LOYOLA
UNIVERSITY
CHICAGO

Loyola University Chicago

LOCUS Training Documentation

Faculty Guide to LOCUS

Faculty Guide to LOCUS

Table of Contents

Logging in to LOCUS

1. Open an Internet Browser and navigate to www.luc.edu.

2.) Click the LOCUS link.

Login to LOCUS

Username (UVID)

Password

LOGIN ❯   Forgot your password?

About LOCUS

LOCUS (Loyola's Online Connection to University Services) is an integrated, Web-based student information system. For more information and additional resources click here.

Search for Classes

To search for classes without logging in click here.

If you receive an error signing into the upgraded LOCUS for the first time, please clear your browser cache. Then, close your browser window completely before loading LOCUS again.

3. Log in using your Universal ID and password and click "Login."

You may have multiple 'roles' assigned to your ID. Roles include student, staff, faculty and General LOCUS access. For example, if you have previously or are currently taken classes at Loyola in addition to your teaching responsibilities, you would have two roles: student and faculty.
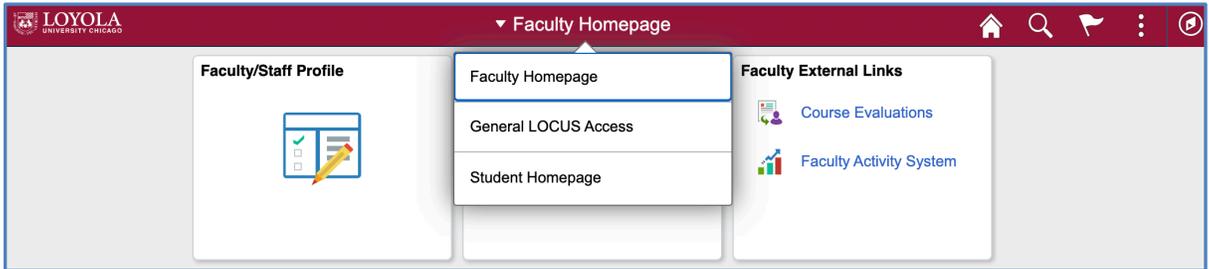
Obtaining Class Rosters

LOYOLA UNIVERSITY CHICAGO | ▼ Faculty Homepage

Faculty/Staff Profile

Faculty Center

Faculty External Links
Course Evaluations

Select the *Faculty Center* for more class Roster functions.

< Faculty Homepage   **Faculty Center**

Faculty Center | Advisor Center | Search

Faculty Center

My Schedule

NOTE: If you need to view a previous term's roster, click "Change Term" for more class roster. LOCUS will default to the most current term you are

Spring 2021 | Loyola University Chicago

Change Term

View Personal Data Summary

My Exam Schedule

Select display option

◉ Show All Classes   ○ Show Enrolled Classes Only

Legend - Use Icons Below   Class Roster   Grade Roster   Learning Management
Use Icon(s) to the Left of My Teaching Schedule

My Teaching Schedule > Spring 2021 > Loyola University Chicago

Personalize | View All | | First ◀ 1-3 of 3 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		LAW 372-001 (6612)	Intl Law and Practice (Lecture)	16	We 10:50AM - 12:40PM	Online	Jan 16, 2021-Apr 29, 2021
		LAW 530-001 (5732)	International Law Colloquium (Seminar)	7	We 4:00PM - 6:00PM	Online	Jan 16, 2021-Apr 29, 2021
		LAW 537-001 (5647)	Hum Rts in the Global Economy (Seminar)	0	We 10:50AM - 12:40PM	Online	Jan 16, 2021-Apr 29, 2021

Go to top

My Exam Schedule > Spring 2021 > Loyola University Chicago

You have no final exams scheduled at this time.

Go to top

IF A FINAL EXAM TIME IS NOT POSTED FOR YOUR CLASS, P...
http://www.luc.edu/academics/schedules/spring/exam_schedule.s...

Go to top

Click the grade roster icon for the section you wish to obtain a class roster.

