# 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 for 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.

