UNIVERSITY OF SOUTH FLORIDA
A PREEMINENT RESEARCH UNIVERSITY

myBullsPath Reporting

This Guide gives you tips on using the USF myBullsPath reports:

1. Card Summary: Report tiles display overall metrics for admitted USF students' onboarding activity.
2. Student Details: This table shows Card completion activity for all students, including completion times and dates.
3. Card Details: This table shows completion activity for Student Visa, Health Documents, and Pre-Orientation Advising Cards.

Important to Know

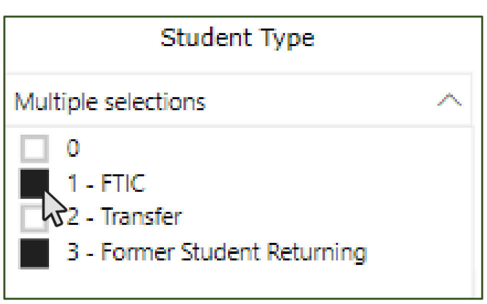
Data Refresh: Data are not live but are refreshed 4 times daily:
8:00 am, 12:00 pm, 2:30 pm, 1:30 am

Database tables refresh first, and the report refreshes ~ 1 hour later.

The database refresh date/time displays in the bottom right: Data Refreshed On mm/dd/yyyy hh:mm:ss

The report refresh date/time displays in center of the report Header

To select multiples in a drop-down filter, hold the Ctrl key as you click:



Log In to Power BI:

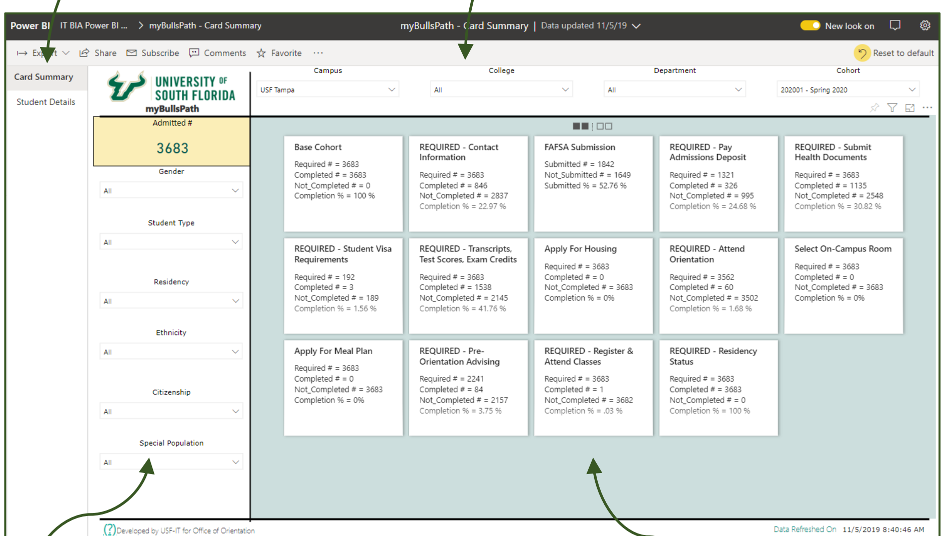
1. Open the email sharing the report.
2. Click **Sign in**.
3. Enter your USF email address and click **Next**.
4. Enter your USF password and click **Sign in** (some browsers skip this step) *.
   -> PowerBI displays the myBullsPath report.

*After your initial login, you will access app.powerbi.com to view your reports. Enter your USF NetID, then select **Shared with me** on the PowerBI menu (to the left of the Data Panel / Workspace).

Navigate the Reports:

Top Filter Panel:
Select campus, college, department, cohort

Tabs



Side Filter Panel:
Select student profile filters

Data Panel (Workspace):
View Cards & metrics; expand tiles

All filters are *interactive*; that is, if you select a filter at the top, other filters display only the values pertinent to that filter.

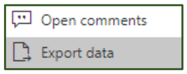
For example, if you select USF Tampa, College of Business, and Spring 2020 cohort, you may not see all Ethnicity values (depending on the student population for that college/cohort).

Note: Filters remain in place for both tabs of the report. To reset all filters, click **Reset to Default** at the top of the report.

Export to Excel

You can export the data from reports:

1. Select the Student Details or Card Details table (with desired filters).
2. Hover over the table, then click the ellipses in the top right corner ... .
3. Select Export data…



…to open & work with the data in Excel.

Student Progress (Dates):

A student's Start Date for a Card is the later of:

1. The student's Admit Date
2. The date the Card became interactive

A student's Time to Completion is:

1. Zero (0) if completed before the Start Date
2. One (1) if completed day of the Start Date
3. The number of calendar days since the Start Date when the Card is completed

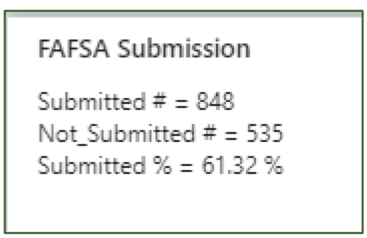
View Card Metrics

Cards are either required (e.g., Admissions Deposit) or not required (e.g., Apply for Housing)

For Example:

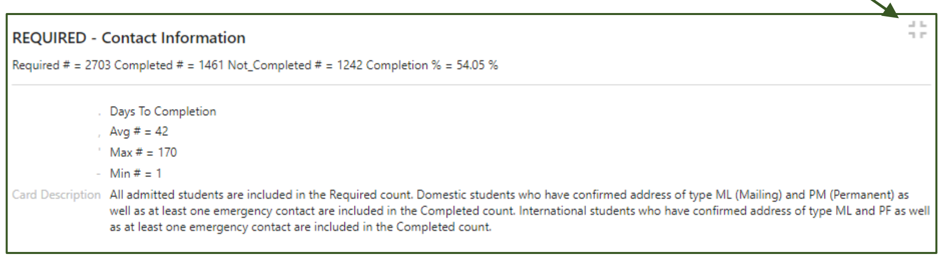
Required

Submitted



Time completion metrics and "included student" details display on the large tiles.

1. Select the Card tile to expose the large Card display.
2. View time completion and student inclusion details.
3. Exit by clicking "Close" in the top right corner.



View Time-to-Completion Metrics

View Card Details Report

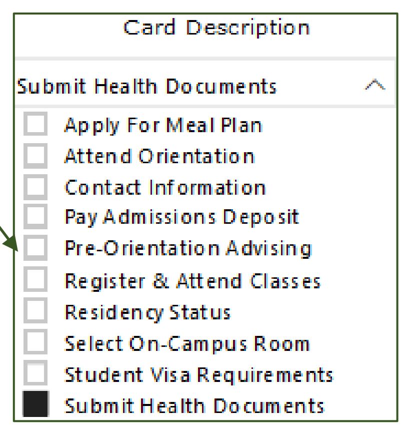
The Card Details Report shows completion activity for Student Visa, Health Documents, and Pre-Orientation Advising Cards.

Access this report by:

1. Selecting the report in Power BI Home…. OR
2. … Clicking the "Link" in the Student Details table.

View Students' Card Progress

1. On the Student Details tab, select a particular student or group of students (e.g., College of Business).
2. Select a particular Card Description …. OR
3. …. Select Card Status = N to view students who have incomplete Cards.
4. Combine the two filters to view students who have NOT completed the Card.



Detailed instructions for the myBullsPath report are located here:
https://confluence.usf.edu/display/ReportGlossary/The+myBullsPath+Report