

HORAIRES ULB (SCHEDULE PAGES)

Tutorial to use the new website dedicated to schedules, for the information of staff members

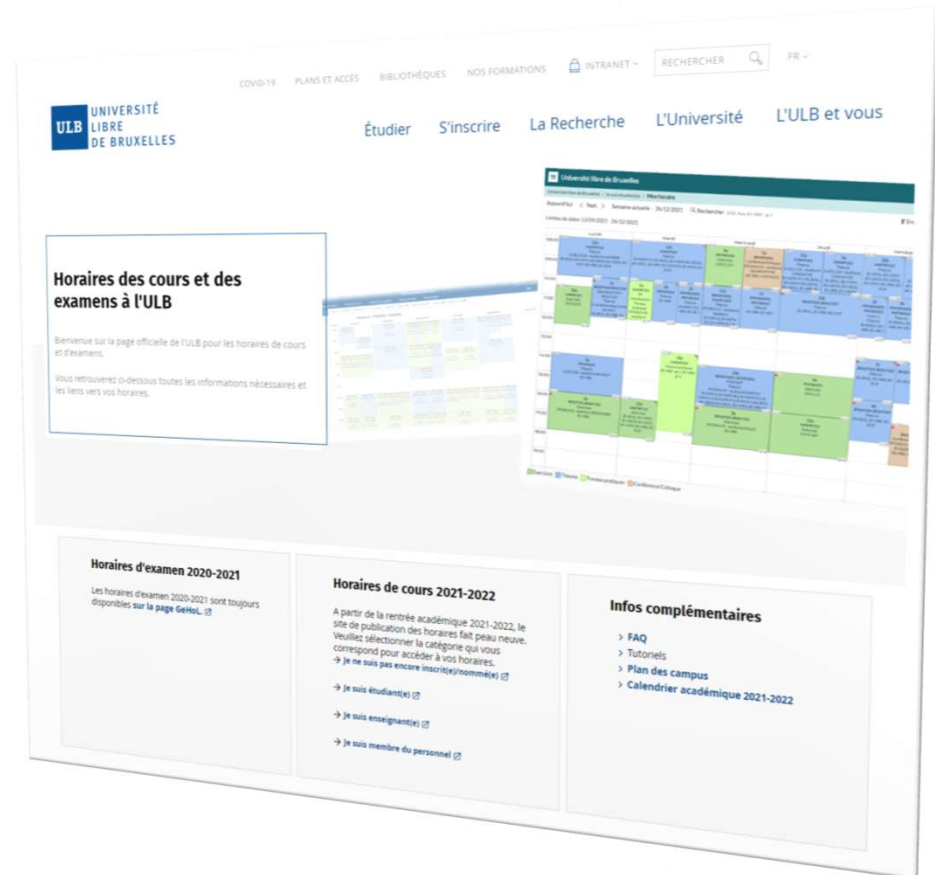
One main address: ulb.be/en/schedules

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 [ULBID](#) and password:
 - Click on [> I am a staff member](#)
- If you don't have an IT identity at ULB (yet):
 - Click on [> I don't have an ULBID yet](#)
 - No connection required
 - Limited information



The image shows a login page for the University of Brussels (ULB). The page features the ULB logo and the text 'UNIVERSITÉ LIBRE DE BRUXELLES'. Below this, there is a prompt to enter the user's identifier and password. There are two input fields: one for the identifier and one for the password, which includes a toggle for visibility. Below the input fields are three buttons: 'SE CONNECTER', 'MOT DE PASSE OUBLIÉ ?', and 'CRÉER UN COMPTE'. At the bottom, there is a security notice in French. The background of the page is a photograph of autumn leaves in shades of red and orange.

ULB UNIVERSITÉ
LIBRE
DE BRUXELLES

🛡️ Entrez votre identifiant et votre mot de passe.

Identifiant :

Mot de passe :

SE CONNECTER

MOT DE PASSE OUBLIÉ ?

