GUIDE FOR NEW ACADEMIC MEMBERS – BAPS
SOLVAY BRUSSELS SCHOOL

YOUR FIRST STEPS

ULB ID CARD: YOUR IDENTITY DOCUMENT

Each ULB staff member receives an ID card upon hiring (provided that a photo ID is sent to the HR department). This multi-purpose card confirms your membership to the academic community and serves several purposes:

- access to the parking facilities (cars and bicycles) and, upon approval by the head of department, access to buildings equipped with security doors;
- access to the reading rooms and to the Internet hotspots of the libraries.

This card also allows you to benefit from:

- a price discount at university restaurants;
- discounts and benefits from various businesses;
- preferential tariffs for a series of cultural activities (more information on the ULB culture website).

Should you have any questions or require additional information on this matter, please contact:

Olivia Haes - HR department

02 650 25.60

bap.solvay@ulb.ac.be

YOUR NETID AND YOUR ULB EMAIL ADDRESS

The activation of your NetID is crucial if you want to benefit from the services offered on the different platforms and to communicate with your students. To activate your NetID, please fill out the following form: https://idsapp.ulb.ac.be/pam/pamsignup.php?language=en *(you will need your enrolment number which appears on your employment contract).*

All professors with a formal appointment at the Université Libre de Bruxelles should select "staff" while visiting professors without a formal appointment should select "external visitor".

Welcome to PAM,
your Personal Account Manager

Vrije
Universiteit
Brussel

ULB

Request for the activation of a network identity (NetID)

Please fill in your administrative data to activate your NetID and e-mail address at the university.

Institution	ULB	
Category	Staff	
Enrollment number		Numéro de matricule, Studentennummer, Rolnummer, Stamnummer
PIN-code/Numéro de lecteur		PIN-code/Numéro de lecteur is ONLY for Students of VUB and ULB and SOMT, ERASME personnel and external visitors. ULB students: Numéro de lecteur (this number can be found on the studentcard) Erasme personnel: PIN-code = Numéro de carte magnetique
Date of birth		form: dd mm yyyy ; example 25 01 1966 = 25 January 1966
	Continue	

Nederlands - English - Français

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helpdesk@vub.ac.be

Your email address will be created as soon as your NetID is activated. You can then access your emails at https://exchange.ulb.ac.be/owa/ using your NetID and password.

After activating your NetID, you will have the opportunity to create an alias for your email address (of the type Surname.Firstname@ulb.ac.be). All emails sent to this alias will directly be forwarded to your inbox.

You also have the possibility to download a mail processing software on different platforms (Outlook 2007/2010, Mac Mail, iPhone, Android)

MICROSOFT OFFICE 365

Members of the academic staff have access to an Office 365 license. You can download the Microsoft Office 365 Suite from https://portal.office.com/ . You can connect by using your NetID followed by the extension @ulb.ac.be. You will then be invited to install the different programs on your computer or to use the online Office services.

More information about your Microsoft office 365 licence here.

PORTAL FOR ULB STAFF MEMBERS

On this portal, you will find administrative documents such as salary slips, tax statements as well as links towards the academic calendar and news from the university. You can access it at the following address, using your NetID: https://www.ulb.ac.be/portailperso/index.html.

MONULB: YOUR ENTRY POINT TO ALL PLATFORMS AND SERVICES

The mon-ULB platform (monulb.ulb.ac.be) is your main entry point to most platforms and services at ULB. You will need your NetID and password to log in. The **welcome page** contains various

faculty and course announcements. The **"My Apps"** tab gathers all your course and administrative platforms connected to your teaching and, possibly, administrative responsibilities. The key teaching platforms are described in details below. The **"Official documents"** tab contains a series of important official Faculty documents, including guidelines for master theses, internal faculty regulations, resources for plagiarism, etc. The **"My Services"** tab contains general information about life on campus.
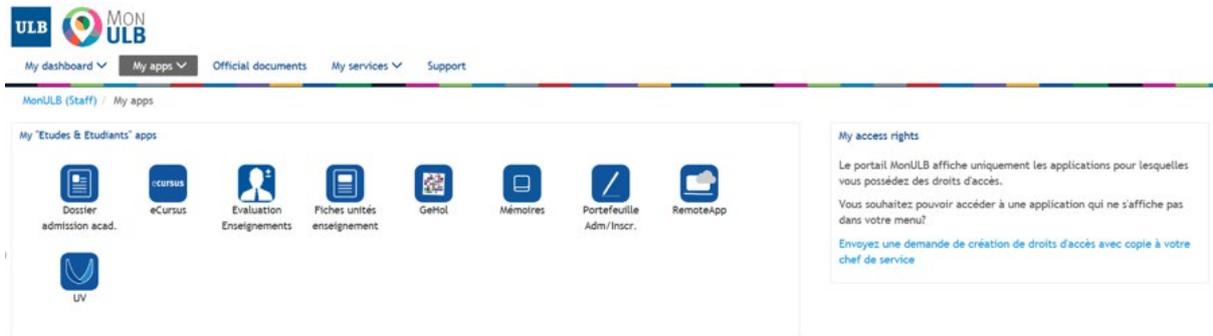
KEY TEACHING PLATFORMS (ALSO ACCESSIBLE VIA MON-ULB)

