

HORAIRES ULB (SCHEDULE PAGES)

Tutorial to use the website dedicated to schedules (students entry)

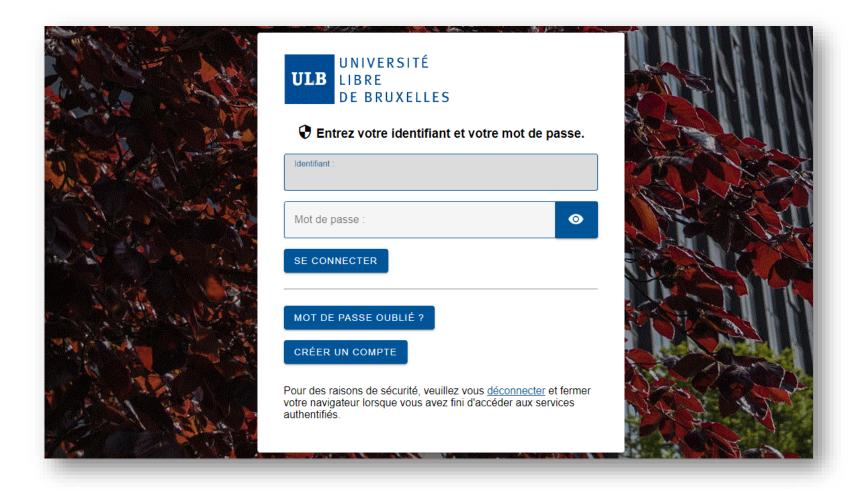


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To access the schedules as a student, <u>click on this link</u>. Identify yourself with your <u>ULBID</u> and associated password.



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 timetable in our system
- Today (smartphone view)
 - Optimized view intended to display the reservations of the day

My schedule

According to your PAE once it has been set by your Faculty. MAJ September 6th: Default setting set on DateView instead of WeekdayView

Schedule by student set

View the schedule of one student set or more

Schedule by course

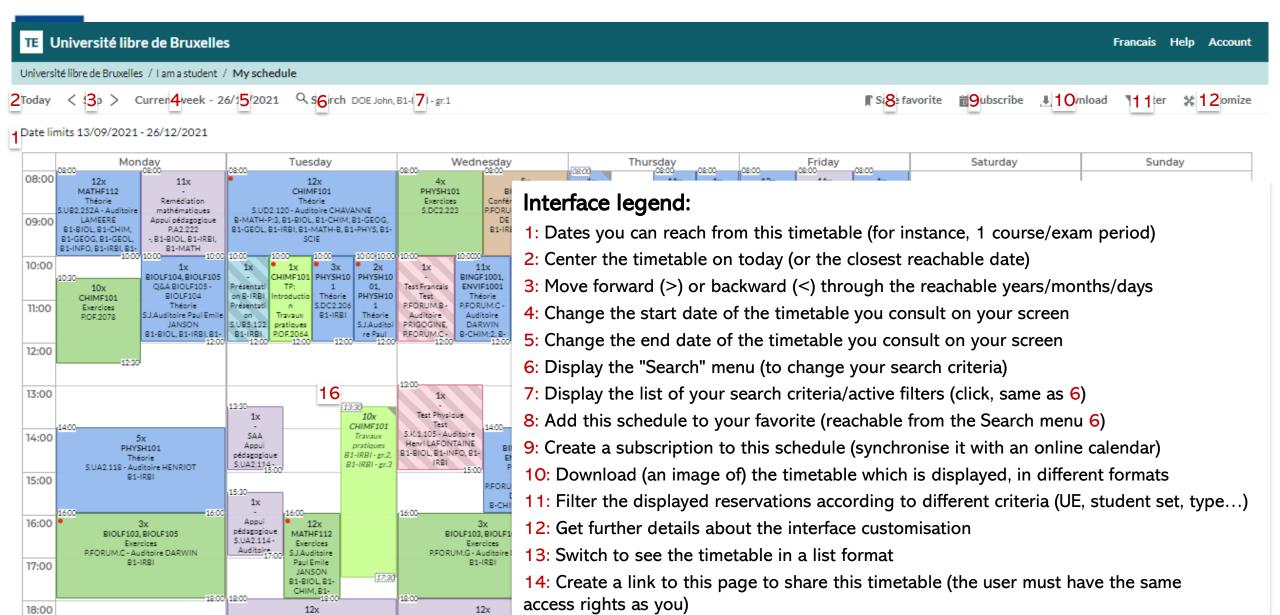
View the schedule of one course or more

Schedule by lecturer

View the schedule of one lecturer or more

Today (smartphone view)

This view is a "day to day" version of My schedule wich fits better on tablet or smartphones



