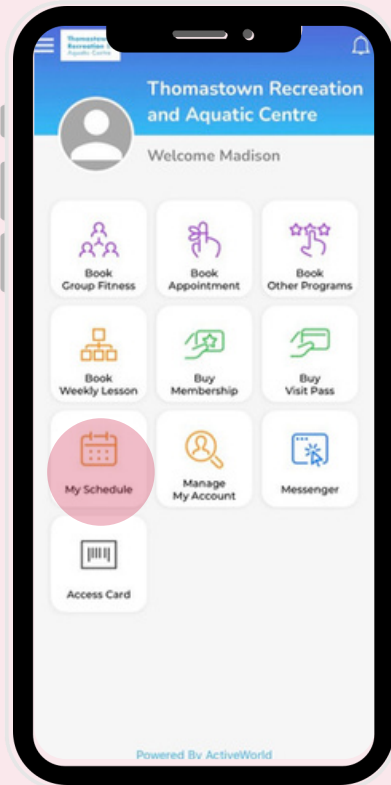
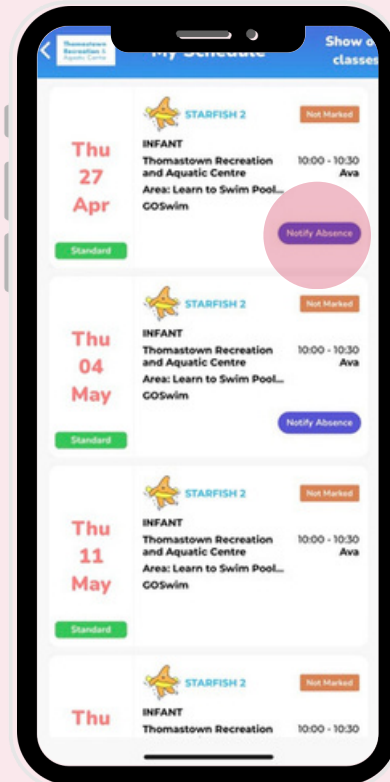


Active World Make-up Guide



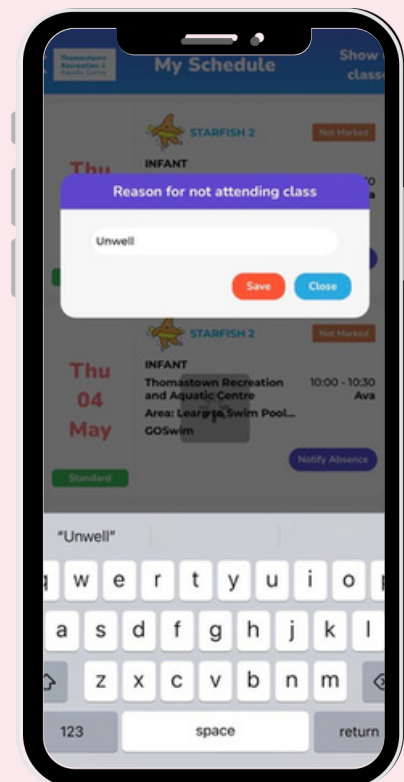
1. Open Activeworld App

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

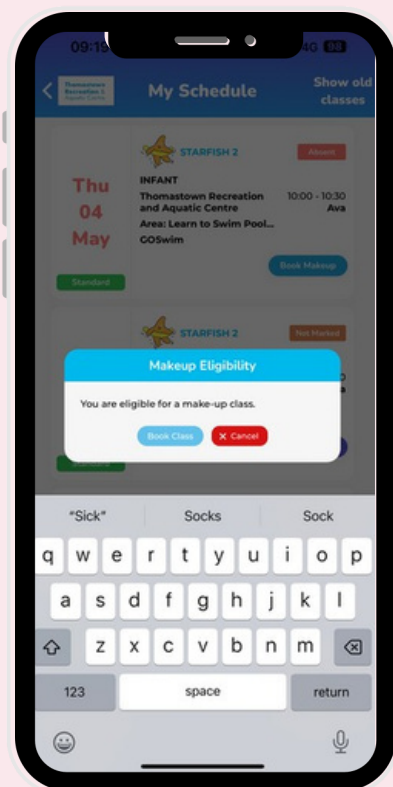


2. Mark Student Absent

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

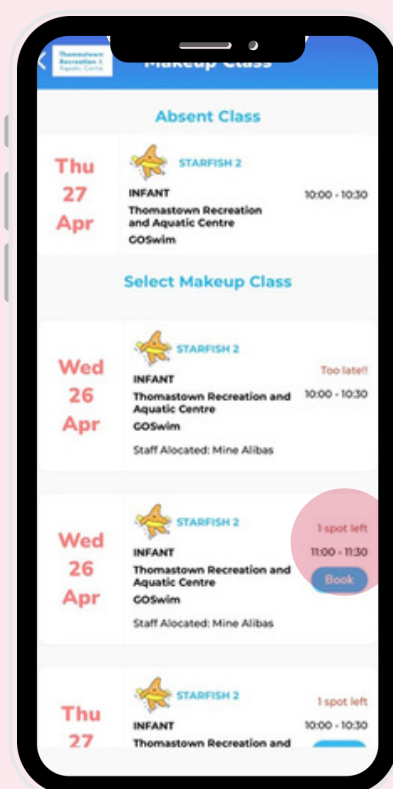


Active World Make-up Guide



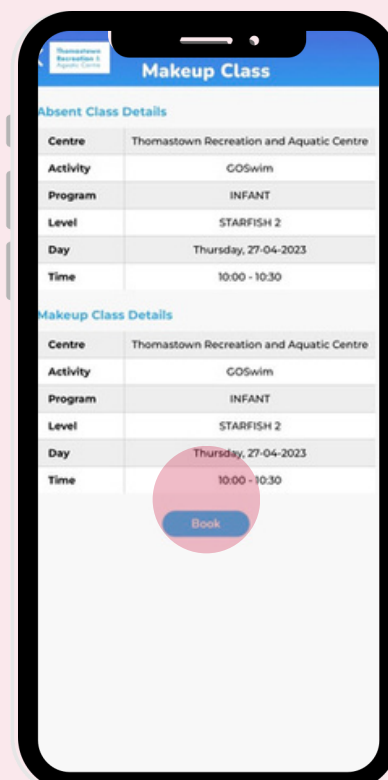
3. Select Make-Up Class

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

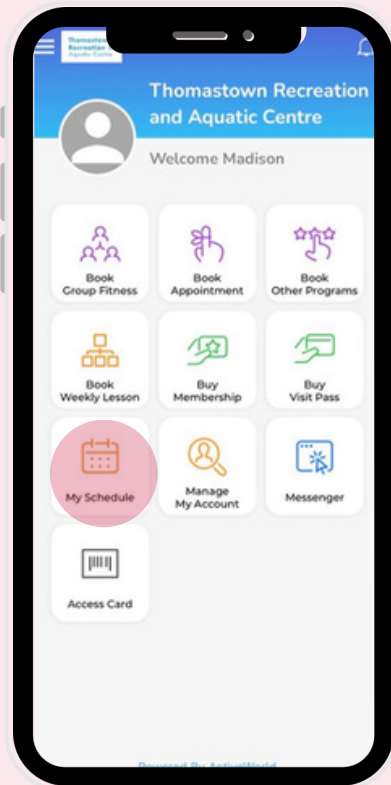


4. Book Make-Up Class

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

