Quick Start for Faculty

Login to LOCUS using the link on the top right corner of the <u>www.luc.edu</u> homepage or go directly to www.luc.edu/locus.

The login page looks similar to other Loyola systems:



If your role in LOCUS is Faculty only, you will land on the new Faculty Homepage. Click on the Faculty Center tile to access Class Rosters, Grade Rosters and Photo Rosters.

UNIVERSITY CHICAGO	▼ Faculty Homepage	🏫 Q 🏲 🗄	ø
Faculty/Staff Profile	Faculty Center	Faculty External Links Image: Course Evaluations Image: Faculty Activity System	

- Use the Change Term button to select a different term.
- The Class Roster icon 🏥 is available after Registration. This icon will take you to a page where you can select a class roster list or photo roster.
- The Grade Roster icon 🖙 is available after grade rosters are generated for the term. This icon is used for Mid-Term Grade Rosters (if applicable) and Final Grade Rosters.

Faculty Homepage	l	Faculty Center		Â	Q	۲	:	ø
Faculty Center Advisor Center Search				-				4
Faculty Center								
My Schedule								
Spring 2021 Loyola University Chicago		Change Term	View Persona	il Data S	Summary			
Select display option			ing Exam our	io dallo				
Show All Classes	ow Enrolle	d Classes Only						
Legend - Use Icons Below Use Icon(s) to the Left of My Teaching Schedule My Teaching Schedule > Spring 2021 > Loyol	a Univers	ity Chicago Personalize View	All [2] []	First	A 1-3	of 3 🕑 L	ast	
Class Class Title	Enrolled	d Days & Times	Room		Class Da	ites		
	6	MoWeFr 10:50AM - 11:40AM	I Online		Jan 19, May 1, 2	2021- 2021		
ñ 🖫	17	TuTh 11:30AM - 12:45PM	Online		Jan 19, May 1, 2	2021- 2021		
称	25	MoWeFr 4:10PM - 5:00PM	Online		Jan 19, May 1, 2	2021- 2021		
			Go to	o top				
My Exam Schedule > Spring 2021 > Loyola U	niversity	Chicago						
You have no final exams scheduled at this time.								
			Go to	o top				
IF A FINAL EXAM TIME IS NOT POSTED FOR YOUR C http://www.luc.edu/academics/schedules/spring/exam_sc	CLASS, PLE	EASE REFER TO THE FINAL E ml#d.en.203583	XAM SCHEDULI	E FOUI	ND AT TH	E LINK		