Class Roster

‹ Faculty Center

Spring 2021 | 16 Week Session C | Loyola University Chicago | Law

▽ LAW 372 - 001 (6612)
International Law and Practice (Lecture)

Change Class

Days and Times	Room	Instructo
We 10:50AM-12:40PM	Online	

You are able to view photos of your students by clicking the 📷 icon.

*Enrollment Status Enrolled ▾

Enrollment Capacity 25   16

Select display option

◉ Link to Photos   ○ Include photos in list

Enrolled Students

Personalize | Find | 🔲 | 🎞   First ◀ **1-16 of 16** ▶ Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	
1	☐	📷			Admin	0.00	Graduate Legal Studies - International Law	Professional Year 1	Withdrawn
2	☐	📷			Law	3.00	Law - Full-time Division - Law	Professional Year 2	
3	☑	📷			Law	3.00	Law - Full-time Division - Law	Professional Year 3	
4	☐	📷			Law	3.00	Law - Full-time Division - Law	Professional Year 1	
5	☑	📷			Law	3.00	Law - Full-time Division - Law	Professional Year 3	
6	☐	📷			Law	3.00	Graduate Legal Studies - U.S. Law	Professional Year 1	

Select All   **Clear All**

Notify Selected Students   **Notify All Students**

Printer Friendly Version

You can send an email to your students by selecting the checkbox for all students you wish to contact then selecting "Notify

Class Roster

Class Roster

Spring 2020 | Eight Week - Second | Loyola University Chicago | Undergraduate

▽ ENVS 313 - 001 (5522)
Energy Law & Policy (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
TBA	TBA		03/07/2020 - 05/02/2020

You can click "View All" to view all photos.

*Enrollment Status Enrolled ⌄

Enrollment Capacity 20   **Enrolled** 15

Select display option

○ Link to Photos   ● Include photos in list   Printable Photo Roster

Find | View All   First ◀ 13 of 15 ▶ Last

☐ Notify

ID
Mozart,Wolfgang

Click the ▶ icon to see the next student.

Grade Basis   Graded
3.00

Program & Plan   Undergraduate Arts & Sciences - Political Science
Level   Senior
Status   Enrolled

Select All	Clear All
Notify Selected Students	Notify All Students

Printer Friendly Version

⬆ Go to top

Printing Class Rosters

Class rosters can be printed with a one click print button.

1.) Click the "Printer Friendly Version" link.

2.) Press either "Print" button.

Printing Photo Rosters

It is possible to print photo rosters without a need to highlight and print a selection.

NOTE: You might need to allow pop-ups from LOCUS in your browser.

LOYOLA
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Preparing people to lead extraordinary lives

CLASS ROSTER

Term: Spring 2020
Class: ENVS 413-001
Class Number: 5495
Enrollment Total: 4
Run Date: 3/18/2021

Austen,Jane
0000¹
Bach,Johann
0000¹
Hayden,Joseph
00001
Mozart,Wolfgang
00001

Important Note: You may use these photos to support your teaching (e.g. confirm attendance, match names and faces, etc.), but because they are part of the students educational records,
they must remain confidential at all times (i.e. secure location, not accessible to unauthorized persons).

Photos are not to be shared with others in any format, including members of the class. If printed, shred all paper copies when you no longer need them. (Ferpa) = Additional FERPA Restrictions Apply.

You may use these photos to support your teaching (e.g. confirm attendance, match names and faces, etc.), but because they are part of the students educational records, they must remain confidential at all times (i.e. secure location, not accessible to unauthorized persons). Photos are not to be shared with others in any format, including members of the class. If printed, shred all paper copies when you no longer need them. (Ferpa) = Additional FERPA Restrictions Apply

1

Final Grade Entry

Note: LOCUS will default to the most current active term you are teaching.

1. From the Faculty Center, click the grade roster icon for the section you wish to enter grades.

You can view your current class enrollment numbers.

Note: You might have to click the "Select All' link if you have more than 20 students in your class.

