Loyola University
Chicago

Student Information System

Final Grade Entry through LOCUS
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.**
Note: LOCUS will default to the most current active term you are teaching.

5.) Click the grade roster icon for the section you wish to enter grades.

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

Note: You might have to click the “View All” link if you have more than 20 students in your class.
7.) When you are finished entering grades, click “Save”.

Note: It is possible to perform a partial post of grades. Simply enter less than the total number of grades and then 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 can send an email to your students by selecting the checkbox for all students you wish to contact then selecting “Notify Selected Students”.

Proprietary and Confidential
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.
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.

1.) Click the Faculty Center link.

2.) Click “Change Term” to select the term you wish to request a grade change.
3.) Select the term you wish to request a grade change.

4.) Click “Continue.”

5.) Select the grade roster icon for the appropriate class section.
6.) Click the “Request Grade Change” button.

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

8.) Select a reason for the grade change.

9.) Click “Comments.”

**Available Reasons:**
- Change I to Permanent Grade
- Grade Dispute
- Other
- Registration Error
- Recalculation of Grade
- Student Absent from Final
- Transcription Error

**NOTE:** Comments are required to be entered. You must provide additional information regarding the request for a change of grade.
10.) Click “Ok.”

11.) Click “Submit.”

IMPORTANT NOTE:
If requesting multiple grade changes, click “Submit” after completing each individual student’s grade change including their reason and comments.
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.

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

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.

1.) Click the “Pending” button for the change you wish to recall.

2.) Click “Recall Grade Change”
GRADE CHANGE PROCESS
LOCUS

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

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

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

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

2b. Initial grade remains posted to transcript.

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

3. Grade Change Inquiry

INSTRUCTOR

DEAN
Authorized Approver

APPROVE

DENY