BIS Help Guides

How to find and print your timetable

Learn how to view and print your timetable.

Written By: BIS Edtech Team

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Facility ePORTAL

eportal.bis-school.com/eportal/PortalServ?reqtype=login

Reader

Diigolet Tech integration ▾ Yahoo Tools Bing Tools Google Tools Photos & Graphics ▾ Website Health ▾ Legal documents ▾

serco

::User-Nevers, Frederic ::Type-Lecturer ::Logged In-19:12 27-Jun-2014 ::Dataset-2013/2014

Home | Main Menu | Logout

Main Menu

[Click here for ePORTAL Main Menu] [Bitlet Control Panel]

Noticeboard
More

Noticeboard: - ▾

School Calendar
More

June   2014

<< | < | Today | > | >>

Su	Mo	Tu	We	Th	Fr	Sa
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Fri, 27 Jun 2014
No calendar events.

Find

My Class Groups / Roll Call
More

Class	Course	Year	Size
8B	IBMYP	8	22

My Teaching Groups
More

Group	Subject	Course
8 EP B	Ext Program	IBMYP
8 Ass B	Assembly	IBMYP
8 Wel B	Wellness	IBMYP
8 Reg B	Registration	IBMYP
10 DT D	Design Technolog	IBMYP
10 DT B	Design Technolog	IBMYP

My Students Events
More

No student events for 8B

Today's Timetable / Registration
More

Time	Group	Subject	Mark
09:00 - 09:10	8 Reg B	Registration	
09:10 - 10:15	8 Ass B	Assembly	

Assessment Result Entry
More

Results Entry Template

PYP Progress Report

US Reference Letter

Quick Links
More

Quick Links

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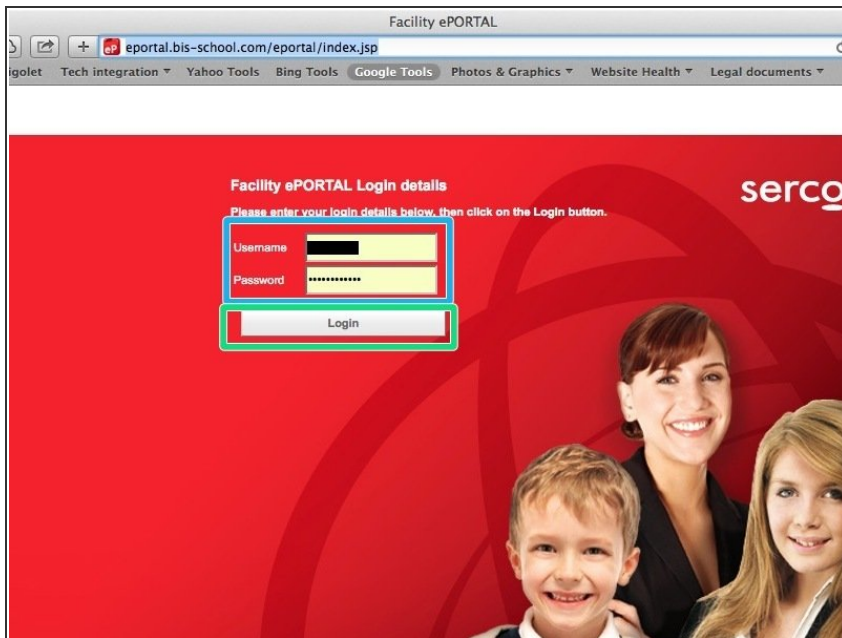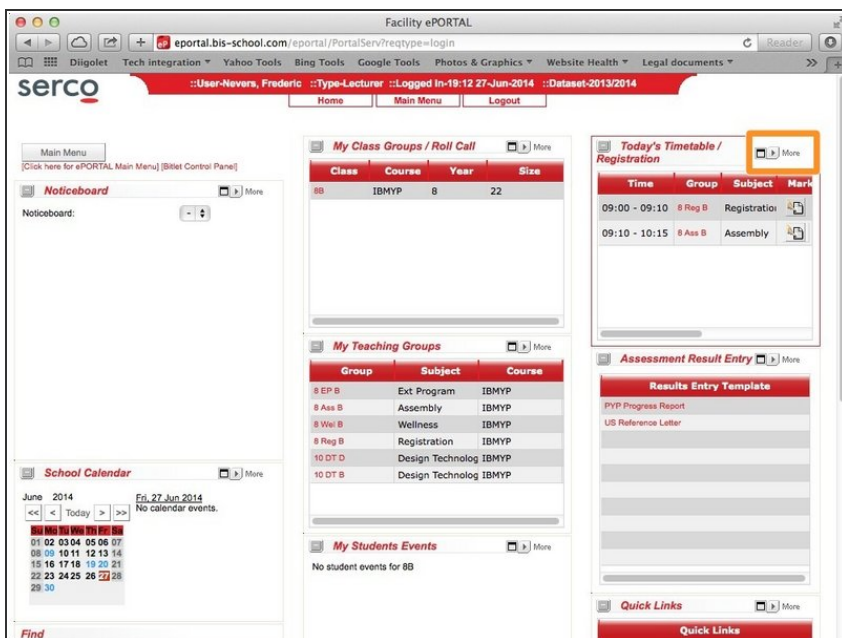## INTRODUCTION

This guide will show you how to view your timetable, save it as a PDF file and print it out.

