



Nova Scotia Student Information System

Nova Scotia Public Education System

Caseloads – TIENET User Guide

Quick Reference Guide

Revision Date:
July 8, 2013

Contents

1 Adding Students to a Caseload3

2 Removing Students from a Caseload4

3 Student Caseload Subgroups5

Most user roles in TIENET except Classroom Teachers can create **Student Caseloads**. For Classroom Teachers, the students in their classes are their **Caseload**.

1 ADDING STUDENTS TO A CASELOAD

From the TIENET Home Page:

- Click **Edit** next to **My Students**.

The screenshot shows the 'Quick Access' section with 'Students Recently Worked With' listed. Below that is a 'Messages' section. The 'My Students' section is highlighted, and a red arrow points to the 'Edit' link next to it. Below the 'My Students' header is a table with columns: ID, Last Name, First Name, and Birth Date. The table currently shows 'No students'.

- Click, **Add Students to Standard Caseload**.

The screenshot shows the TIENET navigation bar with 'My Student Caseload' selected. Below the navigation bar, the 'Add Students to Standard Caseload' button is highlighted with a red arrow. Below this is a 'My Student Caseload' section with a table header: ID, Last Name, First Name, Birth Date, Grade, Sex, School, City. The table currently shows 'No Students in Caseload'.

- The **Students Quick Search Form** appears.
- Enter part or all of the student's name in the **Student Quick Search Form**.
- Click **Search**.

Note: Use % to search for all students.

The screenshot shows the 'Students Quick Search Form' with the following fields: ID (text input), Last Name (text input with a '%' character), First Name (text input), School (dropdown menu with '(ID) lookup' link), Birth Date (Between [calendar icon] and [calendar icon] (inclusive)), Grade (dropdown menu with '(N/A)'), and Sex (dropdown menu with '(N/A)'). There are 'Search' and 'Clear' buttons at the bottom right.

- Check off the box/boxes next to the student(s) to be added to the caseload.
- Click on the button **Add Students Marked Below to Standard Caseload**.

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
<input checked="" type="checkbox"/>	(Gibson)	Lois	12/12/1992	10	Female	Horton High School	
<input checked="" type="checkbox"/>	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
<input type="checkbox"/>	Aalders	Bailey	08/22/1997	09	Male	Berwick and District School	Berwick

On the **Home Page**, the student(s) selected are now part of the caseload.

2 REMOVING STUDENTS FROM A CASELOAD

- Click **Edit** next to **My Students**.

Quick Access

- Students Recently Worked With
 - Ashton, Aubrey
 - Aalders, Bailey
 - Aalders, Aurora
 - (Gibson), Lois
 - [Search for Other...](#)
- Help Resources
- Personal Options/Content

Messages: You have no new messages

My Students [Edit](#)

ID	Last Name	First Name	Birth Date
No students			

- Click **Remove Students from Standard Caseload**

[+ Add Students to Standard Caseload](#)
[Remove Students from Standard Caseload](#)

Select Group: (Entire Caseload) [+ New Caseload Group](#)

My Student Caseload (9 students)

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
3100420698	Aalders	Bailey	08/22/1997	09	Male	Berwick and District School	Berwick
3100014095	Aalders	Jacob	06/23/1995	11	Male	Central Kings Rural High School	Welton Landing
3100838808	Aalders	Kyle	11/18/1999	06	Male	Pine Ridge Middle School	Factorydale

- Check off the box/boxes next to the student(s) to be removed from the caseload.
- Click on the button **Remove Students Marked Below from Standard Caseload.**

Remove Students Marked Below from Standard Caseload

<input type="checkbox"/>	ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
<input type="checkbox"/>	3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
<input type="checkbox"/>	3100420698	Aalders	Bailey	08/22/1997	09	Male	Berwick and District School	Berwick
<input checked="" type="checkbox"/>	3100014095	Aalders	Jacob	06/23/1995	11	Male	Central Kings Rural High School	Welton Landing
<input checked="" type="checkbox"/>	3100838808	Aalders	Kyle	11/18/1999	06	Male	Pine Ridge Middle School	Factorydale
<input type="checkbox"/>	3100886203	Aalders	Leah	12/27/1999	06	Female	Pine Ridge Middle School	Kingston
<input type="checkbox"/>	3100227515	Aalders	Liam	06/01/1996	10	Male	West Kings District High School	Factorydale
<input type="checkbox"/>	3101383507	Aalders	Lilee-Mae	01/08/2004	02	Female	Aldershot Elementary School	New Minas
<input type="checkbox"/>	3101589723	Aalders	Maddox	10/23/2006	PR	Male	Annapolis East Elementary School	Meadowvale
<input type="checkbox"/>	3101368649	Aalders	Warren	10/06/2004	02	Male	Kingston District School	Kingston

Remove Students Marked Above from Standard Caseload

On the **Home Page**, the student(s) are now removed from of the caseload.

3 STUDENT CASELOAD SUBGROUPS


Subgroups can be added to a caseload. From the **Home Page**,

- Click **Edit** next to **My Students**

The screenshot shows a user interface with a 'Quick Access' sidebar on the left containing 'Students Recently Worked With' (listing Ashton, Aalders, and (Gibson)), 'Help Resources', and 'Personal Options/Content'. Below this is a 'Messages' section stating 'You have no new messages'. The main content area is titled 'My Students' and features an 'Edit' button with a pencil icon, which is highlighted by a large red arrow. Below the button is a table header with columns for ID, Last Name, First Name, and Birth Date, and the text 'No students' below it.

- Click **New Caseload Group**.

The screenshot shows the TIENET user interface. At the top, there is a navigation bar with the TIENET logo and icons for Search, Communication, Reporting, and Help. Below this, there are two tabs: 'My Home Page' and 'My Student Caseload'. Under the 'My Student Caseload' tab, there are three buttons: '+ Add Students to Standard Caseload', 'Remove Students from Standard Caseload', and '+ New Caseload Group'. A large red arrow points to the '+ New Caseload Group' button.

My Student Caseload (4 students) 

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
3100326598	(Gibson)	Lois	12/12/1992	10	Female	Horton High School	
3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
3100886203	Aalders	Leah	12/27/1999	06	Female	Pine Ridge Middle School	Kingston
3100227515	Aalders	Liam	06/01/1996	10	Male	West Kings District High School	Factorydale

- Give the subgroup a name.
- Check the box next to the students that are to be members of this group.
- Click **Accept**.



New Caseload Group





Group Name:

Select the students to be in this caseload group:

<input type="checkbox"/>	ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
<input checked="" type="checkbox"/>	3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
<input checked="" type="checkbox"/>	3100420698	Aalders	Bailey	08/22/1997	09	Male	Berwick and District School	Berwick
<input checked="" type="checkbox"/>	3100014095	Aalders	Jacob	06/23/1995	11	Male	Central Kings Rural High School	Welton Landing
<input checked="" type="checkbox"/>	3100838808	Aalders	Kyle	11/18/1999	06	Male	Pine Ridge Middle School	Factorydale

From the **Home Page**, you can now see all caseload groups including the subgroup you've just created in the drop-down menu.

My Students  Select Group: (All My Students) 
(All My Students)

	ID	Last Name	Speech	Name	Birth Date	Grade	Sex	School	City
	3101244659	Aalders		Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
	3100420698	Aalders		Bailey	08/22/1997	09	Male	Berwick and District School	Berwick
	3100014095	Aalders		Jacob	06/23/1995	11	Male	Central Kings Rural High School	Welton Landing