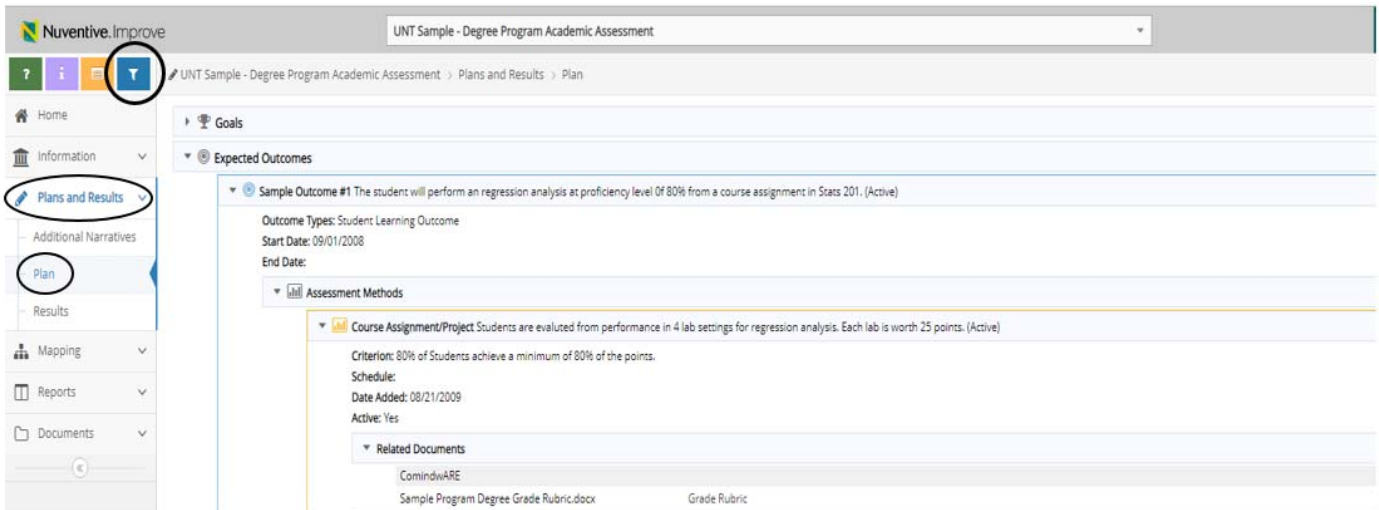
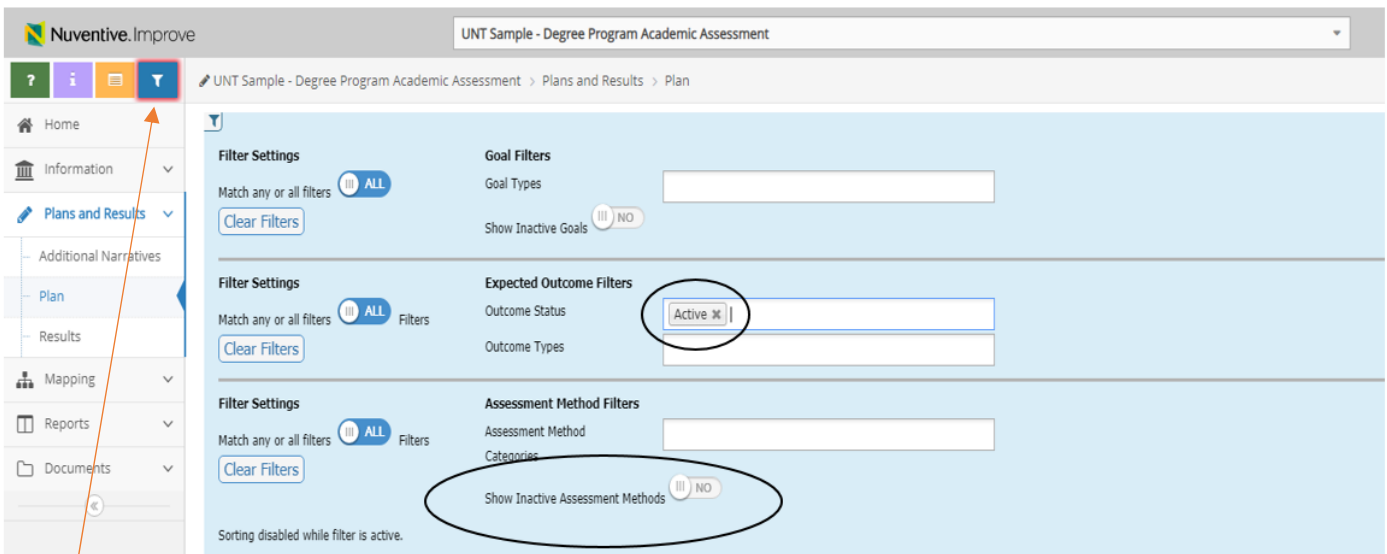


# How to hide inactive/complete outcomes in Improve

- 1.) Click on Plans and Results
- 2.) Select Plan
- 3.) Click on the blue filter button



- 4.) Under “Outcome Status” select only “Active”
- 5.) If the “Show Inactive Assessment Methods” option says “YES”, toggle the switch to say “NO”.



- 6.) Click on the filter button again to return to your list of outcomes. Only active outcomes and methods should now be visible.

Still experiencing problems? Contact us at 940.565.4584 or [tracdat@unt.edu](mailto:tracdat@unt.edu).

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