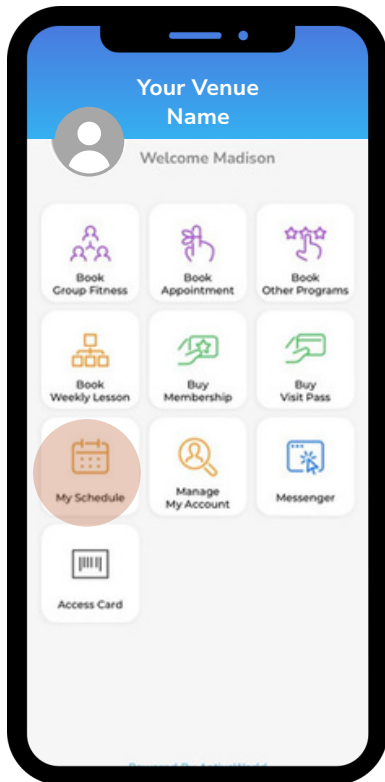


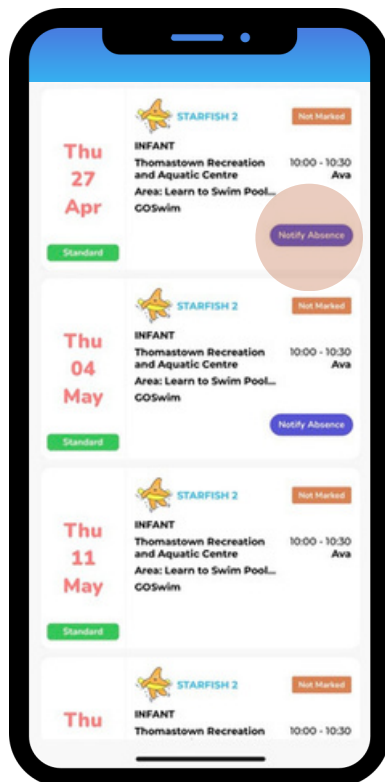
Active World

Make-up class guide



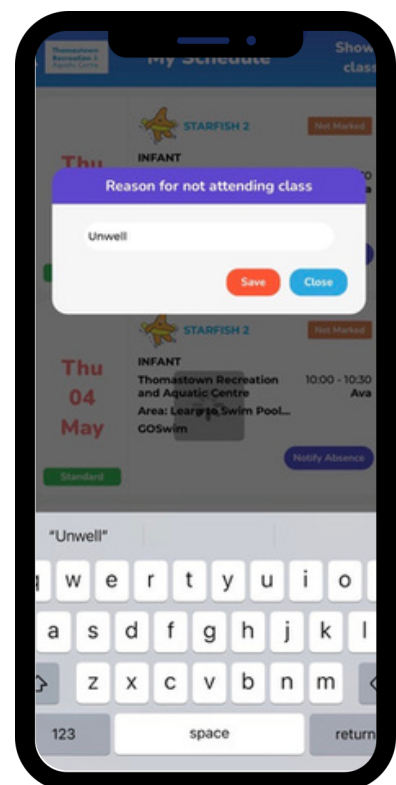
1. Open Active World spp

- Go to home screen
- Select 'my schedule' icon



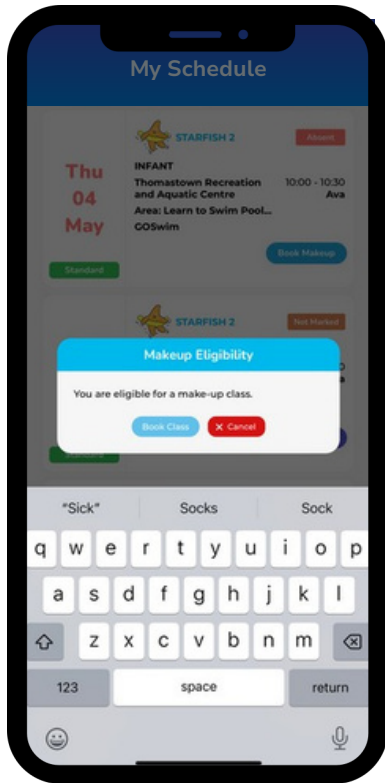
2. Mark student absent

- Click on 'class' to open class details, and click 'notify absence'
- Enter reason for absence



