Schedule a Makeup from the Class Record

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When you **track absences** in Jackrabbit, and you allow your students to make up their missed classes, there are a few different **ways to schedule a makeup**
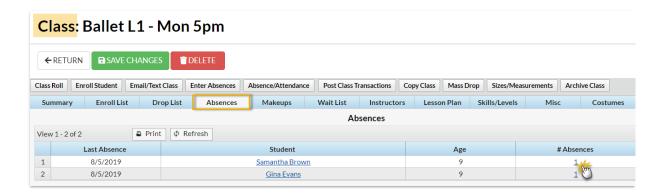
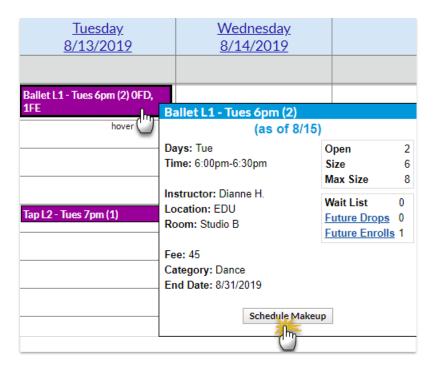One of these workflows is to schedule a makeup class from the *Class* record.

*To schedule a makeup for a student, the student must have been **marked absent**, and the absence must have been marked as "Elligible for Makeup".*
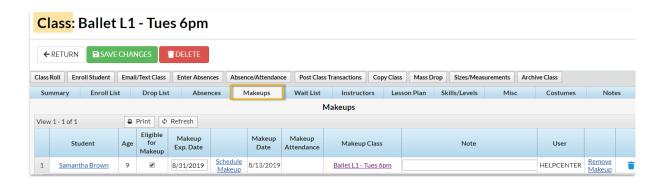
Schedule a Makeup from the Class Record

1. Go to the **Absences** tab of the *Class* record of the class the student missed.
2. In the *# Absences* column, click the **number** next to the appropriate student name to open the Absence History listing.

4. Locate the absence you want to schedule the makeup for and select the **Schedule Makeup** link. This will open the **Weekly Calendar**. For organizations with different locations, click *Change Criteria* at the top of the calendar to customize the calendar view for all locations (leave blank) or select a different location.

5. After locating a makeup class on the calendar, hover over it to display the class information and click the **Schedule Makeup** button to schedule the student's makeup in that class.

6. The makeup details are now visible on the **Makeups** tab of the *Class* record.

QUICK tip!

If the *Makeup Exp. Date* has not passed, i.e., it is earlier than the current date, it can be edited to accommodate for longer outages. If needed you can **extend the expiration date for multiple absences** that occurred during a specific time frame.