2.) Select a grade from the Roster grade pull down menu.

Grades are posted through a batch process frequently throughout the day during a heavy grading period. After grades are posted, the pull-down box in which grades are entered will be replaced by only the grade.

If a grade needs to be posted before the batch process runs, please email Records@luc.edu.

Grade Entry Frequently Asked Questions

Q) Where is the Send button?

A) There is no Send button – entering grades under Roster Grade and clicking Save at the bottom of the page is all that is necessary. We recommend clicking Save every 5-10 grades entered. A daily batch process does the rest of the work, allowing students to see their grades after it runs.

Q) What does Save do? Where is the real Save function?

A) Save edits the grades, first. If all newly entered grades are valid grades, Save writes these grades to a Grade Roster Table for each class. However, students do not have access to the Grade Roster Table. A batch process runs within 24 hours which posts grades from the Grade Roster Table to the students' records. At that point, the student can see their grades via self-service and the grades appear on transcripts.

Q) Can I enter grades in Sakai and send them to LOCUS?

A) Not at this time. Final grades must be entered in LOCUS even if you use the gradebook function in Sakai. That is an area that has been identified for future enhancement, however.

Q) What does the message "Invalid value – press the prompt button or hyperlink for a list
of valid values" mean?

A) This popup box means that one of the grades entered did not pass the edits when the Save button was clicked. It also means that none of the newly entered grades (since the last Save) have been saved to the Grade Roster table. Click on OK to clear the popup window. The grade with the red background is the offending grade. You can clear that grade or correct the grade and try Save again. You can also use the "magnifying glass" icon next to the student's entered grade to lookup the valid values for that student's enrollment (dependent upon Grading Scheme and Grading Basis which can vary from student to student and class to class – although most students have the traditional letter grades).

Q) Is there a way to print out grades without endangering the info?

A) For faculty members with self-service access only, the File, Print… on the browser is the only way to print grades from a Grade Roster page.

Q) Why is there no way to actually Save grades for one day so that one can change them before final copy is sent in?

A) The daily batch program which posts the grades to students' records prevents revised grades from being entered. Grades that are entered and saved can be re-entered and re-saved before the batch process runs. Note that the batch process runs every four hours during peak grading periods.

Q) Can you submit grades from an off campus location in an emergency?

A) Grades can be submitted from any computer with access to the internet and an approved browser (most recent versions of Internet Explorer and Mozilla Firefox, as of this writing). Web-based applications are dependent upon individual browser and work station settings (and can be limited by network settings the computer is connected to), but most home and public use browsers can access LOCUS. LOCUS can work with high-speed or dialup connections to the internet.

Q) When are grades actually available to students?

A) Grades are available to the student after the daily posting job runs. It is not necessary to enter all grades for the class in order for some students to see their grades. In other words, if one grade is left blank, the posting process will post all other grades – allowing students to see them. The blank grade can be entered and saved at a later date.

Q) Is there any way to actually see the grades that students receive to check the accuracy of the system?

A) There are pages to review grade rosters in the "back office" function for those faculty and staff that have responsibilities for data across all classes. There is no other review of grades via self-service other than the Grade Roster page.

Q) The minus sign is very slight. Is there a clearer way to show a B- for example than the one indicated?

A) This is dependent upon the fonts available and selected on the work station. It is also dependent upon screen resolution chosen by the user for their work station. Higher resolutions produce smaller font sizes. Try a lower resolution by right-clicking on the Windows desktop, choose Properties, Settings and select a lower resolution (e.g. – 1024 x 768).

Requesting a Grade Change

Through the Faculty Center in LOCUS, an instructor may request a change of grade eight weeks into the following semester for Undergraduate Students. Approval through LOCUS by the Dean's office of the school the student belongs to is required after submitting the grade change.   An automated process is run after a Dean approves a grade change and, if approved, the change will post to the student's record within 24 hours.

