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Developed for SEFCE by Dr P.M. Sammon and the University of Edinburgh, Division of Learning, Teaching and Web Services.

Dip a toe
into



A Beginner's Guide



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Contents

This guide will show you how to:

- Register and activate your TuBS account.
- Personalise your details.
- Edit your details and change your password.
- Log out.

Other guides are available which will show you how to:

- Register on an event and receive evidence of attendance.
- Create events for others to attend and how to facilitate these.

Introduction

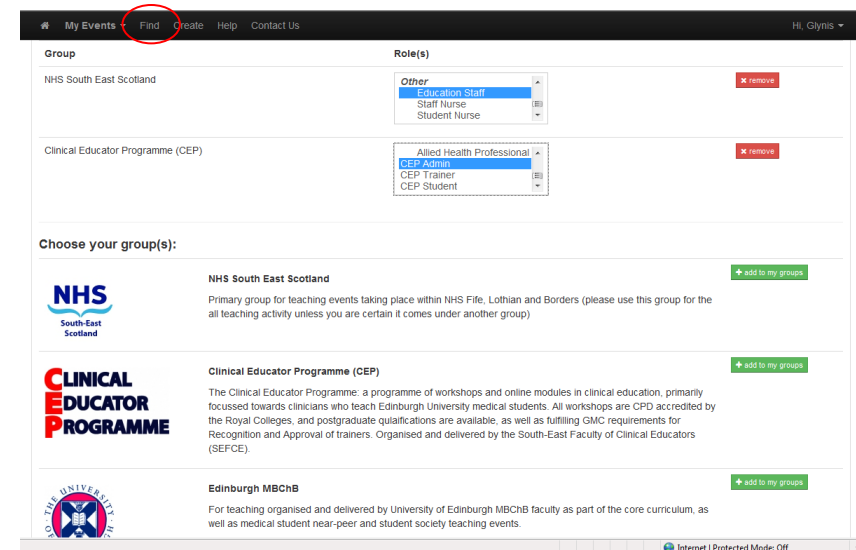
TuBS is the tutorial booking system developed by Dr Peter Sammon and the University of Edinburgh, Learning Technology Section with funding from South East Faculty of Clinical Educators.

It is used by the NHS in Fife, Lothian and the Borders to ensure that medical students, trainees and clinicians have an accurate record of teaching attended and that they are able to provide evidence of their participation.

Evidence of facilitation of events is also provided, as well as a record of the feedback received from participants.

It enables events to be organised and promoted widely throughout and across organisations, allowing participants a greater choice in the educational events they can attend.

The ability to have a comprehensive record of all professional development undertaken, in one place and readily accessible, has proved to be a valued time-saving asset to users.

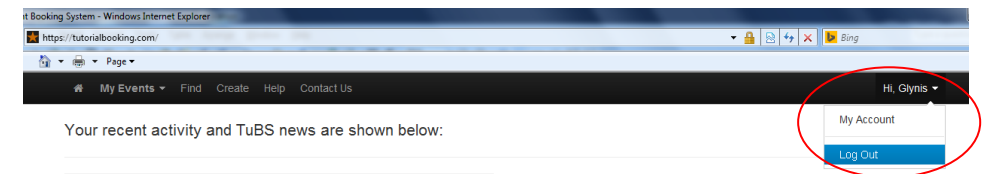


This will produce a list of all events which are relevant to your group(s) and role. From this list you can select and register to attend any events which are of interest to you.

Further details on attending events can be found in the Attendees Guide.

Logging out

When you are finished using TuBS log out by clicking the small down arrow beside “Hi [Your Name]” and selecting Log Out.



You can then close down your window or browser session.

The My Groups tab allows you to change both your group and your role within that group.

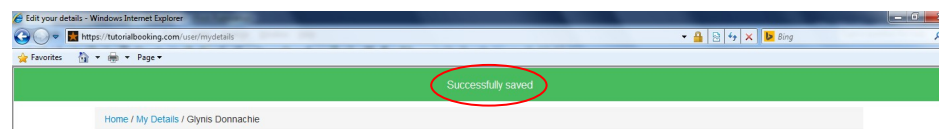
Your current role will be highlighted in blue.

To change your role within a group scroll down the list and select another option.

Click to remove yourself from a group.

Use these buttons to add yourself to a new group.

When you make a change to your group membership a small green bar will display briefly to confirm that the changes have been saved.



You will now be able to view and register to attend events which are relevant to your choices.

To do this click on **Find** in the main menu bar.

Register and activate your account

Before using TuBS, you must register and activate your account.

Go to Website <https://tutorialbooking.com/>

Complete the 5 fields in the right hand pane.

Welcome to TuBS (Tutorial Booking System), a web-based tool to:

- facilitate organizing and advertising of teaching events
- provide lasting evidence of participation in teaching events
- manage feedback on the quality of teaching events

TuBS is an obvious step forward in an age of internet-enabled devices and user-led networks, and a simple solution to the increasing need for evidencing teaching and learning experience.

