# Active World Make-up Guide



### 1. Open Activeworld App

- Go to home Screen
- Select "My Schedule" icon





### 2. Mark Student Absent

- Click on Class to open class details Click "Notify Absence"
- Enter Reason for Absence







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#### 3. Select Make-Up Class

 Book "Make-Up" class prompt appears Select "Book Class"





#### 4. Book Make-Up Class

- Identify appropriate class that best suits
- Select "Book"
- Follow the prompts
- & select "Book"





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### 5. Confirm Make-up Class

- Return to home Screen
- Select "My Schedule" icon
- Click on Make-Up class to view class details









