



# Perkins V Postsecondary Accountability Power BI Overview (II)

---

**Russell Dahlke, System Institutional Research**

*October 9, 2025*

# Agenda

## We will review:

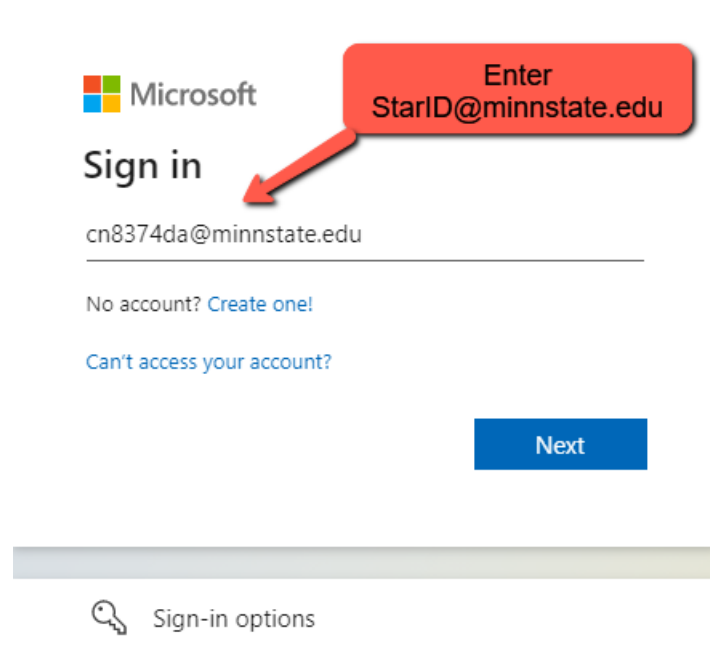
- Requesting access to the **Perkins V Reporting** app
- Logging in to Power BI from Office 365 and finding the **Perkins V Reporting** app
- Review the reports available in the app and when/how to use them
- Time for Q & A

# Power BI – Getting Access to the Perkins V Reporting app

- To request access to the Perkins V Reporting Power BI app, please send an email to Karl Ohrn ([Karl.Ohrn@minnstate.edu](mailto:Karl.Ohrn@minnstate.edu)).
- If you are not a Consortium Leader, please indicate the business reason for this access.
- Access was given to consortia leaders and other limited staff, as requested. There is an expectation that consortium leaders will share the data as needed/appropriate.
- Slides and webinar recording from the Perkins Accountability training on September 11, 2025:
  - <https://www.minnstate.edu/system/cte/professionaldevelopment/monthly-webinars.html>

# Log in to Office 365

- Log into Office 365



Microsoft

Sign in

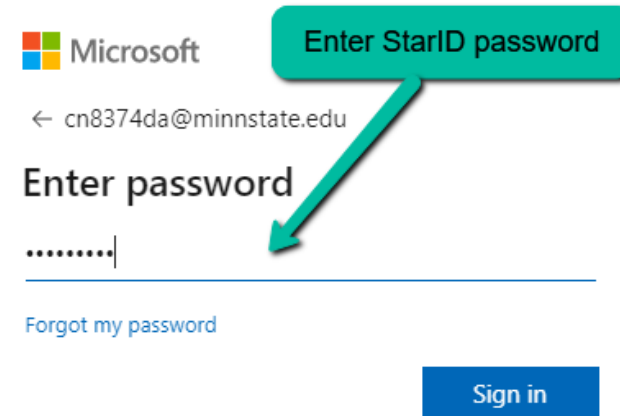
cn8374da@minnstate.edu

No account? [Create one!](#)

[Can't access your account?](#)

Next

Sign-in options



Microsoft

← cn8374da@minnstate.edu

Enter password

.....

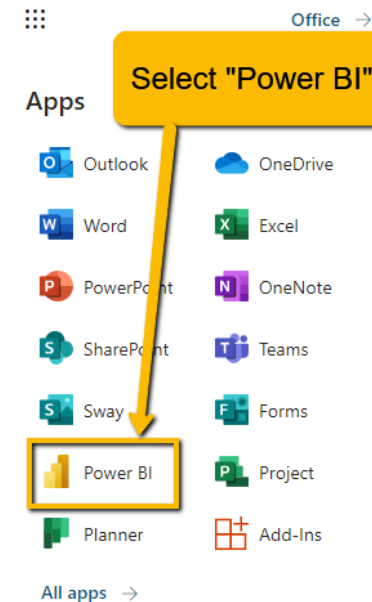
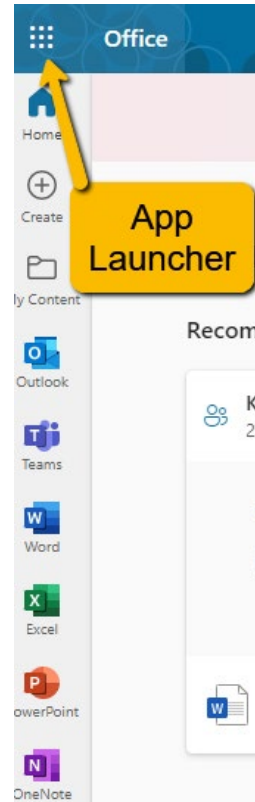
[Forgot my password](#)

