

How do I update the makeup expiration dates for multiple absences at once?

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If your makeup policy is to give students a specific time frame for them to make up their missed classes, you'll define that in your [makeup settings](#).

You can change the expiration date for multiple absences at the same time, based on the date they occurred.



1. Go to the **Gear** (icon) > **Settings** > **General** > **Organization Defaults** (left menu) > **Makeup Settings** > **Expiration**.
2. Select a longer expiration time period for the makeup classes. You also have the option of selecting *No expiration. They can always makeup a missed class*. These settings can be changed and updated at any time.
3. Click **Save Changes** once the *Makeup Settings* are selected and enter the date range for the absences in the pop-up window. *Note:* The system allows you to select a date range within the past 180 days (6 months).
4. Click **Yes, update Makeup Expiration Dates** and you will see a *Success!* message and a list of the number of absences that were updated.

Would you like to update the Makeup Expiration Date for existing absences?

Since you just updated the Makeup Expiration Date setting, would you like to update makeup expiration dates for absences that currently exist?

The Makeup Expiration Date will be calculated for each absence that is eligible for makeup.

Enter the date range of absences you'd like to update. The 'Absences from' date must be after 9/21/2019.

Absences from *  through * 

Yes, update Makeup Expiration Dates **No thanks**