If you have any issues or feedback please [Contact Us](#)

Register for TuBS

Email

First Name

Last Name

Password

Confirm Password

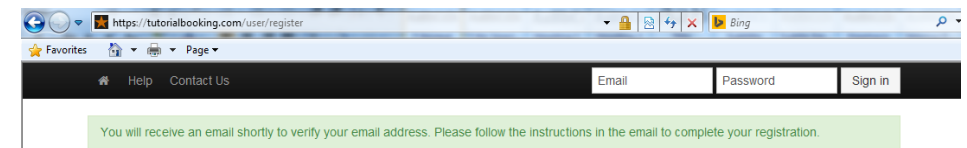
Register Cancel

Make sure you use your main work or academic email address. This should be the address you use every time you log in to TuBS.

Ensure your password is the same in both boxes.

Click Register once all the fields are completed.

After a short pause you will receive a confirmation message.



This will be followed by a message to the email address you used to register on TuBS.

Thank you for registering for the TuBS website.

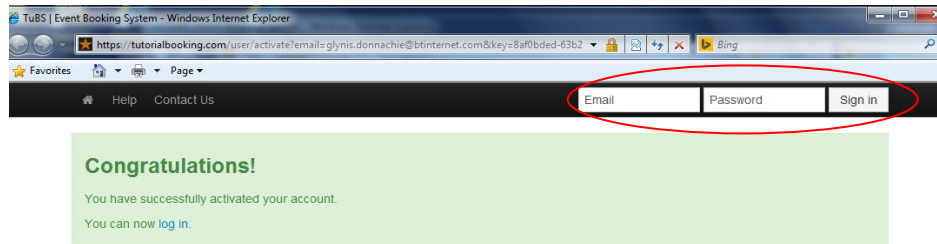
To complete your registration please click on the link below.

[Click here to activate your account](#)

Clicking on this link will open a new session on the TuBS website.

If you have any problems please contact the TuBS at tubs@mlist.ed.ac.uk

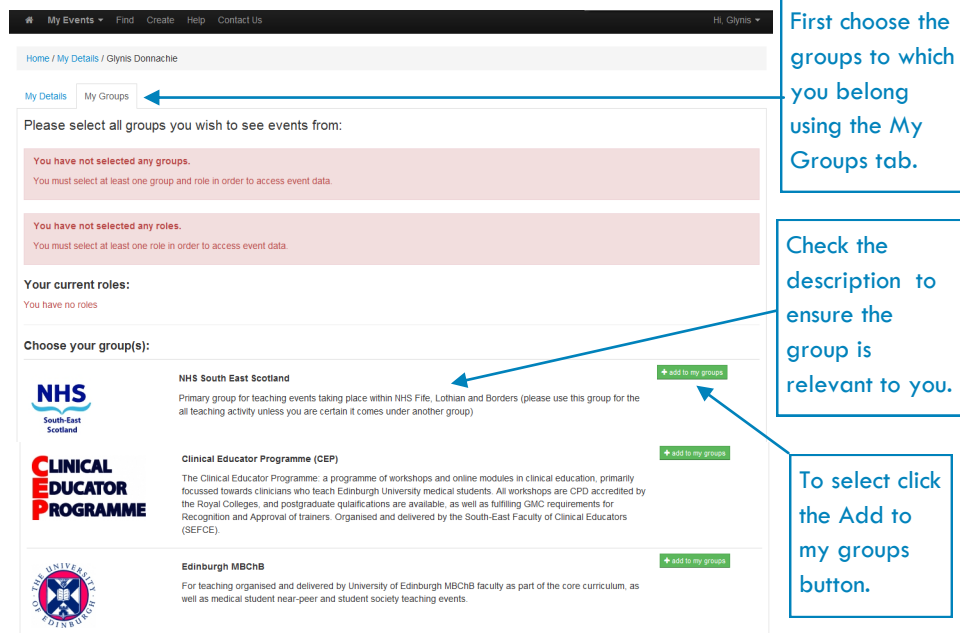
Once your account is activated you will be able to log in by entering your email address and password then clicking sign in.



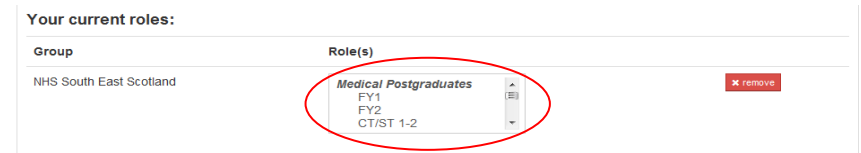
Personalise your details

You can now personalise your TuBS account. This is important as events are filtered by group (organisation) and role, take care that you choose these correctly and keep your details up to date.

If you have logged in from the activation email you will be taken straight to your account information. Otherwise click the small down arrow beside “Hi [Your Name]” and select My Account as shown opposite.



You will then be able to select your role within your chosen group from the drop down menu. Once selected it will be highlighted in blue.



If you have more than one role choose only your primary role in each group.

If appropriate you can choose more than one group and your position within each.

Edit your details and change your password

Your details can be accessed at any time by clicking the small down arrow beside “Hi [Your Name]” and selecting My Account



Two tabs become available to you. The My Details tab shows the basic information you provided when you registered.

