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Nova Scotia Student Information System

Nova Scotia Public Education System

Additional Programming Documents
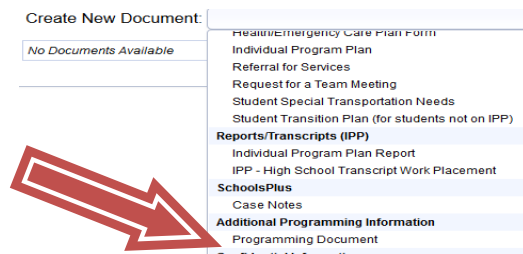
TIENET Quick Reference Guide

Revision Date:
July 7, 2013

The information related to the student's program planning and student services are created and managed in TIENET and uploaded and attached as Programming Documents within Additional Programming Information (details below). This would include student programming information like a FAIS, strengths and challenges worksheet, reports, parental consent forms, correspondence to and from the board and outside service providers, etc.

The **Additional Programming Information** section allows additional documents related to student programming to be uploaded. Additional Programming documents are attached and grouped by school year. These documents can be uploaded by Classroom Teachers, Resource Teachers and School Administrators, and viewed by anyone who has access to the student's TIENET information and documents.

- Go to a student's Document Library

- From the drop-down menu choose **Programming Document** under the Additional Programming Information section and click **Go**.


- Note that the **For Year** field defaults to the current year, change this if required. In the **User Comment** field, type the name of the document being attached. Click the **Select** button to find the document and the **Upload File** button once it is selected.

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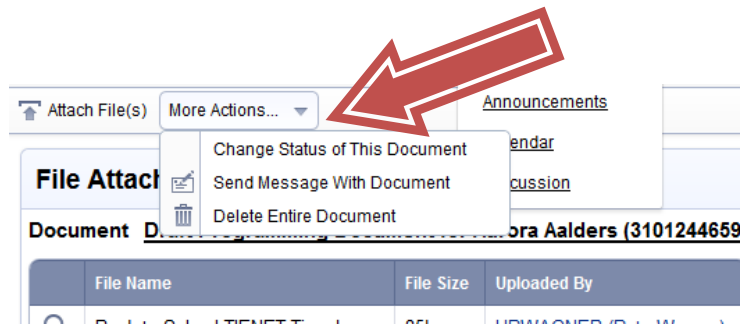
- Once the file is uploaded, set the document to **Final** so that it is secure and cannot be changed. Click on the **More Actions** link at the top of the page.

- Click on **Change Status of This Document** to **Final**.

- Confirm this change by clicking **Accept.**

OPTIONAL: Beside **Send a Notification Message To**, click Staff User ID, then search for and choose the staff member you want to send notification to and click **Accept.**

As shown below, in the student's document library, the Additional Programming Document(s) uploaded is/are now part of the student's document library. Documents can be viewed after clicking on the attached document and downloading the file.