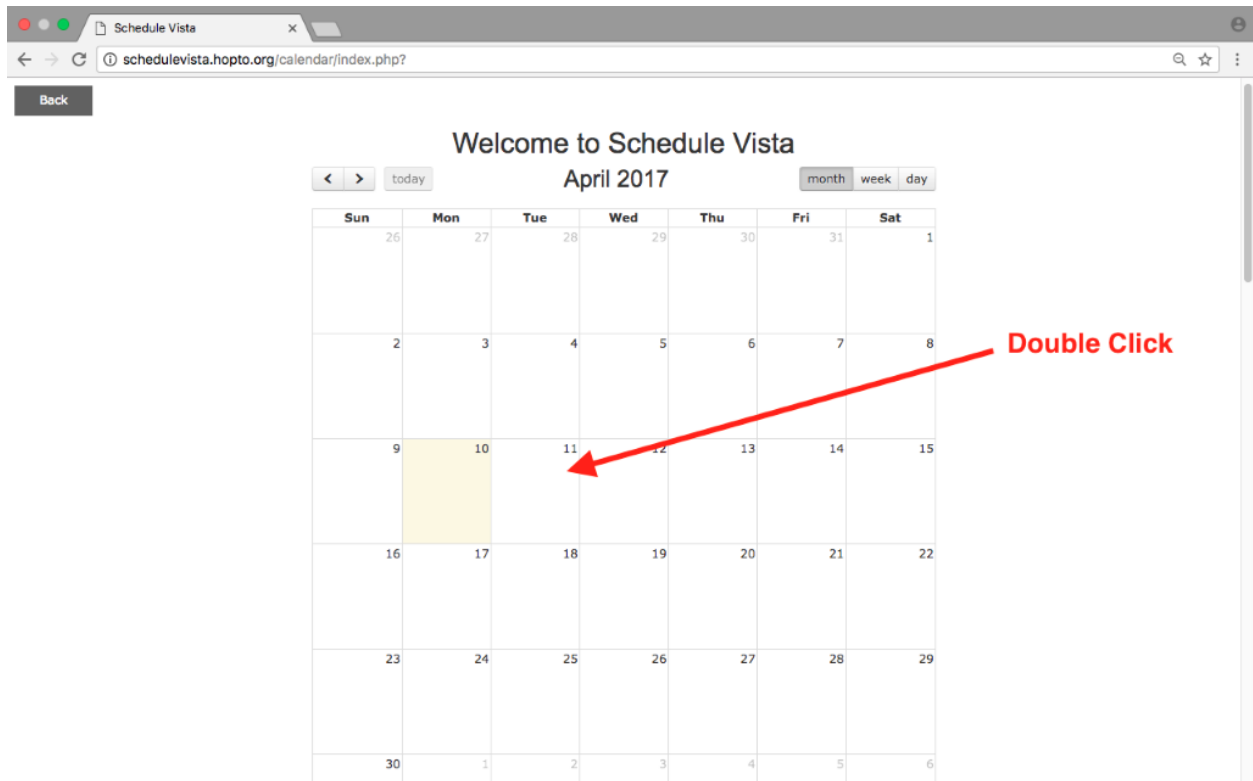


# Schedule Vista (Manual)

## To Schedule

1. Double click on desired date. (A form will pop up)



2. Fill out the form.

Back

Schedule Vista

schedulevista.hopto.org/calendar/index.php?