UNIVERSITÉ VIRTUELLE (MOODLE)

Université Virtuelle is the official ULB course platform, which you can access using your NetID and password. A webpage is initialized by default for all your courses. You can customize it by creating different sections and posting your course material. The platform has different functionalities including message boards, emails to students, forums, online evaluations, the publication of grade details to students.

Tutorials are available at https://uv.ulb.ac.be/login2/tuto-faq/tuto.html

Individualized support or training sessions are available.

 Please contact Joëlle Dequesne:

joelle.dequesne@ulb.ac.be

GEHOL – CONSULT THE COURSES SCHEDULE

GeHol is the online course schedule platform for ULB and a primary source of information for students. Information about course schedules, practice sessions, exams, and other information sessions are posted there. You can access your own or a colleague's teaching schedule by selecting the "Teacher Timetable" or "Course Timetable" tab in the menu (log in using your NetID to view classroom information).

To change the schedule of your course (cancel a session / add a session, ...), contact the scheduling office at Horaires.philoscsoc-sbsem@ulb.ac.be

ECURSUS

eCursus is the administrative course platform of ULB. It allows you to see who is **officially registered** in your course, send them an email, and input the final grades for your course. To see your list of officially registered students, choose the tab "courses", then "registrations and marks". All SBSEM courses will appear. You can view the names of all officially registered students by clicking on the name of your course or by clicking on the Excel icon.

There are two ways to input your students' final grades:

1) Click on your course title so that the list of the registered students appears. You can then input each student's grade using the drop down menu. Once this is done, click on the "save" button on the top left corner of your screen.

2) Alternatively, you can download the Excel spreadsheet of the students registered in your course, fill in the grades on your computer and then import the file using the tab "import marks".

Publication of the grades means that each student will see his/her individual grade. Editing and publishing are two separated actions on e-Cursus. They allow you to decide the best time to share the grades with the students.

- The sign ✔ indicates the grade is published (the student can see his/her grade).
- The sign 👁 indicates that there are still grades left for publishing.
- The sign ✗ allows you to cancel a recent publication.

Note that students often ask to know the make-up of their final grades (if there were multiple dimensions to their assessment) or have a sense of where they stand in the class. The Université Virtuelle platform allows you to do this while preserving students' anonymity.

For more information on the e-Cursus platform, please refer to the complete guide:
https://monulb.ulb.be/documents/15172/396778/eCursus_encodagenotes_admin.pdf/

COURSE DESCRIPTION

When appointed to a course, you will usually have been told its teaching objectives and the program(s) to which it belongs. The next step is to fill in the online course description for your course, which you can do using eCursus under MyApps on mon-ulb platform. Under the "cours" menu, you choose the "Inscriptions et notes" tab. After having specified the academic year and your course mnemonic, you will access different information about the course. Among those information, you can choose the course description. When you open it, you will have an editing button in the upper left corner.

The course description is essential for both teachers and students. It makes it possible to specify learning objectives, content, educational activities as well as evaluation terms.

Different entries of the course description cannot be changed. In the event of an error regarding those entries, contact the pedagogical support (Bureau d'Appui Pédagogoqie - bap.solvay@ulb.ac.be).

Note that the online course description is available in French and in English. Make sure you fill in the online description that corresponds to the teaching language you use and simply add a note on the other language version to refer to that one.

If you require assistance, contact the pedagogical support (Bureau d'Appui Pédagogoqie - bap.solvay@ulb.ac.be

COURSE PLATFORM

ULB recommends that professors use the Université Virtuelle platform to post information about their courses and online interactions with students, though some professors prefer to post their material on their own webpage.

TEACHING SUPPORT

Courses with practice sessions as well as courses with a high number of participants can benefit from the support of teaching assistants. The allocation of teaching assistants to courses is done on a yearly basis at the Faculty level. Contact the contact the pedagogical support (Bureau d'Appui Pédagogoqie - bap.solvay@ulb.ac.be) if you have any question about teaching support.

