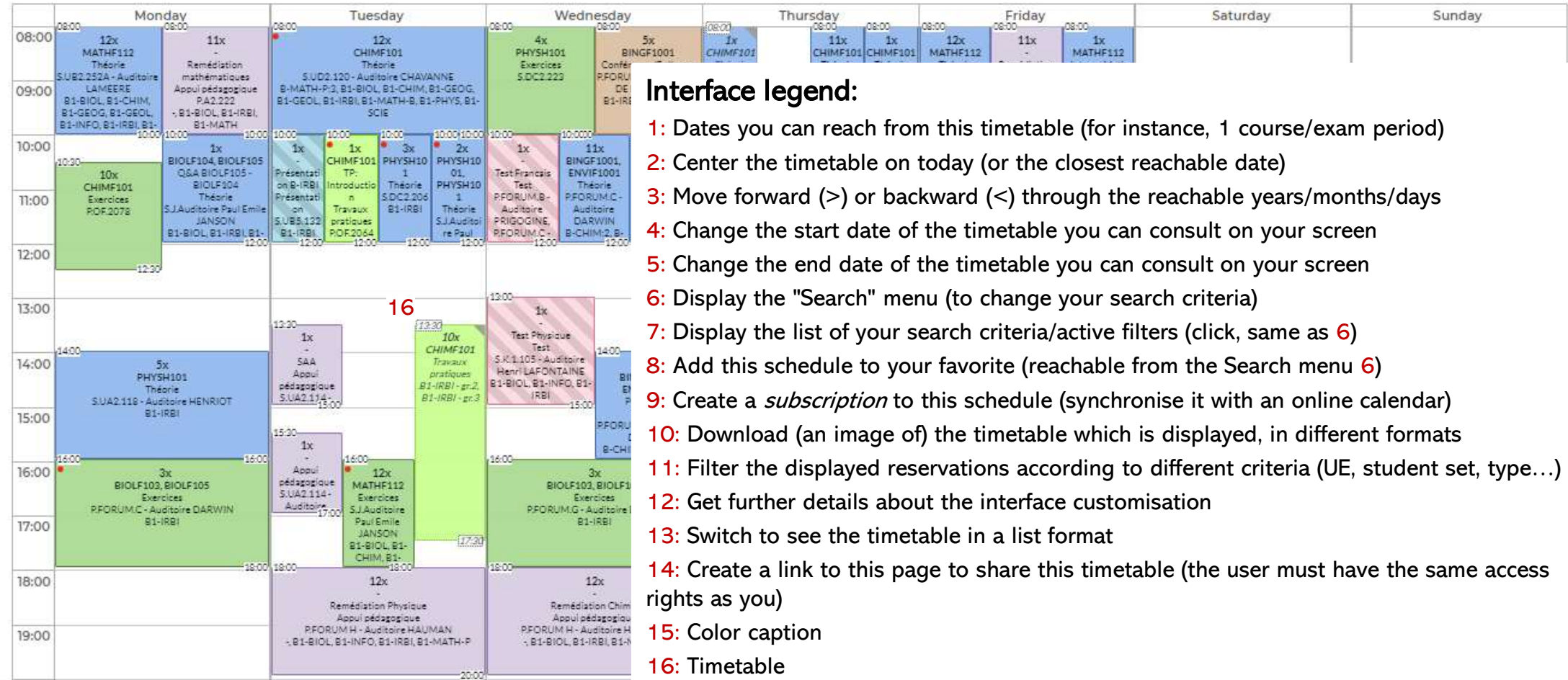


# HORAIRES ULB (SCHEDULE PAGES)

Advanced tutorial 1:  
 Customise your schedule.

