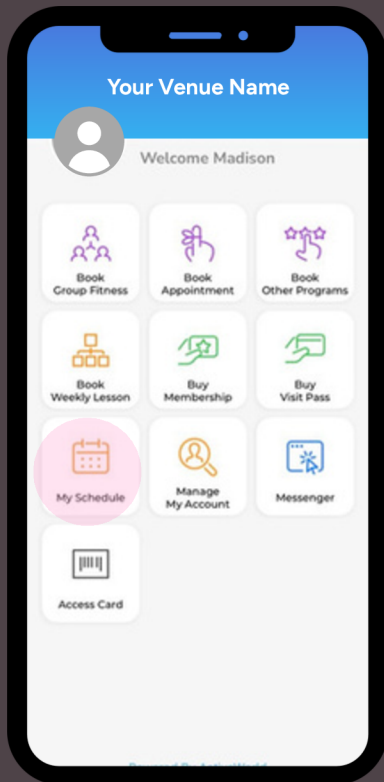
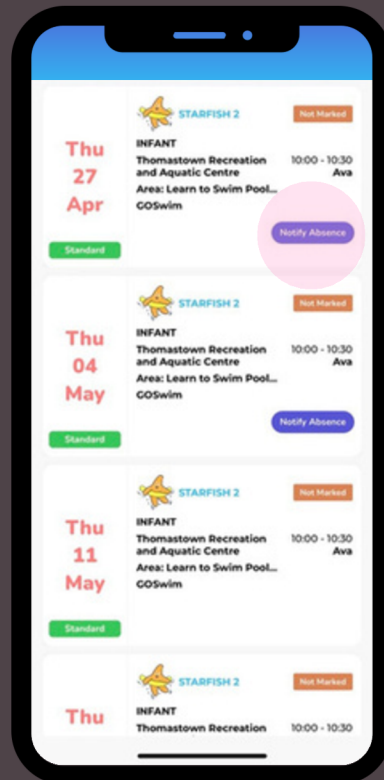


# Active World Make-up Guide



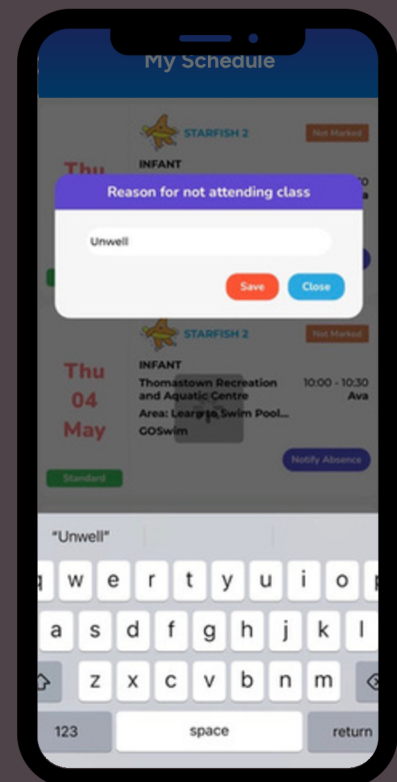
## 1. Open Activeworld App

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

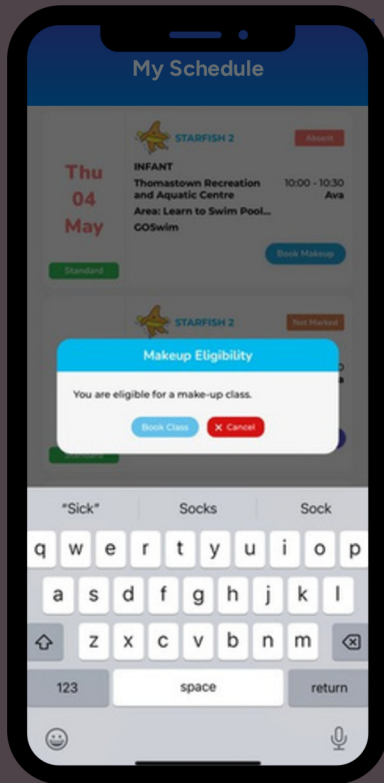


## 2. Mark Student Absent

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

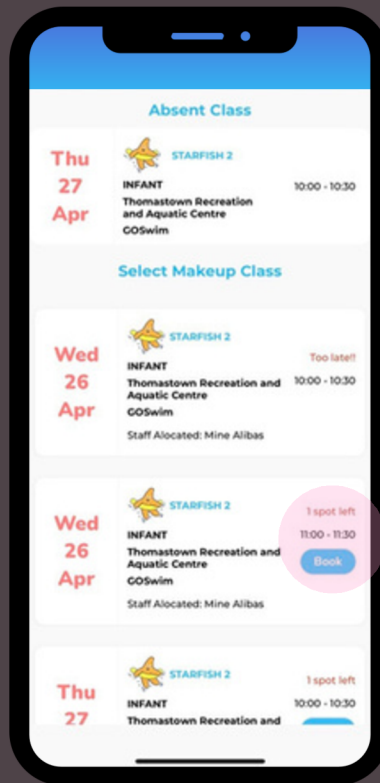


# Active World Make-up Guide



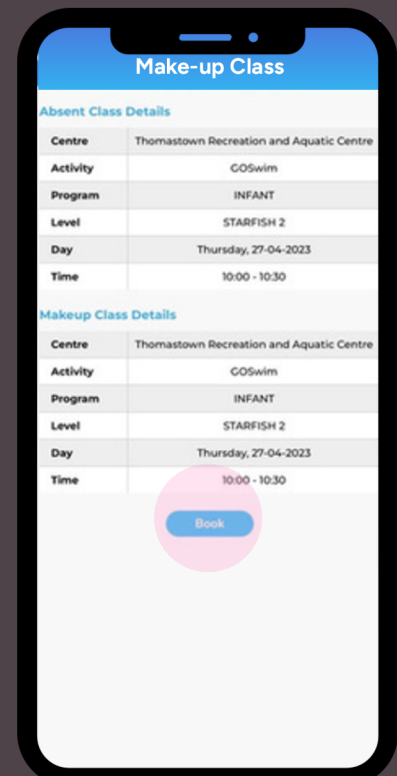
### 3. Select Make-Up Class

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

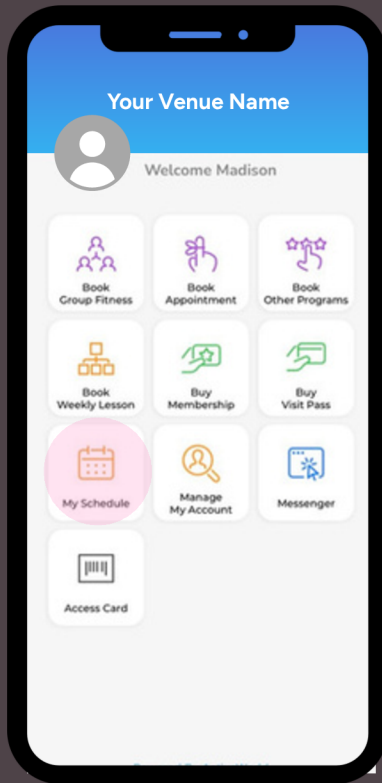


### 4. Book Make-Up Class

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



# Active World Make-up Guide



## 5. Confirm Make-up Class

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

