To enroll a student in a class:

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 Curriculum Management > Schedule of Classes > Class Search

This Class Search is the same component that is used within Quick Enroll when enrolling a student in a class.

Note: When entering your search criteria, you are required to enter 2 search criteria in the Class Search section. The Show Open Classes Only checkbox qualifies as search criteria and this checkbox is selected by default. If you wish to only enter a Subject, for example, you can uncheck this box and not fill in the Course Number field.

3. Select the Term. Review the Setting User Defaults tip sheets to learn how to set this value as a default so you do not need to enter it.
4. Enter the Subject (e.g., MTH for Math) or use the Select Subject button to choose it from a list.
5. Enter the Course Number. The drop-down menu next to Course Number allows you to select different search parameters for the course number, for example, you can select Between in this menu to enter a range of course numbers. Other options in this menu are contains, greater then or equal to, or less than or equal to.
6. You can use the Additional Search Criteria section to narrow your search results, if desired.
7. Click Search.
8. Class sections that meet your criteria will appear.
9. To view more information about a class section, click the Section link.
10. On the Class Detail page, you can view information about meeting time, the class instructor, enrollment requirements, and current class enrollment and waitlist numbers. You can also view a Description of the class.