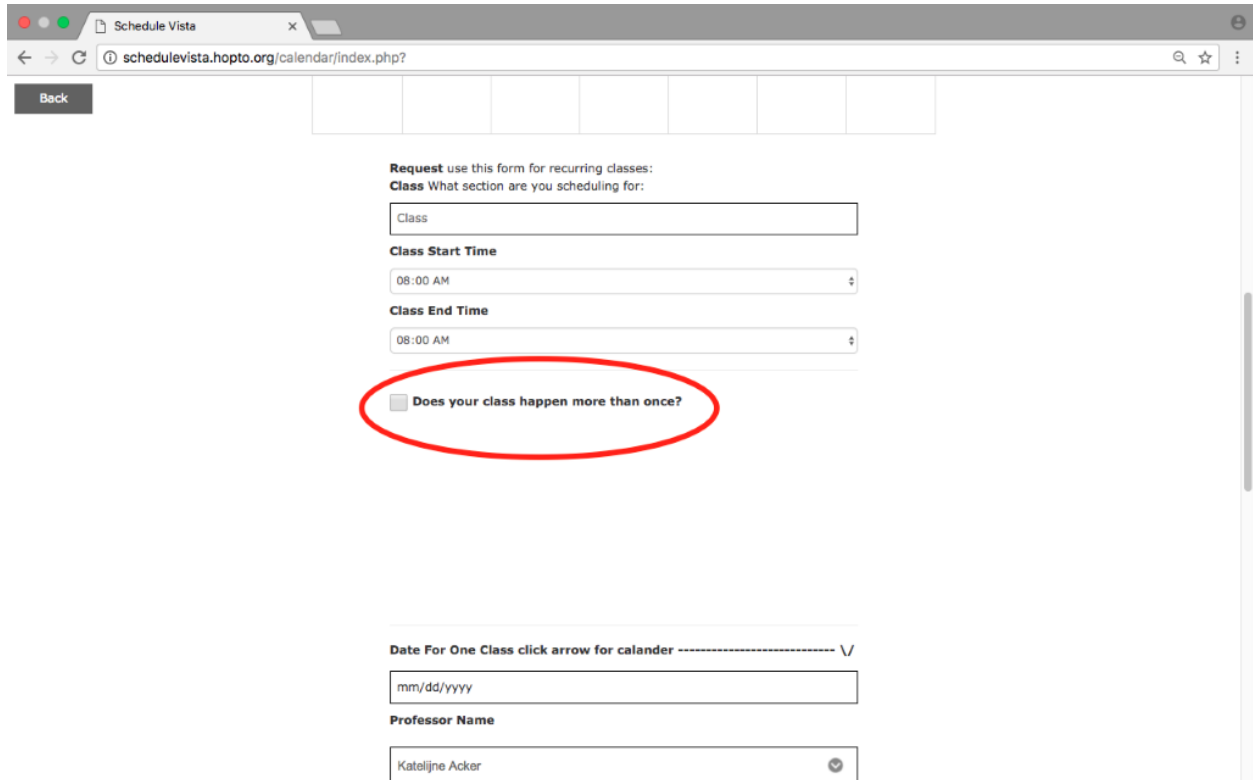


## Schedule Vista (Manual)

### Schedule Recurring classes

1. Scroll down past the calendar; **fill out the form making sure to check the box “*Does your class happen more than once?*”**



The screenshot shows a web browser window with the URL `schedulevista.hopto.org/calendar/index.php?`. The page has a 'Back' button and a calendar grid at the top. Below the calendar is a form for scheduling recurring classes. The form includes the following fields:

- Request** use this form for recurring classes:
- Class** What section are you scheduling for: (text input field)
- Class Start Time** (dropdown menu showing 08:00 AM)
- Class End Time** (dropdown menu showing 08:00 AM)
- ☐ **Does your class happen more than once?** (This checkbox is circled in red in the original image)
- Date For One Class** click arrow for calander ----- \/ (text input field showing mm/dd/yyyy)
- Professor Name** (text input field showing Katelijne Acker)

2. If you plan on your class to be shared do not forget to check that box as well, located right above the comments section.

Schedule Vista x

← → ↻ schedulevista.hopto.org/calendar/index.php? 🔍 ☆ ⋮

**Back**

☐ 286 C.A - Breakout Room  
☐ 288 Skills Lab

**Number of Students**  
How many people

☒ **Shared**

**Class Notes**

**SUBMIT**

3. Proceed with comments describing any equipment needed and so forth then save changes. Your schedule will be uploaded to the calendar.