CRÉER UN COMPTE

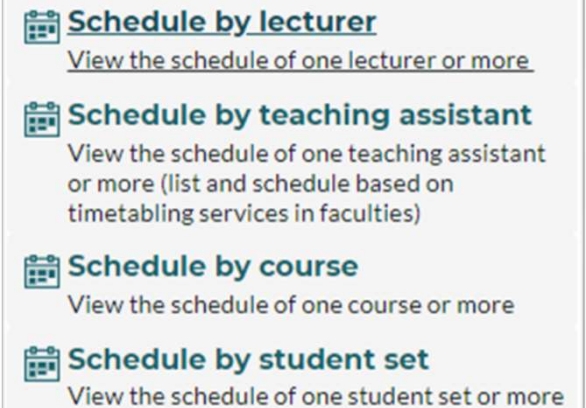
Pour des raisons de sécurité, veuillez vous [déconnecter](#) et fermer votre navigateur lorsque vous avez fini d'accéder aux services authentifiés.





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:

- **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. Does (s)he exist in Banner?
- **Schedule by teaching assistant**
 - Only the teaching assistants whose identities were given by the timetabling services in faculties will be viewable in this list.
- **Schedule by course**
 - Or by UE to be correct
- **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 lecturer**
View the schedule of one lecturer or more
-  **Schedule by teaching assistant**
View the schedule of one teaching assistant or more (list and schedule based on timetabling services in faculties)
-  **Schedule by course**
View the schedule of one course or more
-  **Schedule by student set**
View the schedule of one student set or more

Schedule by student set

The screenshot shows the 'Horaires par niveau' page on the ULB website. The header includes the ULB logo, the text 'Université libre de Bruxelles', and navigation links for 'Administrateur', 'English', 'Aide', and 'Compte'. Below the header, there is a breadcrumb trail: 'Université libre de Bruxelles / Je suis enseignant(e) / Horaire par niveau'. The main content area is divided into several sections:

- Navigation:** 'Aujourd'hui < Sept. > Semaine actuelle - 26/12/2021' and a search bar with 'Rechercher'.
- Rechercher:** A search form with a 'Rechercher Niveau' input field, a 'Rechercher' button, a dropdown menu for 'Entité', and buttons for 'Tout ajouter: Niveau' and 'Séparateur +'. A 'Réinitialiser' link is also present.
- Résultat:** A large empty box with a calendar and search icon, indicating no results are currently displayed.
- Mes critères:** A section with 'Mes critères' and 'Trier Effacer' options. It contains a message 'Rien de sélectionné pour le moment.' and a prominent 'Afficher emploi du temps' button.

In the display mode “Schedule by student set”, the Search menu (6) opens by default so that you can select the student set(s) 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 »

