Faculty Participation Report in Power BI: A Deep Dive

WEBINAR · Friday, October 23, 2026 · 12:00 PM ET

insights by eLumen

Today's plan

1. **Quick recap**
   Where this dashboard fits and what it’s designed to show
2. **Questions it answers**
   Five real questions, answered live in the dashboard
3. **Under the hood**
   How each number is calculated
4. **Make it yours**
   Simple customizations you can make without a developer
5. **Known gaps & what's next**
   What's available now and the gap we are working to close

HOUSEKEEPING

Recorded
We'll share the recording afterward.

Questions in chat
Drop them in anytime; we'll address them in Q&A.

Mostly live demo
Slides carry annotated screenshots so you can use the deck as a reference later.

Sample data throughout. Names & numbers are fictitious.

Quick recap

Where Faculty Participation Fits in the Workflow

Three dashboards, three questions

Faculty Participation

"Who is participating?"

Has assessment data been submitted?

TODAY'S DEEP DIVE

Institutional Statistics

"What are we assessing and where?"

How much coverage do we have?

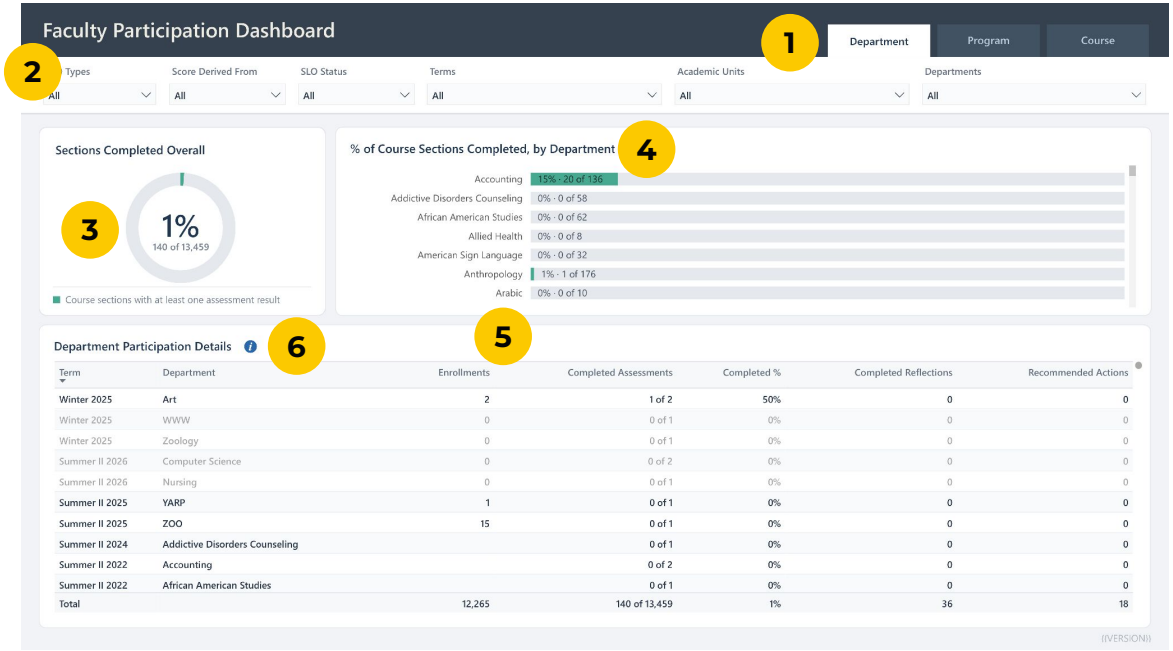
SLO Performance

"What are students learning?"

What are the results telling us?

Faculty Participation is the first step in the workflow. If assessment data has not been submitted, the other two dashboards have nothing to show. This is the dashboard to watch as deadlines approach.

Anatomy of the dashboard



1. **View tabs**
   Department · Program · Course
2. **Slicers**
   SLO, score method, status, term, unit
3. **Sections Completed Overall**
   Donut: completed of planned sections
4. **% Completed, by …**
   One bar per unit, labeled % · x of y
5. **Details table**
   One row per unit; export from here
6. **Definitions**
   Hover for “How is Completed % calculated?”

Screenshot: Department view.

