



Nova Scotia Student Information System

Nova Scotia Public Education System

Communication System – TIENET User Guide

Quick Reference Guide

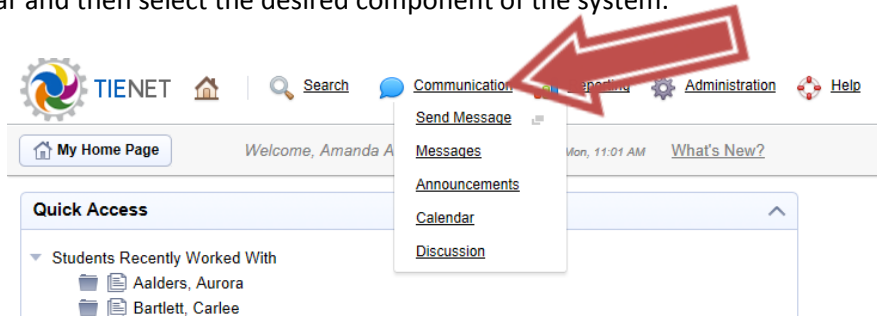
Revision Date:
July 9, 2013

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1 ACCESSING THE COMMUNICATION SYSTEM

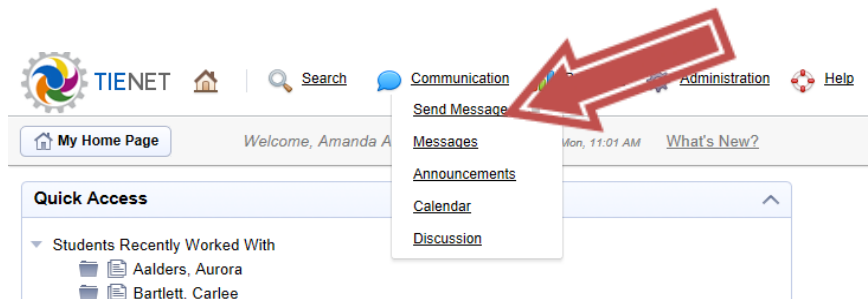
To access the Communication System in TIENET, hover the mouse pointer over **Communication** in the top navigation bar and then select the desired component of the system.



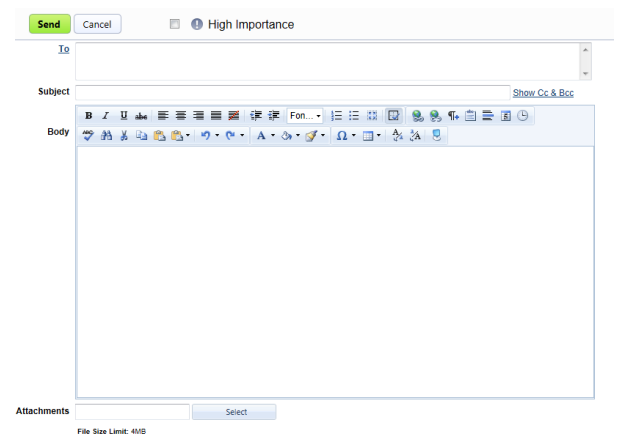
2 COMPONENTS OF THE COMMUNICATION SYSTEM

2.1 SEND MESSAGE

- Click on **Send Message** under the Communication link on the top navigation bar.



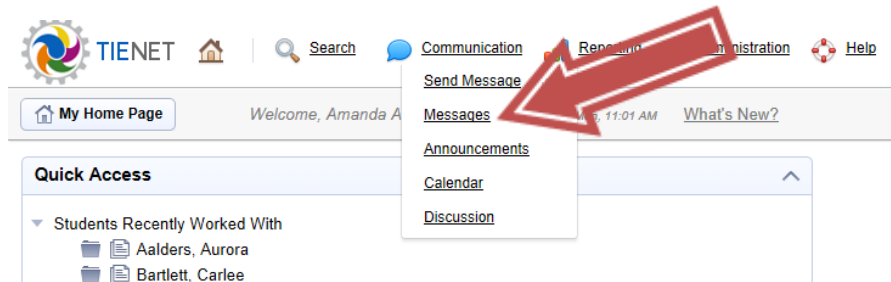
- The following figure will appear. You can now begin to create your message.
- Click on the **To** link to access the Staff Look-Up Directory.
- Type in a Subject.
- Create the body of the message. You can use the stylized icons if desired.
- You can denote High Importance or attach documents to this message.
- Click **Send**.