15: Color caption

16: Timetable

Exercices Théorie Appui pédagogique Travaux pratiques Conférence/Colloque Présentation Test

Remédiation Chim

Appui pédagogiqu

P.FORUM H - Auditoire H

-, B1-BIOL, B1-IRBI, B1-I

Remédiation Physique

Appui pédagogique

P.FORUM H - Auditoire HAUMAN

B1-BIOL, B1-INFO, B1-IRBI, B1-MATH-P

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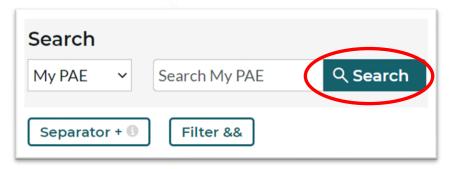
• By default, the view My schedule opens with the menu « **Search** » (6) which enables you to define the courses (UE)/student sets to display in your schedule, based on your PAE.

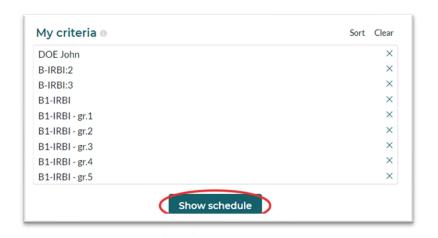
1) Quick configuration

- 1. In « My PAE », click on « Search »
 - The content of your PAE and the levels which may match appear in the « Result ».
- 2. In « Result », click on « **Add all** » at the bottom of the box.
 - Your PAE and all the levels are added to « My criteria ».



- 3. Click on « Show schedule »
 - The timetable of all the courses of your PAE, matching at least one of the levels you selected, appears on the screen.





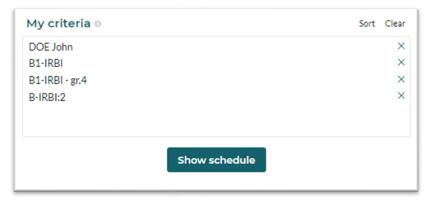


2) Exact configuration

- 1. In « My PAE », click on « Search »
 - The content of your PAE and the levels which may match appear in the « Result ».
- 2. In « Result », select your name
 - If you hover over your name with a mouse, the list of your PAE's courses will be displayed just below.
 - Adding your name in « My criteria » will produce the same effect as adding each of these courses of the list. The list is regularly updated with the change in your PAE in MonULB.
- 3. Then add ONLY the levels (groups) you're supposed to attend courses with.
 - In this example, John DOE has courses from blocks 1 and 2, but none from block 3 in his PAE.
 - Let's suppose he'll have to attend the exercises from group 4 only for his block 1 courses (B1-IRBI-gr.4). The exact selection should be the one on the right picture =>







4. Click on « Show schedule »



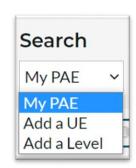
3) Complex configuration

In « My PAE », click on « Search »

- If nothing appears in the Result,
- If the list of your PAE's courses when you hover over it is incomplete,
- If after adding your PAE and your levels in « My criteria », the timetable you see is still incomplete,
- If you want to test what your schedule would look like if you added to the schedule an additional course (for instance, before validating your option choice)

These functionalities may be useful for you:

- The pull-down menu enables you to select courses and/or levels/student sets out of the ones which match your known PAE, via the menus « Add a UE » and « Add a level »
- You can also combine the results of several requests in « My criteria » via the « Separator + » button



Separator + 📵

Let's see different pratical examples of their use:



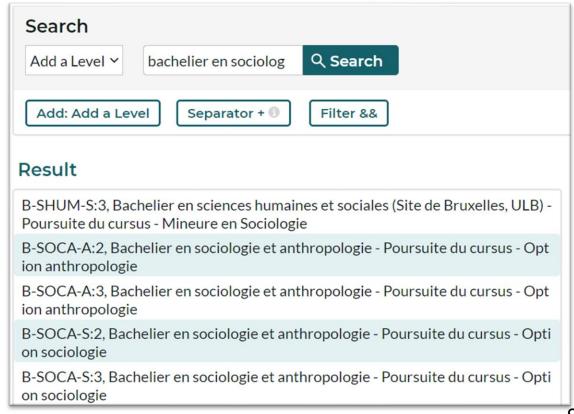
Example 1: when you hover over it, your PAE is empty

As you wait for your PAE to be available, it's recommended to consult the schedule by student set.

