**IMPORTANT: PLEASE ACCESS THE uHOO ANALYTICS DASHBOARD ONLY ON KSU DEVICES AND USING A VPN, IF NEEDED.**

# Accessing the uHoo Analytics Dashboard via Power BI

The uHoo Analytics Dashboard is supported by the Power BI app. You may access the uHoo Analytics Dashboards easily using one of two ways: through MS Teams and through MS Outlook.

Pilot Groups: Please access Power BI through MS Teams at this time.

There may be some variation from what you see on your screen, but the instructions serve as an overall guide.

## Accessing Power BI via MS Teams

**Step 1**: If you don’t have the Desktop App version of *MS Teams*, [download it here](https://www.microsoft.com/en-us/microsoft-teams/download-app).

**Step 2:** Launch *MS Teams* app and click the **Apps** icon at the bottom of the menu on the right. In the *Search* box at the top, type **Power BI** and click the **Open** button to the right of the *Power BI* result.

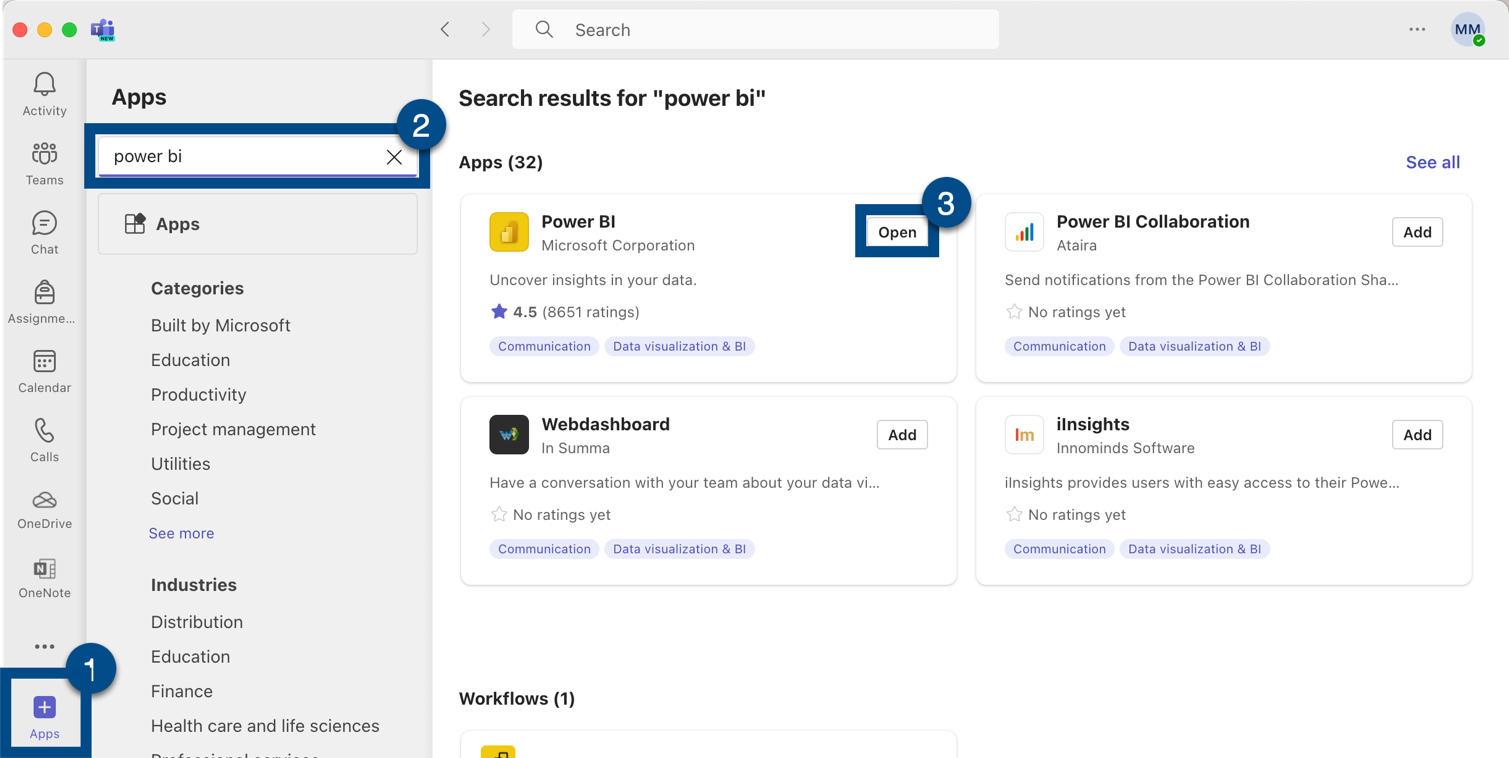


