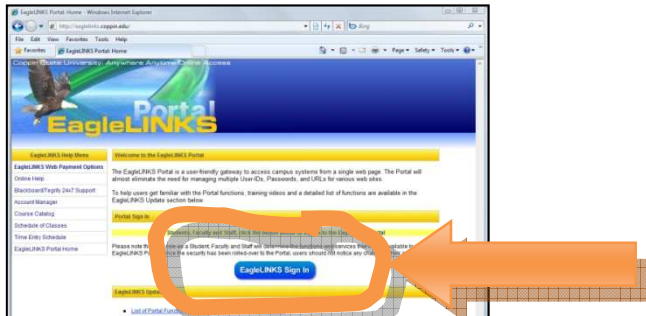




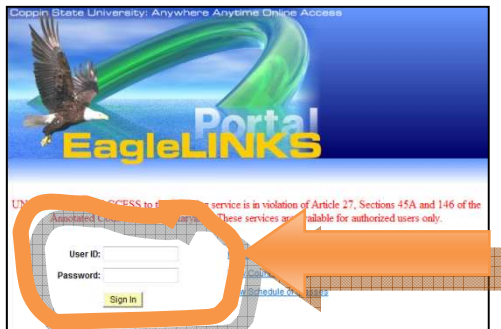
Submit Student Grades

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 submit grades for your students.

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



3. Type your Coppin username and password. Your Coppin username is usually your first initial and lastname (for example: abyrynes).

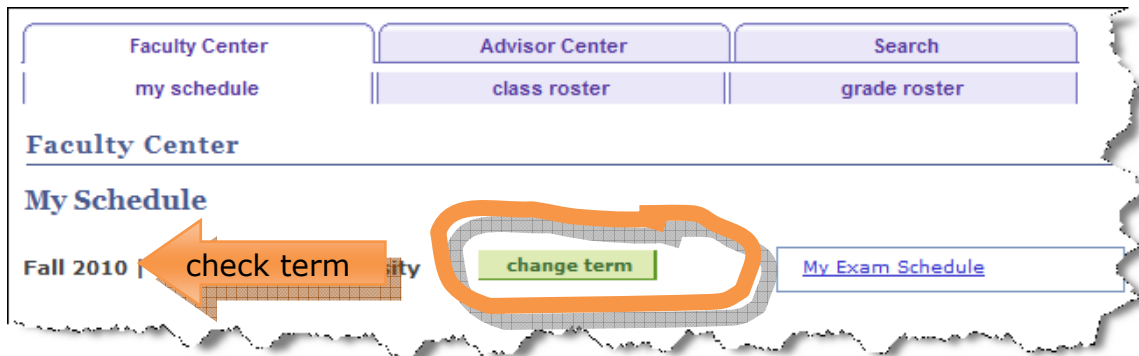


4. Click **Sign In**.
5. Click the **Faculty Center** link.

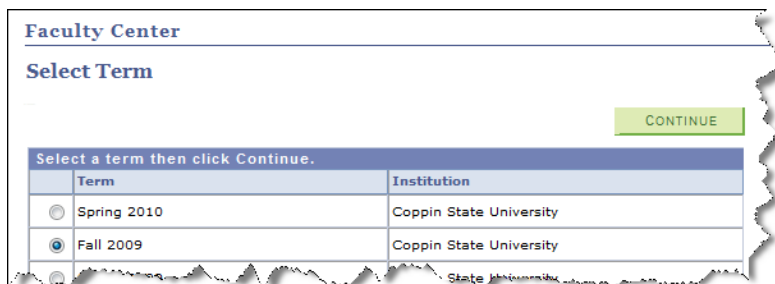


Double-check the semester shown beneath "My Schedule" at the top of the page -- make sure it is the term for which you need to input grades.

a. If the term shown is not the term you need, click the **change term** button.