Three views, one question, different rows

ON EVERY VIEW Enrollments (not unique headcount) · Completed Assessments (x of y) · Completed % · Completed Reflections · Recommended Actions

Department

One row per department

Best for: deans and VPs comparing departments at a glance

Program

One row per program → course group → course → SLO

Best for: program coordinators tracking their courses

Course

One row per section by default; Hide Sections for one row per course

ALSO ON THIS VIEW

- Section view: Completed CLOs and Assessment Completed Yes / No replace Completed %

Best for: finding the sections still waiting on a score

Every row is one unit in one term. Same slicers and the same Completed % math on every tab. Only the unit changes.

Questions it answers

Five Common Questions this Dashboard Can Answer

Five example questions

1. **“What's our overall completion rate right now?”**
   Sections Completed Overall donut, any tab. Pick the term, narrow the scope, read the donut

2. **“Which departments are behind, and by how much?”**
   Department tab → bar chart. Every bar reads % · x of y; click a bar to filter everything else to it

3. **“Which sections still haven't entered a score?”**
   Course tab → section table → Show Assessment Completed = No

4. **“Are we following through, not just scoring?”**
   Course tab table — Completed Reflections, Recommended Actions, Completed CLOs

5. **“How does this term compare with previous terms?”**
   Pick a department and the terms to compare → one row per term in the Details table → export and chart it

● LIVE

▸ FACULTY PARTICIPATION

Live walkthrough

The five questions, answered live in the dashboard

QUESTION 1 OF 5

“What's our overall completion rate right now?”

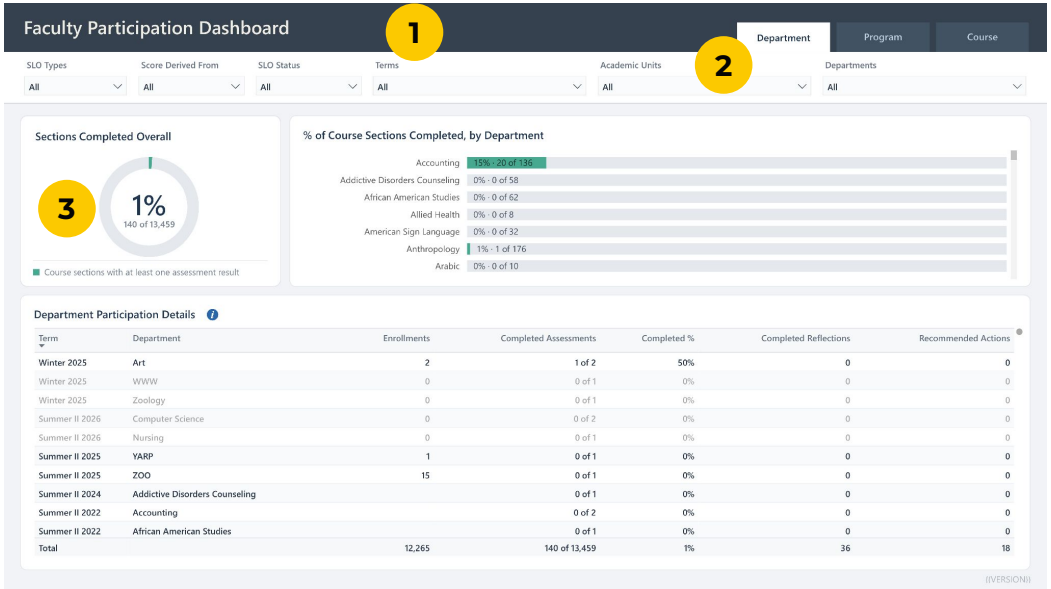
WHERE TO LOOK

Sections Completed Overall donut (any tab)

1. **Pick the term**
   Terms slicer → the terms you care about.

2. **Narrow the scope**
   Academic Units or Departments slicer. Optional; skip it for the institution-wide number.

3. **Read the donut**
   Center shows Completed %, and x of y sections underneath.



“Completed” = at least one result entered, finalized or not.