EVALUATION CRITERIA

It is up to individual faculty to decide on the appropriate evaluation criteria for their course, given their teaching objectives and the goals of the programme to which the course belongs. Final grades can be made up from different activities (participation, group work, midterm, final exam, ...) as

long as they are clearly described to students on the online course description. The passing grade is 10/20.

ORGANISATION OF EXAMS

An exam time has been preassigned to you at the beginning of the semester. You can check it on the GeHol platform. If this time is not convenient, contact the scheduling office mailto:Horaires.philoscsoc-sbsem@ulb.ac.be asap

All teachers are required to oversee personally the exam of their course. Additional supervision help can be provided by the Faculty on request (Dean-Office-SBS-EM@ulb.ac.be).

Students should always bring their identity card as well as their student ID with them. Otherwise, you can deny them access to the examination room. Moreover, it is strictly forbidden to bring any device (calculator, cell phone,..), even switched-off, to a written or an oral exam. In case of fraud during an exam, please consult the Vice Dean for Student Affairs for advice on the appropriate sanction. Finally, please note that students will no longer be allowed in the examination room once the exam has started. A document gathering all the rules can be found at https://www.ulb.ac.be/ulb/greffe/documents/reglements-examens-jurys.html

Regarding reproduction of exam questionnaires, you can use the copier that is located in H building (H.3.237). Also, you have access to "feuilles ministres" which are special sheets that can be used for student's answers. There are available at the "Horaires" office in H building (H.3.165).

FEEDBACK TO STUDENTS

Students have the right to examine their graded exam to understand where they lost points and check whether the final grade was correctly computed. Such "visite des copies" should be organized asap after the exam results are published and before the deliberation. You can announce the time and location to students through your course platform or via the scheduling office Horaires.philoscsoc-sbsem@ulb.ac.be

Note that allowing students to examine their graded exam should not end with students questioning the way the teacher has assigned grades. It is in no way an opportunity for students to negotiate their grades.

SUPERVISING MASTER THESIS (MÉMOIRES)

All Master students must write a master thesis as part of their degree requirements. Different formats are possible (monograph, research paper, case study, business project). A description of each format and their evaluation criteria is available under the "Official documents" of mon-ulb platform.

Students are expected to find a supervisor for their thesis by early March of their first year. Full-time professors are expected to supervise around 7 theses each year. Part-time faculty members are expected to supervise 1 to 3 theses. To help matching students and faculty based on interest and expertise, faculty members are invited to propose topics on the "Mémoires" platform, accessible through the "My apps" tab of mon-ulb platform. You can retrieve a login by clicking on "Demandez vos codes d'accès" on the platform's homepage.

Once logged in, you can propose topics or themes ("manage my proposals of topics and themes") and visualize your list of accepted topics – as a director or as a referee ("manage the dissertations").
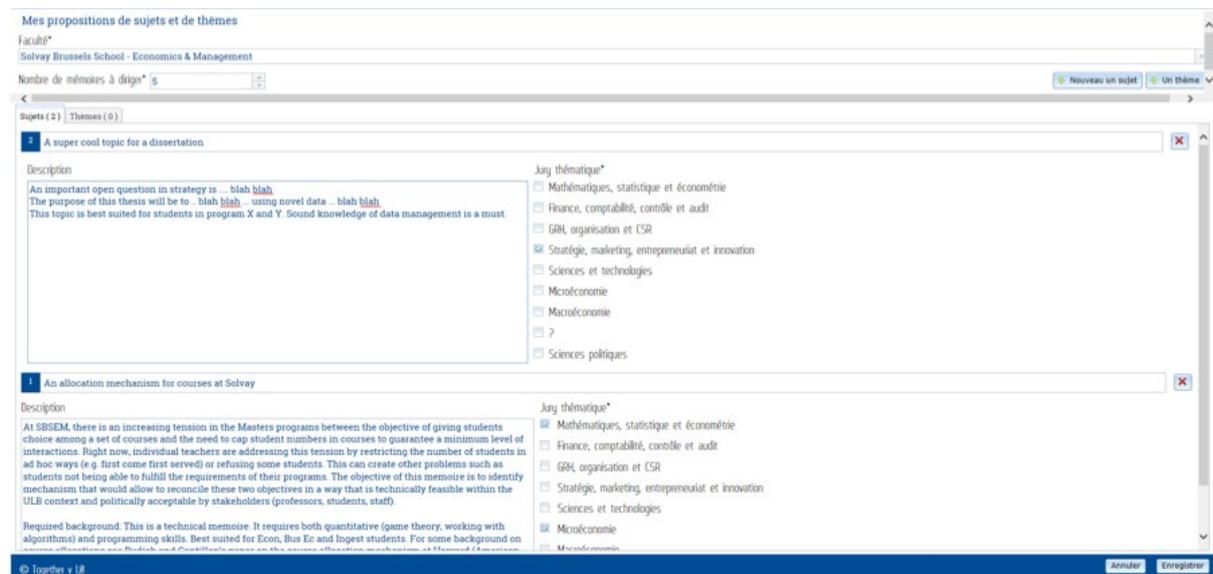
Once you have informally accepted a student, that student will need to register the topic and your name on the "Mémoires" platform, which will then automatically generate an email to you to (1) confirm your acceptance, and (2) propose the name of a referee (drop down menu).

