



## To Notify Students using the Class Roster:

1. Log into the portal at <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 (👤👤) next to your class, the class does not have enrollment in it yet.
5. Click the **Class Roster** icon (👤👤) 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).

Select display option:  Show All Classes

Icon Legend: 👤👤 Class Roster 📄 Grade Roster 📄 Grade Roster

My Teaching Schedule > Spring 2015 > University of Miami

	Class	Class Title	Enrolled	Days & Times
👤👤	<a href="#">ACC 212-A (5935)</a>	MANAGERIAL ACC (Lecture)	30	MoWeF
👤👤	<a href="#">ACC 212-B (5936)</a>	MANAGERIAL ACC (Lecture)	30	MoWeF
👤👤	<a href="#">ACC 212-C (5938)</a>	MANAGERIAL ACC (Lecture)	32	MoWeF

26	<input type="checkbox"/>	50454795	<a href="#">[Name]</a>	Graded	3.00	Undergrad Finance
27	<input type="checkbox"/>	50419583	<a href="#">[Name]</a>	Graded	3.00	Undergrad Finance/T
28	<input type="checkbox"/>	50398393	<a href="#">[Name]</a>	Graded	3.00	Undergrad Marketing
29	<input type="checkbox"/>	50398910	<a href="#">[Name]</a>	Graded	3.00	Undergrad Marketing Culture/Pe
30	<input type="checkbox"/>	50404980	<a href="#">[Name]</a>	Graded	3.00	Undergrad Accountin Stars, Wir

Select All Clear All

notify selected students notify all students