How to use the Student Affairs Learning Outcomes Program (SALO)

**Add your new LO results (no later than July 31):**

1. Go to: [https://salo.studentaffairs.uci.edu](https://salo.studentaffairs.uci.edu)
2. Click on the three horizontal bars in the blue band at the top right. You should then see your name, with menu choices below.
3. Click on *Learning Outcomes*.
4. To get to the correct academic year, click on the *magnifying glass* near the top right. The system defaults to the upcoming academic year, so you can't skip this step.
5. In the pop-up box:
   - Select the academic year for the outcome to which you want to add results.
   - Select your unit (they are alphabetical). (You can skip the rest of the questions.)
   - Click on blue *“Search”* in the lower right-hand corner to see your LO(s).
   - Click on the Learning Outcome for which you want to add results. Wait for the outcome to appear in a box for editing.
   - Revise *“Assessed by”* if needed.
   - Revise *“Use of results”* if needed.
   - Scroll down. Add your benchmark if it’s not in there yet.
   - Type your results into the *“Results”* box. There is plenty of space, so give specifics, write a paragraph or two.
   - Select the button as to whether your benchmark was met.
   - If you didn’t meet it, please explain how close you got, why you think you didn’t meet it, and how you will revise for next year.
6. Click the blue *“Update”* button at the bottom of the pop-up window.
7. Repeat steps 4-6 for each additional LO.

**ADD NEW LOs (no later than August 15):**

You are probably adding LOs for the upcoming academic year. Every June 15, the new year will open for you to start adding your LOs. For example, in July or August 2021 you will be adding your 2021-22 LOs. Here are the steps for adding LOs:

1. Go to: [https://salo.studentaffairs.uci.edu](https://salo.studentaffairs.uci.edu)
2. Click on the three horizontal bars in the blue band at the top right. You should then see your name, with menu choices below.
3. Click on *Learning Outcomes*.
4. Click on the *plus sign* near the top right.
5. In the pop-up box:
   - Select the academic year for your new LOs.
   - Select your unit (they are alphabetical).
   - Type the name of the program or event that you are assessing (100 character maximum, should be far more than enough).
   - Type your LO (should be 1-3 sentences).
   - Select how you’re assessing it (you might be checking multiple boxes).
   - Select how you’re using the results (you should be checking multiple boxes).
• Add what your benchmark will be (read the instructions on the screen for help with wording).
• At this point you almost certainly do not yet have results, so leave that box blank until the end of the academic year.

6. Click the blue “Update” button at the bottom of the pop-up window.
7. Repeat steps 4-6 for each additional LO. Most units should have 2 or 3 LOs.

SEE LOs of other SA units
(for reference/ideas, or for AVCs to monitor their units):
1. Go to: https://salo.studentaffairs.uci.edu
2. Click on the three horizontal bars in the blue band at the top right. You should then see your name, with menu choices below.
3. Click on Learning Outcomes.
4. Click on the magnifying glass near the top right.
5. In the pop-up box:
   • Select the academic year you want to see (probably current year or previous year or both).
   • You can ignore all other boxes if you wish, and click on “Search” in the lower right-hand corner to make the LOs appear.

ADD an AUTHORIZED USER for your unit:
All authorized users can add an additional authorized user for their unit. Your authorized user can add LOs and/or results. Use this feature if something needs updating while your Contact Lead (CL) is on vacation or if your office has two CLs, because SALO only allows for one CL. If you want your CL changed, ask Anita to do it.
1. Go to: https://salo.studentaffairs.uci.edu
2. Click on the three horizontal bars in the blue band at the top right. You should then see your name, with menu choices below.
3. Click on “Users.”
4. Click on the plus sign on the top right.
5. Type the UCInetID or the name of the user you wish to add. Wait for SALO to respond with a list of choices.
6. Click on the person you wish to add.
7. Select the unit to which you wish to add the person (you can only add people to your unit[s]). Click “Create.”

Questions about using SALO?
Don’t know what would be a good learning outcome for your unit?
Don’t know how to measure the results of a learning outcome?

Contact Anita Iannucci: iannucci@uci.edu or 949-824-7828.