# Navigating WTCS Power BI Dashboards

Access the dashboard.

- Please contact one of your college's **Data Access Coordinators** to request access to a Power BI dashboard. Each dashboard is a separate data source, and thus you need to request access to individual dashboards.
- When first provided access, you will receive an automated email from Power BI that a Power BI Report has been shared with you with a link to open the report.
- Log in to your Power BI account in a web browser or through Microsoft Teams.
- Navigate to the specific Workspace for the dashboard and select the dashboard report to view.
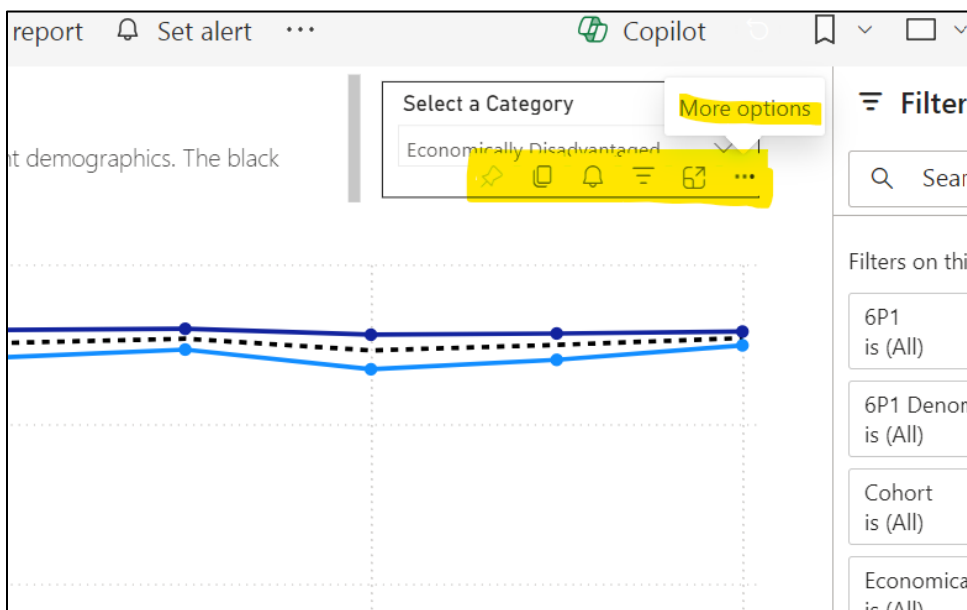
Understand the layout.

- Pages for the dashboard report are on the left, filters are on the right.
- You can enter full screen and dark mode with the rectangle 'View' icon at the top right.
- **Bookmark** the page for quick access to specific views or favorite the dashboard with the star icon.
- Select the green circular arrow icon to reset the dashboard to its default settings.
- **Export** images of an entire dashboard page with the 'Export' button at the top left.
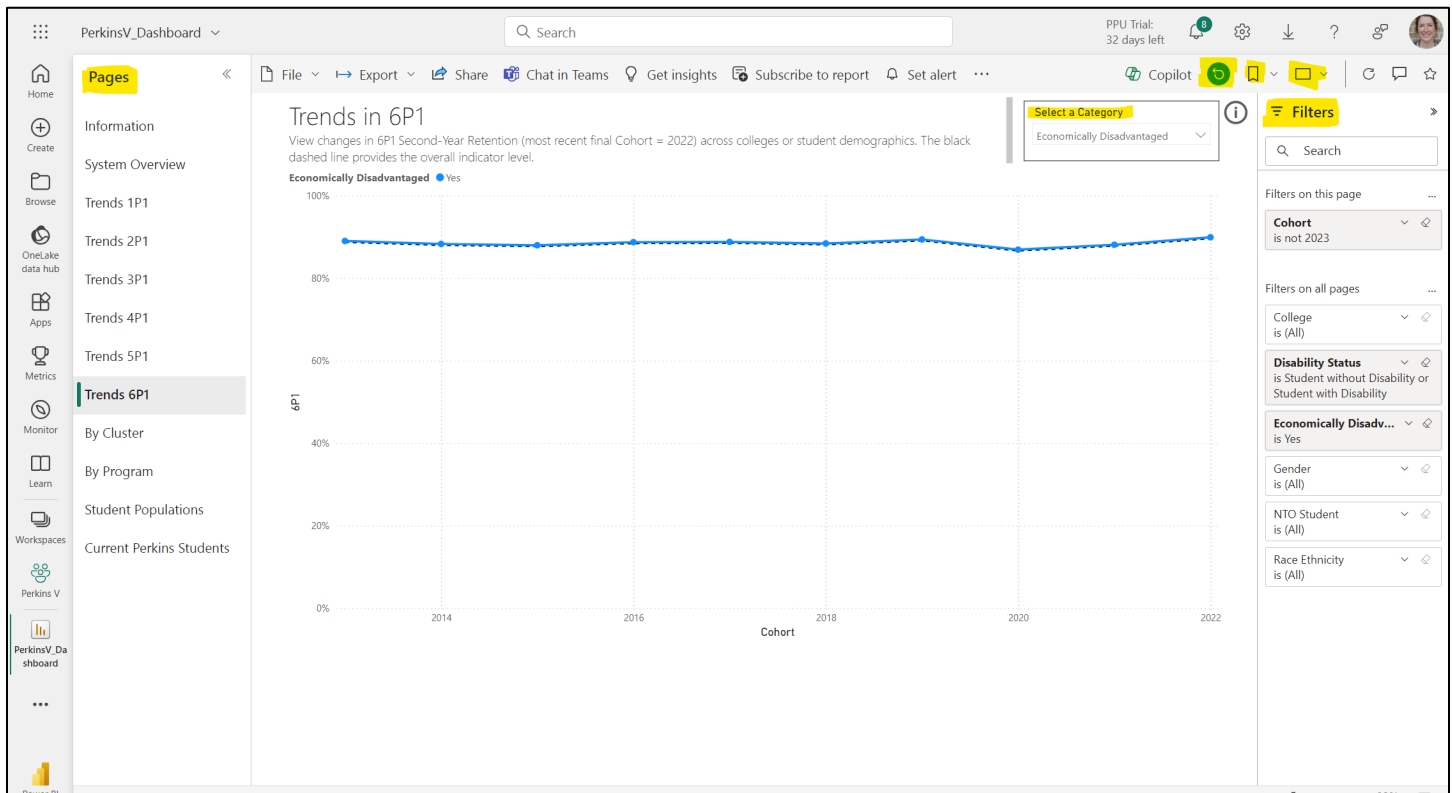
Interact with visuals and export information.

- Click on any visualization (chart, table, etc.) to explore further. Selecting data points within a visual will also filter any other visuals that are available on the page.
- Use filters and slicers (if available, see 'Select a Category" in the dashboard screenshot on the first page) to refine the data displayed.
- For each visual, if you hover over it or select it additional features will then appear at the top right of the visual (e.g., copy as image, focus mode). In 'More Options', you can **export** the summary data to excel, show the visual as table to view the summary data, spotlight and more.