Figure - Screenshot demonstrating launching MS Teams app, searching, and clicking the Power Bi option

**Step 3:** You may see a pop-up screen. If you do, click the **Add** button to add the *Power BI* app to your *MS Teams* menu.

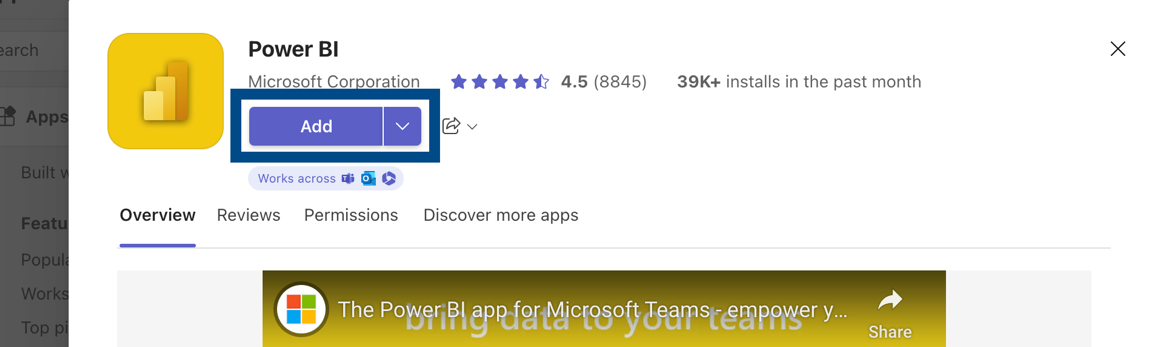


Figure - Screenshot displaying the Add button

**Step 4:** The *Power BI* app icon will now display at the bottom of the menu. Right click the **icon** and select Pin from the Dropdown menu. Pinning the app will make it easier for you to access in the future.

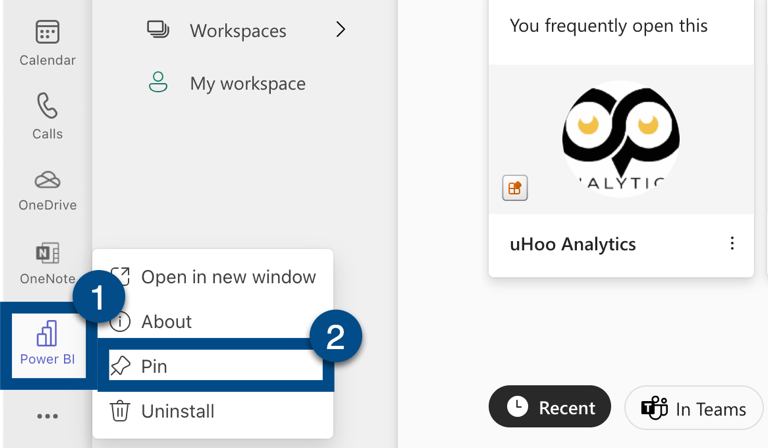


Figure - Screenshot of pinning Power BI icon to Teams menu

**Step 5:** Click the **Apps** icon within the *Power BI* menu to open the apps available to you. If you do not see the option for *uHoo Analytics*, perform a search for **uHoo Analytics** in the *search bar*. Then, click **uHoo Analytics**.