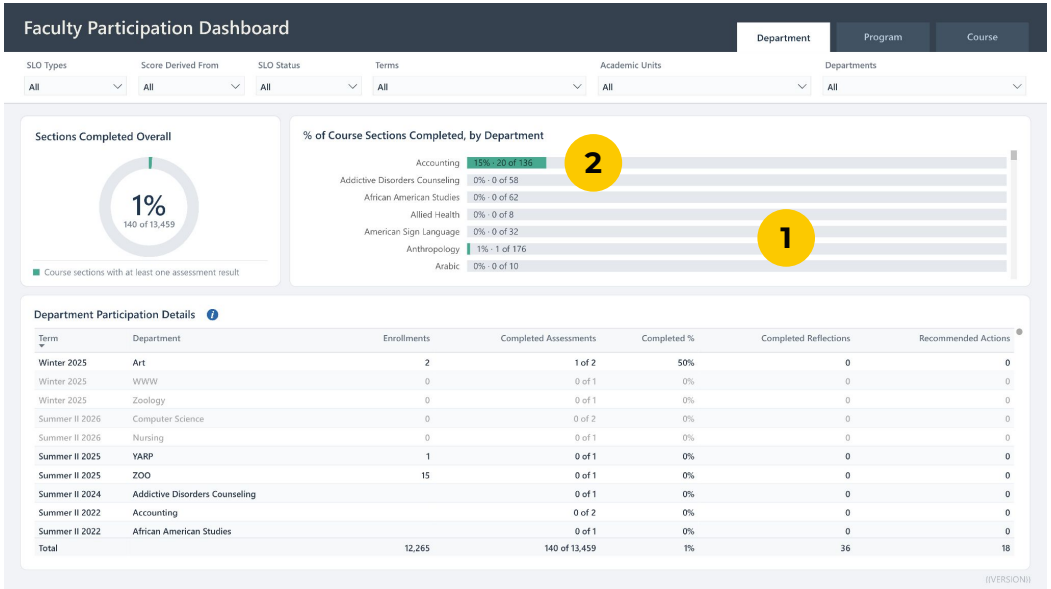
QUESTION 2 OF 5

“Which departments are behind, and by how much?”

WHERE TO LOOK

Department tab → Completed by Department bar

1. **Read the bars**
   Each bar is labeled % · x of y. Alphabetical by default; to sort by rate, More options (…) → Sort by → Completed %.
2. **Click a bar**
   Sections Completed Overall and the table filter to that department.
3. **Click it again to clear**
   Click the same bar again, or an empty spot in the chart, to clear the selection.



Short bars with big y values (e.g., 0 of 298) are where a nudge moves the institution-wide number most.

QUESTION 3 OF 5

“Which sections still haven't entered a score?”

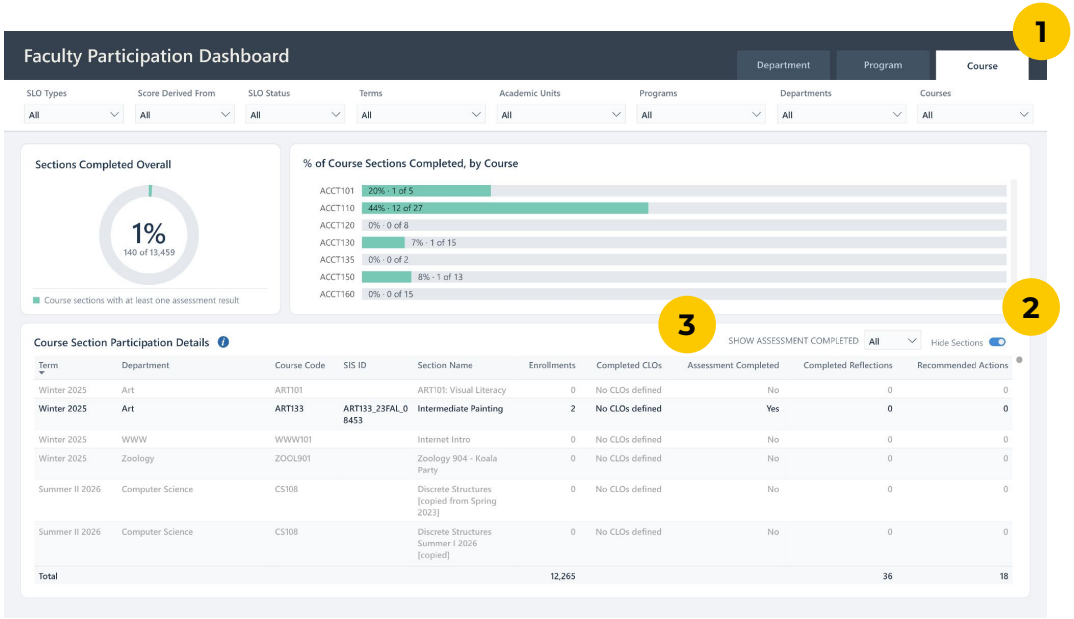
WHERE TO LOOK

Course tab → section table

1. **Switch to Course**
   Set Departments or Courses slicer to your area.