Stay on the « My schedule » page:

- 1. In the pull-down menu, select « Add a level »
- 2. Enter a key word from your level in the search bar
- 3. Only add the level(s) that match your situation in « My criteria »
- 4. Click on « Show schedule »

You can also go to the "Schedule by student set" view





Example 2: when hovering over, your PAE is incomplete/some courses/sessions

are missing in your timetable

 Configure your timetable as mentioned in the slide « 2) Exact configuration »

- 2. Click on the button Separator + 10 to add a new request in your criteria
- 3. In the pull-down menu, select « Add a course »
- 4. Enter a key word (course name, code, mnémonique, etc.) for the missing courses in the search bar
- 5. In « Result », click on the missing courses to add them to « My criteria ».
- 6. Click on « Show schedule »





Example 3: you belong to different exercises groups for courses (UE) from the

same block?

Just deal with these UE as if you were looking for timetables of « out of your PAE » courses, using the Separator + ©

The example on the right will only display the schedule of:

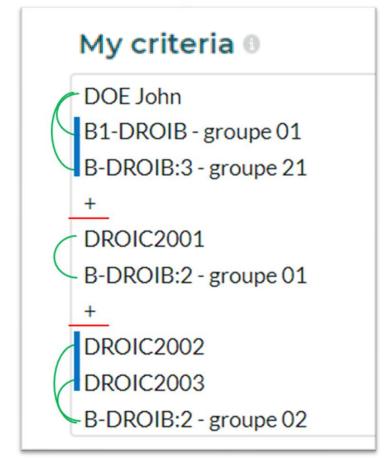
- Group 01 (block 1) for all the block 1 UE of your PAE,
- Group 21 (block 3) for all the block 3 UE of your PAE,
- (No block 2 UE of your PAE at this stage, since you're not combining your PAE with a block 2 group)

+

The schedule of group 01 (block 2) for the UE DROIC2001,

+

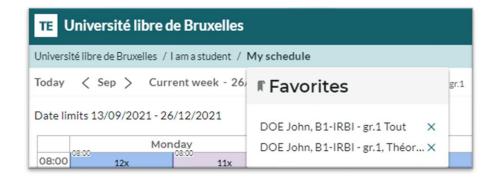
 The schedule of group 02 (block 2) for the UE DROIC2002 and DROIC2003.



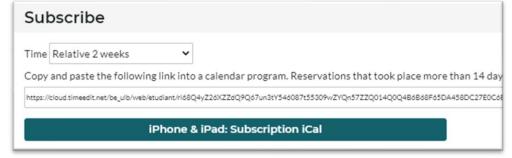


Save the configuration of your schedule

- Once your schedule is configured, it's recommended:
 - To save it as a **favorite** in your web browser.
 - Or to save it as a « favorite » (8) in your timetabling interface
 - You can find all your saved favorites by clicking on « / My schedule / »
 - By default, your favorites will also be displayed in the « Search » menu (6) above the search history.
 - Or to « Subscribe » (9) to synchronize this schedule in your online agenda
 - Choose the duration of your subscription: 2, 4 weeks or the entire duration which
 is displayed.
 - In Outlook/Google etc., copy the link you see and paste it as expected:
 - In Outlook: « Open a calendar » / « from Internet ».
 - In Google Agenda: « Other agendas » / « from a URL ».
 - On Apple: click on the « iPhone & iPad: Abonnement iCal » button so that it automatically opens the matching application.

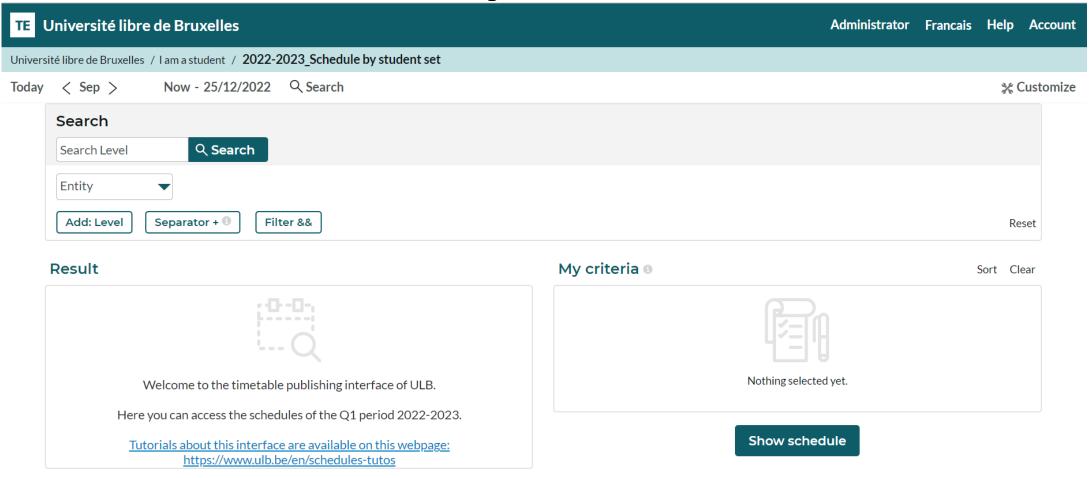








Schedule by student set



In the display mode <u>"Schedule by student set"</u>, 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

