Preparing People to Lead Extraordinary Lives



Loyola University Chicago

LOCUS Training Documentation

Faculty Guide to LOCUS

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Faculty Guide to LOCUS

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Logging in to LOCUS

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1. Open an Internet Browser and navigate to <u>www.luc.edu</u>.

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.

UNIVERSITY CHICAGO		▼ Faculty Homepage		â	Q	۲	:	Ø
	Faculty/Staff Profile	Faculty Homepage	Faculty External Links					
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		Student Homepage	Faculty Activity System					

Obtaining Class Rosters

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Printing Class Rosters

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

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Printing Photo Rosters

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

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



Final Grade Entry

Select Term	My Schedule
Faculty CenterAdvisor CrNote: LOCUS will default to the most current active term you are teaching.	 From the Faculty Center, click the grade roster icon ¶ for the section you wish to enter grades.
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My Exam Schedule > Spring 2021 > Loyola University Chicago	
IF A FINAL EXAM TIME IS NOT POSTED FOR YOUR CLASS, PLEASE REFER TO T http://www.luc.edu/academics/schedules/spring/exam_schedule.shtml#d.en.203583	iew your current Iment numbers.
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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 <u>Records@luc.edu</u>.

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. -1024×768).

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.



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Faculty Center	
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Gr	ade Roster	r						
Gr	ade Cha	ange Req	uest					
spr	- ina 2021 Th	ree Week - Fi	rst I Lovola Univers	itv Chicago I	Graduate E	Business		
~	MGMT 425 Business	5N - 001 (6293 Communicatio	<u>3)</u> on (Lecture)					
	Days and	Times	Room	Ins	tructor	7.)	Enter the new	grade using
	We 6:00P	M-9:00PM	Online	Robert Cancilla		_{la} the	selector or by	typing in
						the	grade.	
	ID	Name	Enrollment Status	Grading Basi	s Original Grade	Official Grade	son	Comments
1	0000		Enrolled	Graded	A	A	1	Comments
2	0000		Enrolled	Graded	А	AV	\checkmark	Comments
3	0000		Enrolled	Graded	А			C mments
4	0000	8.) Select	a reason for		А	A 🗸	INCOMPLETE	
5	0000 1	the grade	change.	Graded	А	AV	OTHER	
6	0000		Enrolled	Graded	A	A 🗸	RECALC GRD REGIST ERR	ent:
		1					TRANSCRIPE	

Available Reasons:

Change I to Permanent Grade Grade Dispute Other Registration Error Recalculation of Grade Student Absent from Final Transcription Error 9.) Click "Comments."

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



IMPORTANT NOTE:

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

0.	os Grade	Change									
Grad	de Roster										
Gra	de Cha	nge Reque	est								
Sprin	a 2021 Th	ree Week - First	Lovola Univers	sitv Chicad	no I G	Graduate B	Busir	iess			
~	MGMT 425 Business (<u>N - 001 (6293)</u> Communication (Lecture)	,							
	Days and T	imes	Room	om Ins			or Dates				
	We 6:00PI	M-9:00PM	Online	ine					02/18/2021 - 03/06/2021		
ID		Name	Enrollment Status	Grading E	Basis	Original Grade	Offic	cial	Reason		Comments
1 00	0001	}	Enrolled	Graded		A	A	~	GRDDISPUTE	~	Comments
2 00	0001	,	Enrolled	Graded		A	A	~	INCOMPLETE	~	Comments
3 00	001	5	Enrolled	Graded		A	A	~	[V	Comments
Retur	n to Grade	Roster								Subr	nit
		1	1.) Click "S	Submit.	.,,						

<	Ss Grade	Change								
G G St	rade Roster rade Cha pring 2021 Thr MGMT 425 Business C	nge Reques ree Week - First L N - 001 (6293) Communication (Lee	t byola Univers xture)	ity Chicago	Graduate I	Business		12.) After "submit," box will a	r clicking ' a <i>Pendir</i> appear.	ng
	Days and T	imes Re	om	m Instructor			Dates	Dates		
	We 6:00PM	M-9:00PM 0	line			02/18		8/2021 - 6/2021		
	ID	Name	Enrollment Status	Grading Basi	s Original Grade	Official Grade	Reason		Comments	Pending
1	000	- · - · · · · ·	Enrolled	Graded	A	B+ 🗸	GRDDISF	PUTE 🗸	Comments	Pending
2	000		Enrolled	Graded	А	A- 🗸	INCOMPL	ETE 🗸	Comments	Pending