2.2 NAVIGATING THE MESSAGE BOX

2.2.1 Accessing the Message Center

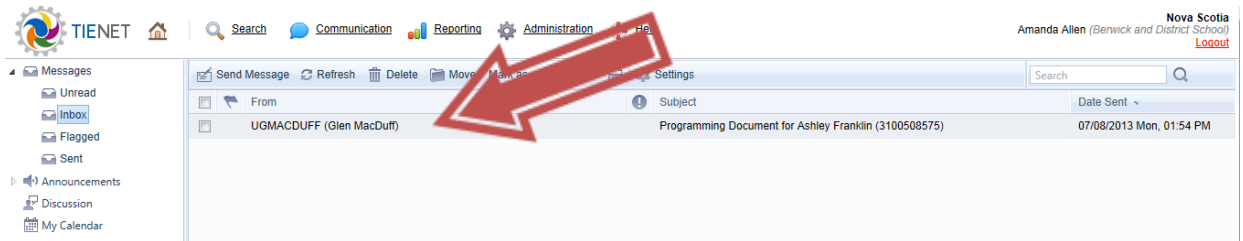
- Click on **Messages** under the Communication link on the top navigation bar.



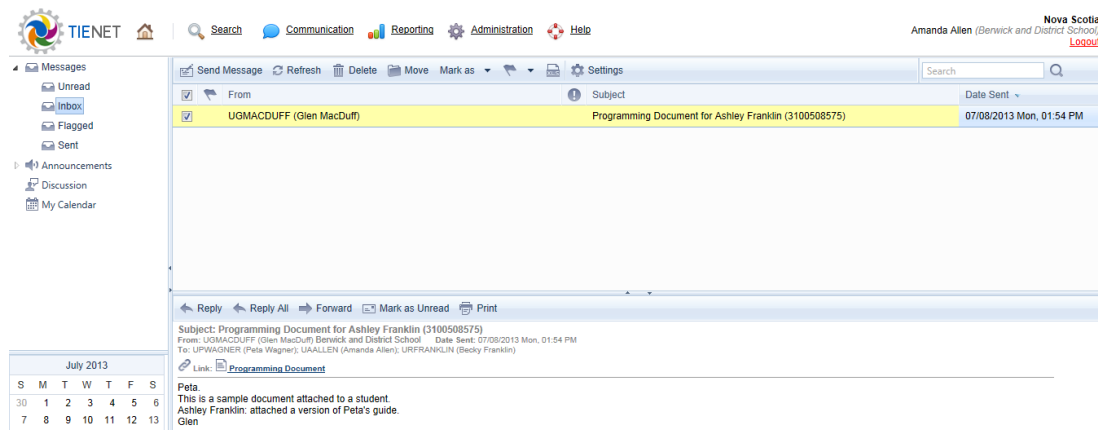
From this unread mail, the inbox and sent messages are accessible.

2.2.2 Accessing Unread Messages

- Click on the unread message.