Step 1 — Login to ePortal
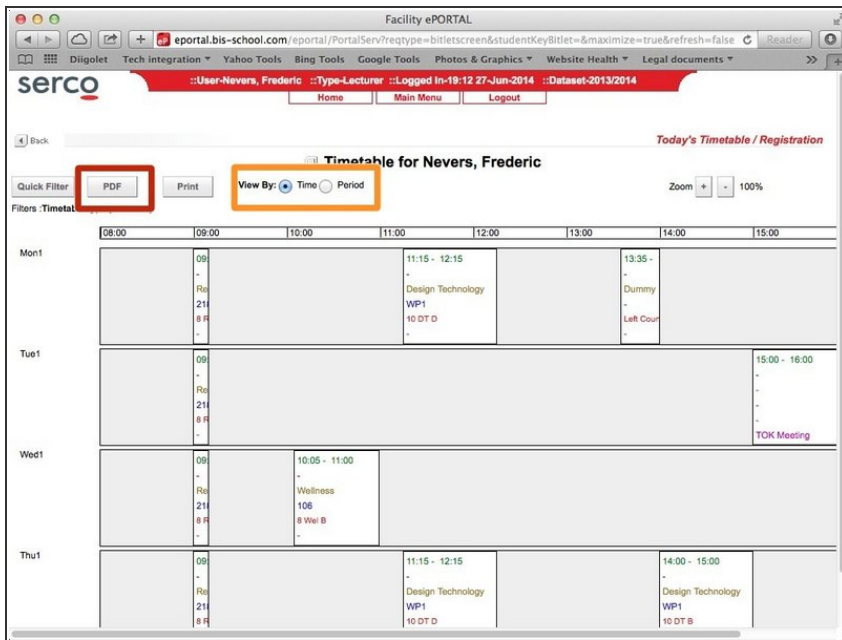

- Visit http://eportal.bis-school.com/eportal/in...

- Enter your credentials

- Click 'Login'

Step 2 — Visit the timetable page

- In the 'Today's timetable' section (at the top left of the page), click on the 'More' icon

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Step 3 — Create a PDF version of your timetable

- Click on the 'PDF' button at the top left of the page

- You can choose to display your timetable by period rather than time.

- (i) You could try and print your timetable straight from this page, although a lot of teachers have reported this function does not work great

Step 4 — Generate and download the PDF file
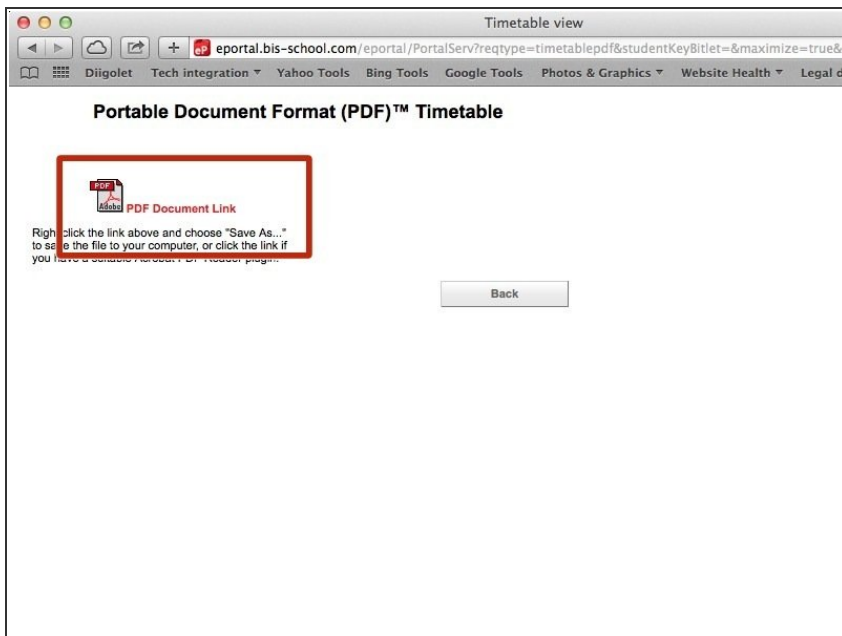
- Click on the 'PDF Document link'

- (i) From here, you can either download the file to your computer for later viewing, or you can have it displayed in your browser. Up to you

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