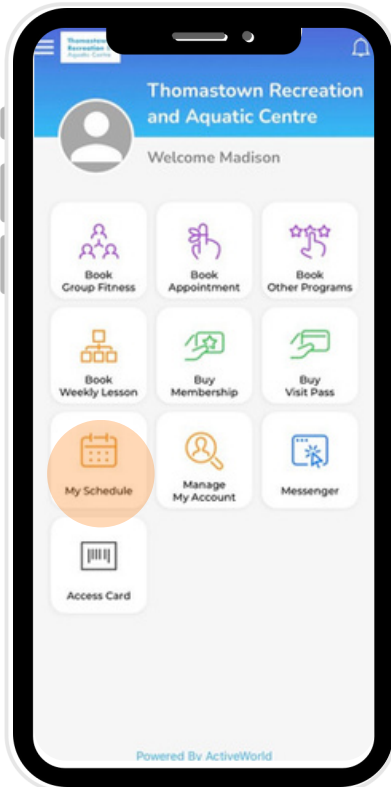


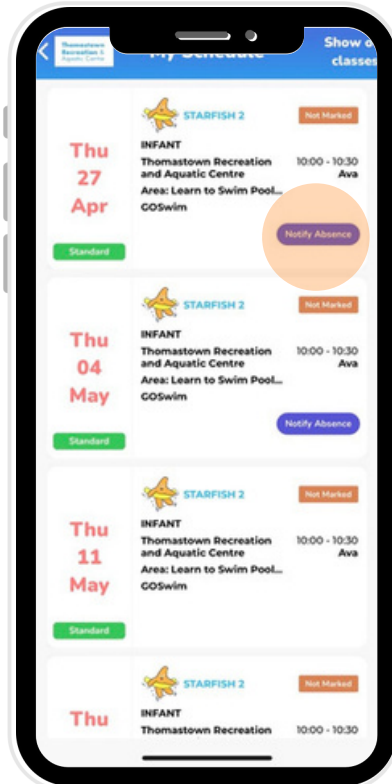
ACTIVE WORLD

MAKE-UP GUIDE



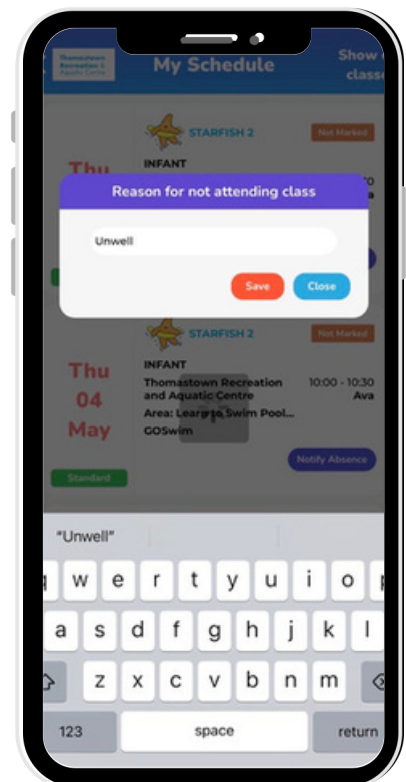
1. OPEN ACTIVEWORLD APP

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



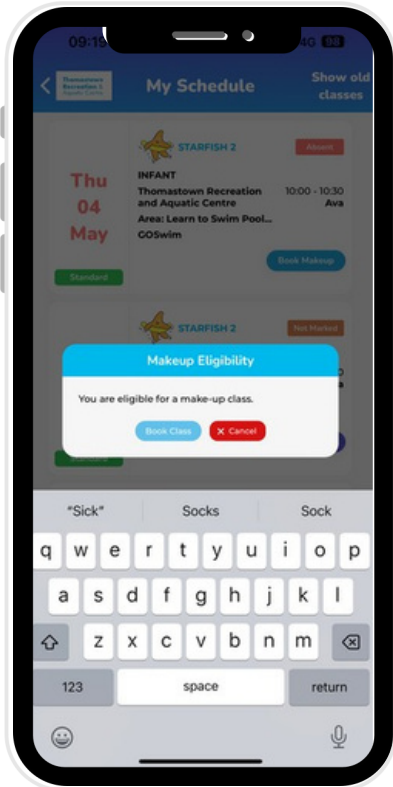
2. MARK STUDENT ABSENT

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



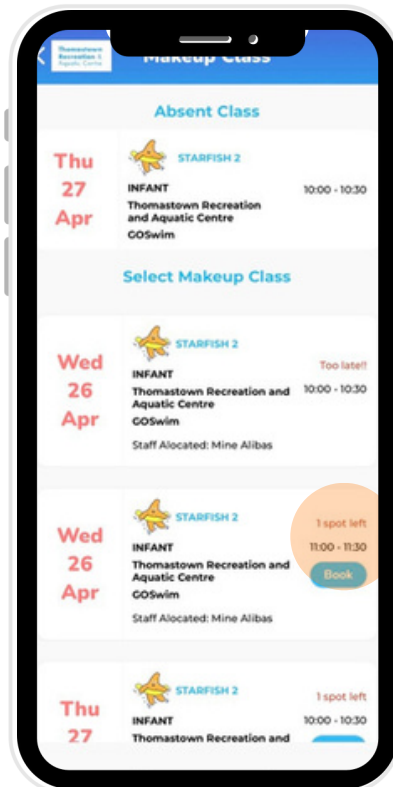
ACTIVE WORLD

MAKE-UP GUIDE



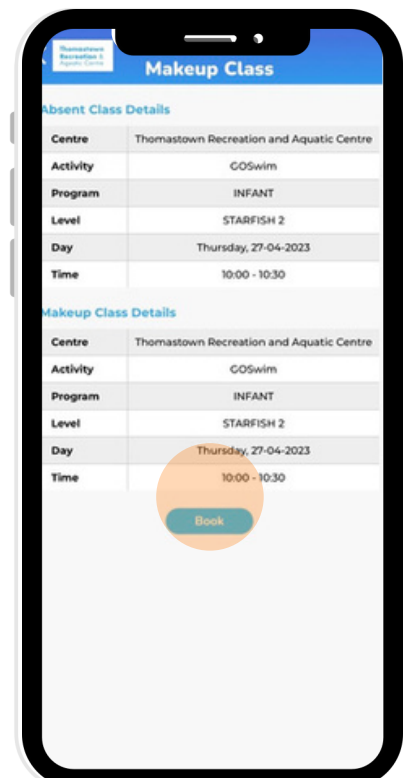
3. SELECT MAKE-UP CLASS

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



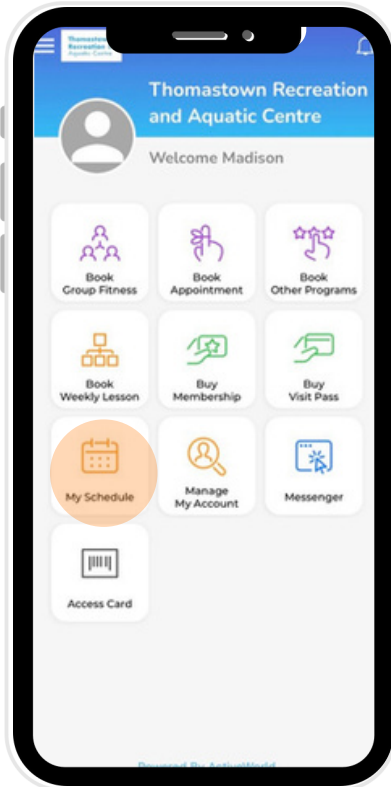
4. BOOK MAKE-UP CLASS

- 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

