

Tutorial – Removing objectives and measures

Let's say you want to get rid of an objective. You can't simply delete it because you have past years of data linked to that objective. What you need to do is end it in the previous year. Then it will disappear. This is a simple process.

1. Log in to Weave. Once you are in, use the pull-down menu to find your program.

The screenshot shows the Weave interface for the University of Nebraska Kearney. The user is logged in as Beth Hinga. The navigation bar includes Home, Admin Tools, Assessment, Mapping, WEAVEmail, Search, Reports, and Logout. The 'Cycle and Entity Selection' section shows the cycle set to '2012-2013 (Current)'. A dropdown menu is open, displaying a list of programs. 'Criminal Justice' is highlighted in blue. Other programs listed include Art and Art History, Art Education, Art Graduate, Athletic Training, Aviation Systems Management, Biology, Biology Graduate, Building Level Administration, Business Administration Comprehensive, Business Education, Chemistry, Communication, Composition, Computer Science and Information Systems, Construction Management, Curriculum and Instruction, Department of Accounting and Finance, Department of Communication Disorders, Department of Management, Distance Education, District Level Administration, Economics and Agribusiness, English, English Graduate, Ethnic Studies Program, Exercise Science, and Exercise Science Graduate. The page also features 'Local News' and 'WEAVEonline News' sections.

2. Once you find your program, click on the Assessment tab, then on Outcomes/Objectives.

The screenshot shows the Weave interface with the 'Assessment' tab selected in the navigation bar. The 'Cycle and Entity Selection' section shows the cycle set to '2012-2013 (Current)' and the entity set to 'Criminal Justice'. The 'Local News' section below indicates 'There is no Local News at this time.'

3. Expand the objective you want to get rid of, and click on Edit.

3: WI: Writing in the Discipline ✔ (Final) 🔍

By the end of the criminal justice program students will demonstrate their ability to communicate effectively in the appropriate written form as professionals in the field. [\[Preview Formatting\]](#)

Student Learning Outcome/Objective:	Yes
Established in Cycle:	2010-2011
Active Through:	Keep Active
Entry Status:	Final
Last Updated By:	Julie Campbell on 5/30/2011
Established By:	Kim Elliott on 3/12/2008

Relevant Associations 📄 📄

- ▶ General Education/Core Curriculum Associations
- ▶ Strategic Plan Associations

✎ Edit 

4. When the Edit window opens, scroll all the way down to the bottom, where you should see this:

Established in Cycle:

Active through Cycle:

✔ Save ✖ Cancel ✕ Delete

5. Use the pull-down menu next to Active through Cycle to choose the previous Weave year. (If you are entering data for 2012-13, then choose 2011-12.) Save.

Established in Cycle:

Active through Cycle:

✔ Save ✖ Cancel ✕ Delete

Keep Active

2012-2013

2011-2012

2010-2011

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6. When you go back to the main menu, you'll see that objective is gone for the current year! However, if you removed any but the last objective, you may also see that there is a missing number in your list of objectives. The correct that problem, click on the Reorder button.

Cycle and Entity Selection:

2012-2013 (Current) Criminal Justice

Assessment Summary

Lifespan Manager Detailed Assessment Report

View Sections: All Goals Outcomes/Objectives Measures & Findings

Goals

Criminal Justice does not use Goals as part of the Assessment process. To change this setting, please click on the 'Email Admin' link in the footer.

Outcomes/Objectives

(Numbers inside parentheses show related Goals, ✓ indicates Student Learning.)

Copy Associations and Connected Documents from 2011-2012

Add Expand All Collapse All Reorder

- 1: Demonstrate understanding of criminal aspects ✓ (Final) [edit] [search]
- 2: Compare and contrast theories ✓ (Draft / In Progress) [edit] [search]
- 3: WI: Writing in the Discipline ✓ (Final) [edit] [search]
- 4: Demonstrate skills and values ✓ (Final) [edit] [search]
- 5: Complete independent research ✓ (Final) [edit] [search]
- 6: Relate to diverse groups ✓ (Final) [edit] [search]

Measures & Findings

(Numbers inside parentheses show related Outcomes/Objectives.) Toggle triangles to add/edit Target, Findings, or Action Plan.

Add Measure Expand All Collapse All Reorder

- 1: Mandatory Test (O:1, 2) (Final) [edit] [search]
- 2: Intern Evaluation (O:1, 4, 6) (Final) [edit] [search]
- 3: Alumni Survey (O:1, 4, 6) (Final) [edit] [search]
- 4: Student Writing Samples (O:3) (Final) [edit] [search]
- 5: Senior Exit Survey (O:1, 2, 6) (Final) [edit] [search]
- 6: Student Capstone Research (O:5) (Draft / In Progress) [edit] [search]

7. When the Reorder window comes up, the problem is fixed! If you're happy with the order of your objectives, just click Save. If you're not, drag and drop to rearrange them, then click Save.

Assessment Summary - Reorder Outcomes/Objectives

Drag and drop between items to reorder. Click Save when the list is correct.

- 1: Demonstrate understanding of criminal aspects
- 2: Compare and contrast theories
- 3: WI: Writing in the Discipline
- 4: Demonstrate skills and values
- 5: Complete independent research
- 6: Relate to diverse groups

 Save  Cancel

8. If you want to get rid of a measure, follow the same procedure. End it in the previous year, then reorder if necessary.