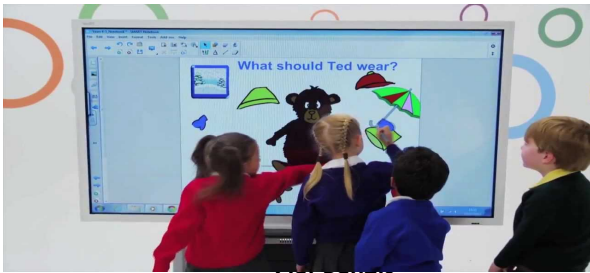
Quick Reference Guide

How To Connect Your Multi-Media

Projectors, Flat Panes, & Interactive Boards



Interactive Boards Download Power



Flat Panels

Computers & Tablets



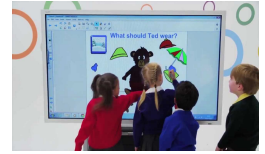
Laptop

Tablet

Fields Pane

Visualization Pane

Flat Panels



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Interactive Boards



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Power Cords

4 Primary Connector Cords.



VGA

Connection Check List

Please complete before you call help desk!

- ✓ Make sure that you are using the correct cord for the device that you are using.
- ✓ Cord must be connected directly to an w walk outlet.
- ✓ Click **Favorite** on **Toolbar** to add the **Dashboard** you are viewing to your **Favorites**
- ✓ You can also **Share** the **Dashboard** from the **Toolbar**
- ✓ Using the **Ellipsis**, you can **print** and more from the **Toolbar**
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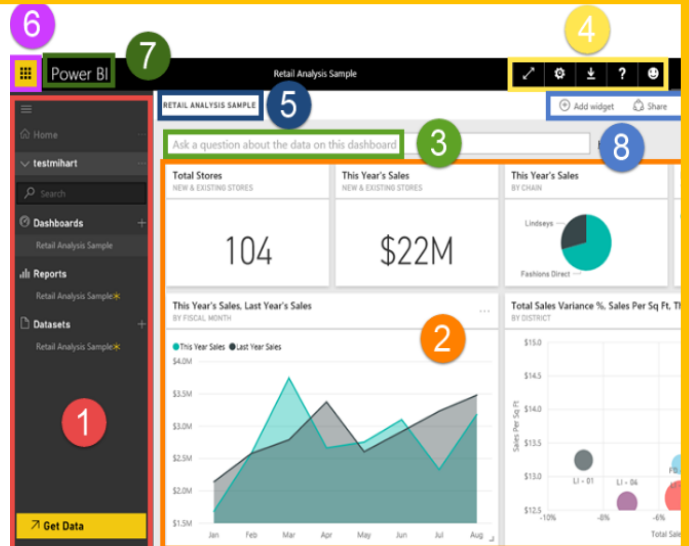
Projectors



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