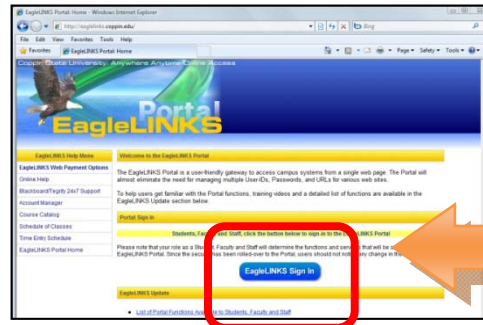




# Print your class roster from EagleLINKS

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.

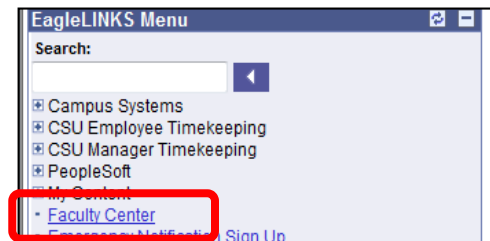
1. Open a web browser and go to <http://eaglelinks.coppin.edu>
2. Click the **EagleLINKS Sign In** button.



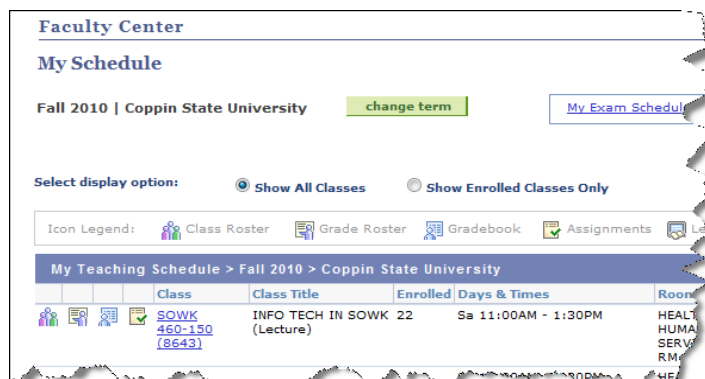
3. Type your User ID and Password.  
At Coppin, your User ID is usually your first initial and lastname (for example: abyrynes).
4. Click **Sign In**.



5. Click the **Faculty Center** link in the EagleLINKS menu on the left.








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 Class Roster icon  next to the class.

				Class	Class Title
				<a href="#">SOWK 460-150 (8643)</a>	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.

<input type="checkbox"/>	<a href="#">11111111</a>	<a href="#">Susan, Susan B.</a>	Graded	3.00	Pre-Social Work	Junior
<input type="checkbox"/>	<a href="#">11111111</a>	<a href="#">Susan, Susan B.</a>	Graded	3.00	Social Work - Social Work	Junior
<input type="checkbox"/>	<a href="#">11111111</a>	<a href="#">Susan, Susan B.</a>	Graded	3.00	Social Work - Pre-Social Work	Junior
<input type="checkbox"/>	<a href="#">11111111</a>	<a href="#">Susan, Susan B.</a>	Graded	3.00	Social Work - Social Work	Senior
<input type="checkbox"/>	<a href="#">11111111</a>	<a href="#">Susan, Susan B.</a>	Graded	3.00	Social Work - Social Work	Senior

[Select All](#)   [Clear All](#)

[Printer Friendly Version](#)

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