How To Access Power BI Reports

The Bellarmine University Office of Institutional Research and Effectiveness (IR&E) uses Power BI to provide certain data to employees of the university. Due to some limitations of our current IT infrastructure, the tool is currently used primarily for longitudinal, aggregate trend data that only need to be updated once every year or semester.

Reports are distributed through the Power BI environment as both single reports and curated sets (called "Apps"). This document provides information on accessing these reports.

Please note that these directions are for staff and faculty only. Students, alumni, and visitors do not have access to the content discussed in this document.
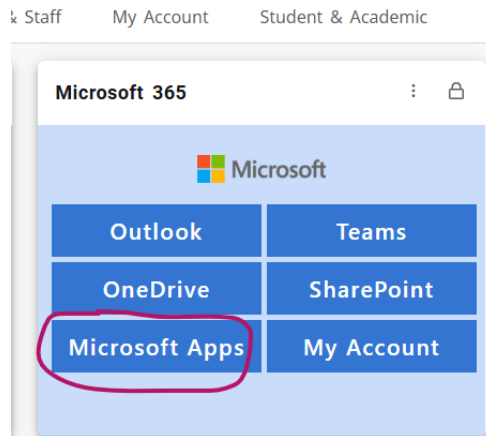
**Accessing Power BI**

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- **Workspaces**

Accessing Power BI

The first step is to access the Power BI Microsoft 365 App. This can be done through the Bellarmine University Experience page by clicking "Microsoft Apps" on the Microsoft 365 card.
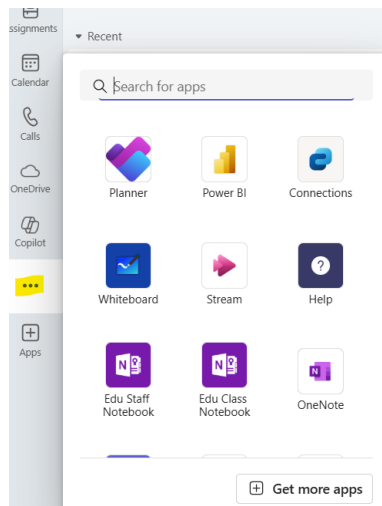

On the Apps page, you may see a link for Power BI displayed. If not, click "All apps→" to view the full list.
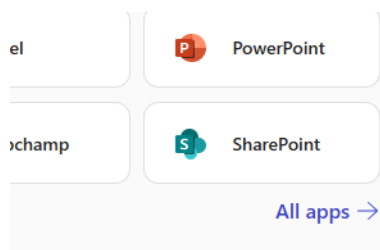

You can also access Power BI through many of the Microsoft 365 Apps you currently use. For example, from Outlook, you can access Power BI through the Apps icon, as shown below.
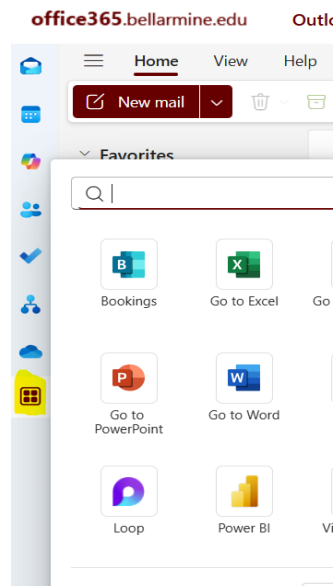
To access from Teams, click on the "…" on the left to open a window to get to other Microsoft Apps.

Finally, in any browser-based app (e.g., SharePoint), you may use the "App Launcher" icon which appears as nine dots in the upper left corner of the window to access other Microsoft Apps.
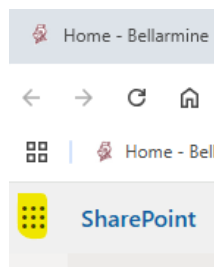
Once you find the Power BI App from any preferred entry point, click to launch. If asked for a log in, use your Bellarmine single sign-on username and password.

Navigating to Power BI Reports

Once logged into Power BI, what you see will vary by your access. There are two places where you can easily find and view reports available to you: Apps and Workspaces.

Power BI Apps

IR&E curates collections of reports to make relevant reports easily available to the intended audience as Power BI report "apps."

To find report apps available to you, in the main Power BI window select "Apps" from the icons on the left.
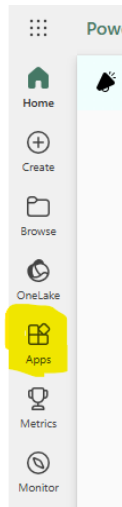
This will take you to a list of apps already installed for you, similar to what is shown below.