Sign in

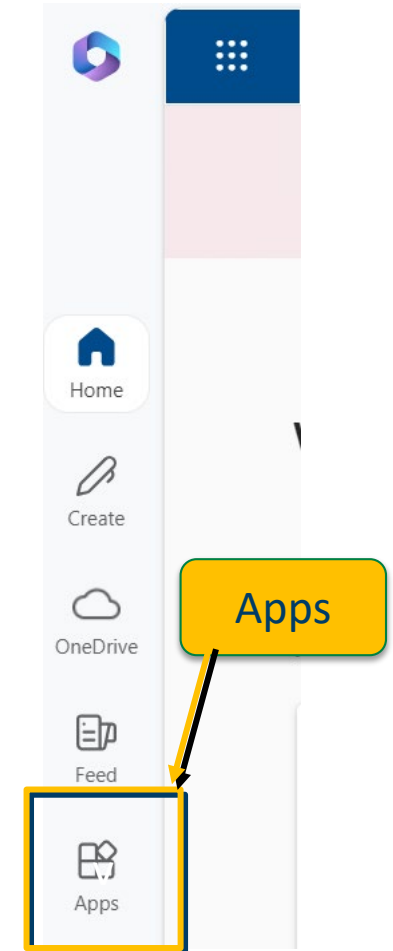
Trouble logging in? Contact your campus IT help desk.

# Accessing Power BI

- Find and open the Power BI app.
  - In the upper left, click the icon that resembles 9 dots (the “App Launcher”)
  - From the list of available Apps, choose “Power BI”

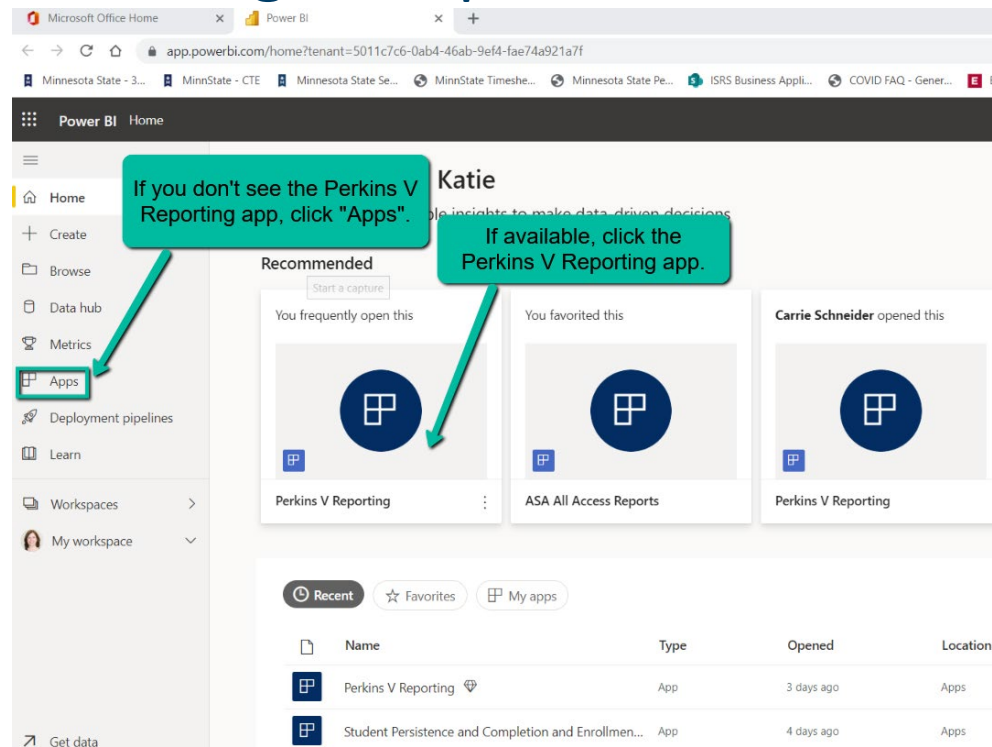


OR



# Power BI – Finding the App

- On Power BI home page, click on the **Perkins V Reporting** app if available, otherwise click “Apps” on the left navigation pane.




