How to Cancel Your Class
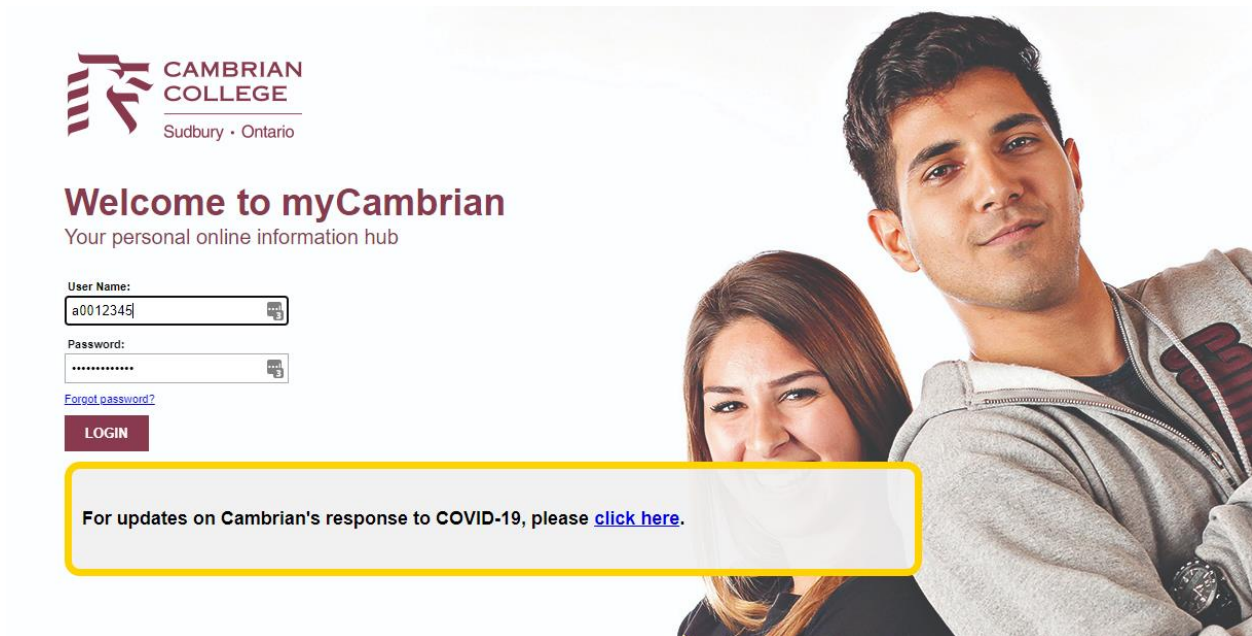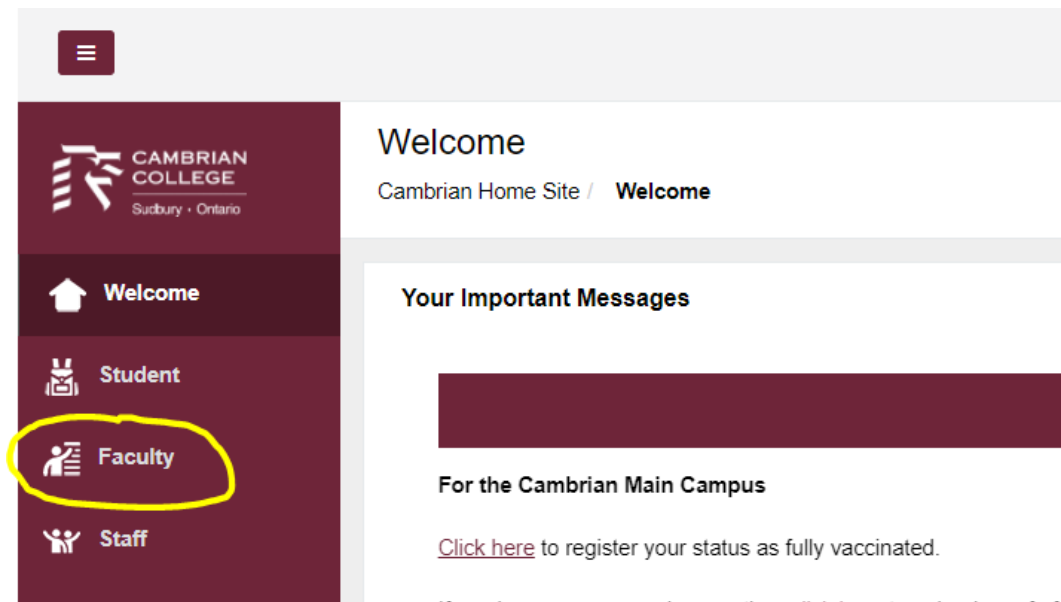
Step 1: Log into myCambrian.

Step 2: Click on the "Faculty" tab on the left side of the page.

Step 3: Scroll to the "Cancel My Class" section.

- In the "Reason for Cancelling" textbox, add the reason you are cancelling class. This reason is shared with you administer.

- Click the "Cancel Class" checkbox next to the class you wish to cancel. In the "Message/Comment" textbox, add the message you'd like to share with your students about this class cancellation. For example, you might put "Please see Moodle for asynchronous class materials." Or, you might put "Work on Assignment #3." Or, "Please check your email for instructions about today's class work."
- Click the "Select All Classes" checkbox if you need to cancel every class on that day. It will automatically checkoff each class in the list.

Cancel My Classes

Please note only your scheduled classes for today or tomorrow will appear below. You can only post a notification of absence for today or tomorrow. Enter a reason for cancelling and make sure to place a checkmark beside the class or classes you need to cancel. You can also record a message/comment for students to view for the cancelled class. Please hit the **SAVE button** to record your cancelled classes.

Today's Classes	Tomorrow's Classes

Thursday, March 17

*Cancelled classes will appear with a green checkmark under cancel class column.

Reason for cancelling:
Sick

☑ Select All Classes

Course	Course Name	Start Time	Cancel Class	Message/Comment
ENG1126-11018	Commun. Skills/Justice Student	14:00	☑	Please see email for what to do in lieu of today's class.

SAVE Cancel

Step 4: Click SAVE to ensure you class cancellations are saved and appropriate communications are sent out.

Please note: You can only cancel classes the occur today or tomorrow.