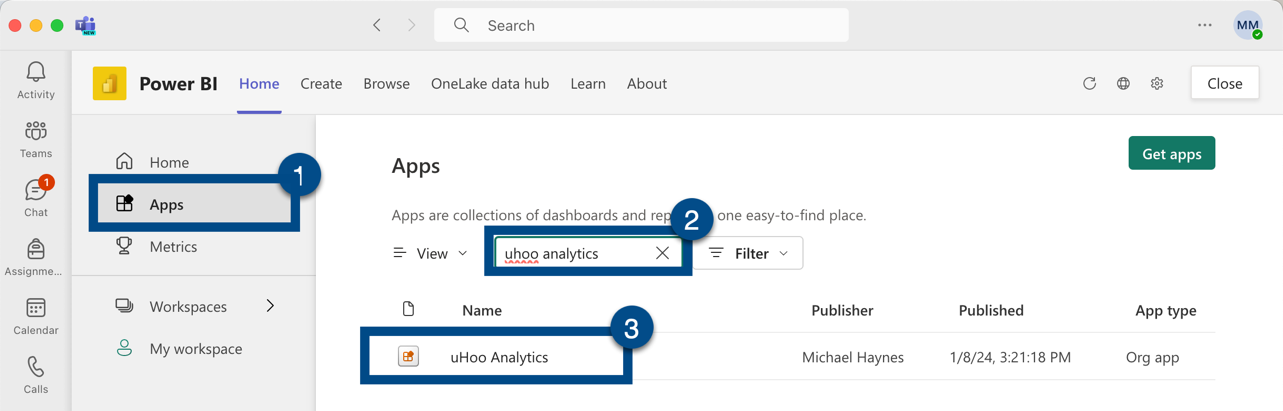


Figure - Screenshot demonstrating searching for and selecting the uHoo Analytics app option

You will now be able to access and use the *uHoo Analytics* dashboards in your browser.

### Expanding the View in MS Teams

Once you’ve opened the report using MS Teams, you can expand the window to more easily see the data.

Step 1: Click the arrow to the right of the uHoo Analytics App item in the menu

Step 2: From the resulting dropdown menu, select either:

1. Open tab in new window – opens the Power Bi app in a new Teams window without the menus to the left and the top, allowing you to see the data in a larger window.
2. Expand tab – expands the current uHoo Analytics App tab, but retains the primary Teams navigation to the left of the window.