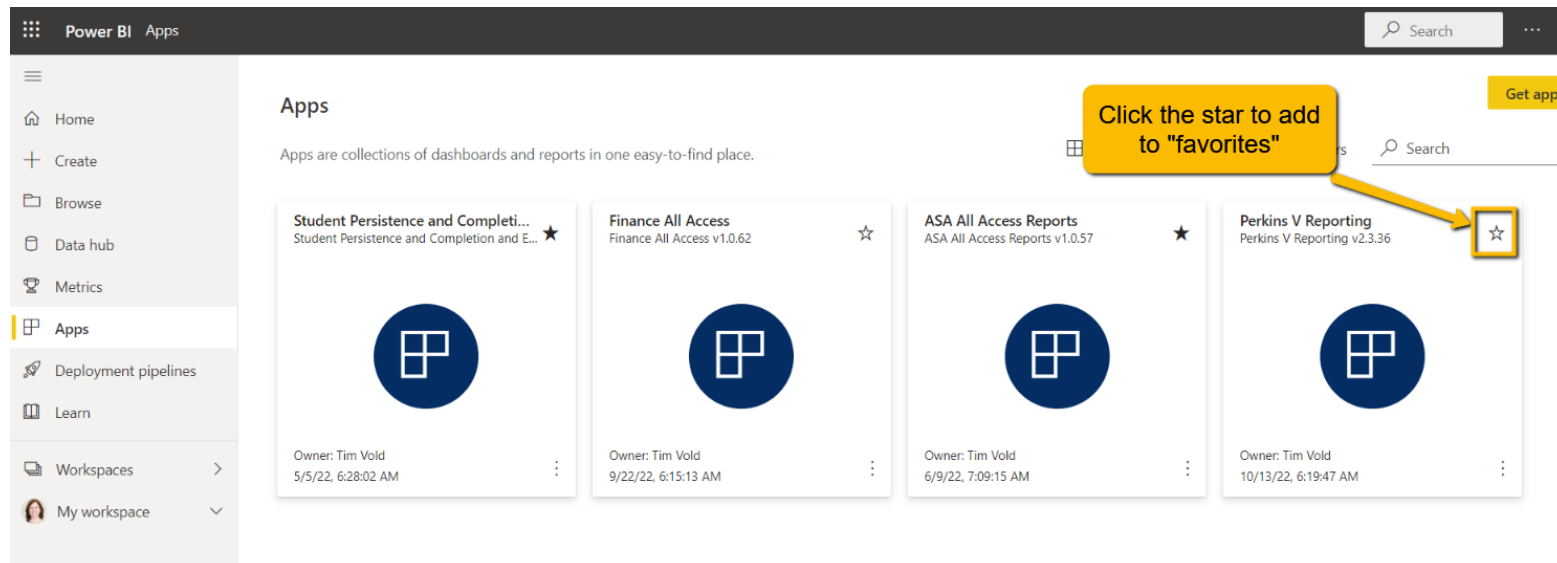
# Power BI – Finding the App

- Click the **Get apps** button in the upper right.
- On the pop up, click **Organizational Apps**, find **Perkins V Reporting**, click **Get it now**