1 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

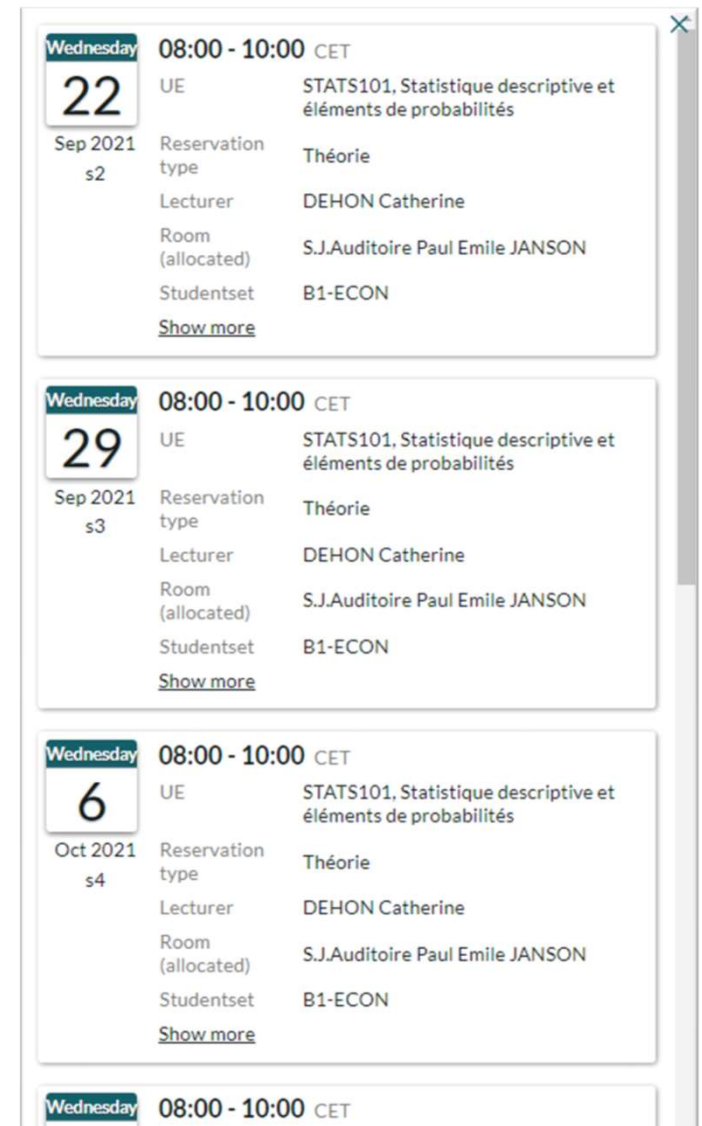
## What do the timetable cells include?

- The start date of the activity, in the top left-hand corner
- The end date of the activity, in the bottom right-hand corner
- The number of repeating reservations at this specific timeslot with the same features... on the period displayed in the timetable.
  - **Warning:** if only the first 6 weeks of the Q1 period are displayed on the screen, for a repeating reservation occurring between week 2 and week 14 (for instance), the number displayed will be 5x.
  - If the 15 weeks included in the Q1 period are displayed, the number displayed for the sheer reservation series between 2 and 14 will be 12x = number of reservations on the displayed period.
- The course code
- The reservation type
- The location (number + name/description)
- The codes of the student sets (levels) connected to this reservation

08:00
10x STATS101 Théorie DEHON Catherine S.J.Auditoire Paul Emile JANSON B1-ECON
10:00

## When you click on a cell...

- A pop-up opens with the following additional details:
  - The date and week of each occurrence of the reservation
  - The entire name of the UE
  - The potential public communication to students, url, etc.



Wednesday	22	08:00 - 10:00 CET	UE	STATS101, Statistique descriptive et éléments de probabilités
Sep 2021	s2	Reservation type	Théorie	
		Lecturer	DEHON Catherine	
		Room (allocated)	S.J.Auditoire Paul Emile JANSON	
		Studentset	B1-ECON	
		<a href="#">Show more</a>		
Wednesday	29	08:00 - 10:00 CET	UE	STATS101, Statistique descriptive et éléments de probabilités
Sep 2021	s3	Reservation type	Théorie	
		Lecturer	DEHON Catherine	
		Room (allocated)	S.J.Auditoire Paul Emile JANSON	
		Studentset	B1-ECON	
		<a href="#">Show more</a>		
Wednesday	6	08:00 - 10:00 CET	UE	STATS101, Statistique descriptive et éléments de probabilités
Oct 2021	s4	Reservation type	Théorie	
		Lecturer	DEHON Catherine	
		Room (allocated)	S.J.Auditoire Paul Emile JANSON	
		Studentset	B1-ECON	
		<a href="#">Show more</a>		
Wednesday		08:00 - 10:00 CET		