2. **Sections show by default**
   One row per section, with an Assessment Completed Yes / No column.

3. **Show Assessment Completed → No**
   Slicer above the table, top-right. Set it to No to show the sections to follow up with.



This is the follow-up list. Every “No” is a section with zero assessment results in the selected term.

QUESTION 4 OF 5

“Are we following through, not just scoring?”

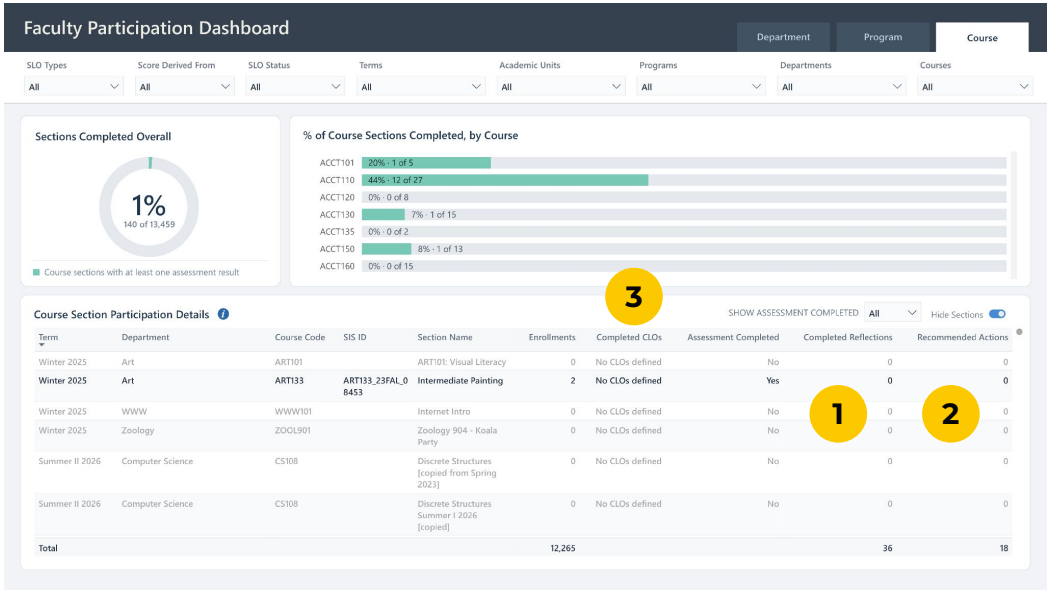
WHERE TO LOOK

Course tab table — right-hand columns

1. **Completed Reflections**
   Count of reflections tied to each section. Zero means nobody reflected.

2. **Recommended Actions**
   Count of recommended actions tied to each section.

3. **Completed CLOs**
   Sections only: how many of the course's CLOs were assessed, e.g. 2 of 3 (1 archived).



Scoring is step one. Reflections and recommended actions are the evidence accreditors ask for next.

QUESTION 5 OF 5

“How does this term compare with previous terms?”

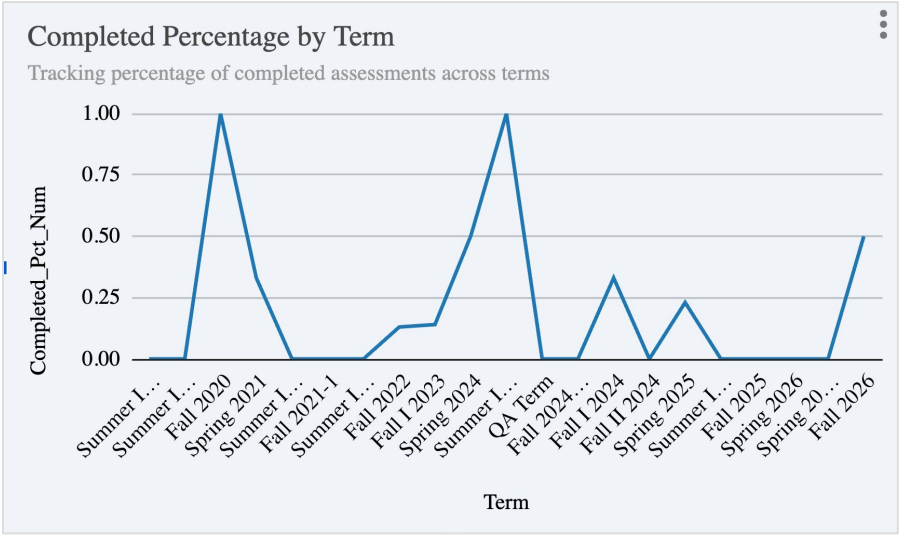
WHERE TO LOOK

Department tab → Details table → Export data

1. **Pick a department and the terms to compare**
   Departments slicer → one department. Terms slicer → as many terms as you want. Table shows one row per term.