**Add Event**

**Class**

**Professor**

**Shared**

**Date**

**Start Time**

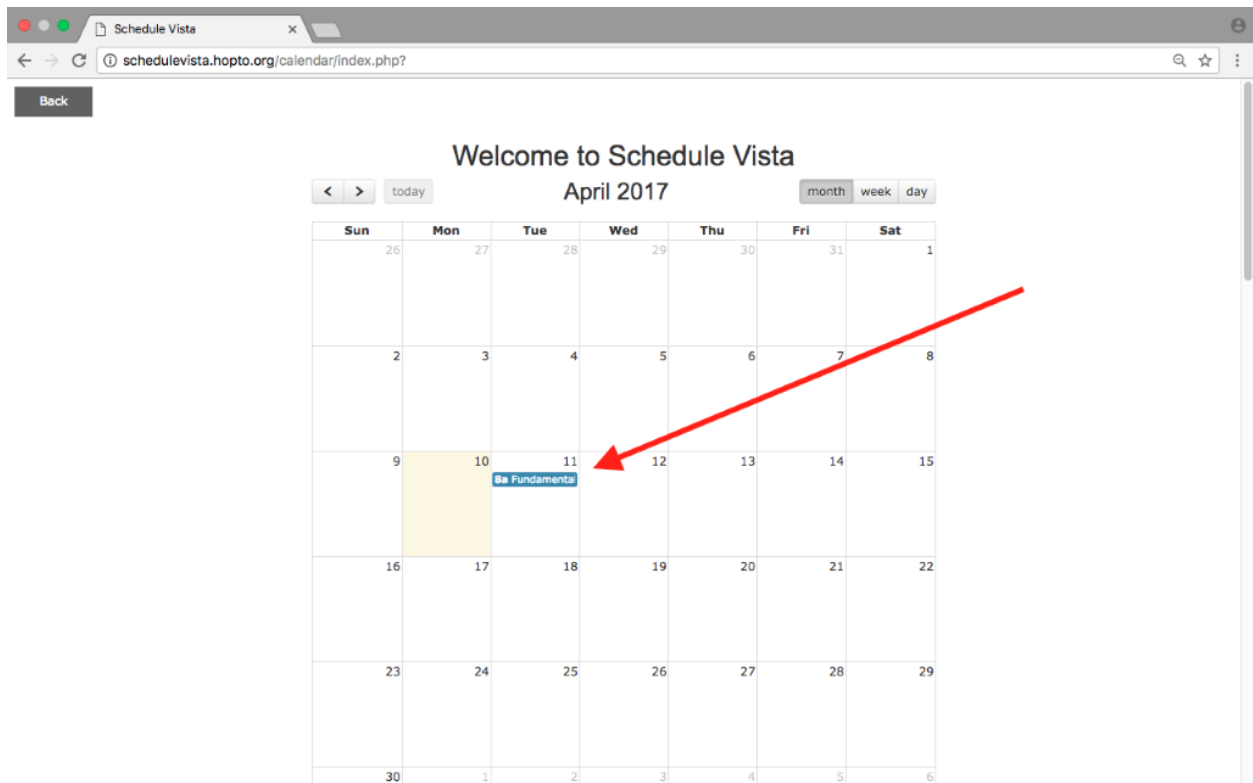
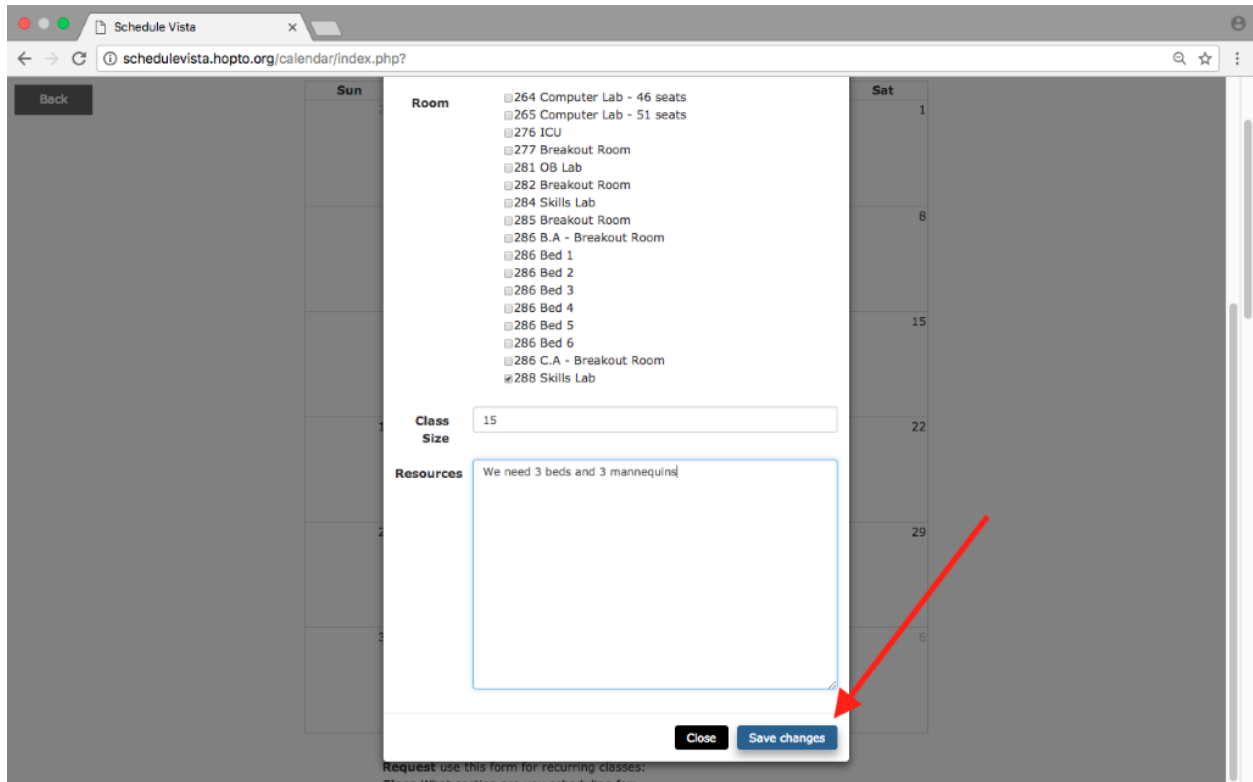
**End Time**

**Room**

- ☐ 264 Computer Lab - 46 seats
- ☐ 265 Computer Lab - 51 seats
- ☐ 276 ICU
- ☐ 277 Breakout Room
- ☐ 281 OB Lab
- ☐ 282 Breakout Room
- ☐ 284 Skills Lab
- ☐ 285 Breakout Room
- ☐ 286 B.A - Breakout Room
- ☐ 286 Bed 1
- ☐ 286 Bed 2
- ☐ 286 Bed 3
- ☐ 286 Bed 4
- ☐ 286 Bed 5
- ☐ 286 Bed 6
- ☐ 286 C.A - Breakout Room
- ☐ 288 Skills Lab

**Class Size**

3. Proceed with comments describing any equipment needed and so forth.
4. Click save changes and your scheduled class will be uploaded showing on the calendar.



- "month", "week", "day" buttons at the top of the calendar will display different views of the calendar accordingly

- ii. Forward and backward arrows will let you go to other month and schedule if you wish

Back

Welcome to Schedule Vista  
Apr 9 — 15, 2017

< > today month **week** day

Sun 4/9	Mon 4/10	Tue 4/11	Wed 4/12	Thu 4/13	Fri 4/14	Sat 4/15
	Ba Fundamentals					

**Request** use this form for recurring classes:  
**Class** What section are you scheduling for:

**Class Start Time**

**Class End Time**

☐ Does your class happen more than once?