## The « Customize » menu (12)

### Tab Layout 1

- General page layout – The first two choices are the most useful ones:
  - Date view: display a different timetable every week. Each column is a unique date
  - Weekday view: display all the schedules in the same timetable, gathering in the same cell all the reservations which repeat on several weeks. One click in a cell displays all the unique dates of each reservation in a pop-up.
- Lined: shows/hides the grid
- One schedule for every searched item:
  - Will display a unique calendar for each element you selected in the « Search » menu
- Row header/column header
  - Enables you to change the type of information included in the row and column headers
  - **Be careful, it totally changes the structure of information that is displayed.**
  - Default settings: Row header = « Hours » / Column header = « Weekday »
- « Show graphical schedule »
  - Enables you to switch between a list or a graphical timetable (same feature as 13)
- Headline
  - Enables you to name your page in case you should want to create a link to the page (14)

### Page

**General page layout** ⓘ

Weekday view ▾

Lined

Show clock ⓘ

One schedule for every searched item ⓘ

**Row header** ⓘ   **Column header** ⓘ

Hours ▾   Weekday ▾

Fit width to screen ⓘ

Row height 60 ▾

Column width 130 ▾

Reset column size

**Re-arrange reservations** ⓘ

Default ▾

**Max number of columns** ⓘ

Off ▾

Show graphical schedule

**Headline**

[Change headline](#)

## The « Customize » menu

### Tab Layout 2

#### Time

- Weekdays range: enables you to display Saturdays and Sundays or not
- Expand to full weeks: « cuts » or doesn't cut the weeks if you display a start date (4) which is not a Monday (**strongly advised to keep it ticked**)
- Time frame: defines the time frame to display on screen

#### Time format

- **Beta features. Can lead to some unexpected behavior (pending bug)**

### Time

**Weekdays range** ⓘ

Monday - Sunday ▼

Show Saturday & Sunday if there are reservations

Show only reservations within the weekdays

Expand to full weeks ⓘ

**Time frame** ⓘ

Begin time 08:00 ▼

End time 24:00 ▼

Expand calendar timeframe to show all reservations.

Only show reservations within the start and end times

### Time format

**Date** ⓘ

Short: 31/8 (d/m)

Long: 31/08/2021 (d/m/yyyy)

**Weekday** ⓘ

Short: Mon, Tue, Wed, Thu, Fri

Long: Monday, Tuesday, Wednesday, Thursday, Friday

**Hours** ⓘ

Short: 14 (h)

Long: 14:59 (hh:mm)



## The « Customize » menu

### Tab Reservations

#### Color:

- Enables you to choose amongst different types of color schemes (by default: by reservation type)

#### Content:

- Visible information: Enables you to choose the order and information displayed in the cells
- Show additional reservations and ReservationInfo are not present in this view

#### Style:

- Text layout: defines if the multiple values will be displayed on a single line (back to back) or if a line can only admit one value (in the timetable cells)

### Style

**Text layout**  
One type per line

**Text alignment**  
 Left align  
 Center align

**Font size**  
Increase fontsize  
Decrease fontsize  
Normal fontsize

### Color

**Color by**  
Standard (TimeEdit green)

Highlight special reservations  
 Show color legend

**Color on objects**

### Content

**Visible information**  
Drag and drop to reorder  
 Course: UE  
 Info  
 Reservation type: Name  
 Salle  
 Level: Name  
Reset

**Show additional reservations**  
 My reservations  
 Cancelled reservations

**ReservationInfo**  
 Include searched object  
 Show week number  
 Show time  
 Short: 14 (h)  
 Long: 14:59 (hh:mm)



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

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