2. **Export the table**
   Hover the Details table → More options (...) → Export data → Data with current layout → Excel (.xlsx) or CSV.

3. **Chart it in the tool you like**
   Excel, Google Sheets, or anything else. Term on the x-axis, Completed % on the y-axis. That’s your trend line.



Slicer cheat sheet

SLO Types
CLO / PLO / ILO: Course, Program, or Institutional Learning Outcome.

Score Derived From
Direct: scored on the outcome itself. Indirect: carried up from a mapped CLO through the curriculum map.

SLO Status
Active / Archived outcomes.

Terms
All terms selected by default.

Academic Units
Top of the hierarchy: college / division.

Departments / Programs / Courses
Narrow to your area. Programs scope to the courses they contain.

Hide / Show Sections (Course tab)
Sections show by default. Hide Sections = one row per course.

Show Assessment Completed (Course tab)
Yes / No / All. Set to No for the follow-up list.

Slicers are shared across the three tabs.

Under the hood

How the key numbers are calculated

How Completed % is calculated

$$\text{Completed \%} = \frac{x \text{ Completed Assessments}}{y \text{ Planned Assessments}}$$

x · Completed Assessments

- Distinct course sections with at least one assessment result
- Any result counts, finalized or not
- Private outcomes excluded

```
DISTINCTCOUNT(
  assessment_results[offering_id]
)
```

y · Planned Assessments

- Distinct course sections in the current selection
- Assumes every section has exactly one planned assessment

```
DISTINCTCOUNT(offerings[section_id])
```

Key assumption: every section = one planned assessment

⚠ Insights can't yet tie planned assessments to specific sections reliably, so **y = count of sections**. Every section is treated as “should have one assessment.”

What it means for you

- Sections you never intended to assess still count in the denominator
- So Completed % understates you. Real participation is at least this high, and probably higher
- The x (numerator) is exact; only y is an estimate

Where you'll notice it

- Departments with many non-assessed sections look lower than they are
- Course tab, section rows: no Completed %. With y = 1 it is shown as Assessment Completed Yes/No
- Big denominators like 0 of 298 aren't always 298 missing assessments

How to work around it

- Use the Courses slicer to keep only the ones on your assessment plan
- A true planned-vs-finished picture is on the roadmap

The other metrics, in one line each

Enrollments	Sum of enrollments across the sections in the row, not unique students. A student in two sections counts twice.	`SUM(offerings[total_students])`
Completed Assessments	The x of y string behind Completed %. Same numbers, readable.	`FORMAT(x, "#,0") & " of " & FORMAT(y, "#,0")`
Completed Reflections	Reflections attached to the row's sections.	`DISTINCTCOUNT(reflections[reflection_id])`
Recommended Actions	Recommended actions attached to the row's sections.	`COUNTROWS(action_events)`
Assessment Completed (sections)	Yes when the section has at least one result.	`IF([Assessment Has Result], "Yes", "No")`

Counts are per row: a department row sums its sections; a section row is just that section.

COURSE TAB, SECTIONS ONLY

Completed CLOs: x of y (z archived)

x CLOs with at least one result in this section
Counted at the parent-outcome level: versions and variants roll up to one CLO

y All CLOs defined on the course
Active and archived, private excluded, same parent roll-up

z How many of those y are archived
Archived for a term if the CLO's archive term started on or before that section's term started

No CLOs Defined when y = 0

Reading it

3 of 3	Every outcome on the course was assessed in this section.
1 of 3	Assessment happened, but two outcomes have no evidence yet.
2 of 3 (1 archived)	The course has an archived outcome. The number in parentheses explains why y looks high.
No CLOs Defined	Nothing to assess against. Fix the outcomes first, not the assessments.

Make it yours

Simple customizations, no developer required

Before you customize

1 **Two ways to edit**
Desktop: free, no Power BI license needed. Windows only.
Browser: a report in a Power BI workspace. Needs a Pro or Premium Per User license and a Contributor, Member, or Admin role.