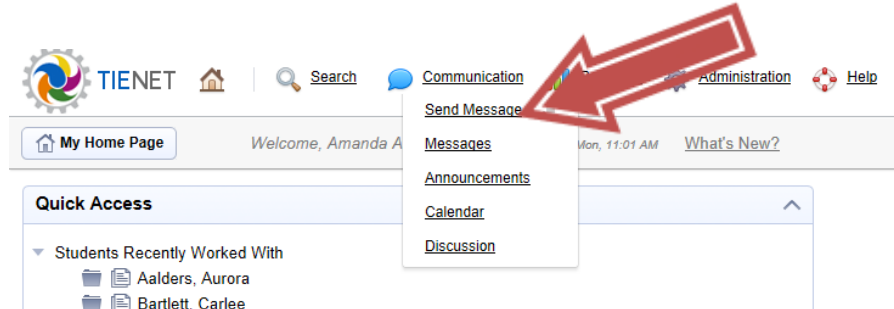


- The message turns yellow and additional actions appear. You can reply, reply all, forward, mark as unread or print. The content of the message also appears at the bottom.

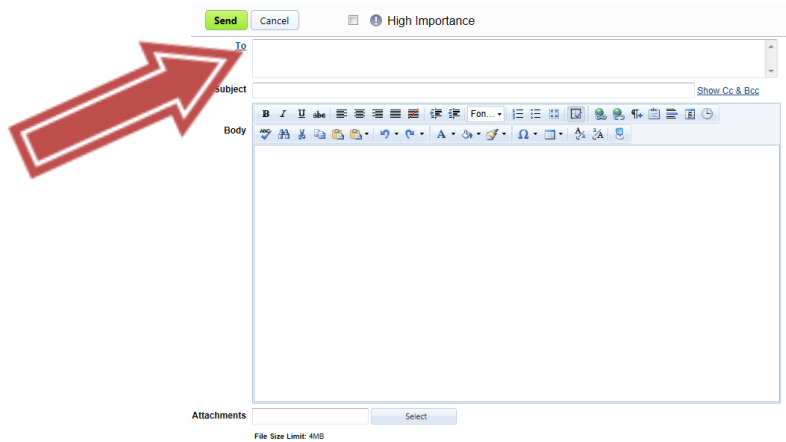


2.2.3 Creating Messaging Groups

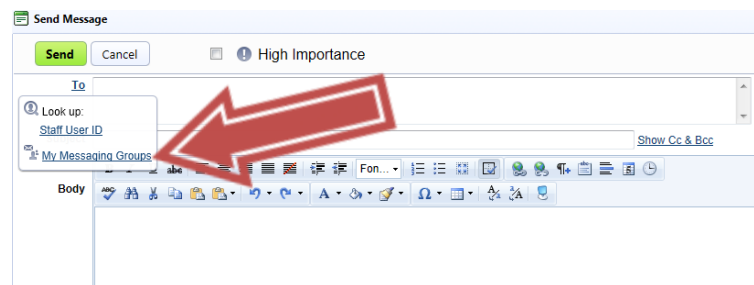
- Click on **Send Messages** under the Communication link on the top navigation bar.



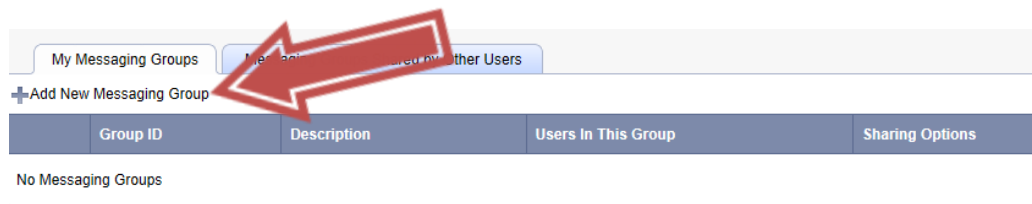
- Click on the **To** link.



- Click on **My Messaging Groups**.



- Click **Add New Messaging Group**.



