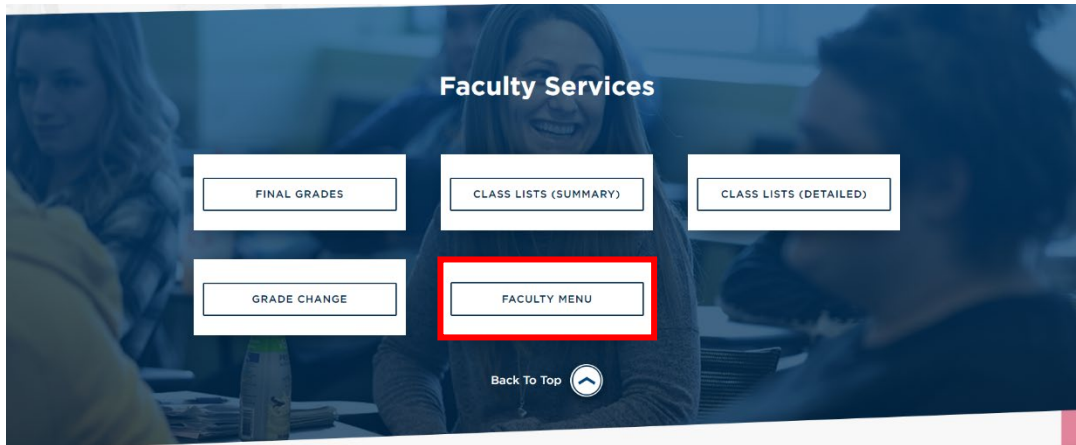
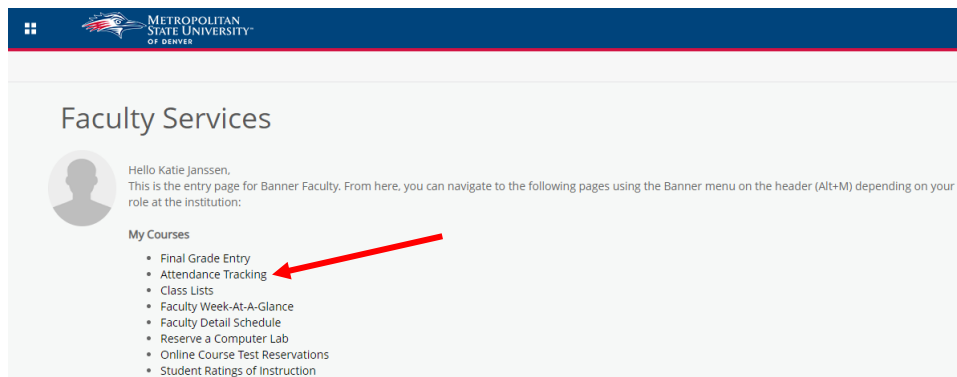


# How to Cancel a Class in Attendance in Banner 9

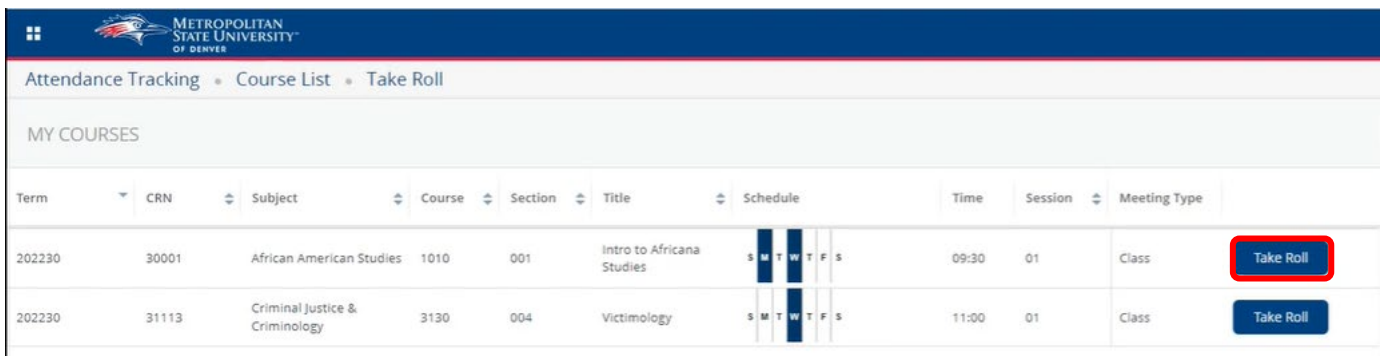
1. Start at the Faculty and Staff Hub. Locate “Faculty Services” and select “Faculty Menu”



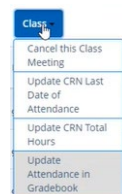
2. Click “Attendance Tracking”



3. Select “Take Roll” for the course in which you would like to track attendance



4. Select the date which you would like to cancel.
5. Click the class button, select “Cancel this Class Meeting” and enter the reason in the notes.
6. Verify that the date which you have selected was updated for the students. You will notice that the notes will appear next to the attendance bubble.



03/23/2022

Student Details Attendance

Monday 03/21/2022 Wednesday 03/23/2022

Preferred M Abbott  
Status: \*\*Web Registered\*\*

<input type="radio"/>	<input checked="" type="radio"/>	Class Canceled (This is a system generated message). Hours: Attendance 00
<input type="radio"/>	<input checked="" type="radio"/>	
<input type="radio"/>	<input checked="" type="radio"/>	
<input type="radio"/>	<input checked="" type="radio"/>	
<input type="radio"/>	<input checked="" type="radio"/>	
<input type="radio"/>	<input checked="" type="radio"/>	
<input type="radio"/>	<input checked="" type="radio"/>	
<input type="radio"/>	<input checked="" type="radio"/>	
<input type="radio"/>	<input checked="" type="radio"/>	
<input type="radio"/>	<input checked="" type="radio"/>	

Records Found: 18

**Absence**  
 Absence Notified

**Note**  
Class Canceled (This is a system generated message).

Extended Absence