



HORAIRES ULB (SCHEDULE PAGES) Tutorial to use the new website dedicated to schedules, for the information of students



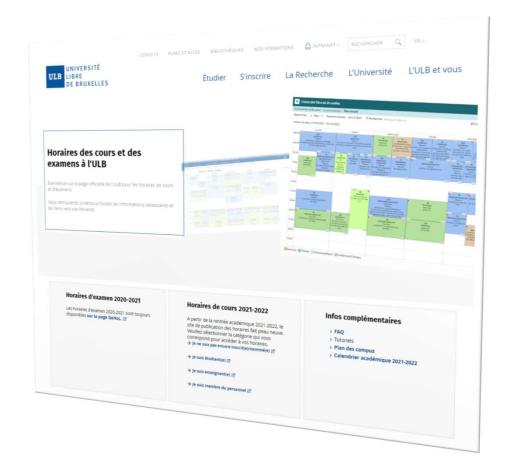
One main address: <u>ulb.be/en/schedules</u>

You'll find there:

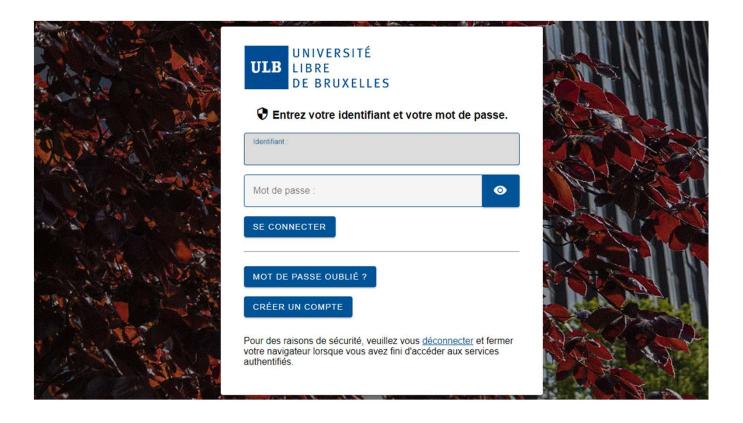
- Links to your schedules
 - On GeHoL for the exam sessions 2020-2021
 - On Horaires ULB for all the schedules from Q1 2021-2022
- · Tutorials to get to know this new tool
- A link to the Frequently Asked Questions (support)
- Other useful resources

To view your schedule:

- If you know your <u>ULBID</u> and password:
 - Click on > I am a student ☑
- If you don't have an IT identity (ULBID) at ULB:
 - Click on > I don't have an ULBID yet
 - No connection needed
 - Limited information







Identify yourself with your **ULBID** and associated password



Different timetable displays

You can choose from which point of view you want to view your timetables:

- My schedule
 - It will automatically display the courses from your PAE if they are up-to-date in MonULB
- Schedule by student set
 - Understand: by « year block » or by « level » or by « year » (terms used before the décret Paysage)
 - It enables you to choose student sets for core curriculum and/or subgroups (for example, to see the schedules of a specific practicals group)
- Schedule by course
 - Or by UE to be correct
 - One or more UE can be selected
- Schedule by lecturer
 - If you can't find a lecturer in the list, it means that at this moment, he/she is not connected to any timetables in our system

My schedule

According to your PAE once it has been set by your Faculty.

