

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”

TAI MAN CHAN ID: XXXXXXXX
My Class Schedule

Time	Monday 23 Sep	Tuesday 24 Sep	Wednesday 25 Sep	Thursday 26 Sep	Friday 27 Sep	Saturday 28 Sep	Sunday 29 Sep
9:00AM					CCEN 4003 - HL20 Intro to Academic English Lecture 9:00AM - 10:30AM HPC801		
10:00AM							
11:00AM			CCEN 4003 - HL20 Intro to Academic English Lecture 10:30AM - 12:00PM HPC1202	HPAC 4005 - HL01 Introductory Financial Acct Lecture 10:30AM - 1:30PM HPC903	HPMS 4003 - HL05 Economics Lecture 10:30AM - 1:30PM HPC1206		
12:00PM							
1:00PM							
2:00PM							
3:00PM					HPBO 9999 - HP11 Block Off for other activities Programme Activities 1:30PM - 6:00PM Location: TBA		
4:00PM			CCIT 4083 - HL02 Intro to Management Info Sys Lecture 3:00PM - 6:00PM HPC801	HPMS 4002 - HL05 Principles & Practice of Mgt Lecture 3:00PM - 6:00PM HPC1406			
5:00PM							
6:00PM							

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.

TAI MAN CHAN ID: XXXXXXXX

My Class Schedule

[**<< previous week**](#) **Week of 23/9/2024 - 29/9/2024** [**next week >>**](#) [**Print View**](#)

[**Show Week of**](#) [**25/09/2024**](#) [**Start Time**](#) [**9:00AM**](#) [**End Time**](#) [**6:00PM**](#) [**refresh calendar**](#)

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4:00PM							
5:00PM							
6:00PM							

[Copy](#) Ctrl+C

[Copy link to highlight](#)

[Search Google for "My Class Schedule << previous week next week >>..."](#)

[Print...](#) 8 Ctrl+P

[Open in reading mode](#)

[Translate selection to English](#)

[Inspect](#)

Class Notes :		
Class	Course Title	Class Note
CCEN 4003 - HL20 (Lecture)	Introduction to Academic English	
CCIT 4083 - EXAM (Examination)	Introduction to Management Information Systems	
CCIT 4083 - HL02 (Lecture)	Introduction to Management Information Systems	Lesson 5, 8 and 11 will be held in Computer Lab 602, 6/F. Details will be advised in due course.
HPAC 4005 - EXAM (Examination)	Introductory Financial Accounting	
HPAC 4005 - HL01 (Lecture)	Introductory Financial Accounting	
HPBO 9999 - HP11 (Programme Activities)	Block Off for other activities	(1) Programme activities will be held occasionally. Details will be advised in due course. (2) If no tutorials or activities are arranged in this time slot, students are NOT required to come back to the campus.
HPMS 4002 - EXAM (Examination)	Principles and Practice of Management	
HPMS 4002 - HL05 (Lecture)	Principles and Practice of Management	
HPMS 4003 - EXAM (Examination)	Economics	
HPMS 4003 - HL05 (Lecture)	Economics	