

Viewing my Advisees' Academic Information



To view your advisees' academic information:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Faculty Home** tab, click the green **Go to Faculty Center** button in the middle of the page.
3. Click the **Advisor Center** tab at the top of the page.
4. Your advisees will display in a list.
5. To view an advisee's information, click the **View Student Details** link next to that student's name.
6. The student's academic information will appear the top of the screen. Here you can view his or her class schedule.
7. Use the **other academic** drop-down menu to access other academic information about the student, including **Course History**, **Grades**, **Unofficial Transcript**, and **Transcript** information.
8. When you select the item you wish to view in the **other academic** dropdown menu, click the **Go** button to view it.
9. The **academics** tab at the top of the screen will display more detailed information about the student's academic record.