- Add Group ID
- Look-Up Staff members of this particular group using the **Staff User ID** link.
- Click **Save**.
- You can now send a message to this messaging group by clicking the green Select button

Save
Cancel

Group ID
(Unique 20 character identifier - letters, digits, underscore only)

Description

Users In This Group 🔍 Look up: [Staff User ID](#)

Sharing Options

Share This Group With Other Users

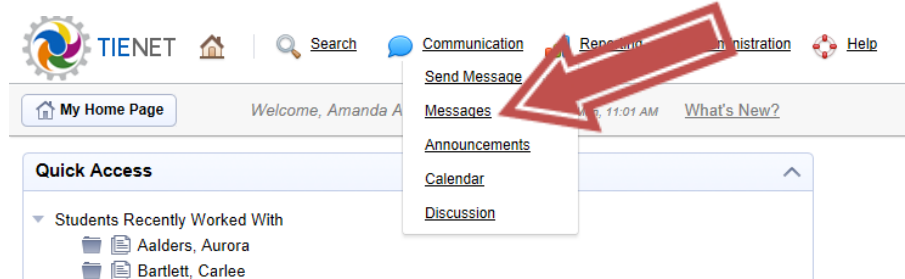
Share My Calendar With Other Users

	Group ID	Description	Users In This Group	Sharing Options	
Select	SPT	School Planning Team	UJBALIGNASAY (Janet Balignasay) URFRANKLIN (Becky Franklin) UGMACDUFF (Glen MacDuff)		✎ 🗑

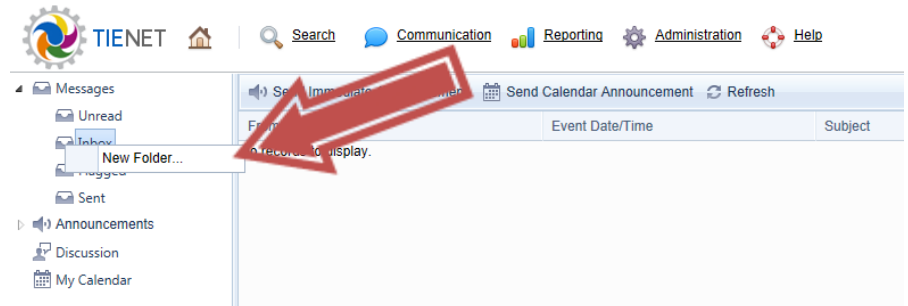
2.2.4 Creating folders within the Inbox

To access the message center,

- Click on **Messages** under the Communication link on the top navigation bar.



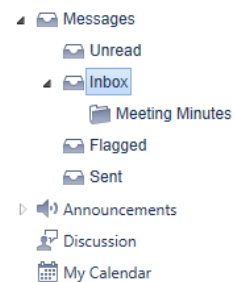
- Right click on the **Inbox** to access the **New Folder** option.



- Name the folder
- Click **Accept**

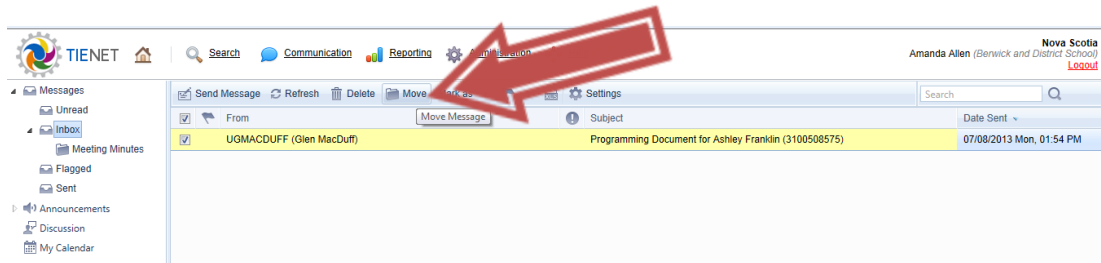


- The folder is now viewable under the Inbox.

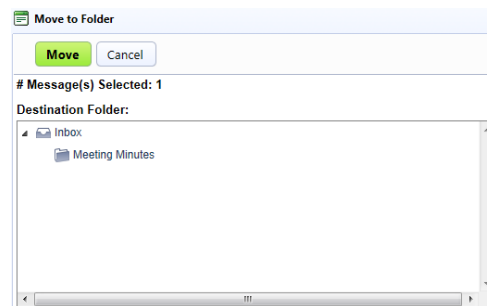


2.2.5 To move a message to a folder

- Check off the desired message and click **Move**.