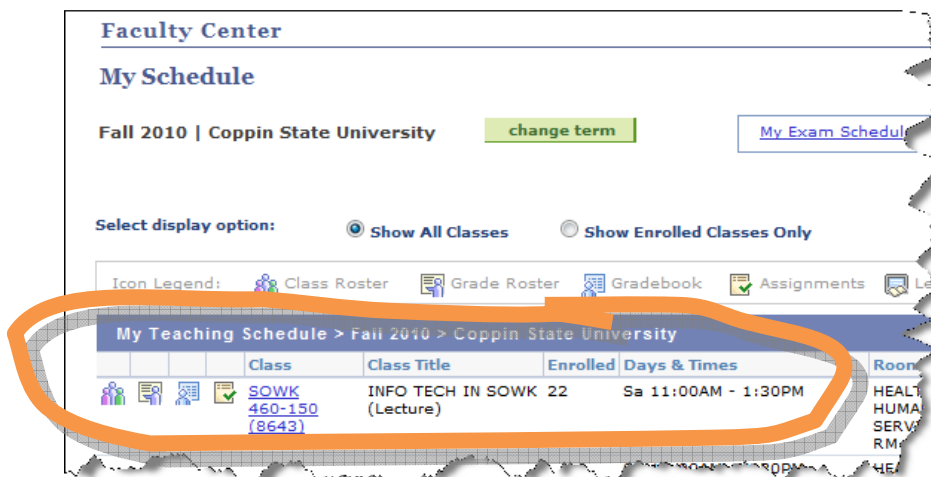


b. Select the term for which you want to enter grades.




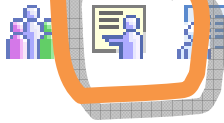
c. Click **Continue**.

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



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 Grade Roster icon  next to the class.

	Class	Class Title
	SOWK 460-150 (8643)	INFO TECH IN SOWK (Lecture)

You will see the Grade Roster.

Grade Roster

Fall 2010 | Regular Academic Session | Coppin State University | Undergraduate

▼ [SOWK 460 - 150 \(8643\)](#) change class

Information Technology in Social Work (Lecture)

Days and Times	Room	Instructor	Dates
Sa 11:00AM-1:30PM	HEALTH & HUMAN SERVICES RM 419	Abby Byrnes	08/30/2010 - 12/10/2010

Display Options:

*Grade Roster Type Mid-Term Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade Transcript Note [...]

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	
<input type="checkbox"/>	11445985	Arianna, Aila Roseanne	▼		GRD	Undergraduate Arts & Sciences - General Science	Sop
<input type="checkbox"/>	11387932	Arlene, Dorena Lorraine	▼		GRD	Undergraduate Arts & Sciences - Ugrad Deg Seek Unknown AS	Social

7. Set the Grade Roster type to either **Mid-term Grade** or **Final Grade**, whichever is appropriate.

Grade Roster

Fall 2010 | Regular Academic Session | Coppin State Univ

▼ [SOWK 460 - 150 \(8643\)](#) change class

Information Technology in Social Work (Lecture)

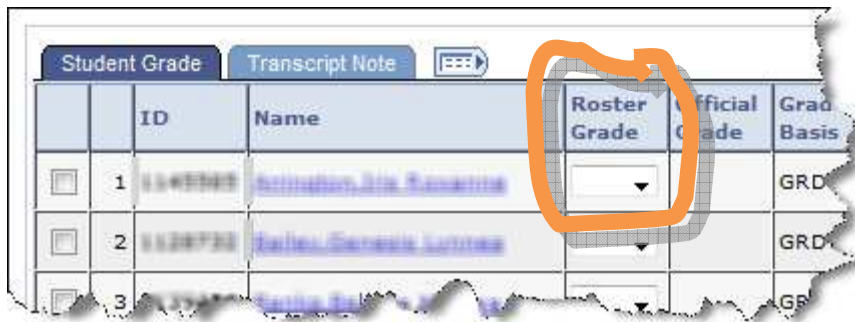
Days and Times	Room
Sa 11:00AM-1:30PM	HEALTH & HUMAN SERVICES RM 419

Display Options:

*Grade Roster Type Mid-Term Grade

Display Unassigned Roster Grade Only

8. Next to each student's name, use the drop-down list to select the grade.



9. When finished, scroll to the bottom and click **Save**.

10. Double-check that the grades displayed on screen match what you calculated for each student.

11. When you are finished verifying the grades, scroll to the top of the web page and change the Approval Status to **Approved**.

Congratulations! You have submitted grades for your students.

Where Faculty can get help

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:

866-886-4911

- On campus HelpDesk for faculty and staff:

410-951-3888

- Faculty training sessions and tipsheets offered by Instructional Technology, website:

<http://www.coppin.edu/TLT>