## A screenshot of a computer Description automatically generated

Figure - Options to expand the view of the data within MS Teams

## Accessing Power BI via Outlook

**Step 1**: Open MS Outlook email in your browser.

**Step 2:** Click the “waffle” icon (App Launcher).

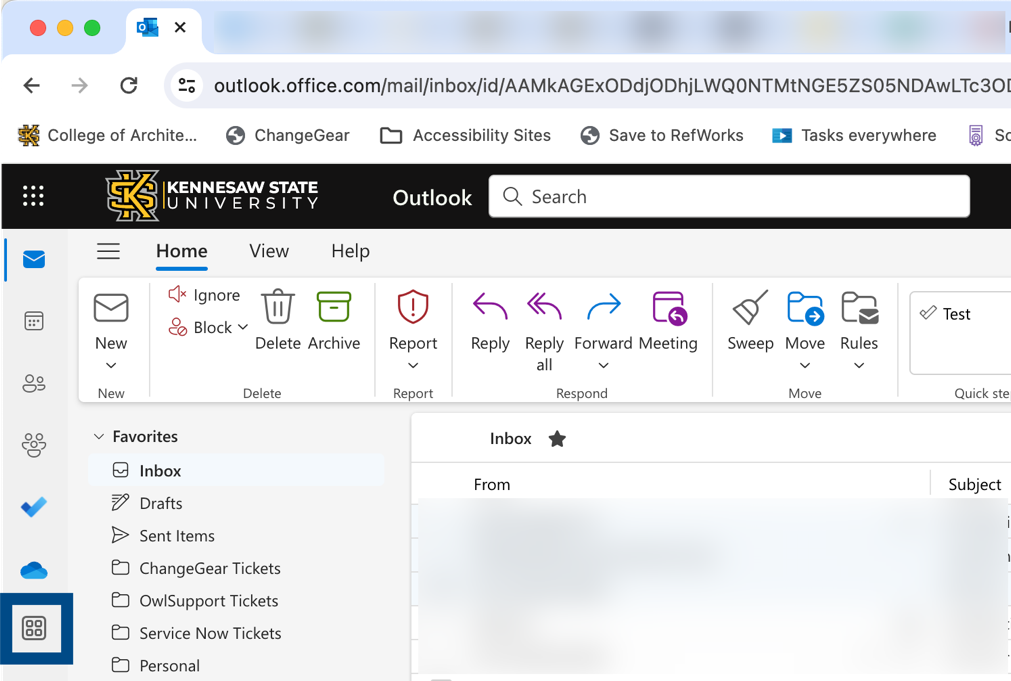


Figure - Screenshot of browser version of MS Outlook waffle icon

**Step 3**: In the search box that appears, type **Power Bi**. Then, click the **Power Bi app** icon.

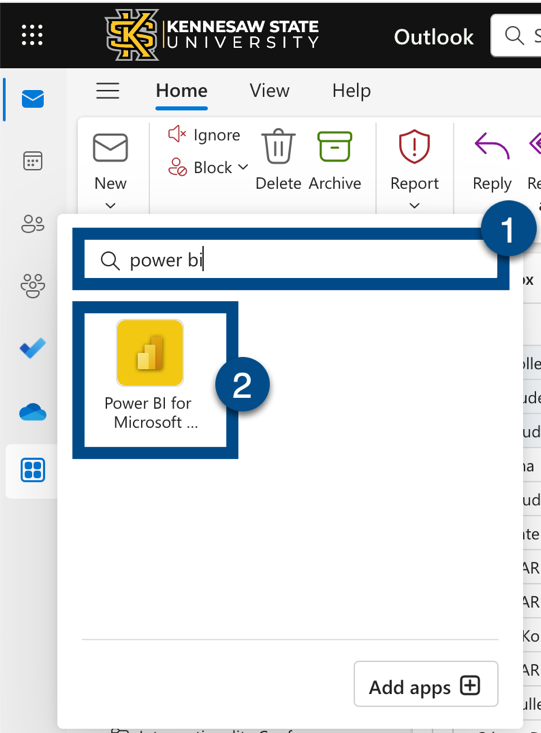


Figure - Screenshot of subsequent dropdown menu with the option to click All apps

**Step 4:** Right-click the **Power bi** icon. A sub menu will open; click the **Pin** option.

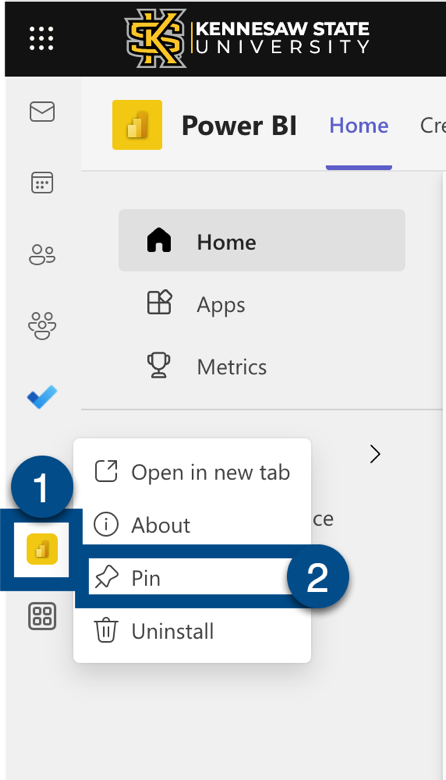


Figure - Screenshot of Power BI selection and pinning

**Step 5:** Click the **Apps** icon within the *Power BI* menu to open the apps available to you. If you do not see the option for *uHoo Analytics*, perform a search for **uHoo Analytics** in the *search bar*. Then, click **uHoo Analytics**.