If grades for an entire class section require correction, the instructor should contact the Dean of the School that offers the class section.
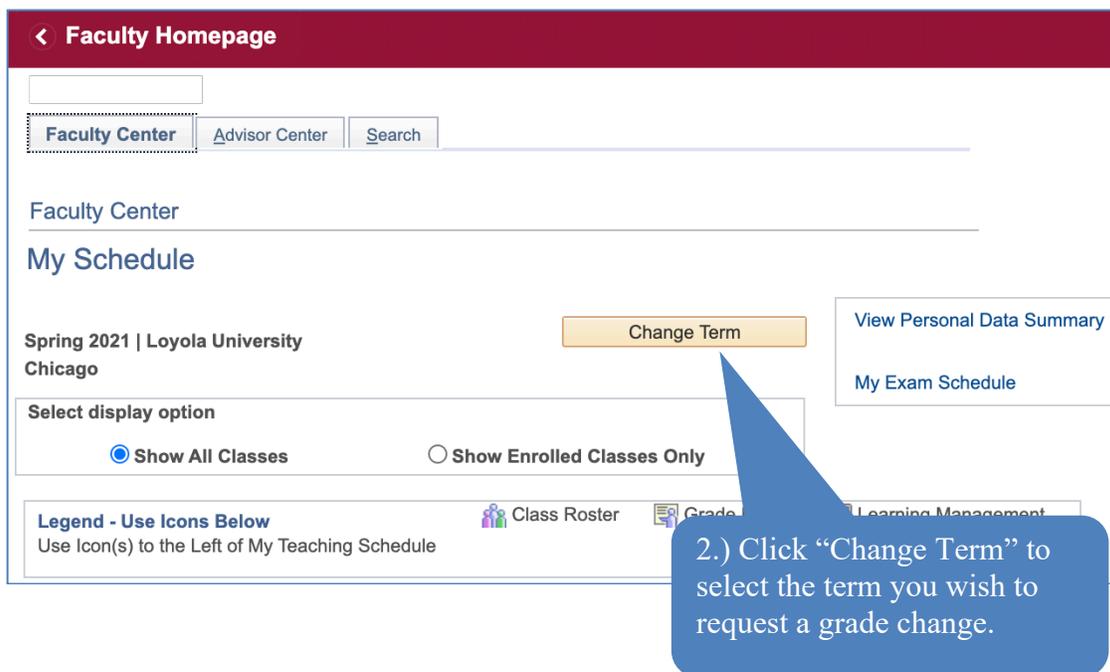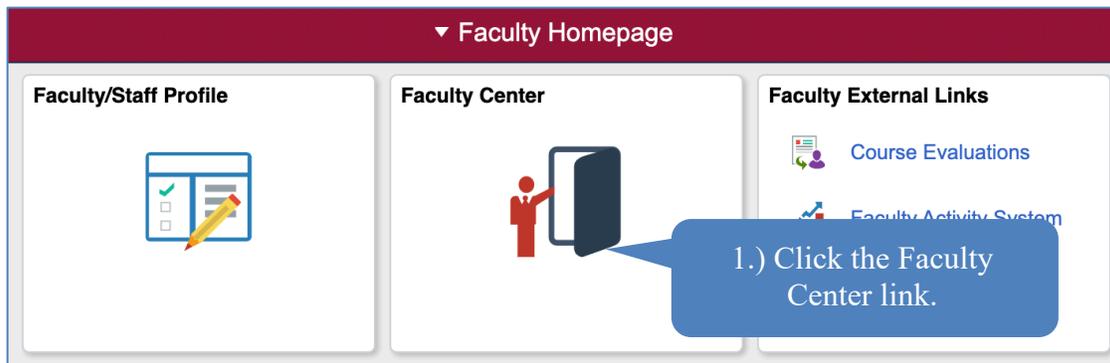
< Faculty Homepage

Faculty Center   Advisor Center   Search

Faculty Center

Select Term

View FERPA Statement

3.) Select the term you wish to request a grade change.

Continue

Select a term then select Continue.

