

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 | | | | | |
| Faculty Center Sign Up | | | | | |

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

| Faculty Center | | | |
|--|-----------------------------------|--------------------------|---------------------|
| My Schedule | | | 4 |
| Fall 2010 Coppin State U | niversity change term | n My Exam S | chedul |
| | | | |
| Select display option: | Show All Classes O Sh | ow Enrolled Classes Only | 4 |
| Icon Legend: 🆓 Class Ro | ster 🔄 Grade Roster 👳 | Gradebook 📑 Assignmen | ts 戻 |
| My Teaching Schedule > | all 2010 > Coppin State Un | iversity | 4 |
| Class | Class Title Enrolle | d Days & Times | Roor |
| ▲ 🖓 🕅 🔀 <u>Sowk</u> 460-150 (8643) | INFO TECH IN SOWK 22 (Lecture) | 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 |
|---|---|---|---|----------------------------------|--------------------------------|
| å | R | 8 | 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.

| | $f \square f$ | - Andrews | /~~/~~/~~/~~~ | Graděd | 3.6.5 | Pre-Social Work | Junior |
|--|---------------|-----------|--------------------------|--------|-------|----------------------------------|--------|
| 22 | | 11/1012 | Samin. Annua B. | Graded | 3.00 | Social Work - Social Work | Junior |
| 43 | | | Gaught, Bisson, W | Graded | 3.00 | Social Work - Pre-Social Work | Junior |
| 24 | | 1120864 | Millions, Basson, Bairco | Graded | 3.00 | Social Work - Social Work | Senior |
| 25 | | 11713 | Milicon Brian. Charling | Graded | 3.00 | Social Work - Social Work | Senior |
| riect All Clear All Printer Friendly Version P | | | | | | | |

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>