

IMPORTANT: PLEASE ACCESS THE uHOO ANALYTICS DASHBOARD ONLY ON KSU DEVICES AND USING A VPN, IF NEEDED. Also, please note that you will have access to the dashboards approximately two weeks following the Intro to uHoo Analytics training.

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.

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](#).

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.

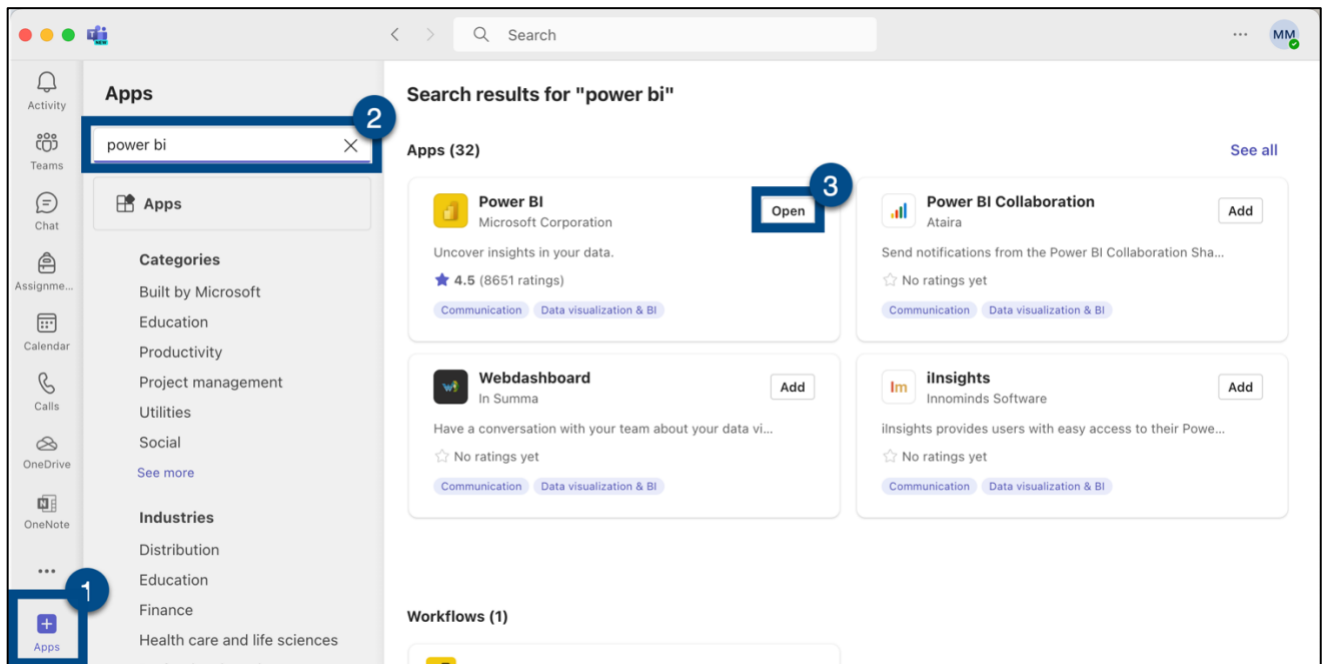


Figure 1 - Screenshot demonstrating launching MS Teams app, searching, and clicking the Power BI option

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.

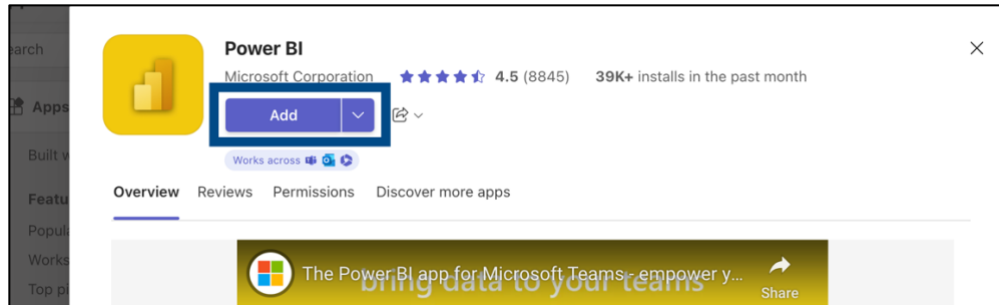


Figure 2 - Screenshot displaying the Add button

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.

