Using the Interactive Data Book

Bellarmine University's Office of Institutional Research and Effectiveness publishes the Interactive Data Book as a resource for information on Bellarmine University's current and historical student demographics, enrollment trends, and educational outcomes. Here are some basic instructions on how to use the tool's features.

[Navigating Between Reports](#)
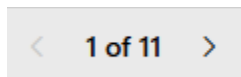
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Navigating Between Reports

The Interactive Data Book contains multiple report pages. Each page will present different visualizations and data.
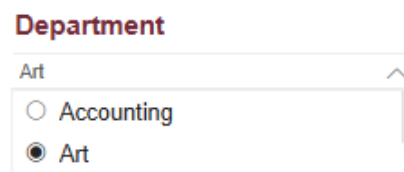
- Use the navigation links on the right side of the Interactive Data Book to move between reports.

- Click on a page name or tab to switch to that specific report page.

- You may also use the page number navigation (shown below) at the bottom of the page to move between reports. Click the arrows to move forward or back or click the numbers to select a specific page.
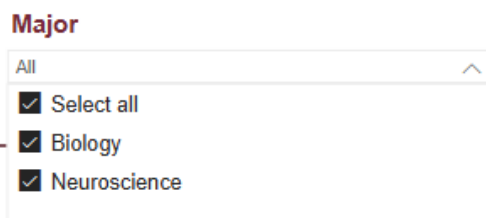
Using Slicers

Slicers allow you to change or narrow down the data displayed in the report to focus on specific information.

- Slicers appear as interactive lists, dropdowns, or buttons directly on the report page.

- To use a slicer, click on the values you want to include or exclude.

- If a slicer has round "radio buttons" (see example, below) only one selection is permitted at a time.

Department

Art ⌃

○ Accounting

◉ Art

- If a slicer has square "check boxes" (see example, below) you may select a single value or a combination of multiple values. Click "Select all" to quickly deselect or reselect the entire list of values.

Major

| All | ^ |

☑ Select all
☑ Biology
☑ Neuroscience

- Some reports in the Interactive Data Book allow you to change the view within the report. For example, the Graduation Rates report allows you to view 6-Year, 5-Year, or 4-Year Graduation rates by clicking the associated "button" (shown below):

6 Year

5 Year

4 Year

- If unexpected behavior occurs in a report, check all your selections carefully. Incompatible slicer selections may affect the display.

Hovering and Tooltips

Many reports in the Interactive Data Book provide additional details when you hover your mouse pointer over data points.

- Move your mouse cursor over a bar in a bar chart, a segment of a pie chart, a specific line on a graph, or even a cell in a table.

- A tooltip (a small pop-up box) may appear, displaying more specific information about that data point, such as exact values, percentages, or categories.

- Tooltips are also a quick way to view values when a chart segment is very small and the label is not visible.

- Many reports contain buttons for "important information" and hovering or clicking that button will display that information.

Interactivity Between Charts and Tables

One of the most powerful features of Power BI reports is their interactivity. When you select a data point in one visualization, it often filters or highlights related data in other visuals on the same page.

- Click on a bar in a bar chart, slice in a pie chart, specific row in a table, or point on a line graph.

- Observe how other charts and tables on the page dynamically update to reflect your selection. This allows you to quickly see how your selected data point relates to other aspects of the dataset.

- To clear a selection and return to the original view, simply click outside the selected area in the visual, or click the same data point again.

- If a chart has a legend (e.g., different colored bars representing categories), clicking on an item in the legend might filter or highlight only that specific category across the report. Clicking it again will usually deselect it.

- In many visualizations in the Interactive Data Book, there may be very limited interactivity to help protect students' privacy.

Using Full-Screen Mode

Full-screen mode provides a larger view of the report, removing browser clutter when a report is embedded on a webpage.

- Look for a full-screen icon (often a diagonal arrow or four outward-pointing arrows).

- Click this icon to enter full-screen mode.

- To exit full-screen mode, press the Esc key on your keyboard or click the full-screen icon again.

- Some functions may be unavailable in full-screen mode.