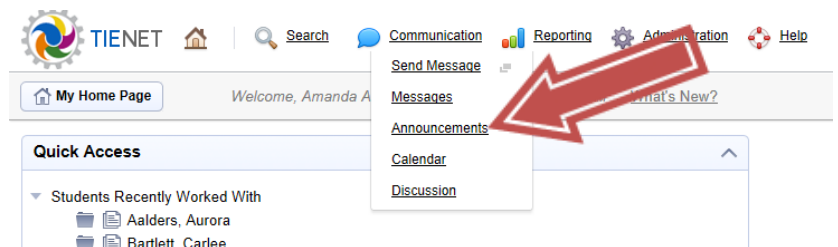
- Select the **Destination Folder** and click on the green **Move** button.



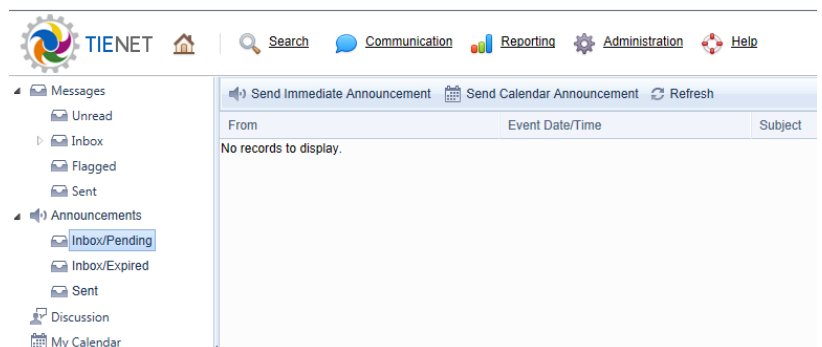
2.3 ANNOUNCEMENTS

2.3.1 Sending & Accessing Announcements

- Click on **Announcements** under the Communication link on the top navigation bar.

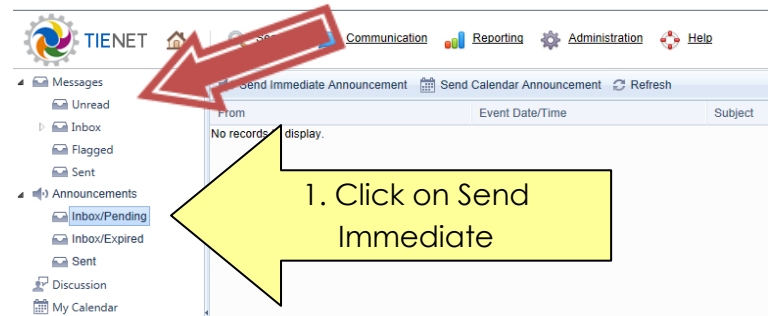


- From this view you can click on any of the links under announcements on the left side of the screen.

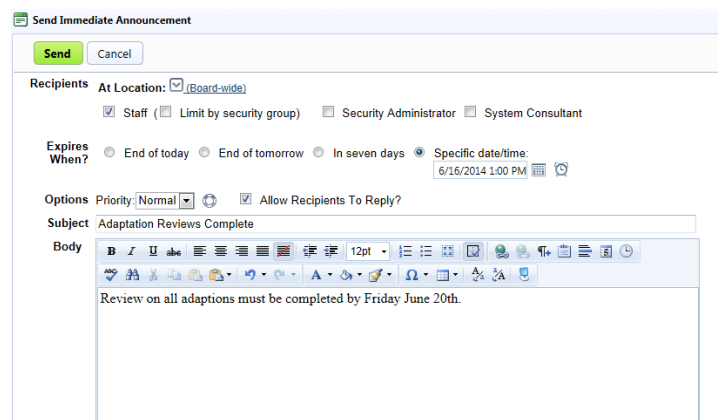


2.3.2 Send Immediate Announcement

- Click on **Send Immediate Announcement**.



