

**electronic Planning and electronic Grants System – ePeGS
Perkins IV Help Document (Deleting and Editing)**

DELETING AN OBJECTIVE

1. The user must select “Goals, Objectives, Strategies” from the list of requirements on the District/LEA Plan – Summary page.
 - a) The user must click on the “Goals” title bar.
 - b) The user must select “Student Performance” under the Common Goals.
 - ◇ Once the user selects “Student Performance”, the “Objectives for Goal 1: Student Performance” title bar will appear under the five DESE Common Goals.
 - c) The user must click on the “Objectives for Goal 1: Student Performance” title bar.
 - ◇ From the dropdown menu, the user must select “All Objectives Applied to Goal” and then click the “View” button.
 - > Once the user clicks “View”, a popup window appears with a listing of Objectives that have been applied to the Student Performance Goal.
 - > The user must click “Select” beside the Objective that will be deleted. *(Once selected, the Objective will be copied into the textbox.)*
 - ◇ The user must click on the “Delete Objective” button. *(Deleting the Objective will also delete all strategies and/or action steps associated with it.)*

DELETING/EDITING A STRATEGY

1. The user must select “Goals, Objectives, Strategies” from the list of requirements on the District/LEA Plan – Summary page.
 - a) The user must click on the “Goals” title bar.
 - b) The user must select “Student Performance” under the Common Goals.
 - ◇ Once the user selects “Student Performance”, the “Objectives for Goal 1: Student Performance” title bar will appear under the five DESE Common Goals.
 - c) The user must click on the “Objectives for Goal 1: Student Performance” title bar.

- ◇ From the dropdown menu, the user must select “All Objectives Applied to Goal” and then click the “View” button.
 - > Once the user clicks “View”, a popup window appears with a listing of Objectives that have been applied to the Student Performance Goal.
 - > The user must click “Select” beside the Objective that will be worked on. (*Once selected, the Objective will be copied into the textbox.*)
 - > Once the user selects the Objective, the “Strategies for Objective...” title bar will appear.
- d) The user must click on the “Strategies for Objective...” title bar.
 - ◇ From the dropdown menu, the user must select “All Strategies Applied to Objective” and then click the “View” button.
 - > Once the user clicks “View”, a popup window appears with a listing of Strategies that have been applied to the specific Objective.
 - > The user must click “Select” beside the Strategy that will be deleted or edited. (*Once selected, the Strategy will be copied into the textbox.*)
 - > To delete the Strategy, the user must click on the “Delete Strategy” button.
 - > To edit the Strategy, the user must make the necessary changes to the Strategy and then click on the “Save Strategy” button.

DELETING/EDITING AN ACTION STEP

1. The user must select “Goals, Objectives, Strategies” from the list of requirements on the District/LEA Plan – Summary page.
 - a) The user must click on the “Goals” title bar.
 - b) The user must select “Student Performance” under the Common Goals.
 - ◇ Once the user selects “Student Performance”, the “Objectives for Goal 1: Student Performance” title bar will appear under the five DESE Common Goals.
 - c) The user must click on the “Objectives for Goal 1: Student Performance” title bar.
 - ◇ From the dropdown menu, the user must select “All Objectives Applied to Goal” and then click the “View” button.

- > Once the user clicks “View”, a popup window appears with a listing of Objectives that have been applied to the Student Performance Goal.
 - > The user must click “Select” beside the Objective that will be worked on. *(Once selected, the Objective will be copied into the textbox.)*
 - > Once the user selects the Objective, the “Strategies for Objective...” title bar will appear.
- d) The user must click on the “Strategies for Objective...” title bar.
- ◇ From the dropdown menu, the user must select “All Strategies Applied to Objective” and then click the “View” button.
 - > Once the user clicks “View”, a popup window appears with a listing of Strategies that have been applied to the specific Objective.
 - > The user must click “Select” beside the Strategy that will be worked on. *(Once selected, the Strategy will be copied into the textbox.)*
 - > Once the user selects the Strategy, the “Action Steps for Strategy...” title bar will appear.
- e) The user must click on the “Action Steps for Strategy...” title bar.
- ◇ From the dropdown menu, the user must select “Action Steps Applied to Strategy” and then click the “View” button.
 - > Once the user clicks “View”, a popup window appears with a listing of Action Steps that have been applied to the specific Strategy.
 - > The user must click “Select” beside the Action Step that will be deleted or edited. *(Once selected, the Action Step will be copied into the textbox.)*
 - > To delete the Action Step, the user must click on the “Delete Action Step” button.
 - > To edit the Action Step, the user must make the necessary changes to the Action Step and then click on the “Save Action Step” button.