Viewing Your Schedule

Faculty Center

Cane Link 9

To View Your Schedule:

- 1. Log into the portal at http://canelink.miami.edu
- On the Faculty Home tab, click the green Go to Faculty Center button.
- Your schedule will appear on the main page. Look at the top of the screen to make sure you are looking at the correct term; if you wish to change the term, click the Change Term button.
- To access an Excel view of your schedule, click the **Download** icon ().
- To access a calendar view of this schedule, click the View Weekly Teaching Schedule link.
- On the Weekly Schedule view, you can change which weeks and time range appear using the fields at the top of the screen.

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	Show Week of	l/12/2015 🕅	Start Time 8:00AM	End Time 6	:00PM refr	esh calendar	
Time	Monday Jan 12	Tuesday Jan 13	Wednesday Jan 14	Thursday Jan 15	Friday Jan 16	Saturday Jan 17	Sunday Jan 18
8:00AM	ACC 212 - A Lecture 8:00AM - 8:50AM Stubblefield 408		ACC 212 - A Lecture 8:00AM - 8:50AM Stubblefield 408		ACC 212 - A Lecture 8:00AM - 8:50AM Stubblefield 408		
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1:00AM	ACC 212 - D Lecture 11:15AM - 12:05PM Stubblefield 408		ACC 212 - D Lecture 11:15AM - 12:05PM Stubblefield 408		ACC 212 - D Lecture 11:15AM - 12:05PM Stubblefield 408		