

# Schedule a Makeup from the Class Record

Last Modified on 09/18/2024 9:19 pm EDT

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 "Eligible 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.
3. In the Absence History listing, click the **Makeup** link.
4. Locate the absence you want to schedule the makeup for and select the **Schedule Makeup** link. This will open the [Classic Weekly Class 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.

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.