master en scienc × 🔍 Rechercher

Pharmacie ▼

Ecole Polytechnique Bruxelles

Institut Etudes Européennes

Lettres, Traduction et Communication

Médecine

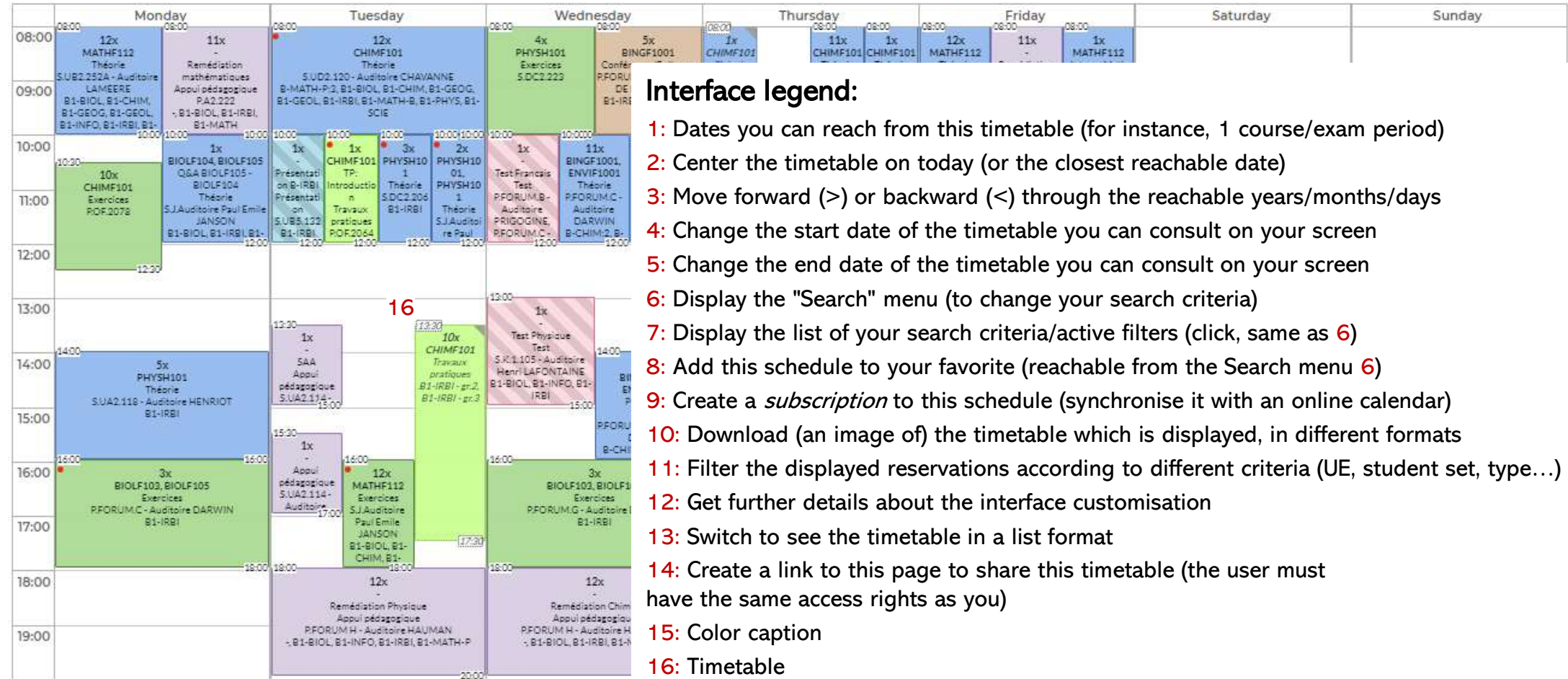
Pharmacie

Résultat Mes critères ⓘ Trier Effacer

M-PHARS:1	M-PHARS:1 ×
M-PHARS:2	
Nom M-PHARS:2	
Description Master en sciences pharmaceutiques, à finalité spécialisée	
M-PHARW:1	
M-PHARW:2	

Afficher emploi du temps

Date limits 13/09/2021 - 26/12/2021



Interface legend:

- 1: Dates you can reach from this timetable (for instance, 1 course/exam period)
- 2: Center the timetable on today (or the closest reachable date)
- 3: Move forward (>) or backward (<) through the reachable years/months/days
- 4: Change the start date of the timetable you can consult on your screen
- 5: Change the end date of the timetable you can consult on your screen
- 6: Display the "Search" menu (to change your search criteria)
- 7: Display the list of your search criteria/active filters (click, same as 6)
- 8: Add this schedule to your favorite (reachable from the Search menu 6)
- 9: Create a *subscription* to this schedule (synchronise it with an online calendar)
- 10: Download (an image of) the timetable which is displayed, in different formats
- 11: Filter the displayed reservations according to different criteria (UE, student set, type...)
- 12: Get further details about the interface customisation
- 13: Switch to see the timetable in a list format
- 14: Create a link to this page to share this timetable (the user must have the same access rights as you)
- 15: Color caption
- 16: Timetable

Schedule by student set

- Once the chosen student set(e) are displayed in the timetable, you can **filter** (hide) some sessions using the button « Filter » (11).
- Select a filter criterion (here « reservation type ») and tick the element(s) you want to keep in the drop-down list. The example on the right will only display the theoretical sessions of the selected courses.
- Validate the filter by clicking on « Filter ».
- To clear 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

Cours

BIOLF103 ENVIF1001 PHYSH1001 ▼

Enseignant (Phys)

Enseignant (P) ▼

Ensemble d'étudiants

Ensemble d'ét ▼

Salle (allouée)

Salle (allouée) ▼

Type de réservation

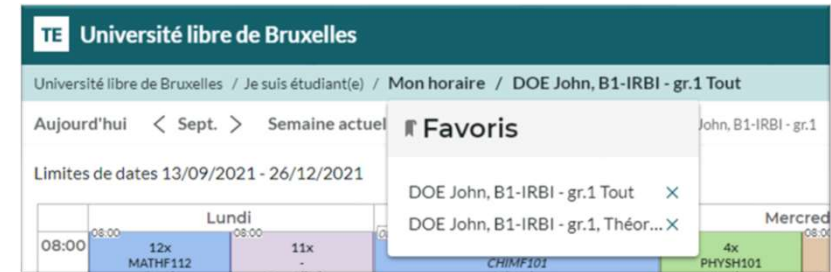
Théorie ▼

Exercices

Théorie

Schedule by student set

- You can also:
 - Save a schedule as a **bookmark** in your web browser
 - Save a schedule as « **favorite** » (8) in the schedule interface
 - You can find all the favorite pages you saved by clicking on « / **Schedule by Student set** / »
 - 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 lecturer