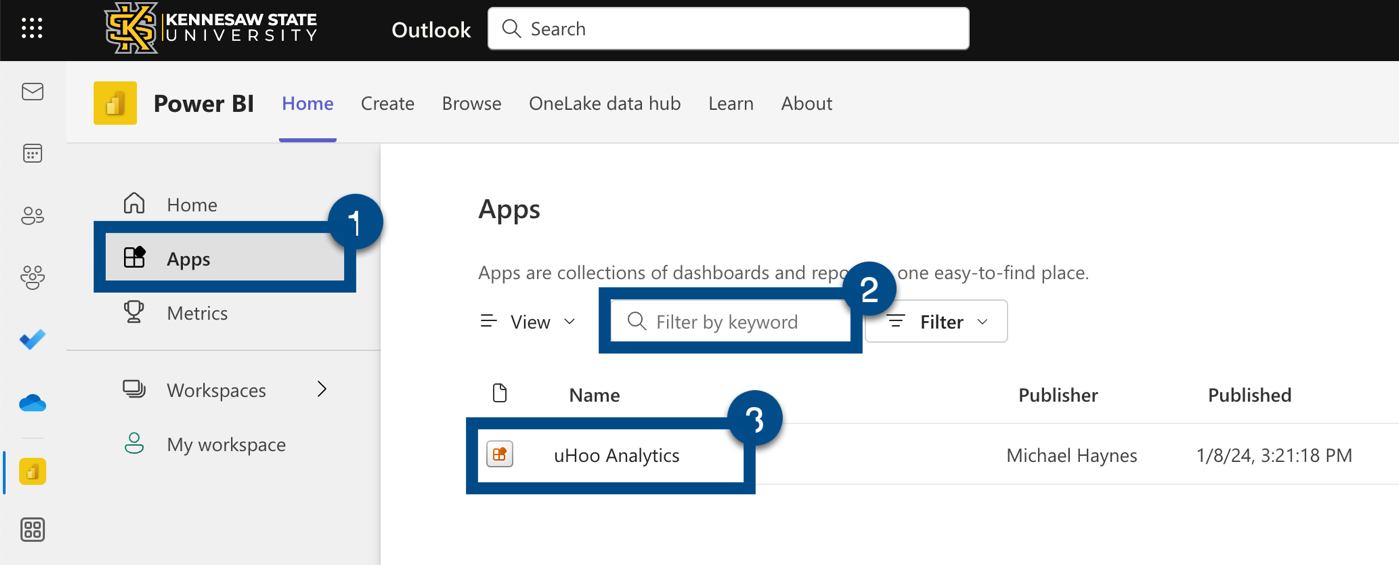


Figure - Screenshot of Power BI icon pinned in the waffle menu

You will now be able to access and use the *uHoo Analytics* dashboards in your browser.

## Subsequent Access the uHoo Analytics Dashboard via Power BI

### MS Teams:

Once you have followed the instructions above to download MS Teams, pin the Power BI app, and access your dashboard, you can return to your dashboard anytime by

1. Launching the *MS Teams* app.
2. Clicking the **Power BI icon** in the menu on the right.
3. Clicking the *Power BI* **Apps** menu and then the **STUDENT SUCCESS App** as shown in *Step 5* above.

### MS Outlook

Once you have followed the instructions above to pin the Power BI app on the Outlook menu and access your dashboard, you can return to your dashboard anytime by

1. Launching *MS* *Outlook*.
2. Clicking the App launcher (waffle) icon and then clicking on the **Power BI icon** in the menu.
3. Clicking the *Power BI* **Apps** menu and then the **STUDENT SUCCESS App** as shown in *Step 5* above.