# Power BI – Add to Favorites

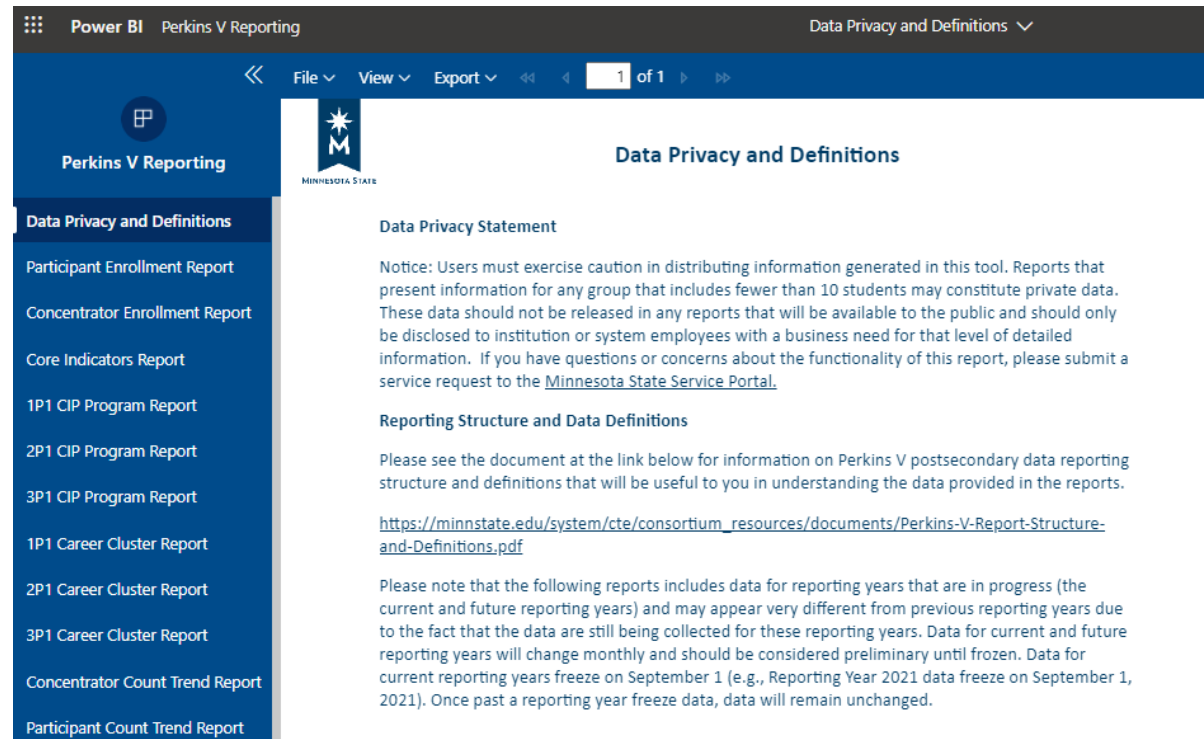
- Find the **Perkins V Reporting** app under the **Apps** tab (left navigation pane).
- Hover over the app and click the  to add to your **favorites** to easily find and access again.





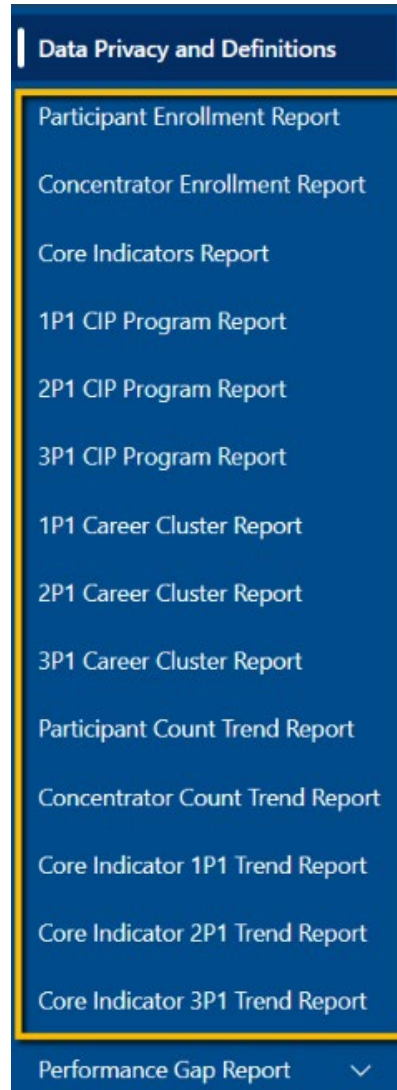
# Open the Perkins V Reporting App

- App will open to a “Data Privacy and Definitions” page.



# Perkins V Reporting App

» Under the Data Definitions, you will find 14 paginated report options and 6 Power BI reports at the bottom left navigation.



# Perkins V Reporting App – Paginated Reports

- The paginated reports provide summary data based on the selections you make at the top of each report. Once you choose your report, reporting level (population) and timeframe, click “View Reports”.

The screenshot shows the Perkins V Reporting App interface. The top navigation bar includes a search bar and a 'View report' button. The main content area displays the 'Perkins V Core Indicators' report for the State Total, Reporting Year: 2020. The report includes a table with columns for Population, 1P1: Postsecondary Placement, 2P1: Earned Postsecondary Credential, and 3P1: Nontraditional Program Enrollment. The table shows data for Total, Gender (Male, Female), and various metrics.

Make your slicer selections at the top of the page.

Click "View Report" in upper right.

Population	1P1: Postsecondary Placement			2P1: Earned Postsecondary Credential			3P1: Nontraditional Program Enrollment		
	Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
Total	9,365	10,317	90.77%	10,446	20,612	50.68%	2,059	14,727	13.98%
Gender									
Male	4,508	5,006	90.05%	5,165	10,599	48.73%	943	7,736	12.19%
Female	4,857	5,311	91.45%	5,281	10,013	52.74%	1,116	6,991	15.96%

# Perkins V Reporting App – Exporting/Printing Paginated Reports

- To export the paginated report (for printing or other reasons), use the Export menu at the top.
- To export data to .csv or .xlsx, you must have the “Power Consumer” feature enabled to export to Excel. If you don’t have this, you will need to contact your IT service desk and ask for the “[College]-PBI-PowerConsumer” feature.

