Loyola University
Chicago

Student Information System

Early-Alert Grade Entry through LOCUS
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.
Log into the University network using your network ID and password.
1. Open an Internet Explorer or Mozilla FireFox session.

2.) Click the LOCUS link.
3. Log into LOCUS using your network ID and password.
4.) Select the Faculty Center.
5.) Click the grade roster icon 📚 for the section you wish to enter Early Alert Grades.

**Note:** The system will default to the most current active term you are teaching.

**Note:** The icons above the teaching schedule are informational only.

You can view your current class enrollment numbers.
6.) Select a grade from the Roster grade pull down menu.

The Grade Roster Type should read “Mid-Term Grade”
Remember, 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Grades of “W” or “WF” are for administrative withdrawal and will automatically populate for students who have withdrawn from a class section.

7.) 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.