

# Managing Student Groups



To view a student's student groups:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Admin Home** tab, using the **Main Menu** navigation at the top of the page, navigate to **Records and Enrollment > Career and Program Information > Student Groups**
3. Enter the student's emplID in the **ID** field or enter the **Last Name** and **First Name**.
4. Click **Search**.
5. The student's current student groups will appear.
6. Click the **Next** arrow button to view each student group individually.
7. Click the **View All** link to see all at once.

Student Groups  
Enter any information you have and click Search. Leave fields blank for a full search.

Find an Existing Value

Search Criteria

ID: begins with  
Campus ID: begins with  
Last Name: begins with  
First Name: begins with

Include History  Correct History

Search Clear Basic Search Save Search Criteria

To add the student to a new student group:

8. Click the **Add a New Row** icon (+) at the top right.
9. Click the magnifying glass next to the **Student Group** field to select the student group you wish to assign. If you don't see the student group you are looking for, you may not have access to it. Please contact the office of the Registrar.
10. You can add comments in the **Comments** field.
11. The **Effective Date** will default to today's date.
12. To remove the student from the **Student Group**, change the **Status** field to Inactive.
13. Click **Save**.

Student Groups

James Halpert

\*Academic Institution: MIAMI University of Miami

\*Student Group: 138N Fall 2013 Benchmark (2138 NEW)

\*Effective Date: 10/23/2013 \*Status: Active

Comments

Last Update Date/Time: 10/23/2013 1:57:28PM Updated By: SRBATCH Type: SCC\_STD\_GRP

Student Groups

James Halpert

\*Academic Institution: MIAMI University of Miami

\*Student Group: [Search]

\*Effective Date: [Date] \*Status: Active

Comments

Last Update Date/Time: [Date/Time]

Save Return to Search Notify

Look Up Student Group

Academic Institution: MIAMI

Student Group: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Student Group	Description
138N	Fall 2013 Benchmark (2138 NEW)
138T	Fall 2013 Benchmark (2138 XFR)
2138	Fall 2013 Benchmark (2138)
2141	Spring 2014 Benchmark (2141)
AEAS	Adler-Eventt - MED
AOAJ	Alpha Omega Alpha Junior - MED
AOAS	Alpha Omega Alpha Senior - MED
AOMB	Grad Bus Add On MBA
APAS	Appar RMC - MED
ASAS	Asclepius - MED
ATHL	Athlete - APPT
BA	Bassoon - ADV
BAND	Band - APPT
BLAS	Blackwell - MED
CB	Bass Contemporary - ADV
CD	Conducting - ADV
CG	Guitar Contemporary - ADV
CK	Keyboard Contemporary - ADV
CL	Clarinet - ADV
CM	Contemporary Media - ADV
COAS	Courvoisier - MED
CP	Percussion Contemporary - ADV