



Nova Scotia Student Information System

Nova Scotia Public Education System

Bulk Printing Documents

Quick Reference Guide

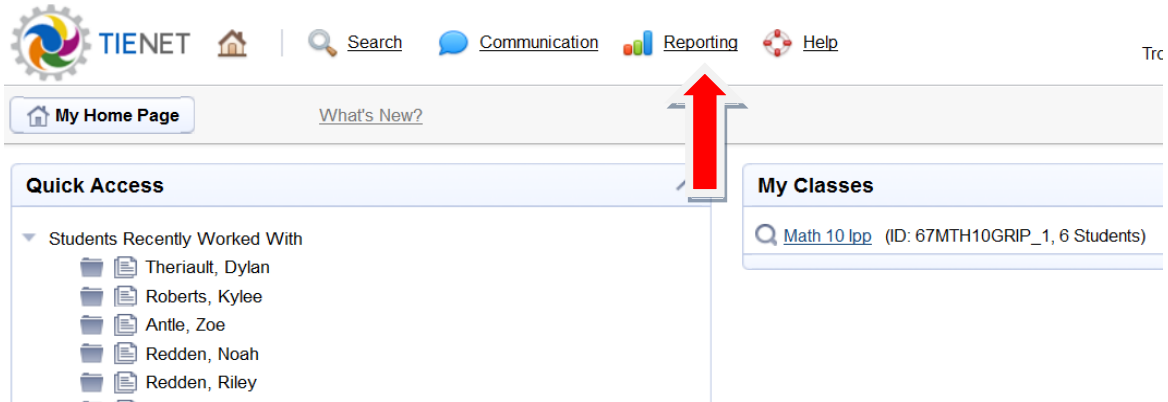
Revision Date:
July 8, 2013

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1 CREATE A STANDARD DOCUMENT REPORT

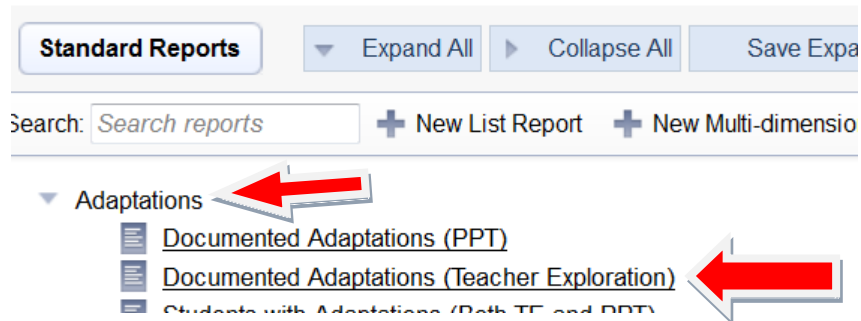
To print one or more documents in TIENET, users are required to create a **Standard Report** based on the document they wish to print in batches. Under **Reporting** click on **Standard Reports** to access the report menu.



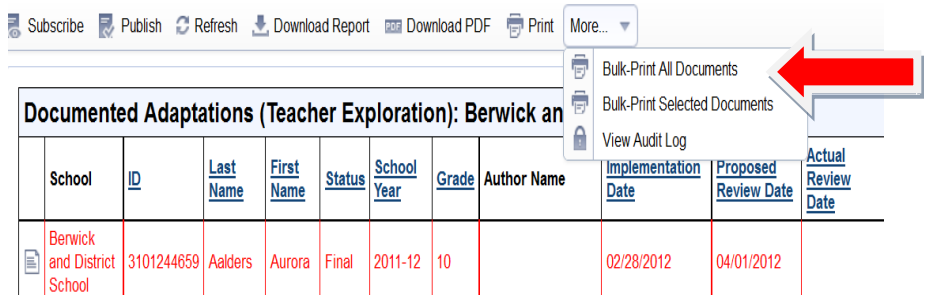
1.1 STANDARD REPORTS – BULK PRINTING

For this example we will use the Adaptations – Teacher Exploration document.

- Click on **Adaptations** in the **Report** menu.
- Choose the documents you want to bulk print, in this case **Document Adaptations (Teacher Exploration)**.



- Once the report is open click **More...** and select **Bulk – Print All Documents** or **Bulk-Print Selected Documents**



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- **Bulk-Print Selected Documents**
Requires you to specifically select the documents you wish to bulk print and then click the “Bulk-Print Student Documents Checked Below...” button.

<input type="checkbox"/>	School	ID	Last Name	First Name	Status	School Year	Grade	Author Name	Implementation Date	Proposed Review Date	Actual Review Date	Last Modified On	Current IPP?
<input checked="" type="checkbox"/>	Berwick and District School	3101244659	Aalders	Aurora	Final	2011-12	10		02/28/2012	04/01/2012		05/01/2012, 11:10 AM	No
<input type="checkbox"/>	Berwick and District School	3101244659	Aalders	Aurora	Draft	2011-12	10		05/23/2012	05/16/2012		03/22/2013, 10:50 AM	No
<input checked="" type="checkbox"/>	Berwick and District School	3101244659	Aalders	Aurora	Draft	2012-13	10		03/21/2013	03/22/2013	05/31/2013	05/31/2013, 04:08 PM	No
<input checked="" type="checkbox"/>	Berwick and District School	3100420698	Aalders	Bailey	Draft	2011-12	09	Reale,Thomas	05/02/2012	05/08/2012		05/04/2012, 08:54 AM	Yes
<input type="checkbox"/>	Berwick and District School	3100420698	Aalders	Bailey	Draft	2011-12	09	Reale,Thomas	05/25/2012			05/25/2012, 03:40 PM	Yes
<input type="checkbox"/>	Berwick and District School	3100420698	Aalders	Bailey	Draft	2012-13	09		05/23/2013	05/24/2013		05/23/2013, 09:23 AM	Yes

6 Documents

- On the **Bulk Print Setup** page you will have to complete print options. These fields vary depending on whether you are printing **All** or a **Selection** of documents.
- **Sections to Print:** Click “Select All”
- **Selection Criteria:** Enter the value **1=1**. (If you want to print by grade level enter **Grade = G04** for all adaptations in grade 4). **Note:** This field is not used when printing a selection of documents.
- **Sort Formula:** Use the default values.
- **Print Method:** Select the paging option that meets your needs.
- Click **OK**

Bulk Print Setup: Documented Adaptations - Teacher Exploration

Sections to Print: **Select All** | Select None

Documented Adaptations

Selection Criteria: Document Selection Formula: **1=1**

Sort Formula: **Profile.School**

Print Method: Print documents one at a time (if you want page numbers to start at #1 for each document)

Print documents in one or more batches sized for your browser (if page numbers are of no concern)

OK **Cancel**

- When you click **OK** you will get a print preview of all the documents with the option to **Print this Document**.

← Back to previous screen | Print this document (Page Setup and Print Preview are available in the 'File' menu.)

Batch #1 of 1

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