Loyola University Chicago

LOCUS Training Documentation

Obtaining Class Rosters
Logging in to LOCUS

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

2. Click the LOCUS link.

3. Log in using your Universal ID and password and click “sign in.”
Obtaining Class Rosters

You can quickly obtain your class rosters with the Faculty Quick Look Roster link.

If you hover over a name, you will be presented with a photo of the student.
Select the Faculty Center for more class roster functions.

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 teaching.

Click the grade roster icon 🏛️ for the section you wish to obtain a class roster.
You are able to view photos of your students by clicking the icon.

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

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

Click the icon to see the next student.
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.

1.) Click “Include photos in list”.

2.) Click “Printable Photo Roster.”

NOTE: You might need to allow pop-ups from LOCUS in your browser.
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.
Expanding printing font size in Internet Explorer 9

In Internet Explorer 9, in order to increase printing font size do the following after clicking the Tools Icon:

1.) Go to Print > Page Setup at the Settings Icon

![Page Setup dialog box](image)

2.) Uncheck the “Enable Shrink-to-Fit” box.

3.) Click “OK”.

Your roster should now print in a larger, more readable size.