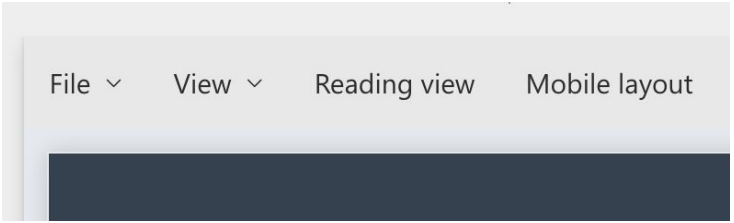
2 **Work on a copy**
Desktop: keep the original .pbix we sent.
Browser: File → Save a copy → pick your workspace.

3 **Turn on edit mode**
Desktop: always on.
Browser: click Edit in the toolbar.
Click a chart or table to see it in the Visualizations pane.

4 **If something goes wrong**
Ctrl/Cmd-Z undoes most layout and formatting changes, but not all.
Your real safety net is the original from step 2.



Browser, reading mode: click Edit to start editing.



Browser, edit mode: click “Reading view” to exit.

Five customizations, easiest first

1. **Change the default view**
   Easiest. For yourself: a personal bookmark set as your default. For everyone: save the report on the tab you want.

2. **Remove a column you don't need**
   Select the table → Columns well → click the ✕.

3. **Reorder, rename, or resize columns**
   Drag fields in the Columns well to reorder; double-click to rename; drag header borders to resize.

4. **Change the colors**
   Select the chart → Format visual → Bars → Color.

5. **Sort the bars by completion rate**
   More options (...) → Sort by → Completed %.

● LIVE

▸ **FACULTY PARTICIPATION**

Live walkthrough

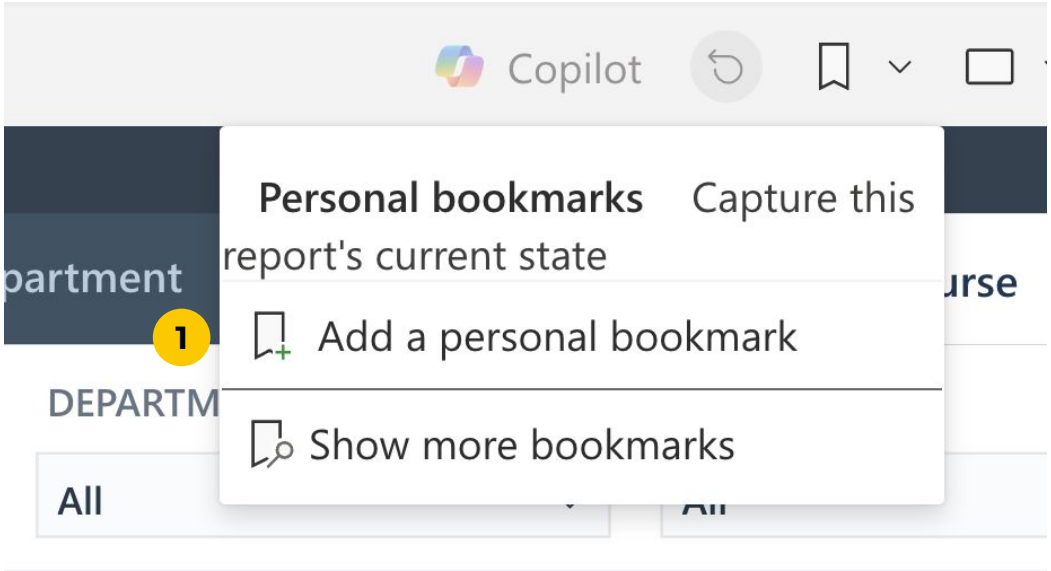
The five customizations, demonstrated in a copy of the report

Change the default view

WHY Most of your users only ever need the Course tab with sections showing — make that the default.

1. **Just for you: a personal bookmark**
   Set the tab and slicers the way you like → Bookmark icon → Add a personal bookmark → name it → check “Make default view.” No editing needed.

2. **For everyone: change the default**
   Edit the report, go to the tab you want, set the slicers, and Save. The report opens on the page and slicers it was saved with. Reopen to check.



