

COPPIN STATE UNIVERSITY • Information Technology Division

Print your class roster from EagleLINKS

EagleLINKS is the official information from the registrar of courses offered, class rosters, and grades. These steps will show you how to log in to EagleLINKS to get your official class roster.

- 1. Open a web browser and go to http://eaglelinks.coppin.edu
- 2. Click the **EagleLINKS Sign In** button.



At Coppin, your User ID is usually your first initial and lastname (for example: abyrnes).

- 4. Click Sign In.
- 5. Click the **Faculty Center** link in the EagleLINKS menu on the left.





EagleLINKS Menu	ø -						
Search:							
Campus Systems							
CSU Employee Timekeeping							
CSU Manager Timekeeping PeopleSoft							
<u>Faculty Center</u>							
Emergency Metification Sign Up							

You will see a list of the classes that you are teaching.

Faculty Center				
My Schedule				4
Fall 2010 Coppin State Ur	iversity change	e term	My Exam Sch	edul
Select display option:	Show All Classes	Show Enrolled Cla	sses Only	4
Icon Legend: 🏤 Class Ro	ster 🔄 Grade Roster	🖉 Gradebook	Assignments	
My Teaching Schedule > F	all 2010 > Coppin Stat	e University		
Class		rolled Days & Time	5	Roor
▲ 🖓 🕅 🔀 <u>SOWK</u> <u>460-150</u> (8643)	INFO TECH IN SOWK 22 (Lecture)	2 Sa 11:00AM	- 1:30PM	HEAL HUM SERV



IMPORTANT NOTE: If you do not see your class(es) listed, then you are NOT the official instructor-of-record. Talk with your department chair to make sure the necessary paperwork is put through to the Registrar. You need to be the instructor-of-record in order to **submit grades for students** in EagleLINKS, see the class roster and access the Blackboard course site

6. Click the Class Roster icon **max** next to the class.

				Class	Class Title
ĥ	3	<u>8</u> 1	7	<u>SOWK</u> 460-150 (8643)	INFO TECH IN SOWK (Lecture)

You will see the Class Roster.

To view a print-friendly version of the roster:

7. Scroll down to the bottom of the list, and click the **Printer Friendly Version** link.

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<u>2</u> 2		1778333	Samin. Same L.	Graded	3.00	Social Work - Social Work	Junior
43			Manufer, Biaran, W	Graded	3.00	Social Work - Pre-Social Work	Junior
24			Williams, Baser, Baires	Graded	3.00	Social Work - Social Work	Senior
25		117088	Wilson Brien. Charling	Graded	3.00	Social Work - Social Work	Senior
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Where Faculty can get help

- On campus HelpDesk for faculty and staff: 410-951-3888
- Faculty training sessions and tipsheets offered by Instructional Technology, website: <u>http://www.coppin.edu/TLT</u>