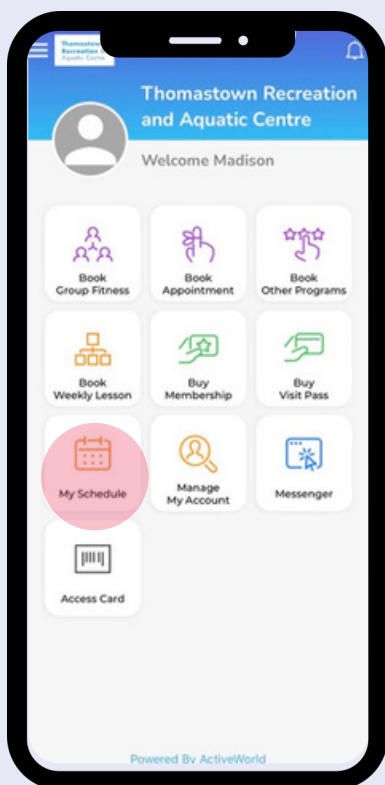
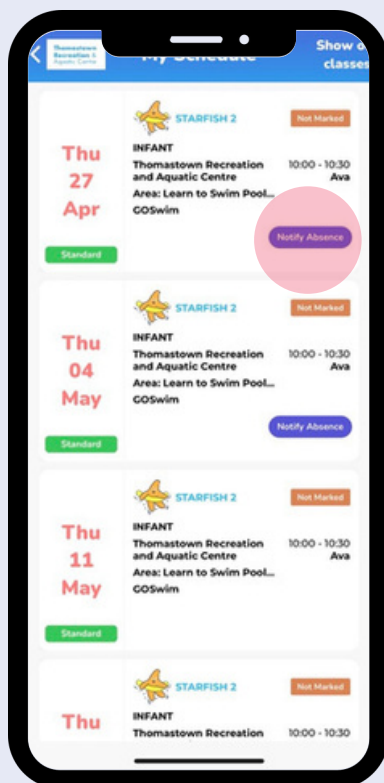


# ACTIVE WORLD MAKE-UP GUIDE



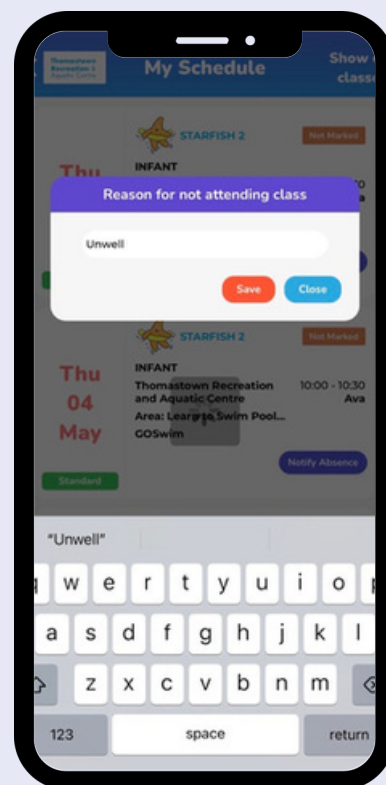
## 1. OPEN ACTIVEWORLD APP

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

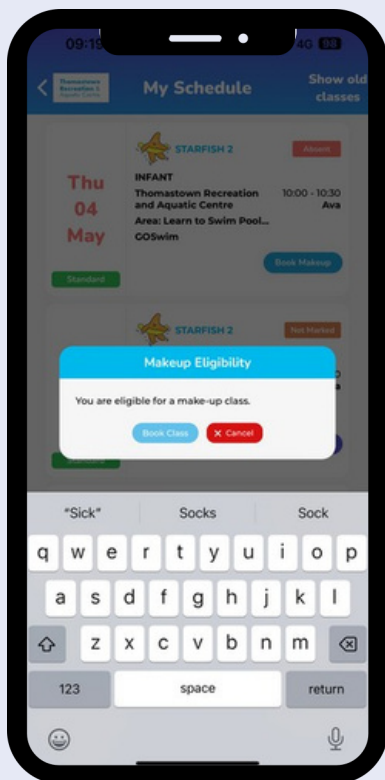


## 2. MARK STUDENT ABSENT

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

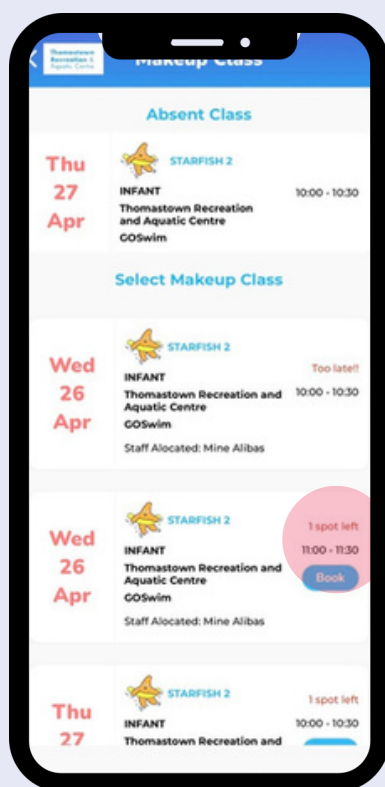


# ACTIVE WORLD MAKE-UP GUIDE



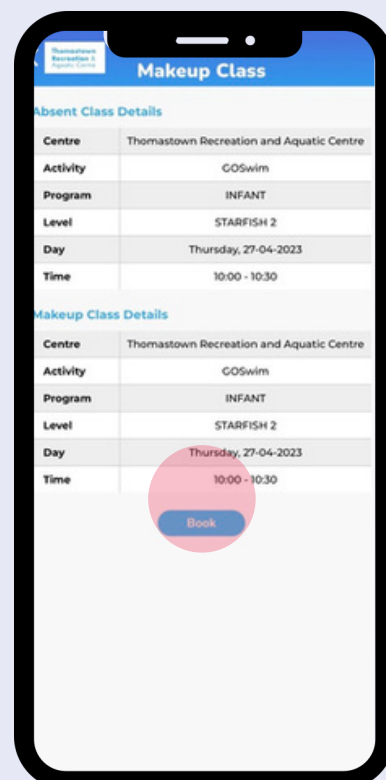
### 3. SELECT MAKE-UP CLASS

- 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