	Term	
●	Spring 2021	Loyola University Chicago
○	Fall 2020	Loyola University Chicago

4.) Click "Continue."

Continue

< Select Term

Faculty Center   Advisor Center   Search

Faculty Center

My Schedule

Spring 2021 | Loyola University Chicago

Change Term

View Personal Data Summary

My Exam Schedule

Select display option

● Show All Classes   ○ Show Enrolled Classes Only

Legend - Use Icons Below
Use Icon(s) to the Left of My Teaching Schedule

🏛 Class Roster   📗 Grade Roster   🖥 Learning Management

My Teaching Schedule > Spring 2021 > Loyola University Chicago

Personalize | View All | 🔲 | 🔢   First ◀ 1-3 of 3 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🏛	📗	MGMT 425N-001 (6293)	Business Communication (Lecture)	26	We 6:00PM - 9:00PM	Online	Feb 18, 2021- Mar 6, 2021
🏛	📗	MGMT 430N-001 (6179)	Strategy and Leadership (Discussion)	40	Mo 6:00PM - 9:00PM	Online	Feb 18, 2021- May 8, 2021
🏛	📗	MGMT 430N-004 (6182)	Strategy and Leadership (Discussion)		Sa 10:00AM - 1:00PM	Online	Feb 18, 2021- May 8, 2021

Go to top

5.) Select the grade roster icon for the appropriate class section.

Grade Roster

Spring 2021 | Three Week - First | Loyola University Chicago | Graduate Business

Change Class

MGMT 425N - 001 (6293)
Business Communication (Lecture)

Days and Times	Room	Instructor	Dates
We 6:00PM-9:00PM	Online	Robert Cancilla	02/18/2021 - 03/06/2021

6.) Click the "Request Grade Change" button.

Display Options

*Grade Roster Type [Final Grade ▼]
☐ Display Unassigned Roster Grade Only

Grade Roster Action

Save

Request Grade Change

Grade Roster

Grade Change Request

Spring 2021 | Three Week - First | Loyola University Chicago | Graduate Business

MGMT 425N - 001 (6293)
Business Communication (Lecture)

Days and Times	Room	Instructor
We 6:00PM-9:00PM	Online	Robert Cancilla

7.) Enter the new grade using the selector or by typing in the grade.

	ID	Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	son	Comments
1	0000		Enrolled	Graded	A	A ▼	▼	Comments
2	0000		Enrolled	Graded	A	A ▼	✓	Comments
3	0000		Enrolled	Graded	A	A	ABSNT FINL	Comments
4	0000				A	A ▼	GRDDISPUTE	ents
5	0000		Graded		A	A ▼	INCOMPLETE	ents
6	0000		Enrolled	Graded	A		OTHER	ents
7	0000		Enrolled	Graded	A	A ▼	RECALC GRD	ents
							REGIST ERR	
							TRANSCRIBE	

8.) Select a reason for the grade change.

9.) Click "Comments."

<div style="background-color: yellow; border: solid black;">

<u>Available Reasons:</u>

Change I to Permanent Grade
Grade Dispute
Other
Registration Error
Recalculation of Grade
Student Absent from Final
Transcription Error

</div>

<div style="background-color: yellow; border: solid black;">

NOTE: Comments are required to be entered. You must provide additional information regarding the request for a change of grade.

</div>

< Ss Grade Change

Comment

Grade recalculate after misplaced assignment discovered.

10.) Click "Ok."

OK   Cancel

IMPORTANT NOTE:

If requesting multiple grade changes, click "*Submit*" after completing each individual student's grade change including their reason and comments.

< Ss Grade Change

Grade Roster

Grade Change Request

Spring 2021 | Three Week - First | Loyola University Chicago | Graduate Business

MGMT 425N - 001 (6293)
Business Communication (Lecture)

Days and Times	Room	Instructor	Dates
We 6:00PM-9:00PM	Online		02/18/2021 - 03/06/2021

	ID	Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments	
1	00001		Enrolled	Graded	A	A ∨	GRDDISPUTE ∨	Comments	
2	00001		Enrolled	Graded	A	A ∨	INCOMPLETE ∨	Comments	
3	00001		Enrolled	Graded	A	A ∨	∨	Comments	

Return to Grade Roster   Submit

11.) Click "Submit."