Remove a column you don't need

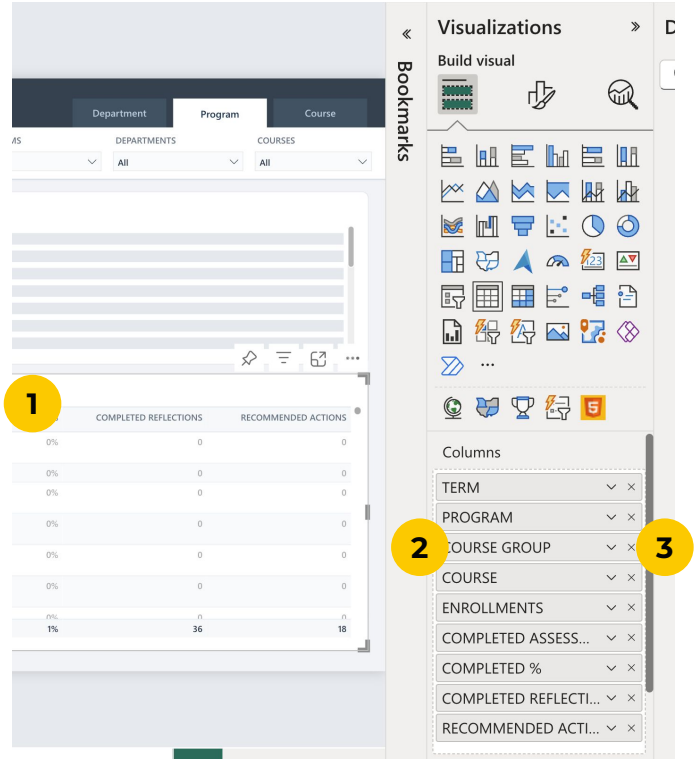
WHY Your program never uses Course Group in this view, and the table is easier to read without it.

1. **Select the table**
   In edit mode, click the Details table. The Visualizations pane shows its fields.

2. **Find the column in the Columns well**
   Visualizations → Build visual → Columns. One entry per column, top to bottom = left to right.

3. **Click the ✕**
   The column disappears from the table immediately.

4. **Save**
   File → Save. The column is gone for everyone who opens this copy.



Undo: Ctrl/Cmd-Z, or drag the field from the Data pane back into Columns.

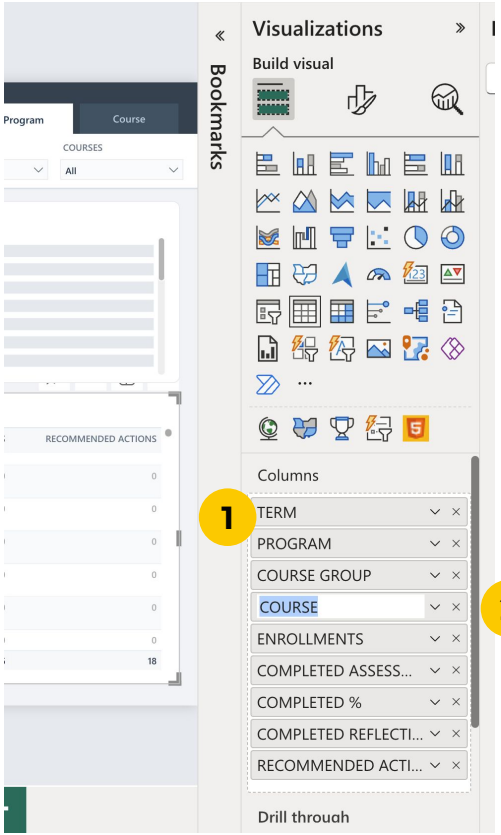
Reorder, rename, or resize columns

WHY Put Completed % first, call it “Completion rate”, and widen Department so names stop truncating.

1. **Reorder**
   In the Columns well, drag a field up or down. Top of the well = leftmost column.

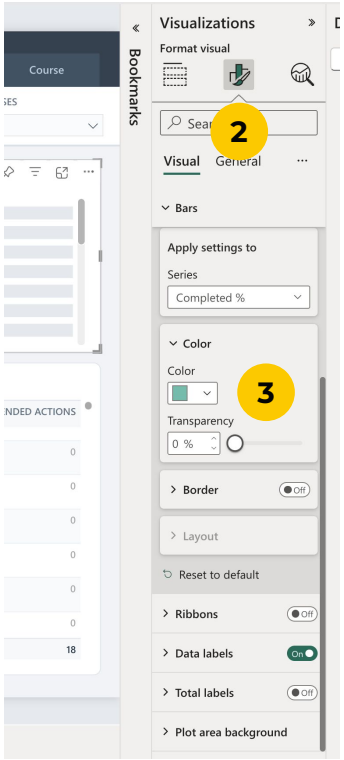
2. **Rename**
   Double-click the field in the Columns well, type the new name, press Enter. Renames it in this table only; the field itself is unchanged.