Schedule by student set

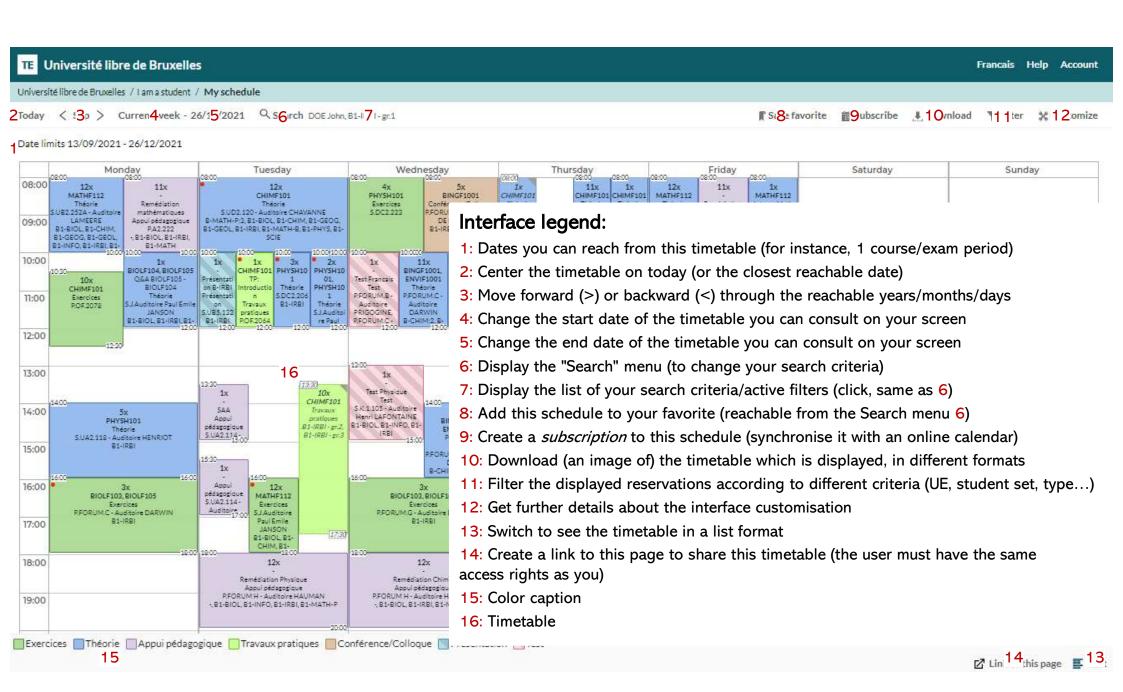
View the schedule of one student set or more

Schedule by course

View the schedule of one course or more

Schedule by lecturer

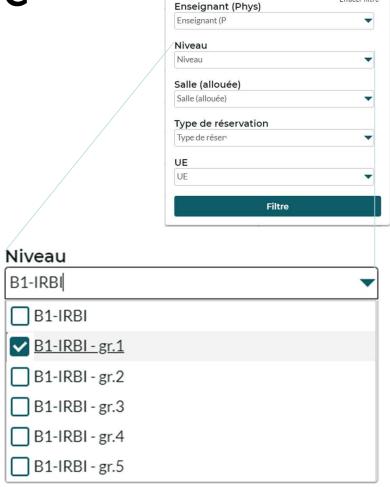
View the schedule of one lecturer or more





My schedule

- By default, in « My schedule », all the sessions of all the UE you enrolled at will be displayed on your screen
- You can **filter** (hide) some sessions thanks to the button « Filter » (11)
- Select a filter criterion (here « Studentset ») and click the one(s) you want to keep in the drop-down list (you can enter a key word to make this list shorter)
- Validate the filter by clicking on « Filter »
- And it's done!
- To cancel a filter and go back to the initial display, click on « Clear filter » in the top right-hand corner in the Filter menu.



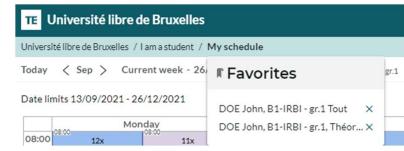
Filtre

Effacer filtre

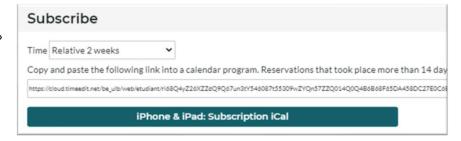


My schedule

- Once your schedule is set up, you can:
 - Save it as **bookmark** in your web browser
 - Save it as « **favorite** » (8) in the schedule interface
 - You can find all the favorite pages you saved by clicking on « / My schedule / »
 - Your favorite pages will also be reachable by default in the « Search » menu (6), right above your history search
 - « Subscribe » (9) to the schedule to synchronise this schedule in your online calendar
 - Choose the duration of the subscription: 2, 4 weeks or the entire duration which is displayed
 - In Outlook/Google etc., copy the link which is given and paste it as expected:
 - In Outlook: « Open a calendar » / « from the Internet ».
 - In Google Agenda: « Other agendas » / « from the URL ».
 - On Apple devices: click on the button « iPhone & iPad: Subscription iCal » So that the matching app is automatically launched.