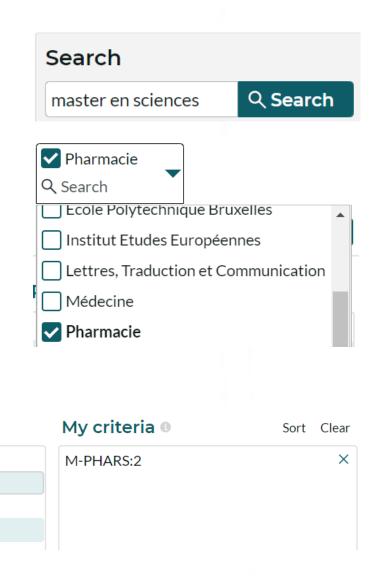
- Enter one key word or more for the student set(s) you're looking for by clicking on « Search Level ».
- The matching student sets appear gradually in the « Result » list.
 - You can also filter the result based on the entity (Faculty, School, Institute...) in charge

Result

M-PHARS:1

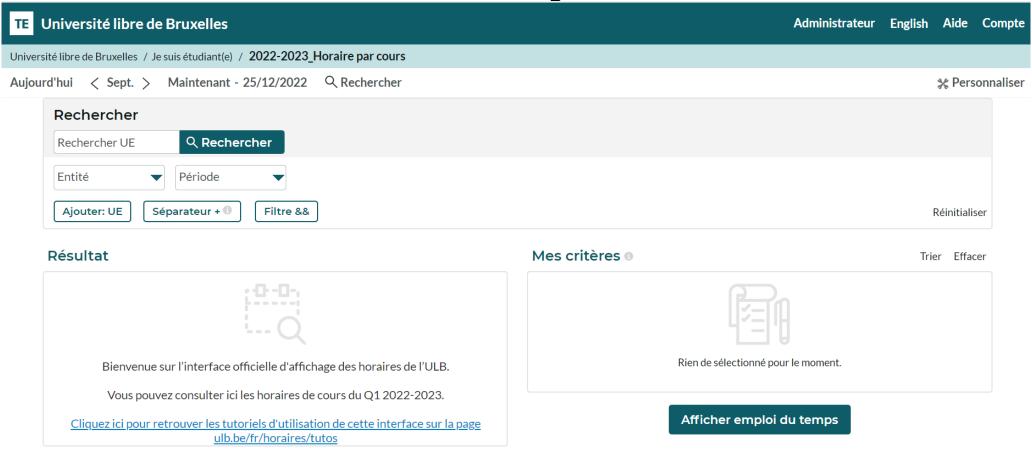
M-PHARW:1 M-PHARW:2

- Click on the student set(s) selected in the « Result » list to move them to the « My criteria » list
- Then click on « Show schedule »





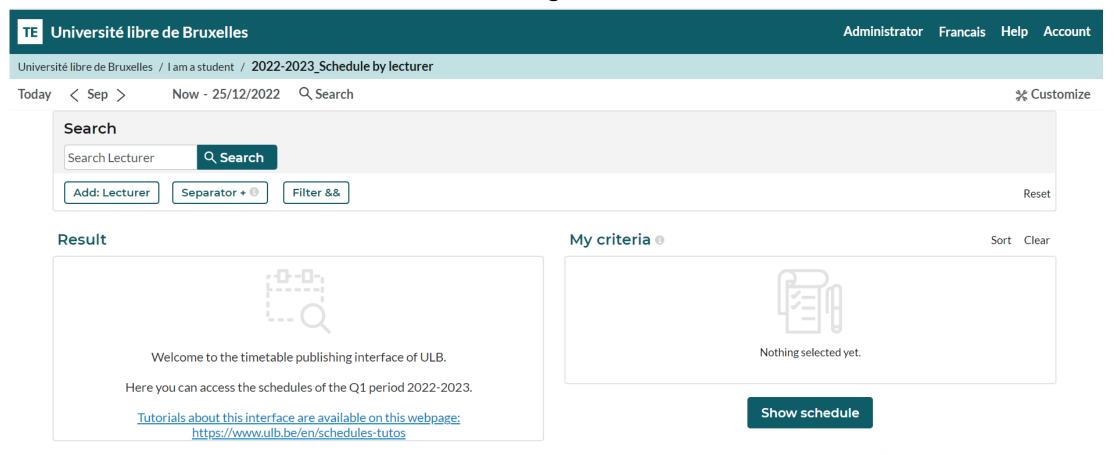
Schedule by course



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



Find some help and other tutorials on the dedicated page:

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