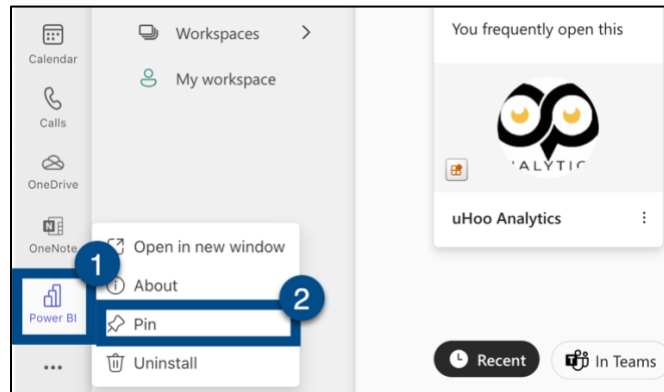


Figure 3 - Screenshot of pinning Power BI icon to Teams menu

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**.

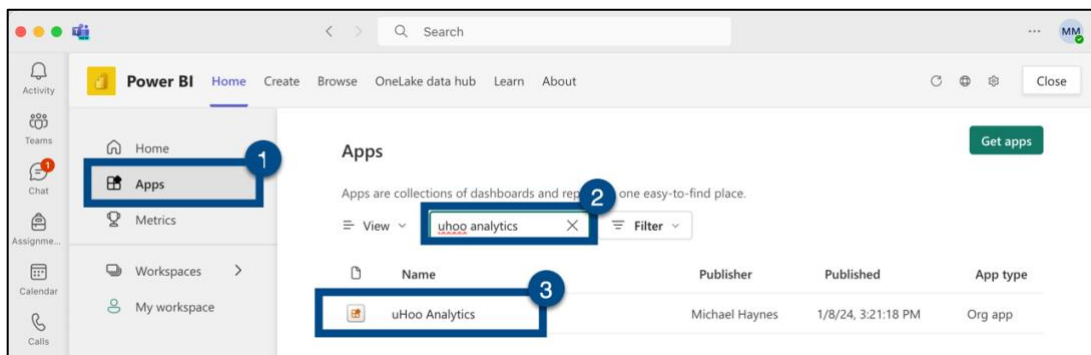


Figure 4 - Screenshot demonstrating searching for and selecting the uHoo Analytics app option

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

Accessing Power BI via Outlook

Step 1: Open MS Outlook email in your browser.