The screenshot shows the Perkins V Reporting App interface. The top navigation bar includes a 'File' menu (highlighted with a yellow box) and an 'Export' menu (highlighted with a red box). The 'File' menu is open, showing options: Microsoft Excel (.xlsx), PDF (.pdf), Accessible PDF (.pdf), Comma Separated Values (.csv), Microsoft PowerPoint (.pptx), Microsoft Word (.docx), Web Archive (.mhtml), and XML (.xml). A yellow callout box points to the 'File' menu with the text: 'You can print using the "File" menu, then select "Print".' A red callout box points to the 'Export' menu with the text: 'To export data, select one of the options in "Export" menu.'

On the left sidebar, the '2P1 CIP Program Report' is selected. The main content area displays a table of data for the '2P1 CIP Program Report'.

CIP Code	Program	Code	Career Cluster	CIP Gender Equity Code	Num	Den	Performance Rate
Total					3,566	6,180	57.70%
190501	Foods, Nutrition, and Wellness Studies, General	08	Health Science	M	0	3	0.00%
310501	Sports, Kinesiology, and Physical Education/Fitness, General	08	Health Science	B	11	13	84.62%
310505	Exercise Science and Kinesiology	08	Health Science	B	15	132	11.36%
310507	Physical Fitness Technician	08	Health Science	B	21	40	52.50%
410000	Science Technologies/Technicians, General	08	Health Science	B	0	3	0.00%
510000	Health Services/Allied Health/Health Sciences, General	08	Health Science		51	521	9.79%

# Perkins V Reporting App – Power BI Reports

- The Power BI reports are more dynamic and allow you to look at multiple years of data, for some of the reports, cross up to four populations, and filter the data to further explore enrollment and performance data.

# Perkins V Reporting App – Power BI Reports

- When you select a Power BI report, you will first be brought to a Welcome page with information about that report.
- To use the report, you will need to select your population of interest and, depending on the report, your timeframe of interest, then choose the appropriate report.

The screenshot displays the Power BI interface for the Perkins V Reporting App. The main report, 'Performance by Subgroup Report', is open, showing a welcome message and a list of populations. The left sidebar contains a navigation menu with the following items: Concentrator Count Trend Report, Core Indicator 1P1 Trend Report, Core Indicator 2P1 Trend Report, Core Indicator 3P1 Trend Report, Performance Gap Report, Welcome page, State Totals, Consortium Totals, Institution Totals, SDPL Gap Report, Population Comparison Re..., Performance by Subgroup, Welcome page, State - Perkins V Cohorts, State - Historical Cohorts, Consortium - Perkins V Cohorts, Consortium - Historical Cohorts, Institution - Perkins V Cohorts, Institution - Historical Cohorts, Participants by Subgroup, and Concentrators by Subgroup. The 'Performance by Subgroup' report is selected, and its content is displayed on the right. The report title is 'Performance by Subgroup Report'. The report content includes a description of the report's purpose, a list of populations, and a note about the data. The list of populations is as follows:

Population	Description
SP	Single parents, including single pregnant women
OOW	Out-of-workforce individuals
EL	English learners
HMLS	Homeless individuals
FC	Youth who are in, or have aged out of, the foster care system
SOC	Student of Color
Unkn	Unknown

Two red callout boxes are present. The first box, labeled 'Choose your population.', points to the 'State Totals' and 'Consortium Totals' items in the left sidebar. The second box, labeled 'Choose your population, then your cohort timeframe.', points to the 'State - Perkins V Cohorts' and 'State - Historical Cohorts' items in the left sidebar.

# Perkins V Reporting App – Power BI Reports

- Once you choose your report, you will need to make slicer selections and/or possibly button selections or additional filter selections.

Power BI Perkins V Reporting

Performance Gap Report

OTA STATE

Performance Gap Report  
State Gap Analysis

Reporting Year: 2022

Gender Race/Ethnicity Student of Color Special Populations Career Clusters

On some reports, you must also select a button at the top to filter to a specific subgroup/population.

On some reports, you can do additional filtering using the filter pane on the right.

