MAKE-UP GUIDE

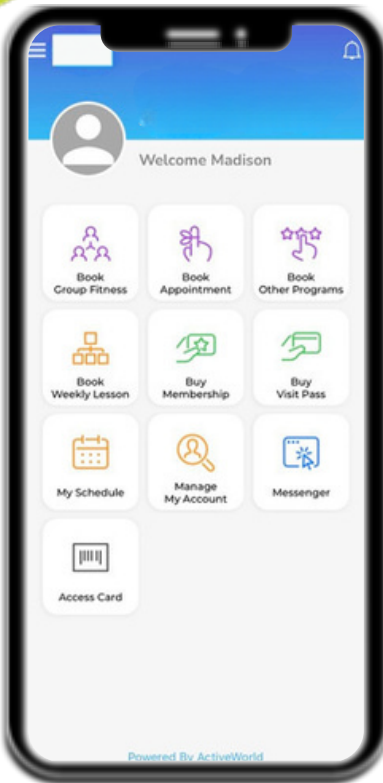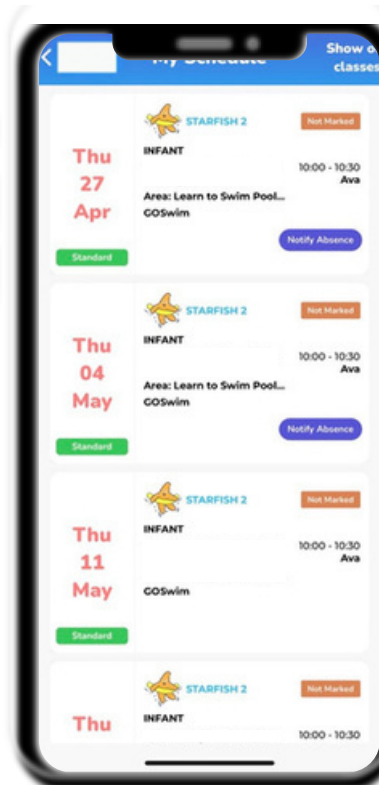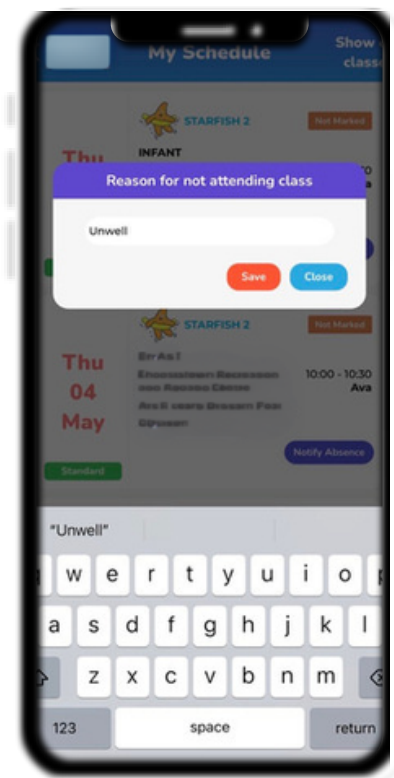**ACTIVE WORLD**
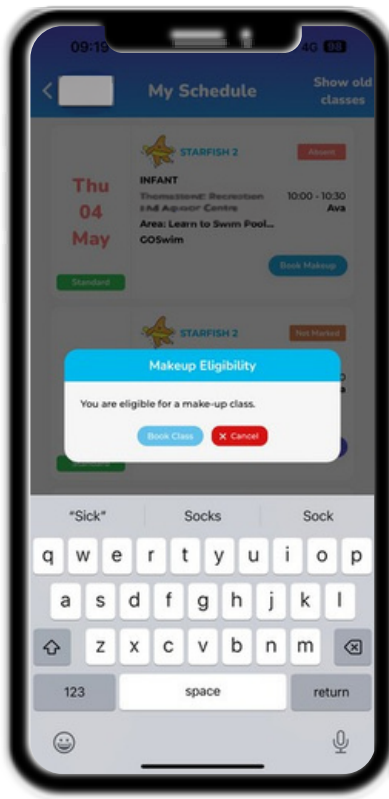
1. Open Activeworld App

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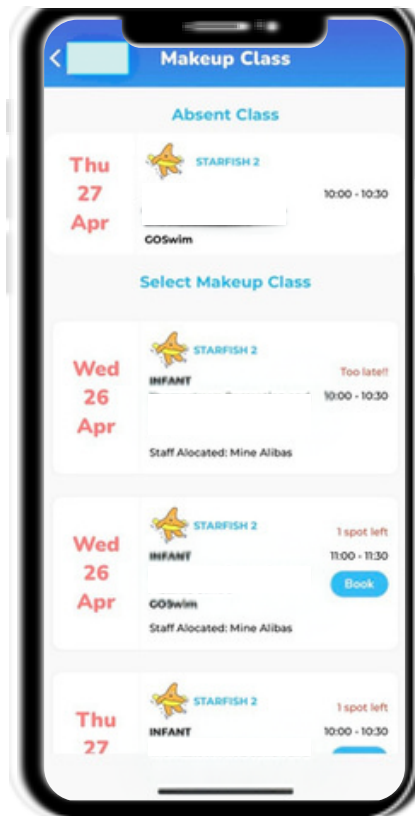- Select "My Schedule" icon

2. Mark Student Absent

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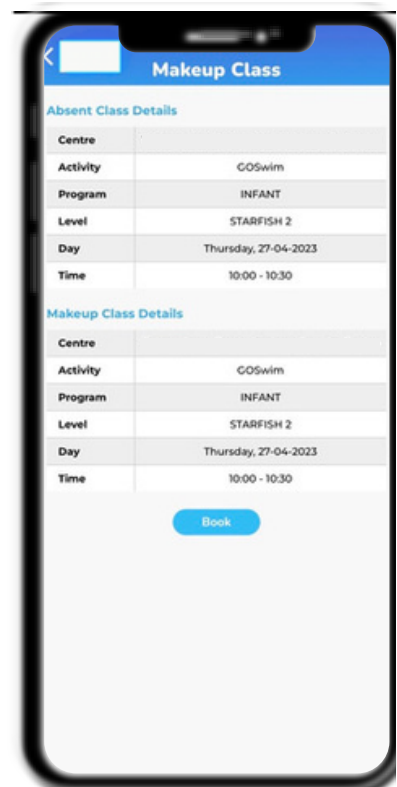- Click "Notify Absence"
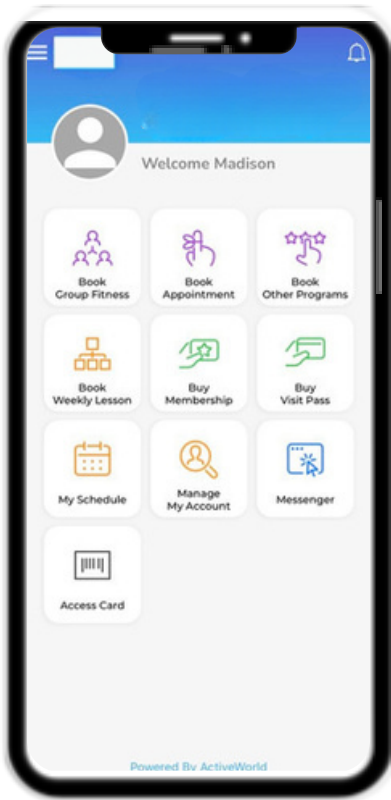- Enter Reason for Absence

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"

5. Confirm Make-up Class

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