At the end of their master, students can select to defend their theses orally or have only the written version evaluated.

Should you have any question about a dissertation that will not be defended, for instance because after reading it you have doubts about whether it was indeed written by the student, then you have a right to ask to meet the student and wait until you have done so to grade the dissertation.

LOGISTICS OF TEACHING

BOOKING A CLASSROOM

In principle, you will have already been in touch with the scheduling office for booking your classroom for your course. If you need to cancel a class, reschedule a class, book another room, ... please contact them at Horaires.philoscsoc-sbsem@ulb.ac.be . Information on GeHol will be automatically updated.

To book one of the groundfloor classrooms or a meeting room in the R42 building, you should contact Bruno van Weyenbergh (email: bruno.van.weyenbergh@solvay.edu - tel: 02/650.65.31) and let the scheduling office know about it so that they can update the information on GeHol.

GETTING ACCESS TO YOUR CLASSROOM

Your classroom should be open when you come to teach. If, by accident it is not, dial 2222 on one of the phones located in the hallways. You will be asked to provide your name, faculty and the mnemonic associated with your course.

CLASSROOM EQUIPMENT

All classrooms are typically equipped with a board and chalks, a projector with the plugin cable (VGA), a DVD player, sound equipment for wireless microphones, podcast equipment and cameras. Several classrooms are equipped with a "microphone-drawer" containing a lapel microphone and a hand microphone (which might be of use for a second speaker or for a Q&A session). Your ULB ID card allows you to open the drawer.

You can consult the following link to get information on the specific equipment of the different classrooms (you need to click on the building)
http://cte.ulb.ac.be/index.php/presentation/reservation-de-salles/34-cellule/cell-av/183-liste-des-salles

If you need to use a microphone in a classroom that is not equipped with such device, you can borrow a microphone for the entire year or for a semester by asking the Cellule Auditoires (http://cte.ulb.ac.be/ ; ground floor of the NB building).

In case some equipment is missing or defective in your classroom, you can **call the Cellule Auditoires at 3277 or 4024**. They also have mobile audiovisual equipment such as projectors, DVD players, recorders, screens that you can borrow.

You can always access the service during opening hours (9-11 am and 3-5 pm) or by appointment (email: auditoires@ulb.ac.be - tel 02/650 40 24).

UNIVERSITY BOOKSTORE / CUORSE PACKS (PUB)

The Presse Universitaire de Bruxelles (PUB) is the university bookstore. They also provide printing service for course packs and course notes.

If you want to use or recommend books to your students or if you want to print course packs for your course, please use the forms available on the PUB website http://www.ulb.ac.be/pub/editioncoursPROF.html .

UNIVERSITY LIBRARY

The main library for economics and management is located on the fifth floor of the Humanities Library on the Solbosch campus (building NB). The library has a good collection of books in economics and management as well subscriptions to various electronic resources through the Electronic Economics Library (www.bibeco.ulb.ac.be). You can direct students towards this electronic library to obtain information resources in economics, finance, management, marketing & statistics. The economics and management library also offers documentary research initiation.

You can ask the library to put the key references for your course under reserve or to buy books or other useful resources. The contact person for SBS-EM, for instance if you want to suggest a new electronic resource (database, ebook, website,..), is Jacques Hellemans (jhellema@ulb.ac.be) . Purchase applications for books and periodicals can be submitted via Acoué (ACquisition d'OUvrage via demande Electronique http://acoue.ulb.ac.be) and will be processed by the acquisition service of the libraries.

