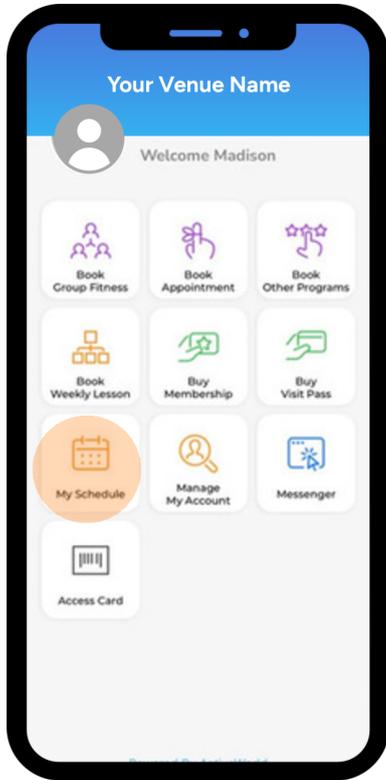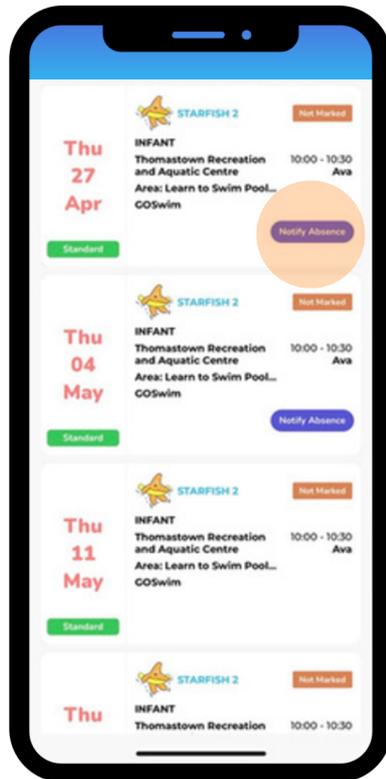# ACTIVE WORLD
MAKE-UP GUIDE
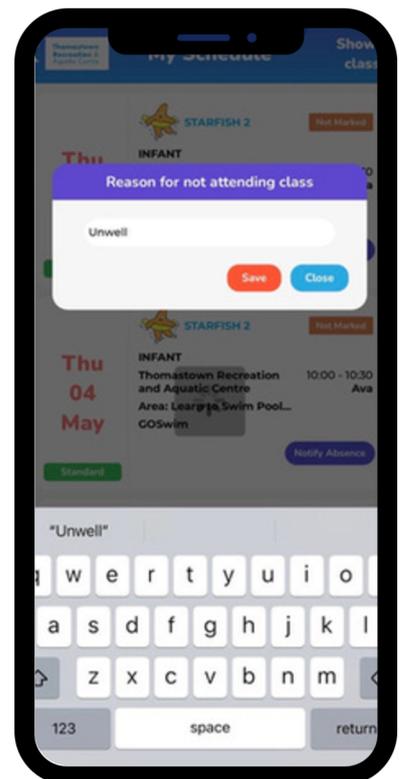
1. OPEN ACTIVEWORLD APP
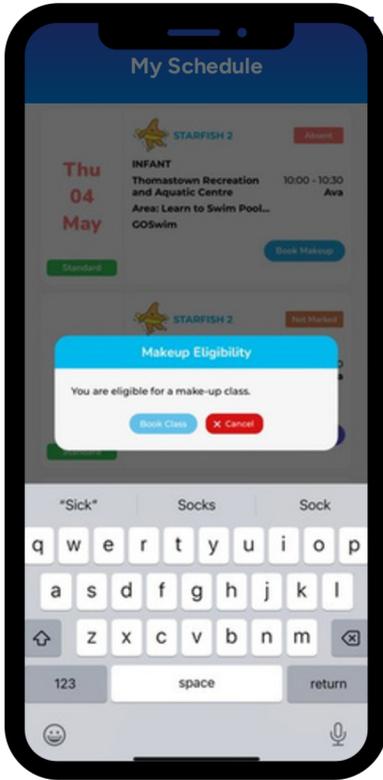
- Go to home Screen
- Select "My Schedule" icon

2. MARK STUDENT ABSENT

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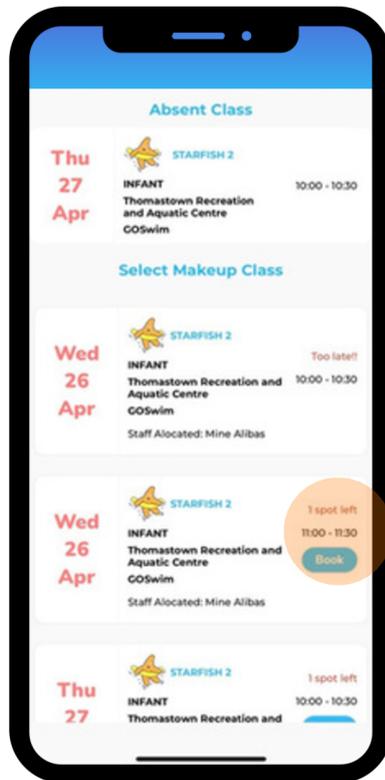 Click "Notify Absence"
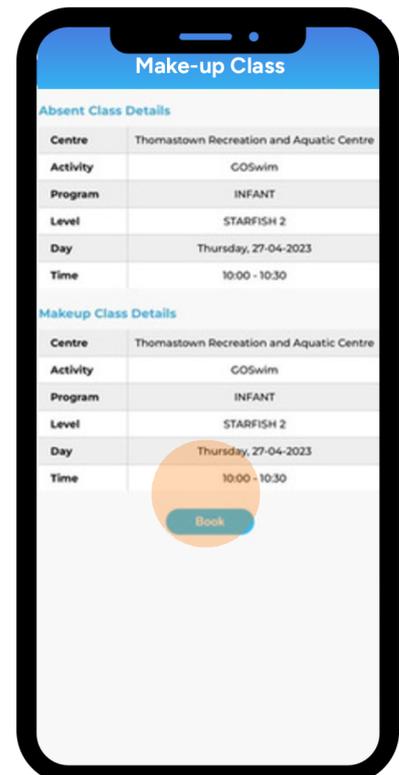- Enter Reason for Absence

ACTIVE WORLD
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3. SELECT MAKE-UP CLASS

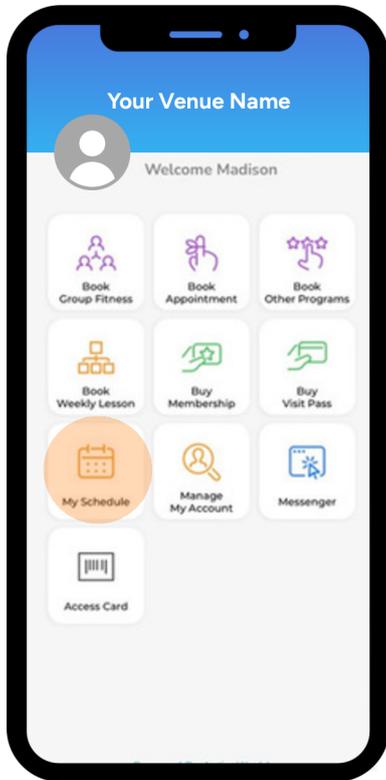- Book "Make-Up" class prompt appears Select "Book Class"

4. BOOK MAKE-UP CLASS

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

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