TE Université libre de Bruxelles English Aide Compte

Université libre de Bruxelles / Je suis enseignant(e) / Horaire par enseignant(e)

Aujourd'hui < Sept. > Semaine actuelle - 26/12/2021 Rechercher Personnaliser

Rechercher

Rechercher Enseigna Rechercher

Tout ajouter: Enseignant Séparateur + Réinitialiser

Résultat

Mes critères Trier Effacer

Bienvenue sur cette nouvelle interface d'affichage des horaires, qui remplacera GeHoL dès le début de l'année académique 2021-22. Vous pouvez consulter ici les horaires du Q1 2021-22.

[Cliquez ici pour retrouver les horaires d'examens de la session d'août-septembre 2021 qui restent consultables uniquement sur GeHoL.](#)

[Cliquez ici pour retrouver les tutoriels d'utilisation de cette interface, sur la page \[ulb.be/horaires\]\(http://ulb.be/horaires\)](#)

Rien de sélectionné pour le moment.

Afficher emploi du temps

The display mode “Schedule by lecturer” functions like the “Schedule by student set” mode but doesn’t allow filters in the Search menu (6).

Schedule by teaching assistant

TE Université libre de Bruxelles English Aide Compte

Université libre de Bruxelles / Je suis enseignant(e) / Horaire par assistant(e)

Aujourd'hui < Sept. > Semaine actuelle - 26/12/2021 Rechercher Personnaliser

Rechercher

Rechercher Assistant Rechercher

Tout ajouter: Assistant Séparateur + Réinitialiser

Résultat

Bienvenue sur cette nouvelle interface d'affichage des horaires, qui remplacera GeHoL dès le début de l'année académique 2021-22. Vous pouvez consulter ici les horaires du Q1 2021-22.

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[Cliquez ici pour retrouver les tutoriels d'utilisation de cette interface, sur la page \[ulb.be/horaires\]\(http://ulb.be/horaires\)](#)

Mes critères Trier Effacer

Rien de sélectionné pour le moment.

Afficher emploi du temps

The display mode “Schedule by teaching assistant” functions like the “Schedule by lecturer” mode but only includes the teaching assistants who have been mentioned in the system by timetabling services in faculties.

Schedule by course

The screenshot shows the 'Horaires par cours' (Schedule by course) page on the ULB website. The page has a dark teal header with the ULB logo and navigation links for 'English', 'Aide', and 'Compte'. Below the header, there is a breadcrumb trail: 'Université libre de Bruxelles / Je suis enseignant(e) / Horaire par cours'. The main content area is divided into several sections:

- Navigation:** 'Aujourd'hui', navigation arrows, 'Semaine actuelle +6 semaines', a search bar with 'Rechercher', and a 'Personnaliser' icon.
- Rechercher (Search):** A search input field with 'Rechercher UE', a 'Rechercher' button, and dropdown menus for 'Entité' and 'Période'. There are also buttons for 'Tout ajouter: UE' and 'Séparateur +', and a 'Réinitialiser' link.
- Résultat (Result):** A large box with a magnifying glass icon and text: 'Bienvenue sur cette nouvelle interface d'affichage des horaires, qui remplacera GeHoL dès le début de l'année académique 2021-22. Vous pouvez consulter ici les horaires du Q1 2021-22.' It includes two links: one for exam schedules and one for user guides.
- Mes critères (My criteria):** A box with a document icon and the text 'Rien de sélectionné pour le moment.' (Nothing selected for the moment.) and an 'Afficher emploi du temps' (Show timetable) button.

The display mode “Schedule by course” functions like the “Schedule by student set” mode and it enables to filter by Entity and period (quadrimestre)

Find some tips and tutorials on this page dedicated to schedules:
<https://www.ulb.be/en/schedules-tutos>