3. **Resize**
   Hover the border between two column headers until the cursor changes, then drag.



Change the colors

WHY Match your institution's colors, or just make the bars easier to read.



1 Select the bar chart
In edit mode, click the "% of Course Sections Completed, by ..." chart.

2 Format visual → Bars → Color
The paintbrush icon in the Visualizations pane. Expand Bars, then Color.

3 Pick a color
Choose a swatch, or More colors... → enter the hex value for an exact brand color.

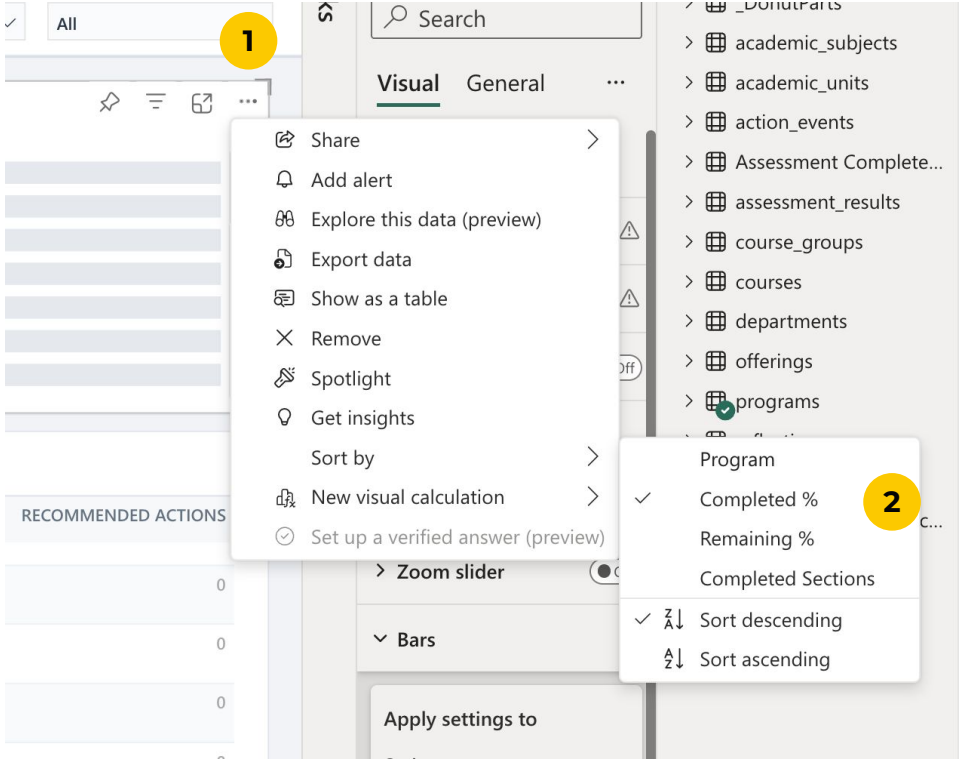
4 Repeat where it matters
Department, Program and Course are separate pages, each with its own chart. Repeat on the ones you use.

Undo: Ctrl/Cmd-Z, or Bars → Reset to default.

Sort the bars by completion rate

WHY Units are listed alphabetically. Sort by Completed % to put the leaders, or the ones behind, on top.

1. **Select the bar chart**
   Hover the "% of Course Sections Completed, by ..." chart → click More options (...) in its top-right corner.
2. **Sort by → Completed %**
   Sort by lists the fields on the chart. Pick Completed %.
3. **Pick the direction**
   Sort descending puts the leaders on top; Sort ascending puts the ones that are behind on top.
4. **Save**
   In edit mode, File → Save makes this the sort everyone sees.



Undo: Sort by → the unit name (Department, Program, Course) → Sort ascending puts it back to alphabetical.

Known gaps & what's next

What's coming

Available now

- Three views: Department, Program, Course (+ sections)
- Completed %, reflections, recommended actions, CLO coverage
- Export table data to Excel or CSV; the whole report to PDF or PowerPoint
- A report you can copy and customize

Gap we're closing

Planned assessments

Today every section counts as one planned assessment, so Completed % comes out lower than your real participation.

Coming: a true planned-vs-finished denominator that respects your assessment plan.

Questions?

Contact
Erin Kennedy
erin@elumen.info

Thank you!

For more information:

www.elumenconnect.com/insights