

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 "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 **Eligible for 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.
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