

Student Submission Guide

Northlake Therapy — Clinic Performance Report

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About This Assignment (Visualization)

You will create specific visuals on defined report pages. Read each visual requirement carefully — pay attention to which fields to use, the visual type, and any formatting requirements. There is generally one correct approach per visual, though minor formatting variations are acceptable.

For Windows Users (Power BI Desktop)

Power BI Desktop is the full-featured application for building .pbix reports.

1. Download and install Power BI Desktop from:

<https://powerbi.microsoft.com/en-us/desktop/>

(Free — use your .edu email if prompted.)

2. Open your .pbix file (or start a new report and import your dataset).
3. Complete all required pages, visuals, and DAX measures per the assignment instructions.
4. Save your work frequently: File > Save (Ctrl+S).
5. When finished, save a final copy: File > Save As
Name your file: LastName_FirstName_AssignmentTitle.pbix
Save to a location you can easily find.
6. Upload the .pbix file to D2L Brightspace under the assignment submission area.

Important Notes

The .pbix file contains everything — your data, visuals, and measures — in one file. You do NOT need to submit any separate CSV or Excel files.

Make sure all report pages are clearly named (right-click a tab at the bottom to rename).

If you are prompted about "Sensitivity labels" when saving or exporting, choose "Public" or "General." If unsure, ask your instructor.

Double-check that all required visuals appear before submitting. Open the file once more and review each page.

Save your work BEFORE the deadline. D2L will not accept late submissions.

If you accidentally submit the wrong file, you can resubmit before the deadline — only the most recent submission is graded.

Questions? Contact your instructor before the deadline.