

To Enter and Approve Grades:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Faculty Home** tab, click the **Go to Faculty Center** button. Your schedule will appear on the main page.
3. If you don't see the **Grade Roster** icon () next to the class, it is not yet time to enter grades.
4. Click the **Grade Roster** icon () next to the class you wish to view. The grade roster will appear. To change the class you are viewing, select **Change Class** at the top of the page.
5. Make sure that the **Grade Roster Type** field is set to the appropriate grade roster (e.g., Final).
6. Use the **Roster Grade** dropdown menu next to each student's name to record a grade.
7. For larger classes, you can use the select boxes and the **Add this grade to selected students** fields at the bottom of the screen to record grades for multiple students at once. For example, if 12 students received an A-, select those students and select **A-** in the **Add this grade to selected students** menu at the bottom of the roster. Click the corresponding button to apply this grade.
8. Use the **Import Grades** link to import a file containing your grade information.
9. If you wish to save the roster and return later, set the **Approval Status** to **Not Reviewed** and click **Save**.
10. To signify that the grades are ready to post, set the **Approval Status** to **Approved** and click **Save**. Note that this does *not* post grades to students.
11. Note that you cannot approve grades until you have recorded grades for all students in the class.
12. Use the select checkboxes and the **Notify Selected Students** buttons to open a blank email to students. If you click **Notify All Students**, you do not need to use the select checkboxes as all students will be added to the email.

Select display option: Show All Classes

Icon Legend: Class Roster Grade Roster Gradebook

My Teaching Schedule > Spring 2015 > University of Miami

	Class	Class Title	Enrolled	Days
	ACC 212-A (5935)	MANAGERIAL ACC (Lecture)	30	MoWeF
	ACC 212-B (5936)	MANAGERIAL ACC (Lecture)	30	MoWeF
	ACC 212-C (5938)	MANAGERIAL ACC (Lecture)	32	MoWeF

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster | gradebook | class assignment

Grade Roster

Spring 2015 | Regular Academic Session | University of Miami | Undergraduate

ACC 212 - A (5935) [change class](#)

Managerial Accounting (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Stubblefield 408	Caitlin Abrams	01/12/2015 - 04/24/2015

Display Options: *Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Not Reviewed [Import Grades](#)

Student	Grade	Transcript Note	Roster Grade	Writing Credit	Official Grade	Grading Basis	Program and Plan
<input type="checkbox"/>	1	50397456	<input type="text"/>	<input type="checkbox"/>		GRD	Undergraduate Business Finance/Accounting Philosophy (A&H)
<input type="checkbox"/>	2	50395608	<input type="text"/>	<input type="checkbox"/>		GRD	Undergraduate Business Marketing/A&H Business Administration/USA/Science and Society
<input type="checkbox"/>	3	50393233	<input type="text"/>	<input type="checkbox"/>		GRD	Undergraduate Business Management

20 50398763

[View All](#) | [Download](#) | Rows 1 - 20 of 30

[Select All](#) | [Clear All](#)

<- add this grade to selected students

[notify selected students](#) [notify all students](#)