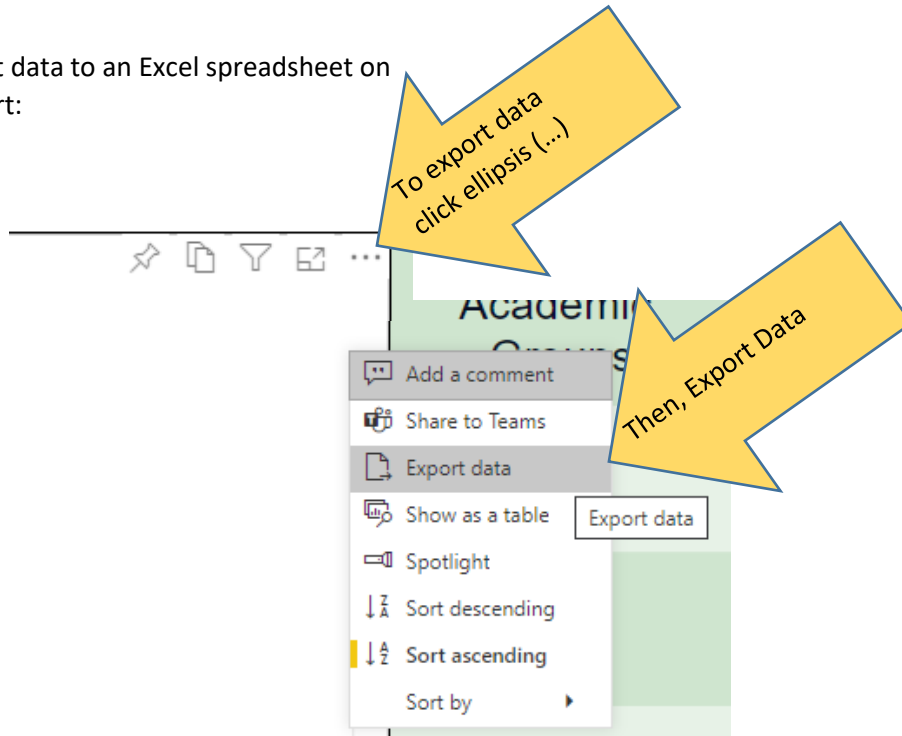


Power BI: Exporting Data into Excel:

Most reports have underlying study data that can be downloaded. District level staff have access to Comparative Reports that do not have underlying data.

To export data, hover over the data set and a gray scale menu will show in the upper right-hand corner of the data set. Click on the ellipsis, then select Export data. If the menu is elusive, click the scroll bar to hold the menu in place.

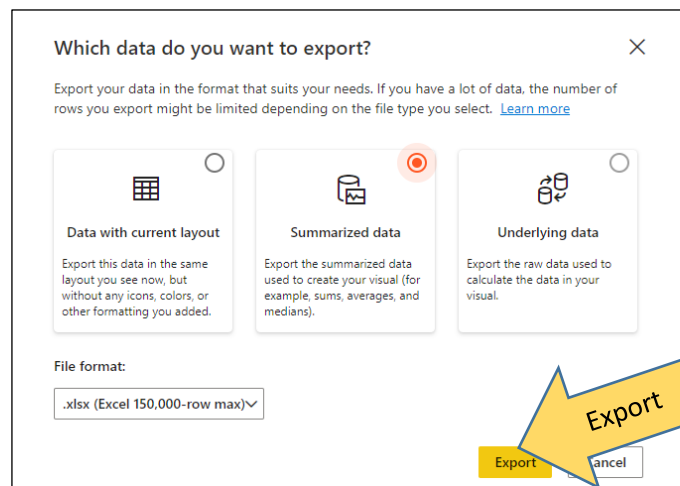
To export data to an Excel spreadsheet on any report:



Step 1) Click the ellipsis and select Export data

Step 2) Choose Export Preference:

- **Data with current layout** is a way to export the data in the same layout you see it on the screen without any icons, colors, or other formatting you added.
- **Summarized data** is aggregate data similar to what is in the displayed tables.
- **Underlying data** is individual student data.

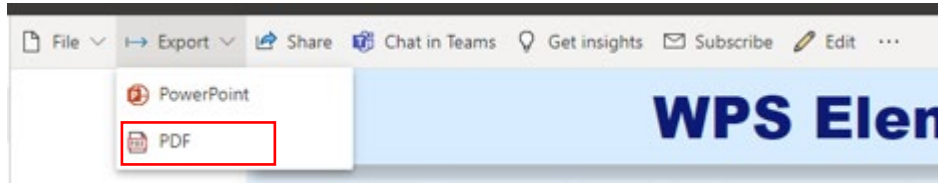


Step 2) Select "Export"

Power BI: Exporting Data into PDF:

Exporting to PDF: With Power BI, you can publish your report to PDF format and easily create a document based on your Power BI report. When you export to PDF, each page in the Power BI report becomes an individual page in your PDF document. Exporting to PDF is one way to share or print reports.