Special Population	1P1 Num				Totals				3P1 Num				3P1 Den				3P1 Rate				3P1 Gap			
	1P1 Num	1P1 Den	1P1 Rate	1P1 Gap	1P1 Num	1P1 Den	1P1 Rate	1P1 Gap	3P1 Num	3P1 Den	3P1 Rate	3P1 Gap	3P1 Num	3P1 Den	3P1 Rate	3P1 Gap	3P1 Num	3P1 Den	3P1 Rate	3P1 Gap				
Individuals with Disabilities	335	395	84.81%	-4.59	429	1,019	42.10%	-9.18	93	692	13.44%	-0.90												
Individuals with Economically Disadvantaged Families	3,854	4,311	89.40%	0.00	3,984	8,875	44.89%	-6.39	946	6,137	15.41%	1.07												
Individuals Preparing for Nontraditional Fields	1,079	1,203	89.69%	0.29	1,095	2,037	53.76%	2.48	1,995	2,011	99.20%	84.86												
Single Parents	755	865	87.28%	-2.12	757	1,650	45.88%	-5.40	182	1,228	14.82%	0.48												
Out of Workforce Individuals	642	738	86.99%	-2.41	669	1,491	44.87%	-6.41	145	1,069	13.56%	-0.78												
English Learners	161	202	79.70%	-9.70	158	592	26.69%	-24.59	72	355	20.28%	5.94												
Homeless Youth	15	16	93.75%	4.35	12	54	22.22%	-29.06	6	32	18.75%	4.41												
Youth in Foster Care	34	40	85.00%	-4.40	36	99	36.36%	-14.92	22	70	31.43%	17.09												
Youth with Parent in Active Military																								

# Perkins V Reporting App – Power BI Reports

- To export the data to .csv or .xlsx, use the ellipses on the far right.
- As mentioned earlier, to export to Excel, you do need to have the “Power Consumer” feature enabled. If you don’t have this, you will need to contact your IT service desk.

The screenshot displays the 'Concentrators by Subgroup Report' in the Perkins V Reporting App. The interface includes a top navigation bar with 'File', 'Export', 'Chat in Teams', and 'Subscribe' options. The main content area features a table with columns for Selection 1, Selection 2, Selection 3, and years 2017, 2018, and 2019. The table data is as follows:

Selection 1	Selection 2	Selection 3	2017	2018	2019
Information Technology (11)	110103 Information Technology (F)	Female	5	5	
		Male	50	43	5
	110201 Computer Programming/Programmer, General (F)	Female	29	38	4
		Male	194	197	211
	110202 Computer Programming, Specific Applications (B)	Female	5	3	10
		Male	23	21	28
110301 Data Processing and Data Processing Technology/Technician	Female		5	2	
	Male		5	6	

A red callout box with the text 'To export data to Excel (.xlsx or .csv), use ellipses in upper right of report and choose "Export Data"' points to the ellipsis menu in the top right corner of the report. The menu options include 'Add a comment', 'Chat in Teams', 'Export data', 'Show as a table', 'Spotlight', 'Sort descending', 'Sort ascending', and 'Sort by'.



# Tips/Tricks/Troubleshooting

- Be patient. Let the data load on the page first before making changes or selections
- In the Power BI reports, let your selections load before making new selections in the slicers (at the top)
  - Make selections in order of 1, 2, 3, 4 (when there are four population selections to make)
- Drill up/down
  - Up arrow in the table navigation options or right click -> Drill Up
  - Not every report has Drill Up options
- Refresh or reset to default (see Troubleshooting: Reset/Refresh)
- Trouble clicking the table navigation buttons on the top right of the table, click in one of the cells of the table (see Troubleshooting: Drill Up/Down Arrow)

# Troubleshooting: Drill Up/Down Arrow

**If the drill up arrow is not showing in the table navigation options:**

**1. Click in this white space.**

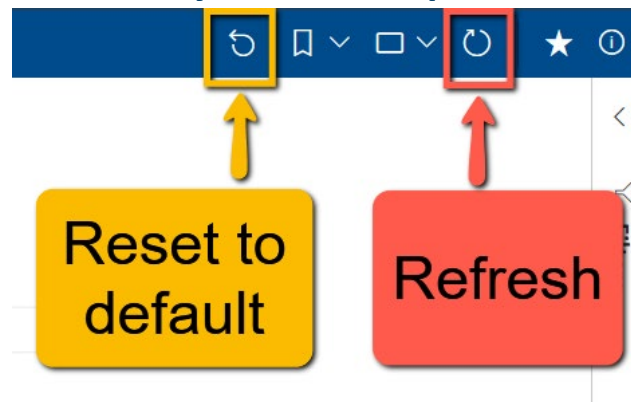
**2. Click back to the table area, then the full table navigation options should be available. If the drill options are not back, try clicking in one of the cells in the table and repeat steps 1 and 2.**

The screenshot shows a Power BI report interface. On the left, there's a table with columns: Selection 1, Selection 2, Selection 3, Selection 4, 1P1 Num, 1P1 Den, and Rate. The table has two main sections: 'Agriculture, Food, and Natural Resource (01)' and 'Architecture and Construction (02)'. Above the table, there are filters for Consortium, Selection 2 (Gender), and Selection 4 (Individuals Preparing For Non Trad Fields). On the right, there's a 'Filters' pane with a search bar and a list of filters on this visual. A teal box highlights the table navigation area, a yellow box highlights a white space above the table, and a red box highlights the table area. Arrows indicate the sequence of clicks: from the white space to the table, and then back to the table.

