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 outcomes from the academic year that just ended.

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 "Outcomes."
4. **TO GET TO THE CORRECT 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 in the pop-up.)
   - Click on blue "Search" in the lower right-hand corner to make your outcome(s) appear.
   - Click on the 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.
   - Select the button as to whether your benchmark was met.
   - If you didn't meet it, please explain how close you got and why you think you didn't meet it and what/how you will revise for the future.
   - Type your full, detailed 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. Unfortunately, you cannot add graphs or tables with this version of SALO.
6. Click the blue "Update" button at the bottom of the pop-up window.
7. Repeat steps 4 through 6 for your additional outcomes.

ADD NEW outcomes *THESE INSTRUCTIONS ARE REVISED* (no later than August 15):

You are usually **adding outcomes** for the academic year just beginning.

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 "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, which should be more than enough).
   - Type your outcome (should be 1-3 sentences). The default will be that it's a learning outcome. **If it is a Unit Outcome instead, begin the outcome with the words "Unit Outcome:"** to make that clear since there is currently no box to check to differentiate the two types of outcomes.
   - **As you enter your outcomes, for each outcome that you are going to assess during the current academic year, begin the outcome with: "ASSESSING 2022-23:"** If you are going to assess it at some point in the future instead of this coming year you don't need to specify when, simply omit this and type just the outcome itself without specifying when you're going to assess it. (Eventually a checkbox will be added to use instead.)

- 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."
- **In either the Benchmark or the Outcome text box, describe your assessment methods**; this will probably take one to 10 sentences. (We don't yet 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.
8. **Note**: Outcomes are not locked in; you can change them during the year if you need to.

Can't find an outcome you know you entered?

You probably put it in the wrong year (**very** common mistake). Search for your unit and 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, so you will need to copy/paste into the correct year, then see immediately below for how to delete the one in the wrong year.

Need an outcome deleted?

Change the wording of the outcome you want deleted from "Students who participate in _____ will _____" to "DELETE THIS OUTCOME" and then email iannucci@uci.edu to have the programmer delete it. Be sure to state what academic year it's in.

How to 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 then add outcomes and/or results. Use this feature if something needs updating while your Contact Lead is on vacation or if your office has two CLs, because SALO only allows for one CL. If you want your CL changed, email iannucci@uci.edu.

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."

How to VIEW 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 "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.

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

Contact Anita Iannucci: iannucci@uci.edu