**How to Use the Student Affairs Learning Outcomes Program (SALO)**

**ADD your RESULTS to last year’s outcomes (no later than July 31):**
You are probably adding results to the learning outcomes (LOs) from the academic year that just ended.

1. Go to: [https://salo.studentaffairs.uci.edu](https://salo.studentaffairs.uci.edu)
2. Click on the three horizontal bars at the top right in the blue band. You should then see your name, with menu choices below.
3. Click on “Learning Outcomes.”
4. **TO GET TO THE RIGHT ACADEMIC YEAR:** Click on the magnifying glass near the top, at the right. The default year is seldom the one you want; you must select the year.
5. In the pop-up box:
   - Select the academic year for the outcome to which you want to add results (probably the year that just ended).
   - 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 make your LO(s) appear.
   - 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 what your Benchmark was if it’s not in there yet.
   - Type your results into the “Results” box. There is plenty of space, so please give specifics. You should write a paragraph or two. Be sure that either here or in the Benchmark section you have described your instruments, including example survey questions or rubric items.
   - 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 & 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 through 6 for your additional LOs.

**ADD NEW outcomes (no later than August 15):**
You are probably adding outcomes for the academic year just beginning.

1. Go to: [https://salo.studentaffairs.uci.edu](https://salo.studentaffairs.uci.edu)
2. Click on the three horizontal bars at the top right in the blue band. You should then see your name, with menu choices below.
3. Click on “Learning Outcomes.”
4. Click on the plus sign near the top, toward the right.
5. In the pop-up box:
   - Select the academic year (probably the year that just began, in which case the system will default to the correct year; otherwise, change the year).
   - 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 outcome (should be 1-3 sentences). If this is a Unit Outcome instead of a Learning Outcome, begin your typing with “Unit Outcome:” to make that clear since there is currently no box to check.
   - Select how you’re assessing it (you might be checking multiple boxes).
   - Select how you’re using the results (you should probably be checking multiple boxes).
   - Add what your benchmark will be (read the instructions on the screen for help with wording). Your benchmark needs to pertain to what you wrote as your outcome and use what you checked in your Assessment Methods.
Either in the Benchmark or the Learning Outcome box please describe your assessment methods; this will probably take one to 10 sentences. (This is because we don’t currently have a separate box for describing your assessment.) 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 through 6 for your additional outcomes.

SEE Outcomes of other SA units (to give you ideas, or for AVCs to monitor their units):
1. Go to: https://salo.studentaffairs.uci.edu
2. Click on the three horizontal bars at the top right in the blue band. You should then see your name, with menu choices below.
3. Click on “Learning Outcomes” (this will show all outcomes, including Unit Outcomes).
4. Click on the magnifying glass near the top, sort of on the 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, then click on “Search” in the lower right-hand corner to make the outcomes appear.

ADD an AUTHORIZED USER for your unit:
All who are already 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 at the top right in the blue band. 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.”

Can’t find an outcome you know you entered?
You probably put it in the wrong year (very common mistake). Search for all years, and when you find it, read below for how to fix this.

Added an outcome to the wrong year?
No one is able to move it. You will need to copy/paste into the correct year, then we will delete the one in the wrong year.

Need an outcome deleted?
Change the wording of your outcome from “Students who participate in ____ will ____” to “DELETE THIS OUTCOME” and then email iannucci@uci.edu to request deletion.

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