

Nova Scotia Student Information System

Nova Scotia Public Education System

# Caseloads – TIENET User Guide

**Quick Reference Guide** 

Revision Date: July 8, 2013

## **Caseloads – TIENET User Guide**

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

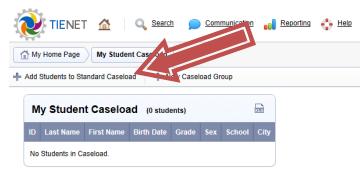
## 1 Adding Students to a Caseload

#### From the TIENET Home Page:

• Click Edit next to My Students.

Quick Acces	is		^
	ecently Worked With Ashton, Aubrey Aalders, Bailey Aalders, Aurora (Gibson), Lois <i>rah for Other</i>		
Help Resou	IFCES		
Personal O	ptions/Content		
Messages: \	You have no new 10 co		~
My Students	s 🗞 Edit		
ID	Last Name	First Name	Birth Dat

• Click, Add Students to Standard 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.

Enter one or	Quick Sear	ick the 'Search' button to	
ID			
Last Name	%		
First Name			
School			(ID) lookup
Birth Date	Between	🟥 and	🗮 (inclusive)
Grade	(N/A)	•	
Sex	(N/A) 💌		
			Search Clear



3

- 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.

V Add S	Add Students Marked Below to Standard Caseload									
К <	K < 1 2 3 4 5 6 7 8 9 10 Page size: 15 2000 items in 134 page									
	10		First Name	Birth Date	Grade	Sex	School	City		
		(Gibson)	Lois	12/12/1992	10	Female	Horton High School			
	3101-010	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		

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			^
<ul> <li>Students Recently W</li> </ul>	orked With		
🖮 📄 Ashton, A	ubrey		
🖮 📄 Aalders, E	3ailey		
👕 🖹 Aalders, A	Aurora		
👕 📄 (Gibson),	Lois		
Q Search for Oth	ier		
<ul> <li>Help Resources</li> <li>Personal Options/Con</li> <li>Messages: You have</li> </ul>			~
My Students 🛭 🐁 🖻		First Name	Birth Date
ID Last	Name	First Name	Birtir Date

Click Remove Students from Standard Caseload

dd Students to Standard Caseload 🛛 前 Remove Students from Standard Caseload										
ct 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.

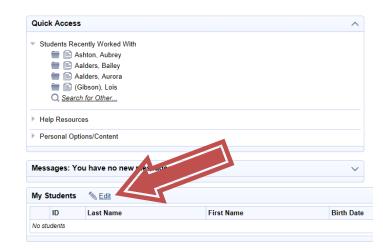
		Last Name	First Name	Birth Date	Grade	Sex	School	City
	3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
1	3100420698	Aalders	Bailey	08/22/1997	09	Male	Berwick and District School	Berwick
/	3100014095	Aalders	Jacob	06/23/1995	11	Male	Central Kings Rural High School	Welton Landing
7	3100838808	Aalders	Kyle	11/18/1999	06	Male	Pine Ridge Middle School	Factorydale
7	3100886203	Aalders	Leah	12/27/1999	06	Female	Pine Ridge Middle School	Kingston
7	3100227515	Aalders	Liam	06/01/1996	10	Male	West Kings District High School	Factorydale
7	3101383507	Aalders	Lilee-Mae	01/08/2004	02	Female	Aldershot Elementary School	New Minas
	3101589723	Aalders	Maddox	10/23/2006	PR	Male	Annapolis East Elementary School	Meadowvale
1	3101368649	Aalders	Warren	10/06/2004	02	Male	Kingston District School	Kingston

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





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•	Click New Caseload Group.
	TIENET 🔬 🛛 🔍 Search 🗩 Communication 🔐 Reporting 🛟 Help
	My Home Page My Student Caseload
	+ Add Students to Standard Caseload 🍈 Remove Students from Standard Caseload + New Caseload Group

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		

New Caseload Group

Group Name:

• Give the subgroup a name.

•

- Check the box next to the students that are to be members of this group.
- Click Accept.

Select	elect the students to be in this caseload group:										
		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			

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	My Students 🗞 Edit Select Group: (All My Students) - (All My Students)										
	ID	Last N 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			

