Guideline on Printing School Timetable from SCORE

1. Login to Learner Portal > click "SCORE"

2. After accessing to SCORE, click "Main Menu" > "Self Service" > "Student Centre (Academics)" > "Class Schedule" > "2024-25 Semester 1"

3. Select "Weekly Calendar View"

4. **First Teaching Day: 13 September 2024 (Friday) and Last Teaching Day: 13 December 2024 (Friday)**
   To check your full class schedule (i.e. Monday to Saturday), you have to click "next week" and scroll to "Week of 23/9/2024 - 29/9/2024"

5. Set Start Time as 9:00AM and End Time as 6:00PM, and Click "refresh calendar"

ATTENTION

If you would like to swap a class under a course, please make sure that the new class **DOES NOT** clash with the block-off period

"TBA" (for location) stands for "To Be Announced". The Teacher/ College will inform you of the date, exact time and location of the activities/ tutorials to be held during lessons or via SOUL/ Learner Portal/ Webmail.

If there are no activities/ tutorials arranged in the block-off time slot(s), you **DO NOT** need to come back to the campus or attend any sessions. Please read the Class Notes for details and regularly check Learner Portal, SOUL and Webmail for any updates.

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6. Select the print area (i.e. **from your name to all class notes**)

7. Right click the mouse in the selected area

8. Click "Print"

9. Print out the timetable in A4 size.