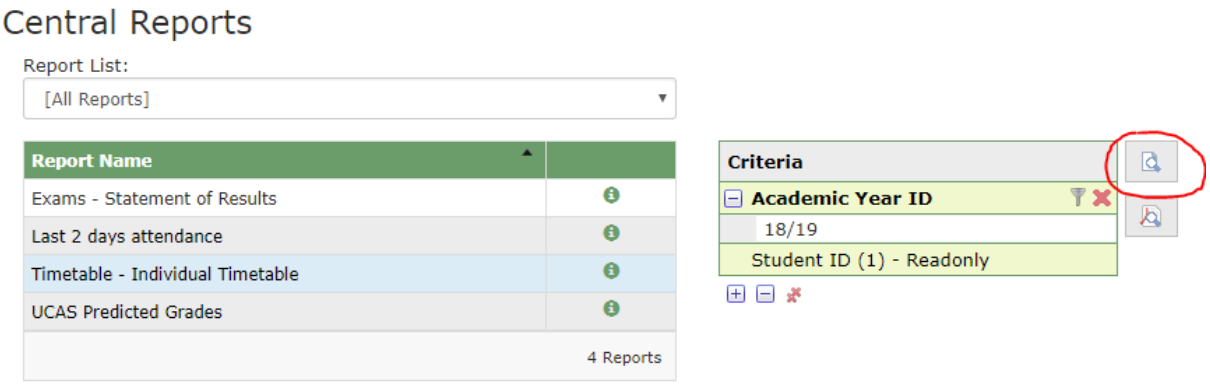
Accessing Timetables from ProPortal

Logging in to ProPortal

To retrieve your timetable you will need to open and login in to ProPortal. ProPortal can be found either on the College's website under the student area, or from the links on Moodle, you will need to log in to ProPortal with your normal college login.

1. Once logged in there will be a link to "Reports" on the top bar

2. On the "Central Reports" page select "Timetable – Individual Timetable" from the list and then click on the run button (circled in the screenshot)



   a. At this point your browser may block the pop-up, if this happens click to allow the popup and then try again.

3. This will then bring up the full report for your timetable. In this report there will be a section for each day you are timetabled for along with a row for each class. These lines will show the time and room for each class. The date from and to at the end of the row will show if there is a change in room part way through the year along with when that change will happen (please be aware that this is a live document and is subject to change, any changes will be reflected on the report when run). Example of the report is shown below.

SHREWSBURY COLLEGE | SHREWSBURY COLLEGES GROUP | SHREWSBURY SIXTH FORM COLLEGE

Individual Timetable - 18/19

Monday

Start	End	Block	Code	Instance	Title	Room (Site)	From Date	To Date
14:50	16:10	B	SCB-3S	1819	Applied Science BTEC Level 3 (Subsidiary Diploma)	P207 (WB)	10/09/2018	08/07/2019

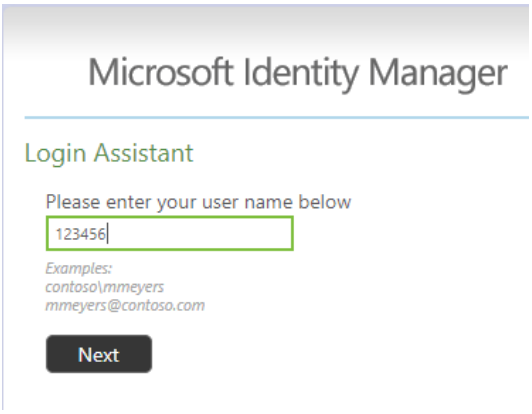
Tuesday

Start	End	Block	Code	Instance	Title	Room (Site)	From Date	To Date
11:10	12:30	D	GEL-AL	1719	Geology A Level - 1719	S7 (WB)	04/09/2018	09/07/2019
13:40	15:00	E	POL-AL	1719	Politics A Level - 1719	W300 (EB)	04/09/2018	09/07/2019

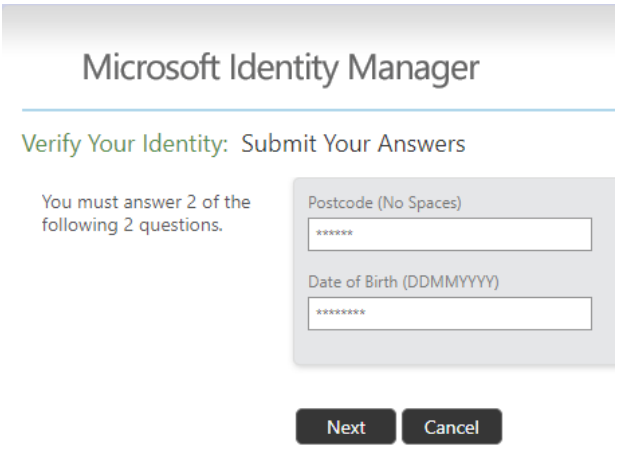
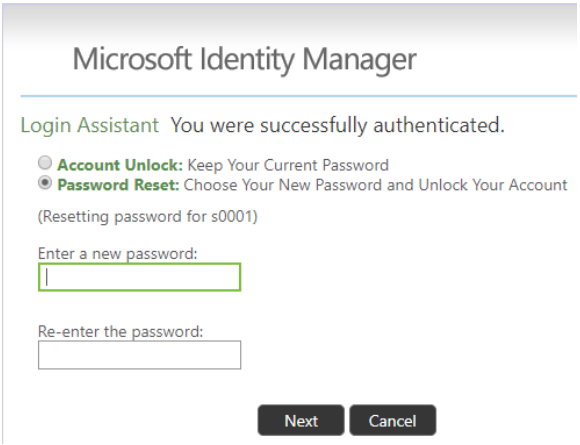
Problems logging In

If you are struggling to login to ProPortal then please try resetting your password first, this can be done from the "Password Self-Service" link on the colleges website (in the student area).

1. Enter your student id in the box and click "Next"



2. Enter your postcode and date of birth in to the boxes then click "Next". Please make sure that postcode is entered with no spaces (i.e. SY26PR) and that date of birth is entered with no slashes or hyphens (i.e. 01011900)



3. Enter a new password into the two boxes and click "Next", you should now be able to log in to ProPortal and other college systems with this new password