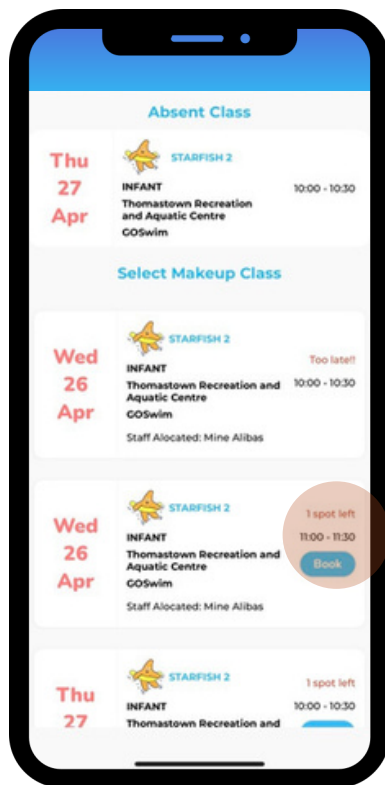
Active World

Make-up class guide



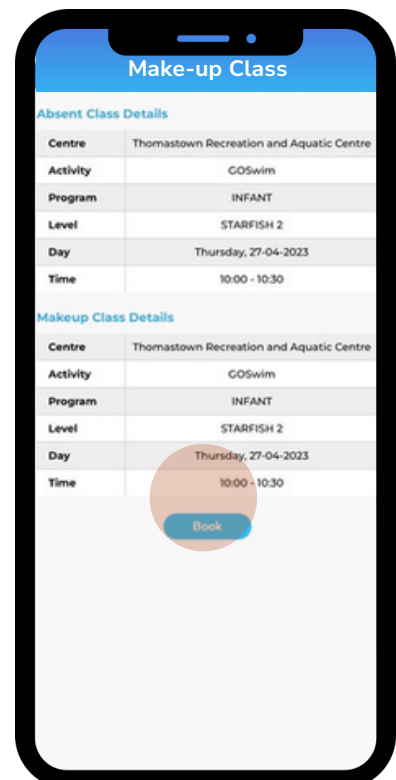
3. Select make-up class

- As 'make-up class' prompt appears, select 'book class'



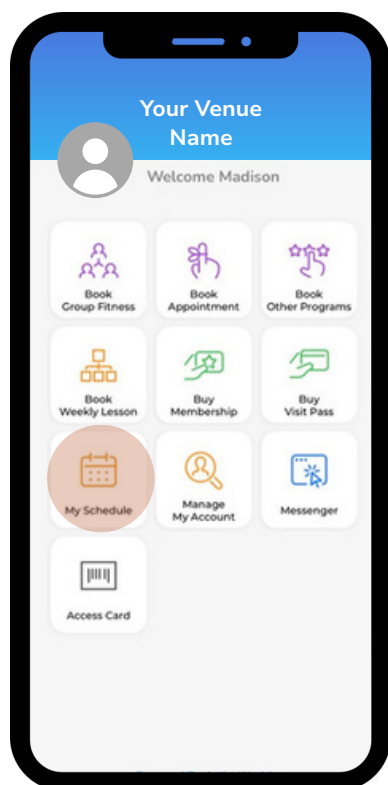
4. Book make-up class

- Identify appropriate class that best suits
- Select 'book'
- Follow the prompts & select 'book'



Active World

Make-up class guide



5. Confirm make-up class

- Return to home screen
- Select the 'my schedule' icon
- Click on 'make-up class' to view class details

