To Notify Students using the Class Roster:

1. Log into the portal at [http://canelink.miami.edu](http://canelink.miami.edu)
2. On the Faculty Home tab, click the green Faculty Center button.
3. Your schedule will appear on the main page.
4. If you don’t see the Class Roster icon ( mdi-38 ) next to your class, the class does not have enrollment in it yet.
5. Click the Class Roster icon ( mdi-38 ) next to the class you wish to view. The class roster will appear. To change the class you are viewing, select Change Class at the top of the page.
6. Use the select boxes to choose the students you wish to send a notification to.
7. Click the Notify Selected Students button.
8. Note: If you click Notify all Students you do not need to select the students.
9. A blank email screen will appear. Enter your text and click Send.
10. To communicate with a single student you can simply click their name in the class roster list. A blank email will open in your preferred mail client (e.g., Outlook).