



Nova Scotia Student Information System

Nova Scotia Public Education System

Classroom Teacher Access in TIENET & Documents

Quick Reference Guide

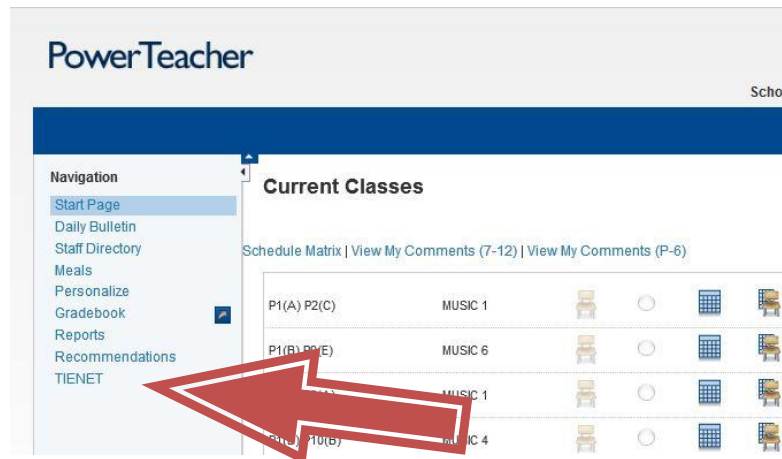
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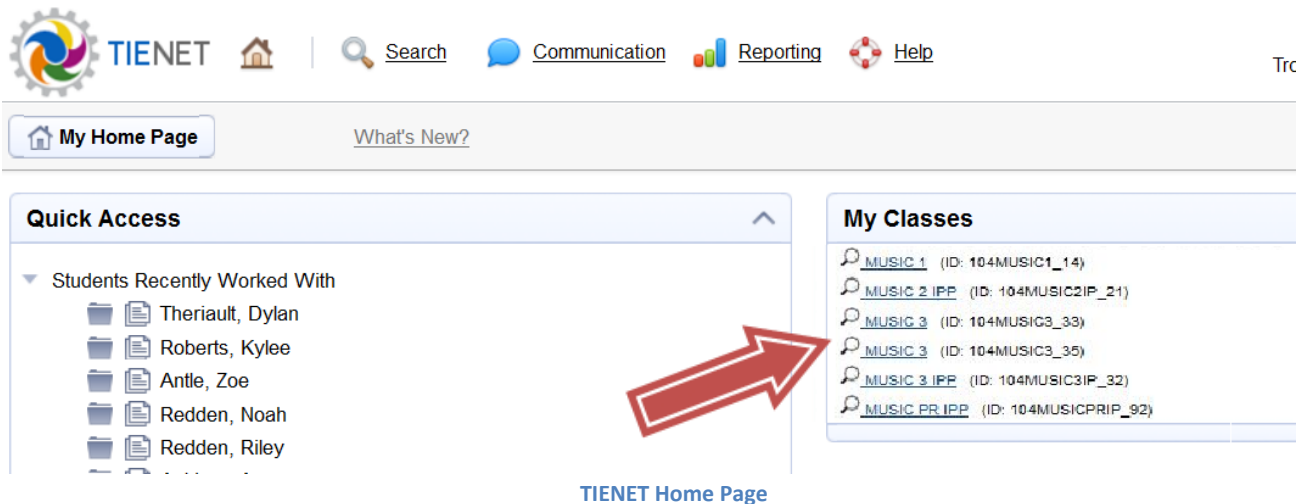
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1 ACCESSING TIENET

- **TIENET** is accessed from **PowerTeacher** via the TIENET link on the left side menu. You will automatically go to the TIENET Home Page.

