

# How to display hidden inactive/complete outcomes in Improve

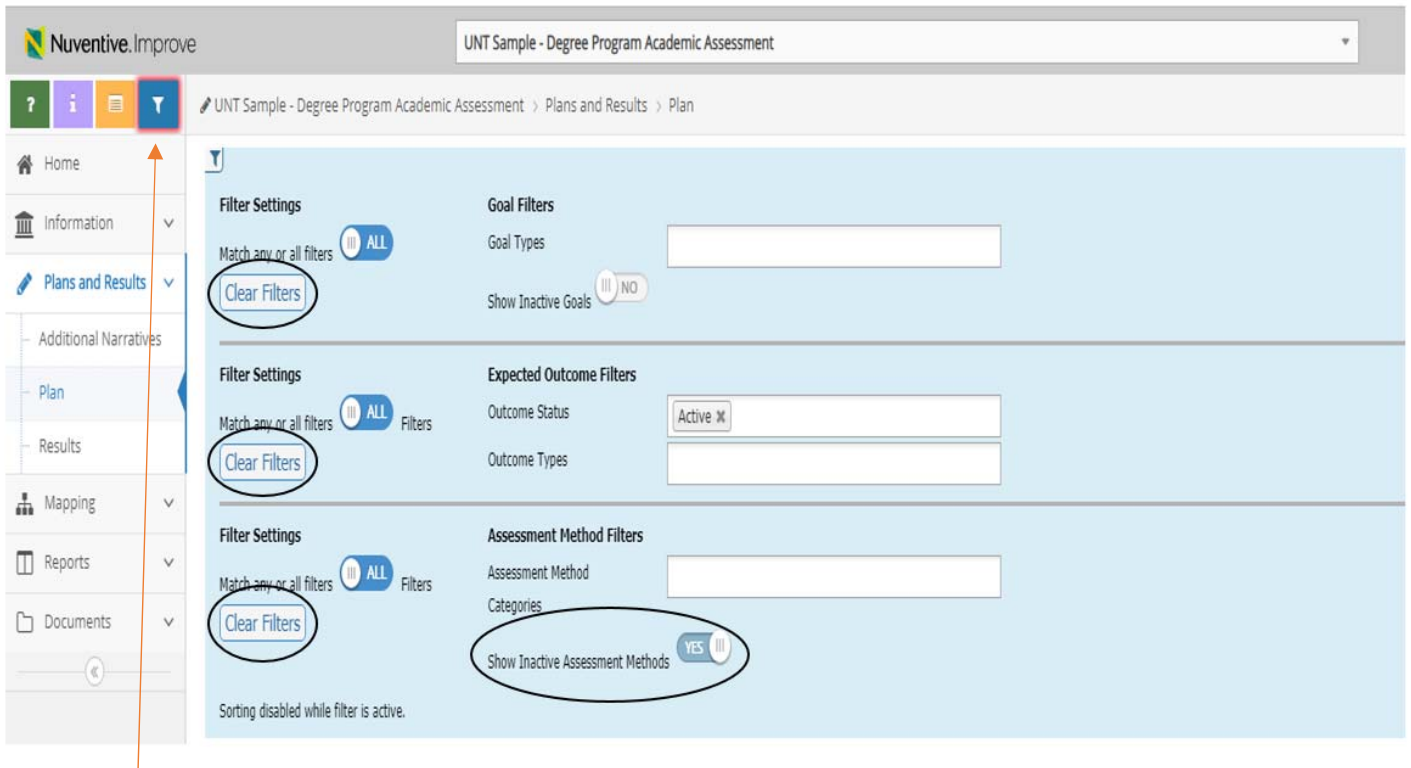
1. Click on Plans and Results
2. Select Plan
3. Click on the blue filter button

The screenshot shows the Nuventive Improve interface. The top navigation bar includes the logo and a dropdown menu for 'UNT Sample - Degree Program Academic Assessment'. The left sidebar contains navigation options: Home, Information, Plans and Results (circled in blue), Additional Narratives, Plan (circled in blue), Results, Mapping, Reports, and Documents. The main content area displays 'Goals' and 'Expected Outcomes'. Under 'Expected Outcomes', 'Sample Outcome #1' is expanded, showing details like 'Outcome Types: Student Learning Outcome', 'Start Date: 09/01/2008', and 'End Date:'. Below this, 'Assessment Methods' is expanded, showing 'Course Assignment/Project' with details like 'Criterion: 80% of Students achieve a minimum of 80% of the points', 'Schedule: 08/21/2009', and 'Active: Yes'. Under 'Related Documents', 'ComindwARE' and 'Sample Program Degree Grade Rubric.docx' are listed.

4. Clear any filter set within “Outcome Status”.
5. Toggle the “No” in inactive methods to “yes”.

The screenshot shows the Nuventive Improve interface with the filter settings for 'Expected Outcomes'. The left sidebar is the same as in the previous screenshot. The main content area displays the filter settings for 'Expected Outcomes'. The 'Filter Settings' section shows 'Match any or all filters' with an 'ALL' button and a 'Clear Filters' button. The 'Goal Filters' section shows 'Goal Types' and 'Show Inactive Goals' with a 'NO' button. The 'Expected Outcome Filters' section shows 'Outcome Status' set to 'Active' (circled in blue) and 'Outcome Types'. The 'Assessment Method Filters' section shows 'Assessment Method' and 'Categories' with a 'Clear Filters' button. The 'Show Inactive Assessment Methods' toggle is set to 'YES' (circled in blue). At the bottom, it says 'Sorting disabled while filter is active.'

**6. You can also “Clear Filters” to remove any filters blocking inactive outcomes/methods.**



**7. Click on the filter button again to return to your list of outcomes. All outcomes and methods should now be visible.**

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

**UNT Office of University Accreditation**