Ss Grade Change

Grade Roster
Grade Change Request

Spring 2021 | Three Week - First | Loyola University Chicago | Graduate Business

MGMT 425N - 001 (6293)
Business Communication (Lecture)

Days and Times	Room	Instructor	Dates
We 6:00PM-9:00PM	Online		02/18/2021 - 03/06/2021

	ID	Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments	Pending
1	000		Enrolled	Graded	A	B+	GRDDISPUTE	Comments	Pending
2	000		Enrolled	Graded	A	A-	INCOMPLETE	Comments	Pending

12.) After clicking "submit," a Pending box will appear.

Grades in "Pending" status may be recalled if they have not been approved. Directions for recalling grade changes may be found on the following page of these training materials.

Ss Grade Change

Grade Roster
Grade Change Request

Spring 2021 | Three Week - First | Loyola University Chicago | Graduate Business

MGMT 425N - 001 (6293)
Business Communication (Lecture)

Days and Times	Room	Instructor	Dates
We 6:00PM-9:00PM	Online	I	02/18/2021 - 03/06/2021

	ID	Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments	Pending
1	0000		Enrolled	Graded	A	A-	GRDDISPUTE	Comments	Pending
2	0000				A	B+	INCOMPLETE	Comments	Pending
3	0000				A	A		Comments	
4	0000						TRANSCRIBE	Comments	Pending

13.) If entering grade changes for multiple students, click "Submit" between each request.

Return to Grade Roster

Submit

Note that upon exiting and returning to this page, the "Official Grade" will note the grade currently posted to the student's record.

Recalling Grade Change Requests

Grade change requests may be recalled before they have been processed by the Dean's office or Approver.

Grade Change Process Flowchart

GRADE CHANGE PROCESS LOCUS

INSTRUCTOR 1

1a. Instructor enters Grade Change Request in LOCUS via Grade Roster; available through the 8th week of the term.

1a

2c. Email sent to faculty member when grade change denied.

2c

1c. Instructor may recall grade change prior to Dean's action.

1c

LOCUS

2a. Approved grade posted to the student's transcript.

2a

Grade Change runs daily posting grade to student's record.

1b. The Dean receives a daily email notification, containing link to Grade Change Approval page, of Pending Grade Change Request.

1b

2b. Initial grade remains posted to transcript.

2b

3

Grade Change Inquiry

2a

APPROVE

DENY

2

DEAN
Authorized Approver

Early Alert Grades

Early Alert Grades are entered for Undergraduate students who are struggling academically.

You only need to enter the grade if, at mid-term, the student has one of the following grades:

> C-
> D
> D+
> F
> NR (enter NR for students who have never attended the
>   class section you are instructing.)

Note that grades of "W" or "WF" are for administrative withdrawal and will automatically populate for students who have dropped a class section.

Early Alert Grades are able to be entered the eighth week of the semester and **the Office of Academic Advising will review the grade and contact the struggling student.**

Spring 2021 | Eight Week - Second | Loyola University Chicago | Undergraduate

ENVS 313 - 001 (6081)
Energy Law & Policy (Lecture)

The *Grade Roster Type* should read "Mid-Term Grade"

2.) Select a grade from the Roster grade pull down menu.

3.) When you are finished entering early alert grades, click "Save".

Note: Save frequently, especially if you have a class in which many students are enrolled or if you pause to perform another task.

You only need to enter the following Early Alert Grades:

C-
D
D+
F
NR (enter NR for students who have never attended the
class section you are instructing.)

Grades of "W" or "WF" are for administrative withdrawal and will automatically populate for students who have withdrawn from a class section.

Contact Information

If you need technical assistance contact LOCUS@luc.edu.