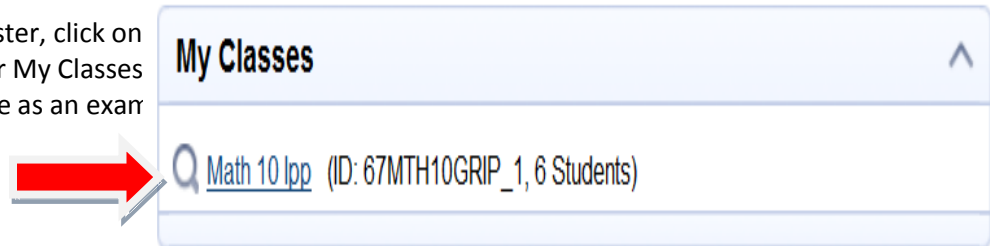


- You will find the list of the courses you teach on the right-hand side of the Home Page.



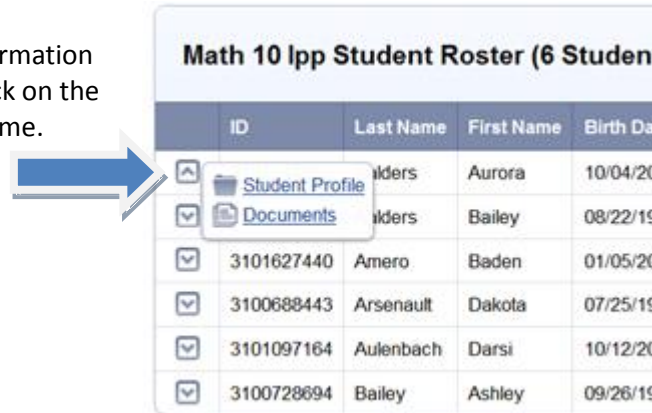
1.1 ACCESSING YOUR STUDENT ROSTER

To access the student roster, click on course name listed under My Classes (Math10 IPP is listed here as an exam



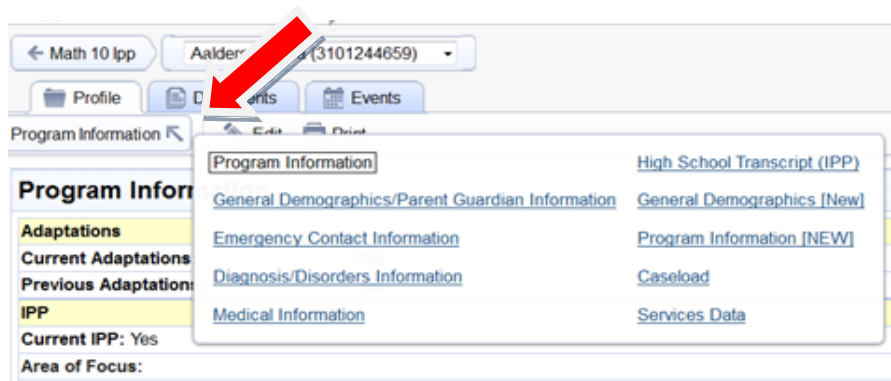
2 ACCESSING INFORMATION FROM YOUR STUDENT ROSTER

To access **Student Profile** information or **Document** information, click on the arrow beside the student's name.



2.1 STUDENT PROFILE INFORMATION

Student Profile – to access the information under Student Profile click on the blue arrow next to Program Information.



2.2 STUDENT DOCUMENTS

Documents (and attachments) that have already been created for the student in the current school year will appear and are accessed by clicking on them. Documents from other years can be accessed by clicking on **View by Year** and going back to the year you are searching for.