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											
Grad	Grade Roster												
Gra	Grade Change Request												
Sprin	Spring 2021 Three Week - First Loyola University Chicago Graduate Business												
MGMT 425N - 001 (6293) Business Communication (Lecture)													
	Days and	limes	Roo	om		Instr	tructor Dates						
	We 6:00P	M-9:00PM	On	line		I			02/18/2021 - 03/06/2021				
ID		Name		Enrollment Status	Grading E	Basis	Original Grade	Officia Grade	ul.	Reason		Comments	Pending
1 00	000			Enrolled	Graded		А	A-	~	GRDDISPUTE	~	Comments	Pending
2 00	00 13.) If enterin	ng g	rade cha	anges		Ą	B+ ·	✓	INCOMPLETE	~	Comments	Pending
3 00	oo for	multiple s	tud	ents, cli	ck		Ą	A	~		~	Comments	
4 00	4 0000 "Submit" between each request.							\geq	-	TRANSCRIBE	~	Comments	Pending
					1			-	-				
Retur	n to Grade	Roster									Su	bmit	

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.

 	Ss Grade	Change								
Gra Gra	de Roster ade Cha	nge Reques	st	1.) Click the button for the wish to reca	1.) Click the "Pending" button for the change you wish to recall.					
Spring 2021 Three Week - First Loyola University Chicago Graduate Business MGMT 425N - 001 (6293) Business Communication (Lecture)										
	Days and T	imes F	loom	Inst	ructor		Dates	ites		
	We 6:00PN	1-9:00PM	Online	line			02/18/2021 - 03/06/2021	2/18/2021 - 3/06/2021		
ID		Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments	Pending	
1 00	00	- · - · · · · ·	Enrolled	Graded	A	B+ 🗸	(GRDDISPUTE ♥)	Comments	Pending	
2 00	00		Enrolled	Graded	A	A- 🗸		Comments	Pending	

Pending Grade Change	2.) Click "Recall Grade Change".								
Empl ID 0000									
Changed Grade A-	Recall Grade Change								
Original Grade A									
Grade Change Reason GRDD Grade Dispute									
Return to Grade Change									

Grade Change Process Flowchart



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:



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	/eek - Second Loyola	University Chic	cago Un	dergradu	late	
▼ 1	ENVS 313 - 001	<u>l (6081)</u>				Change Class
	Energy Law & F	Policy (Lecture)				
	Days and Times	Room		Instruc	ctor	
	TBA	Online				The Grade Roster Type should read "Mid-Term Grade"
Displa	ay Options				Gr	ade D stron
Di	splay Unassig	*Grade Roster Typ ned Roster Grade On	e Mid-Term C ly	Grade -	Eind 1	Save
Stu	ident Grade		reis			
	ID	Name	Roster Grade	Official Grade	Gradi Basis	2.) Select a grade from the
	1 0000 [,]	Austen,Jane M	A		GRD	Roster grade pull down menu.
	2 0000	Bach, Johann S	A-		GRD	Environmental Policy
	3 0000 [.]	Haydn,Franz Rouse	В+ В-		GRD	Environmental Sustainability - Environmental Studies/Dance Junior
	4 0000	Mozart,Wolfgang	C C+ C-		GRD	Undergraduate Art Criminal Justice & 3.) When you are finished Science/Spanish entering early alert grades.
	5 0000 [.]	Mozart,Wolfgang K	D+ F	1	GRD	Environmental Su Environmental Po International Studie
	6 0000 [.]		NR		GRD	Undergraduate Arts & Sciences - Philosophy/Environmntl Action & Senior Leadershp
No if y	ote: Sav	e frequently,	especia	lly		Printer Friendly Version
stu	idents ar	e enrolled or	if you	ury		Notify All Students
pa	use to pe	erform anoth	er task.			Save

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 <u>LOCUS@luc.edu</u>.