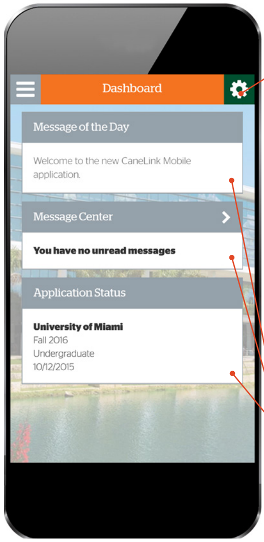
CaneLink Mobile

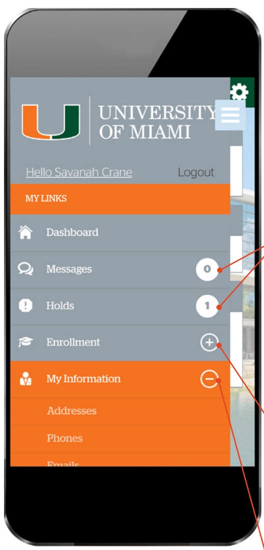
CaneLink.miami.edu

OPTIONS
Specific to a particular page. Will only display when there are applicable options.



WIDGETS
Allow users to get an at-a-glance view of some of the pages.
Users can select which widgets display using ***Edit My Widgets***.

ITEMS PENDING
These circled numbers will indicate when and how many items require your attention.



EXPAND
Show additional options related to this topic.

COLLAPSE
Hide additional options.

COMING SOON!
Request "What If" • Schedule Builder • View Degree Progress

NAVIGATION MENU

MY LINKS				
Navigation Menu	**Description**	**Student**	**Faculty**	**Advisor**
Dashboard	View and access widgets available to you (e.g. Holds, What I Owe, Class Schedule).	●	●	●
Messages	Read messages from Financial Aid, Registrar's Office and other departments. Reply to and archive messages if applicable.	●		
Holds	Lets you review and resolve holds (Negative Service Indicators), such as Academic Advising holds that prevent you from enrolling in upcoming terms. May also display Positive Service Indicators, such as Dean's List.	●		
Manage Holds	Available through advisee Student Center, this feature lets you view and release holds			●
Schedule	Shows you the classes you are taking if you are a student or the classes you are teaching if you are a faculty member. Also includes the final exam schedule. The schedule allows you to drill down to class details to view instructor, class location and even directions.	●	●	
To Dos	View outstanding To Dos. Examples include registering for orientation and confirming contact information in case of emergency.	●		
Admission	View the status of your admission application. Accept/decline Admission applications and pay deposit.	●		
Financials	Allows you to view/pay your outstanding tuition balance ("What I Owe"), view Account Activity, View Financial Aid, Accept/Decline Awards, and Review Satisfactory Academic Progress. Allow Title IV permission authorization. Enroll in monthly payment plans. Select optional fees. Set up direct deposit.	●		
Academics	View your final class grades, career/major, course history and standardized test scores. Request an official transcript.	●		
Enrollment	Look up Advisor Information (name and email). Use the Course Catalog to plan your classes for your program and save them in your Planner. Use the Shopping Cart to search for classes and add classes from the Planner. Drop classes, swap classes, and view your status for waitlisted classes. Validate classes for conflicts and enroll for classes.	●		
My Information	View and update your contact information including Addresses, Phones, Emails, Emergency Contacts and Evacuation Information.	●		
Edit My Widgets	Manage the widgets that appear on your dashboard.	●	●	●
Lookup Student	Search for a student by ID or name.		●	●
Faculty Class Search	Filter classes by keywords or in alphabetical order. Drill down to class details.		●	●
View Advisees	View the Student Center information screens of your advisees.			●
Class Roster	View students who are enrolled, dropped and waitlisted in the classes you are teaching.		●	
Grade Roster	View final grades for the students in the classes you are teaching. Add Final Grades		●	
PUBLIC LINKS				
Shortcuts to various public links, which are also available on the springboard, including *Class Search*, *Course Catalog* and more.		●	●	●

- CaneLink (fullsite)
- CaneLink (mobile)
- Class Search
- Course Catalog
- Find Cognates
- Browse Classes
- CaneLink Mobile FAQs
- Blackboard

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UNIVERSITY OF MIAMI

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Student/Faculty | Faculty Only | Advisor

Viewing the Schedule

From Dashboard

1. Click / Tap on the relevant day in the **Schedule** widget
2. Click / Tap class for more information

From My Links > Schedule

1. Click / Tap Schedule
2. Click / Tap ⌄ to select **Term**
3. Click / Tap **Classes** for **Class Schedule**
   Faculty Note: Button is **Teaching**
4. Click / Tap **Exams** for **Final Exams Schedule**
   Faculty Note: Button is **Teaching Exams**
5. Click / Tap class for more information
6. You may click / tap Share ▾ to share your schedule on social media
7. You may click / tap View Deadlines to view academic calendar deadlines (e.g. Withdraw without a W)
8. Click / Tap **Room** for directions to class

View Your Advisees' Information Through Their Student Center

From Dashboard

Note: If you do not see the **View Advisees** widget on your dashboard, click Edit My Widgets and verify that it is set to ☑ **Show**

1. Scroll through the **View Advisees** widget
2. Click / Tap an advisee
3. See **Viewing Advisee Information** section in next column to continue

From My Links > Lookup Student

1. Click / Tap Lookup Student
2. Choose ◯ **Lookup by ID** or ◯ **Lookup by Name**
3. Complete required fields: EmplID for **ID**, or **First Name** and **Last Name**
4. Click / Tap **Search**
5. Click / Tap **Advisee**
6. See **Viewing Advisee Information** section in next column to continue

From My Links > View Advisees

1. Click / Tap View Advisees
2. Scroll through the list of advisees
3. Click / Tap ⊕ next to an advisee
4. Click / Tap **Advisee Details**
5. See **Viewing Advisee Information** section below to continue

Viewing Advisee Information

1. Once you see the icon in the upper, right-hand corner, you have left your **Advisor Menu** and are viewing a student advisee's record. This is a **view-only** mode. Please read the FERPA message on screen before you proceed.
2. View advisee information as needed. Refer to the student sections in this document for guidance as needed.
3. Click / Tap the icon to return to **Advisor Menu**.

Email All Students Enrolled in a Class

From My Links > Class Roster

1. Click / Tap Class Roster
2. Click / Tap **Class**
3. Click / Tap Email Enrolled Students to email your entire class in your default email client

Releasing a Hold

While Viewing Advisees' Information Through Their Student Center

Note: This is the only area where an Advisor can submit an action on behalf of the advisee

1. Click / Tap Manage Holds
2. Click / Tap the hold in question
3. Click / Tap Release

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