Math 10 lpp Aalders, Aurora (3101244659)

Profile Documents Events

By Year: (All) By Category: (All)

Documents for Aurora Aalders (3101244659)

Create New Document:

Documents for 2013/14	Status	Creation Date
Program Planning		
Health/Emergency Care Plan Form	Draft	07/02/2013 Tue, 10:28 AM
Individual Program Plan (Test IPP) Attachment: IPP Signed Document.docx	Draft	06/03/2013 Mon, 01:21 PM
Documents for 2012/13		
Student Transition Plan (for students not on IPP)	Draft	06/05/2013 Wed, 12:14 PM
Documented Adaptations - Teacher Exploration	Review	06/04/2013 Tue, 10:16 AM
Individual Program Plan	Draft	03/21/2013 Thu, 04:09 PM

Creating New Documents – the list shows the documents that Classroom Teachers can create for the students that they teach. Click the drop down menu for **Create New Document**, choose the appropriate document and click **Go**.

Create New Document:

Documents for 2013/14	Program Planning	Date	Finalization Date
Health/Emergency Care Plan	Documented Adaptations - PPT	10:29 AM	---
	Documented Adaptations - Teacher Exploration		

A **Comment** box will appear and depending on the document, suggested comments are listed below. Fill in the **Label / Comment**, then click **Create**. You can then begin filling in the document.

New Documented Adaptations - Teacher Exploration

Label/Comment:

[advanced >>](#)

Draft	11/14/2012 Wed, 04:16 PM	06/03/2013 Mon, 02:31 PM
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2.2.1 Document Comments

The table below has suggested comments for classroom teachers to use when creating new student documents in TIENET.

Document	Suggested Comments	Status Upon Completion
Documented Adaptations – Teacher Exploration (one student, one teacher)	Subject(s) that require(s) adaptations	Set to Review
Document	Suggested Comments	Status Upon Completion
Request for a Program Planning Team Meeting	Person’s name making the request	Set to Review before sending. After principal makes decision, set to Final
Document	Suggested Comments	Status Upon Completion
IPP	Semester (for High School)	Set to Review, Final in June
IPP Report – Reporting Period 1	Reporting Period Name (Term or Semester)	Set to Final before printing
IPP Report – Reporting Period 2	Reporting Period Name (Term or Semester)	Set to Final before printing
IPP Report – Reporting Period 3	Reporting Period Name (Term or Semester)	Set to Final before printing
IPP Report – Reporting Period 4 (if needed)	Reporting Period Name (Term or Semester)	Set to Final before printing
Document	Suggested Comments	Status Upon Completion
Additional Programming Documents (reports, files, etc.)	Name and Date of Document or Report	Set to Final

2.3 ATTACHING ADDITIONAL PROGRAMMING DOCUMENTS (FILE-BASED REPORTS, ETC.)

From the student’s document drop-down library, choose **Additional Programming Document** and then **Go**. Fill out necessary info to **Attach File(s) to Additional Programming Documents** (year, comment, etc.). Comments should be the name and date of the document or report being uploaded. Click **Select** to locate the desired file and double-click on the file. Click **Upload File**.

Attach File(s) to Programming Document Document for Aurora Aalders (3101244659)

For Year

User Comment

File(s) to Upload

File Size Limit: 4MB

Once the document has been uploaded it must be set to **Final** status. To do this go to **More Actions** then **Change Status of this Document**.

The screenshot shows the TIENET interface for document management. At the top, there is a breadcrumb trail: "← Aurora Aalders (3101244659) > Documents" and a button labeled "Draft Programming Document". Below this, there are two buttons: "Attach File(s)" and "More Actions...". The "More Actions..." dropdown menu is open, showing three options: "Change Status of This Document", "Send Message With Document", and "Delete Entire Document". A red arrow points to the "Change Status of This Document" option. Below the dropdown, there is a section titled "File Attach" with a search icon and a trash icon. Underneath, there is a table with columns "File Name", "File Size", and "Uploaded By". The table contains one entry: "How To Prevent Apps From Being Deleted.doc" with a size of "32k" and uploaded by "UTHUNTER (Sheila Kublek (USKUBLEK) as Troy Hunter)".

File Name	File Size	Uploaded By
How To Prevent Apps From Being Deleted.doc	32k	UTHUNTER (Sheila Kublek (USKUBLEK) as Troy Hunter)