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

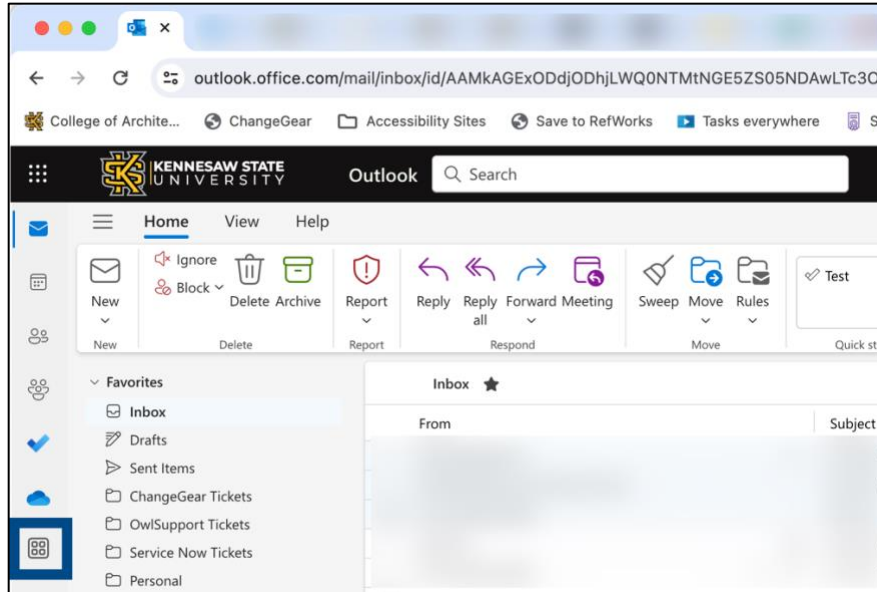


Figure 5 - Screenshot of browser version of MS Outlook waffle icon

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

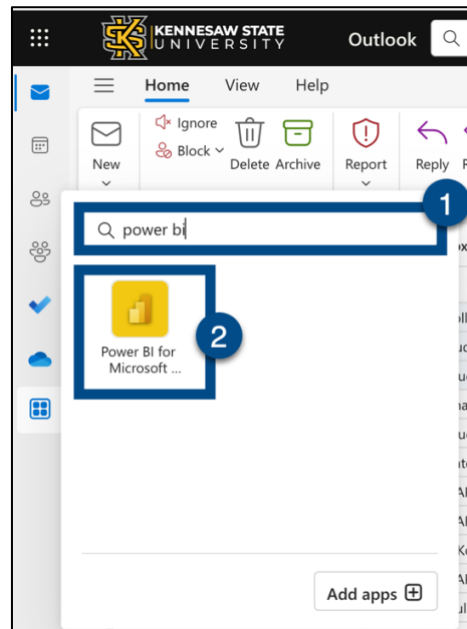


Figure 6 - Screenshot of subsequent dropdown menu with the option to click All apps

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

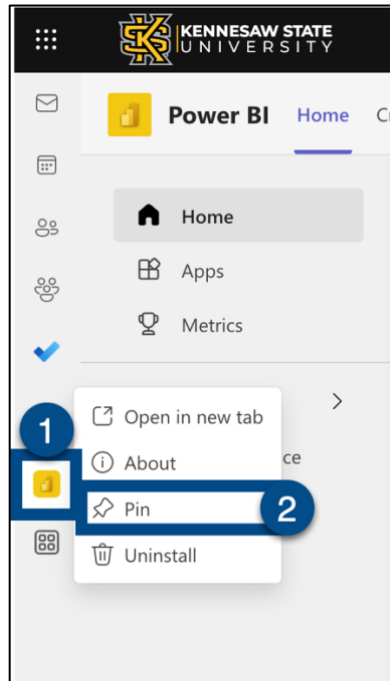


Figure 7 - Screenshot of Power BI selection and pinning

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**.

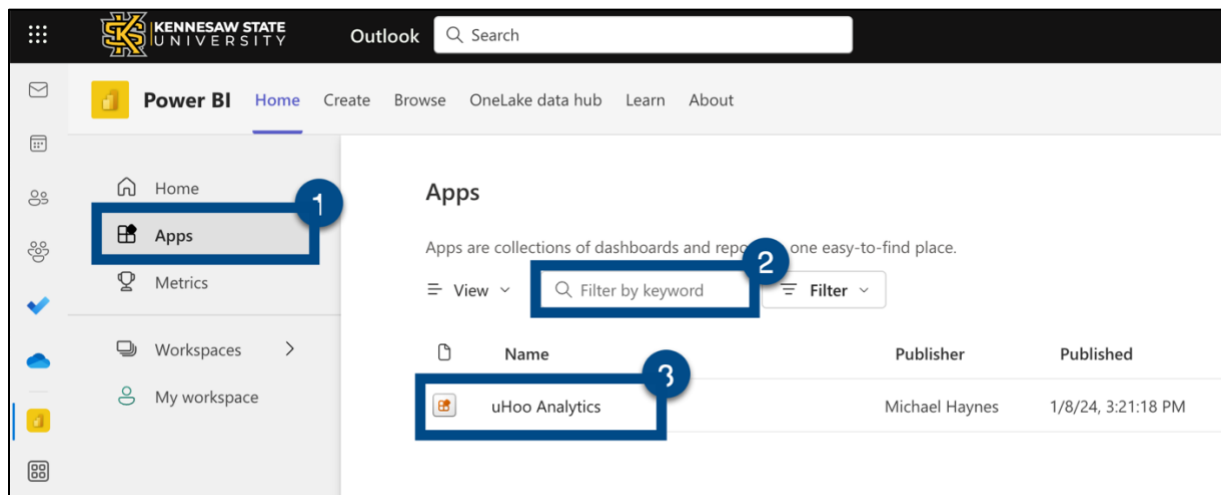


Figure 8 - Screenshot of Power BI icon pinned in the waffle menu

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 uHoo **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 uHoo **STUDENT SUCCESS App** as shown in *Step 5* above.