This list may not initially have any or all apps to which you've been granted access. Once access is granted, you must go "get" an app and add it to your list. To do this, click the green "Get apps" button, top right. This will take you to a screen where you may select any available Power BI report apps. Once there, click the "Organizational apps" tab to view reports created by IR&E (or, potentially, other institutional offices).
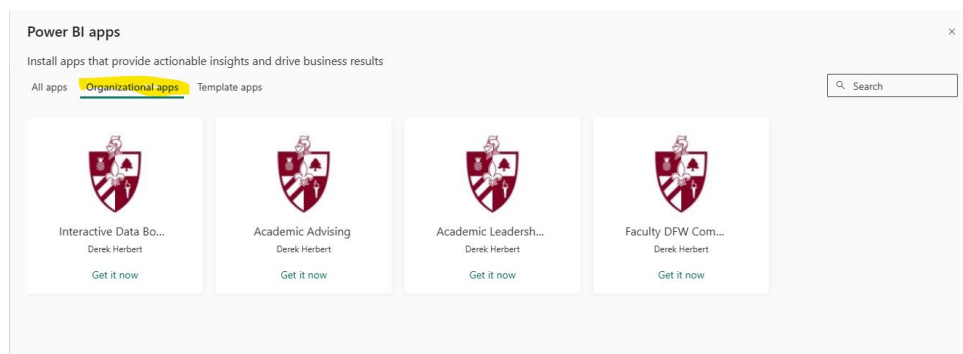
Important Note: Under "All apps" and "Template apps" you will find a number of items provided via Microsoft. ***Bellarmine has no control of these outside apps and, for security reasons, you should only add those that the Office of Informational Technology has given you permission to load***. All apps on the "Organizational apps" tab have been created by Bellarmine University personnel and should be safe to load.

Click "Get it now" on any Bellarmine report app. It will then be installed and appear in your Power BI Apps list. Once the app is on your list, it will automatically update to the newest version when any changes are made or if data is refreshed by IR&E.

IR&E recommends using the "Get apps" option periodically to check for new report apps that have been made available to you.

To launch any report app, simply click the name of the report app from your Apps list.

Workspaces

Some reports are published but not added to apps. This may be the case when reports are used by a very limited audience or not really appropriate for compilation into a curated set for distribution. To view any reports that are available to you, on the left side of the Power BI window click "Workspaces." A list of all workspaces available to you will appear as shown below:
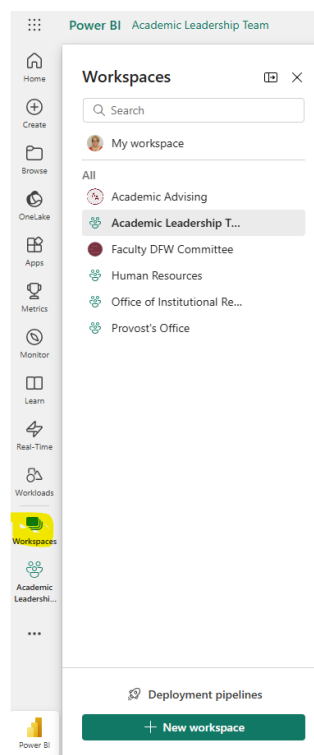
Select the workspace you wish to open. In the main Power BI window, you will see a list of all reports available to you in that workspace.

🗋	Name	Type	Task	Owner	Refreshed	Nex
📊	Advising and Retention June 2025	Report	—	Faculty DFW Com...	7/14/2025, 10:26:03 AM	—
📊	Course Repeats	Report	—	Faculty DFW Com...	11/19/2024, 9:59:16 AM	—
📊	High DFW Course Analysis Dashboard	Report	—	Faculty DFW Com...	5/6/2025, 1:19:38 PM	—
📊	Returning Midterm Grades	Report	—	Faculty DFW Com...	11/21/2024, 12:36:43 PM	—
📊	Second Year Outcomes and DFW	Report	—	Faculty DFW Com...	7/19/2024, 10:58:35 AM	—

To load and interact with any report, simply click the name of the report from the list.

You may have access to reports in more than one Workspace, and you will see all published reports in Workspaces you can access even if they are also part of one or more apps.

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If you have any questions/comments about, or need assistance with, Power BI reports, please feel free to reach out to any member of the IR&E Team.