Credits can be allocated to new teachers or to new teaching activities. Requests are examined twice a year by the Conseil de l'information documentaire and calls for requests are sent through faculties. For more information, please refer to http://www.bib.ulb.ac.be/fr/departements/acquisitions/comment-commander- un-livre-ou-un-periodique/index.html

TEACHING RESSOURCES

THE SOLVAY TEACHING AND LEARNING CENTER (BUREAU D'APPUI PÉDAGOGIQUE SOLVAY)

The mission of the Solvay Teaching and Learning Center is to support faculty members and teaching assistants in their teaching missions and foster teaching and curriculum innovations. Specifically, it offers the following services:

- Teacher training and development
- Teaching advice
- Support and follow-up of teaching assessment
- Promotion and development of teaching innovations (MOOCS, flipped classrooms, …)

If you want to benefit from these services, please contact bap.solvay@ulb.ac.be

WOOCLAP: BOOSTING CLASS INTERACTIONS

Wooclap is a tool that helps you engage your audience and boosts interactivity through live Q&A, voting systems and ratings. Your audience participates with their smartphones, tablets or laptops via the internet. People may also participate by SMS. You can view the results in real-time on your screen and you may also display them on a projector like you do with a presentation.

The university has subscribed to a premium account for all members of the academic staff and several Solvay professors already use this application. To activate your Wooclap account under the ULB license:

1) Register with your ULB email address.
2) Under your profile tab, select the "Redeam company code" option and mention "ULB" as the company code.

If you require assistance, contact the pedagogical support (Bureau d'Appui Pédagogoqie - bap.solvay@ulb.ac.be).

PODCASTS

If you want to podcast your teaching sessions (live or deferred) or record short video clips, the ULB Podcast team can help you, without requiring any prior knowledge. For more information on these services, please consult www.podcast.ulb.ac.be or directly contact the team at podcast@ulb.ac.be .

MCQ DIRECT: GRADING VIA ELECTRONIC MULTIPLE-CHOICE EXERCISES

The Cellule PRAC-TICE provides academics with an automated grading system for multiple choice questions (MCQ).

This system allows you to:

- create MCQ questionnaires while generating answer sheets (nominal or anonymous)
- automatically generate different versions of your questionnaire
- automatically grade students' copies
- automatically generate results file with the different versions of your questionnaire
- generate statistics and graphs on your students' results

Staff members of PRAC-TICE can go with you through the different steps of the process from drafting to grading. Should you need any further information, please contact: Liberat.Ntibashirakandi@ulb.ac.be

COMPILATIO: PLAGIARISM DETECTION SOFTWARE

ULB has a subscription to a plagiarism detection software service. Documents can be uploaded directly in the software or they can also be sent via email. The software will provide you with a report identifying the proportion of the document which can be considered as original, the sources that present similarities with the submitted document and highlighted excerpts of similar texts.

As a faculty member you can register to the service at: http://www.compilatio.net/inscription/fps26

HARVARD CASE STUDIES

Solvay has a premium subscription to the case series of Harvard Business School Publishing. To benefit from this subscription, please create an Educator account connected to the Faculty (Universite Libre de Bruxelles - Solvay Brussels) via the website https://cb.hbsp.harvard.edu .

Once logged in, you can use the search field to find a case that is of interest to you. If you face any difficulty at this stage or if you do not find a case that satisfies your learning objectives, do not hesitate to send an email to bap.solvay@ulb.ac.be for help.

At the time you find a case, you can download the educator copy as well as the teaching note to get an insight on the content. You can then add the case study to a collection by clicking on "ADD TO COLLECTION". You can either add it to an existing collection or create a new one.

When the collection is created, you still need to share it with the BAP in order to get the downloading link for your students. When doing so, please select "share"and enter the following email address: bap.solvay@ulb.ac.be .

Finally, please send an email to bap.solvay@ulb.ac.be to confirm your order and to specify the course name, the course code ("mnémonique"), the number of registered students and the program. You will then receive an email with a link that will allow you to download a case study that can freely be used in your course.

COURSE EVALUATIONS

Students are asked to evaluate their teachers twice a year, at the end of the semester. Students assess different aspects of the course: its organisation, the quality of the lectures and sections (if any), the workload, the quality of the assessment of learning outcomes and the individual performance of instructors. Your course evaluation will be available around March (for Q1 courses) and November (for Q2 courses) through the monulb platform under the "My Apps" tab. The evaluations provide summary statistics of the students' evaluations, together with the comments and an overall evaluation of the Teaching Evaluation Commission. The pedagogical support staff is available to help you interpret your evaluations and devise ways to improve them.