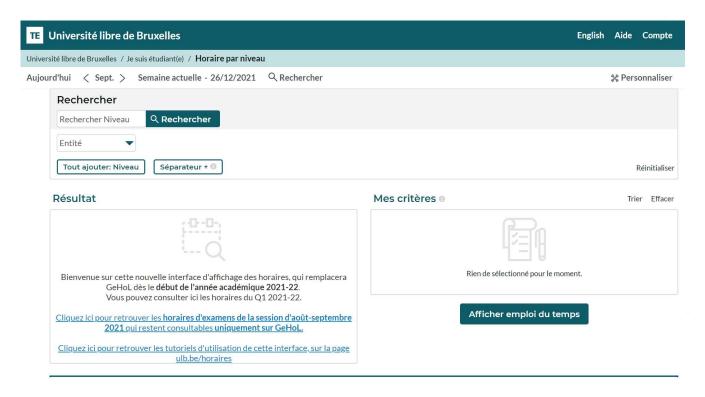








Schedule by student set

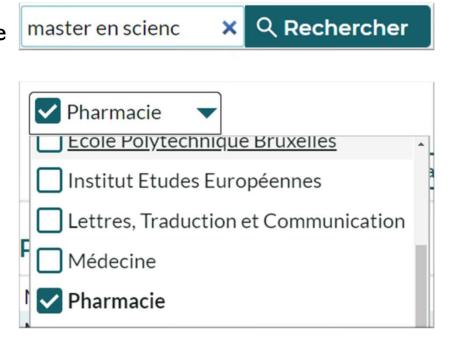


In the display mode "Schedule by student set", the Search menu (6) opens by default so that you can select the student set(s) whose timetables you're looking for.



Schedule by student set

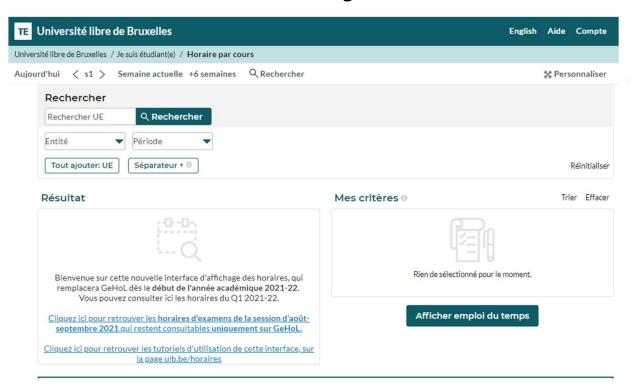
- Enter one key word or more for the student set(s) you're looking for by clicking on « Search Level ».
- The matching student sets appear gradually in the « Result » list.
 - You can also filter the result based on the entity (Faculty, School, Institute...) in charge
- Click on the student set(s) selected in the « Result » list to move them to the « My criteria » list
- Then click on « Show schedule »







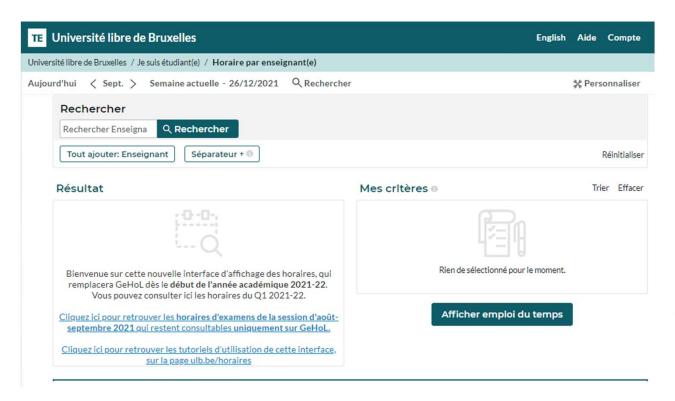
Schedule by course



The display mode "Schedule by course" functions like the "Schedule by student set" mode as it enables to filter by Entity and period (quadrimestre) in the Search menu (6).



Schedule by lecturer



The display mode "Schedule by lecturer" functions like the "Schedule by student set" and "Schedule by course" modes but doesn't allow filters in the Search menu (6).



Find some tips and tutorials on this page dedicated to schedules:

https://www.ulb.be/en/schedules-tutos