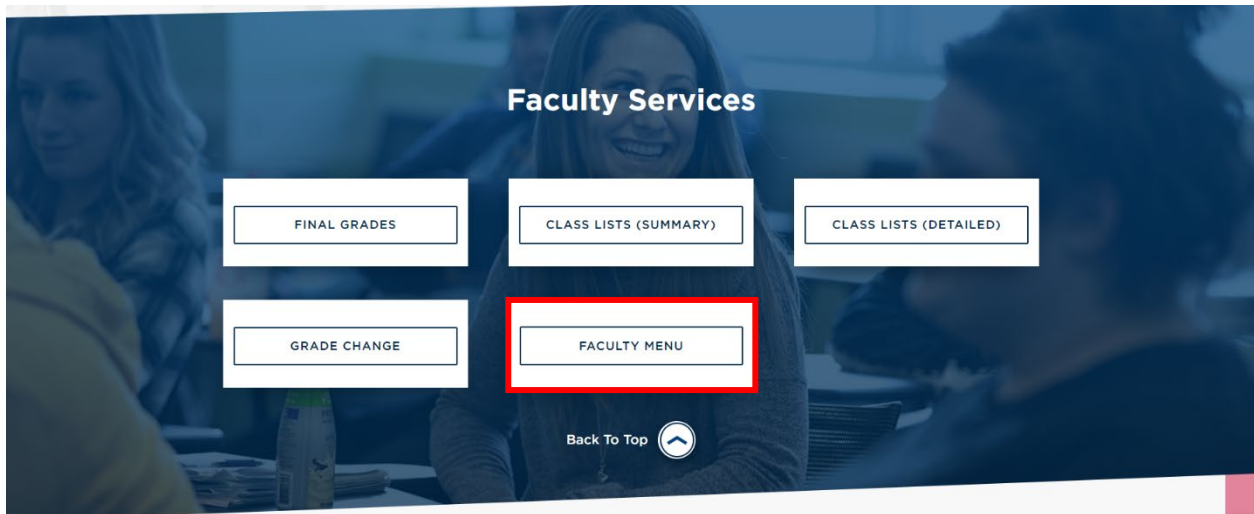
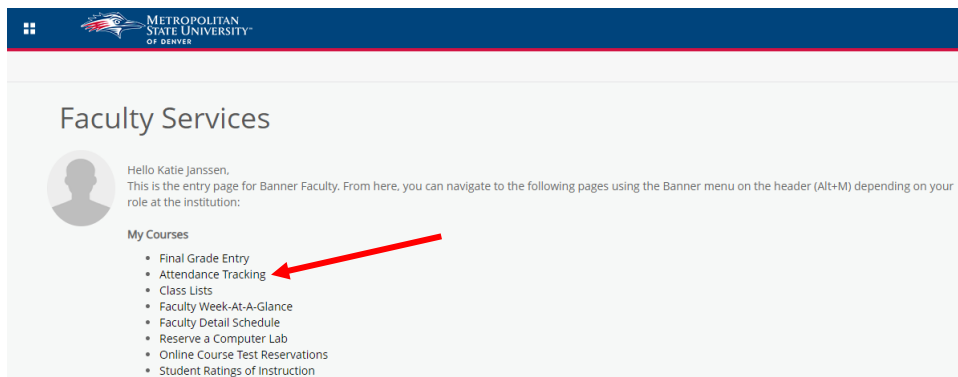


How to Mark an Extended Absence for a Student in Banner 9

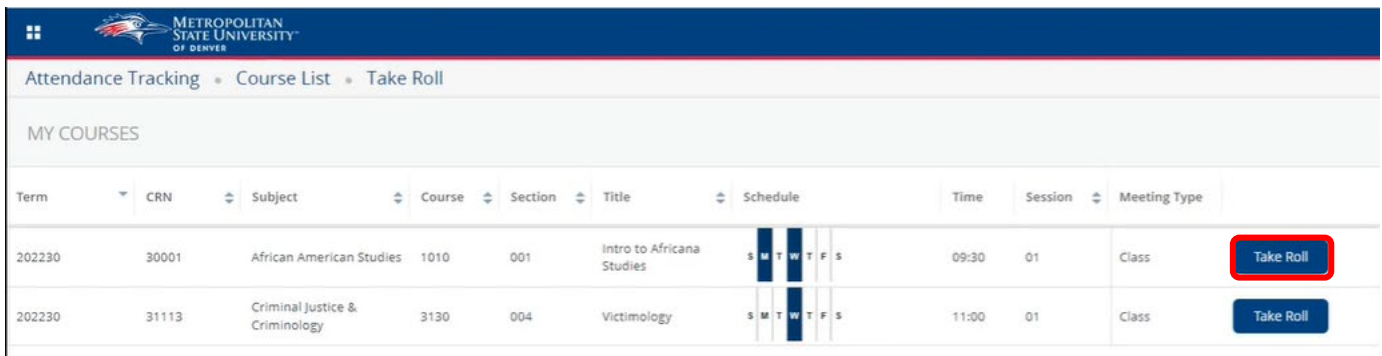
1. Start at the Faculty and Staff Hub. Locate “Faculty Services” and select “Faculty Menu”



2. Click “Attendance Tracking”

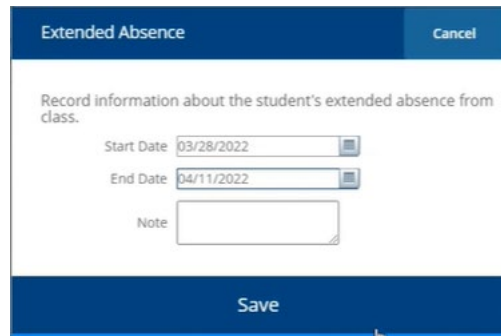


3. Select “Take Roll” for the course in which you would like to track attendance



4. Select the row for the student you would like to mark absent.
5. Click the “Extended Absence” button on the right-hand side.

6. Enter the dates of the student's absence in the pop-up along with the notes for absence.



The image shows a pop-up window titled "Extended Absence" with a "Cancel" button in the top right corner. The main text reads "Record information about the student's extended absence from class." Below this, there are three input fields: "Start Date" with the value "03/28/2022", "End Date" with the value "04/11/2022", and a "Note" field which is currently empty. At the bottom of the window is a "Save" button.

7. Click Save and verify that the dates on the student's row are updated. There will be a note with the reason for absence reflected on the students record.