Selection 1	Selection 2	Selection 3	Selection 4	1P1 Num	1P1 Den	Rate
Agriculture, Food, and Natural Resource (01)	Female	Hispanic of any race	Not NT			
		Two or more races	Not NT			
		Unknown Race and Ethnicity	NT			
		White	Not NT			
	Male	Black or African American	Not NT			
		White	Not NT			
		Unknown Race and Ethnicity	NT			
		White	NT			
Architecture and Construction (02)	Female	Unknown Race and Ethnicity	NT			
		White	NT			

# Troubleshooting: Reset/Refresh

- Sometimes Power BI will hang up if too many selections are made too quickly before loading completely. Try to **reset to default** and start again, letting each selection load between drop downs.
- If the data doesn't seem updated, there are may be cache issues. It may be helpful to **refresh** your visual.



Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report	●	
1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
3P1 CIP Program Report	●	
1P1 Career Cluster Report	●	
2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
Participant Count Trend Report	●	
Concentrator Count Trend Report	●	
Core Indicator 1P1 Trend Report	●	
Core Indicator 2P1 Trend Report	●	
Core Indicator 3P1 Trend Report	●	
Performance Gap Report	●	▼
SDPL Gap Report	●	▼
Population Comparison Report	●	▼
Performance by Subgroup	●	▼
Participants by Subgroup	●	▼
Concentrators by Subgroup	●	▼

- Reports on **participants and/or concentrators** in CTE programs;
- Reports on **Performance on Core Indicators**;
- Reports that **identify and quantify disparities (or gaps) in Performance** on Core Indicators compared to SDPLs (i.e., Targets) and compared to the total population;

Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report		
1P1 CIP Program Report		
2P1 CIP Program Report		
3P1 CIP Program Report		
1P1 Career Cluster Report		
2P1 Career Cluster Report		
3P1 Career Cluster Report		
Participant Count Trend Report	●	
Concentrator Count Trend Report	●	
Core Indicator 1P1 Trend Report		
Core Indicator 2P1 Trend Report		
Core Indicator 3P1 Trend Report		
Performance Gap Report		▼
SDPL Gap Report		▼
Population Comparison Report	●	▼
Performance by Subgroup		▼
Participants by Subgroup	●	▼
Concentrators by Subgroup	●	▼

- -Reports on **participants and/or concentrators** in CTE programs;
- Useful for analyzing trends in participation in CTE as well as differences in access to CTE programs by demographics, special populations, and career clusters

## Perkins V Reporting

### Data Privacy and Definitions

Participant Enrollment Report

Concentrator Enrollment Report

Core Indicators Report

1P1 CIP Program Report

2P1 CIP Program Report

3P1 CIP Program Report

1P1 Career Cluster Report

2P1 Career Cluster Report

3P1 Career Cluster Report

Participant Count Trend Report

Concentrator Count Trend Report

Core Indicator 1P1 Trend Report

Core Indicator 2P1 Trend Report

Core Indicator 3P1 Trend Report

Performance Gap Report

SDPL Gap Report

Population Comparison Report

Performance by Subgroup

Participants by Subgroup

Concentrators by Subgroup

- -Reports on **Performance on Core Indicators**;  
-Useful for analyzing trends in performance as well as differences in performance by demographics, special populations, career clusters, and CIP codes



Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report		
Concentrator Enrollment Report		
Core Indicators Report		
1P1 CIP Program Report		
2P1 CIP Program Report		
3P1 CIP Program Report		
1P1 Career Cluster Report		
2P1 Career Cluster Report		
3P1 Career Cluster Report		
Participant Count Trend Report		
Concentrator Count Trend Report		
Core Indicator 1P1 Trend Report		
Core Indicator 2P1 Trend Report		
Core Indicator 3P1 Trend Report		
Performance Gap Report	●	▼
SDPL Gap Report	●	▼
Population Comparison Report		▼
Performance by Subgroup		▼
Participants by Subgroup		▼
Concentrators by Subgroup		▼

- -Reports that **identify and quantify disparities (or gaps) in Performance** on Core Indicators compared to SDPLs (i.e., Targets) and compared to the total population;
- Useful for identifying subpopulations having gaps in performance that need to be addressed in the Local Application, CLNA, and Improvement Plan

# When to use the Participant or Concentrator Reports

- Comprehensive Local Needs Assessment (CLNA)
- Continued Consultation with Stakeholders



Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report	●	
1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
3P1 CIP Program Report	●	
1P1 Career Cluster Report	●	
2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
Participant Count Trend Report	●	
Concentrator Count Trend Report	●	
Core Indicator 1P1 Trend Report	●	
Core Indicator 2P1 Trend Report	●	
Core Indicator 3P1 Trend Report	●	
Performance Gap Report	●	▼
SDPL Gap Report	●	▼
Population Comparison Report	●	▼
Performance by Subgroup	●	▼
Participants by Subgroup	●	▼
Concentrators by Subgroup	●	▼

This report provides information on the trend (both modeled historical and Perkins V reporting/cohorts) of the count of students concentrating in CTE programs with the ability to filter results by career cluster

Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report	●	
1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
3P1 CIP Program Report	●	
1P1 Career Cluster Report	●	
2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
Participant Count Trend Report	●	
Concentrator Count Trend Report	●	
Core Indicator 1P1 Trend Report	●	
Core Indicator 2P1 Trend Report	●	
Core Indicator 3P1 Trend Report	●	
Performance Gap Report	●	▼
SDPL Gap Report	●	▼
Population Comparison Report	●	▼
Performance by Subgroup	●	▼
Participants by Subgroup	●	▼
Concentrators by Subgroup	●	▼

This report provides information on the trend (both modeled historical and Perkins V reporting/cohorts) of the count of students concentrating in CTE programs with the ability to select up to four subgroups for breakout



Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report	●	
1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
3P1 CIP Program Report	●	
1P1 Career Cluster Report	●	
2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
Participant Count Trend Report	●	
Concentrator Count Trend Report	●	
Core Indicator 1P1 Trend Report	●	
Core Indicator 2P1 Trend Report	●	
Core Indicator 3P1 Trend Report	●	
Performance Gap Report	●	▼
SDPL Gap Report	●	▼
Population Comparison Report	●	▼
Performance by Subgroup	●	▼
Participants by Subgroup	●	▼
Concentrators by Subgroup	●	▼

This report provides information that will allow you to compare CTE participants and concentrators to the general population of the cohort/reporting year broken out by demographics, special populations, and career cluster

Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report	●	
1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
3P1 CIP Program Report	●	
1P1 Career Cluster Report	●	
2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
Participant Count Trend Report	●	
Concentrator Count Trend Report	●	
Core Indicator 1P1 Trend Report	●	
Core Indicator 2P1 Trend Report	●	
Core Indicator 3P1 Trend Report	●	
Performance Gap Report	●	
SDPL Gap Report	●	▼
Population Comparison Report	●	▼
Performance by Subgroup	●	▼
Participants by Subgroup	●	▼
Concentrators by Subgroup	●	▼

This report identifies and quantifies gaps in performance between subpopulations and the indicator population as a whole for each performance indicator

Perkins V Reporting		
Data Privacy and Definitions		
Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report	●	
1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
3P1 CIP Program Report	●	
1P1 Career Cluster Report	●	
2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
Participant Count Trend Report	●	
Concentrator Count Trend Report	●	
Core Indicator 1P1 Trend Report	●	
Core Indicator 2P1 Trend Report	●	
Core Indicator 3P1 Trend Report	●	
Performance Gap Report	●	▼
SDPL Gap Report	●	
Population Comparison Report	●	▼
Performance by Subgroup	●	▼
Participants by Subgroup	●	▼
Concentrators by Subgroup	●	▼

This report identifies and quantifies gaps in performance between subpopulations and their approved SDPL's (i.e., targets) for each performance indicator

# When to use the Core Indicator, Performance and SDPL Gap Reports

- Comprehensive Local Needs Assessment (CLNA)
- Local Application
- Improvement Plan

# Power BI and Perkins V Resources

- Office 365 Login: <http://portal.office.com/>
- Power BI Resources on the IT Connect site:
  - Internal Training on getting started - [Power BI All Access Training – Getting Started](#)
  - External Training Basics - [Getting Started with Power BI for Consumers #1](#) - 11 minutes.
  - Going deeper into navigation around Power BI - [Getting Started with Power BI for Consumers #2](#) – 8 minutes
- Minnesota State Service Portal:  
<https://servicedesk.minnstate.edu/TDClient/30/Portal/Home/>
- Perkins V Accountability Resources:  
[https://minnstate.edu/system/cte/consortium\\_resources/index.html](https://minnstate.edu/system/cte/consortium_resources/index.html) (scroll down to Accountability Resources)

# What questions do you have?



# THANK YOU!

**If you have questions or want to set up a session to review Power BI/available reports, please contact us.**

- » Russ Dahlke
- » [Russell.Dahlke@minnstate.edu](mailto:Russell.Dahlke@minnstate.edu)