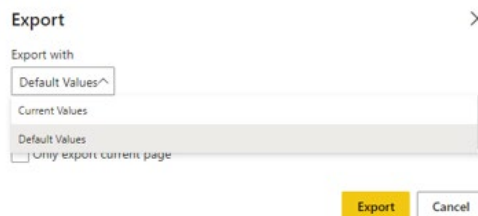
In ribbon at the top-left of the screen click on export and then select PDF.



When you select the PDF option you will be prompted with several options:

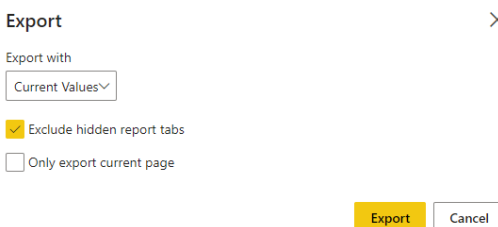
Step 1) Export Options:

- a. **Current Values** exports the report in the current state, which includes the active changes you made to slicer and filter values. Most users select this option.
- b. **Default values** exports the report in its original state, as the *designer* shared it, and doesn't reflect any changes you've made to that original state.



Step 2) **Exclude hidden report tabs**: Select this check box if you want to export only report tabs that are visible to you in your browser

Step 3) **Only export current page**: If you prefer to get all the hidden tabs as part of your export, you can leave this check box cleared. (If the check box is grayed out, there are no hidden tabs in the report.)



Step 4) After you make your selections, select **Export** to continue.

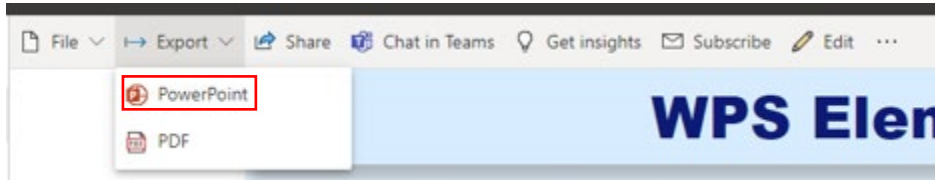
Exporting might take a few minutes. Factors that can affect the time required include the structure of the report and the current load on the Power BI service. You can continue to work in Power BI while the report is being exported.

Power BI: Exporting Data into a PowerPoint:

- Each page in the Power BI report becomes an individual slide in PowerPoint.
- Each page in the Power BI report is exported as a single high-resolution image in PowerPoint.
- You can preserve the filters and slicers settings that you've added to the report.
- A link is created in PowerPoint that links back to the Power BI report.

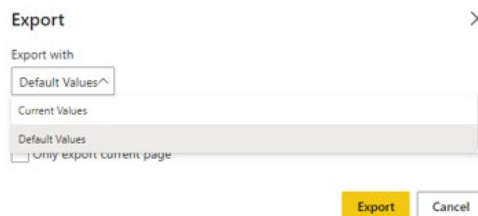
In the ribbon at the top-left of the screen there is an export option that will allow you to export to either a PowerPoint or a PDF document.

In ribbon at the top-left of the screen click on export and then select PowerPoint.



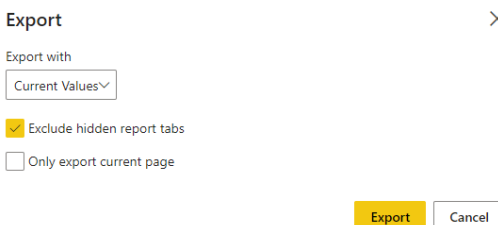
Step 1) Export Options:

- Current Values** exports the report in the current state, which includes the active changes you made to slicer and filter values. Most users select this option.
- Default values** exports the report in its original state, as the *designer* shared it, and doesn't reflect any changes you've made to that original state.



Step 2) **Exclude hidden report tabs**: Select this check box if you want to export only report tabs that are visible to you in your browser

Step 3) **Only export current page**: If you prefer to get all the hidden tabs as part of your export, you can leave this check box cleared. (If the check box is grayed out, there are no hidden tabs in the report.)



Step 4) After you make your selections, select **Export** to continue.

Exporting might take a few minutes. Factors that can affect the time required include the structure of the report and the current load on the Power BI service. You can continue to work in Power BI while the report is being exported.