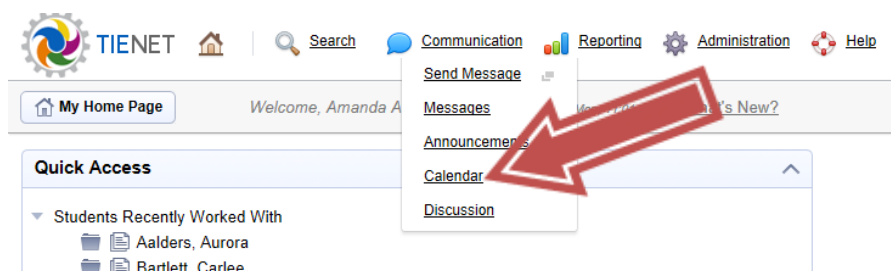
- Complete announcement form.
- Choose recipients
- Choose expiration information.
- Enter subject.
- Complete body of announcement.
- Click **Send**.



2.4 CALENDARING IN TIENET

2.4.1 Navigating the TIENET Calendar

- Click on **Calendar** under the Communication link on the top navigation bar.

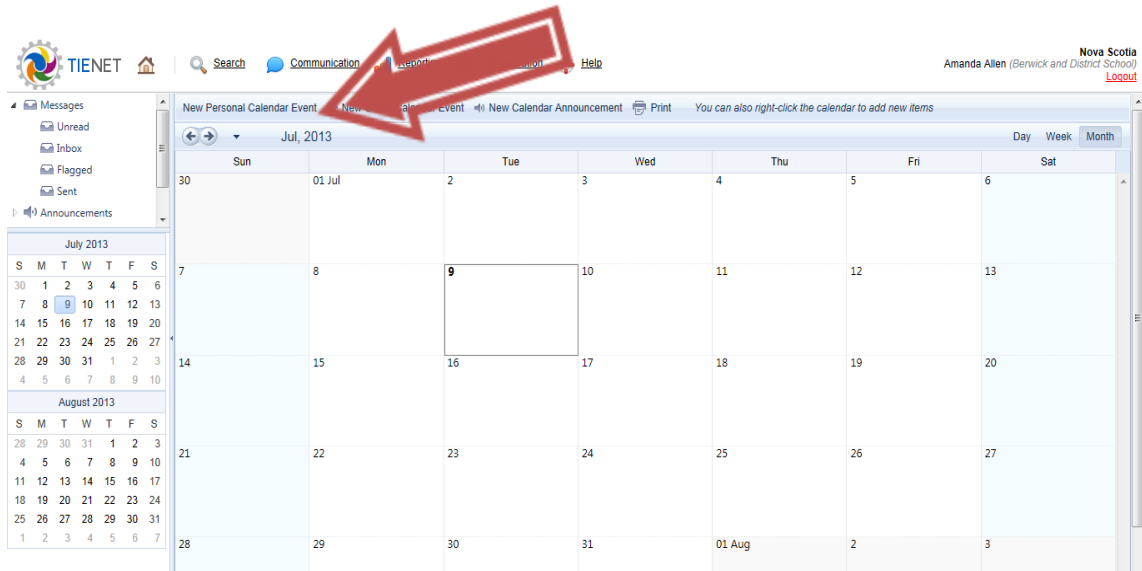


From this view you can,

- View the calendar by day, week or month.
- Click on any date to see that day's activities.
- Access your messages and announcements.
- The current day is bold.

2.4.2 Adding a Personal Calendar Item

- Click on **New Personal Calendar Event**.



- You can now create your personal calendar event.
- **Choose** date and time of this event or you mark all day.
- **Choose** options you want.
- **Add** subject.
- **Add** description if desired.
- **Click Save and Close**.

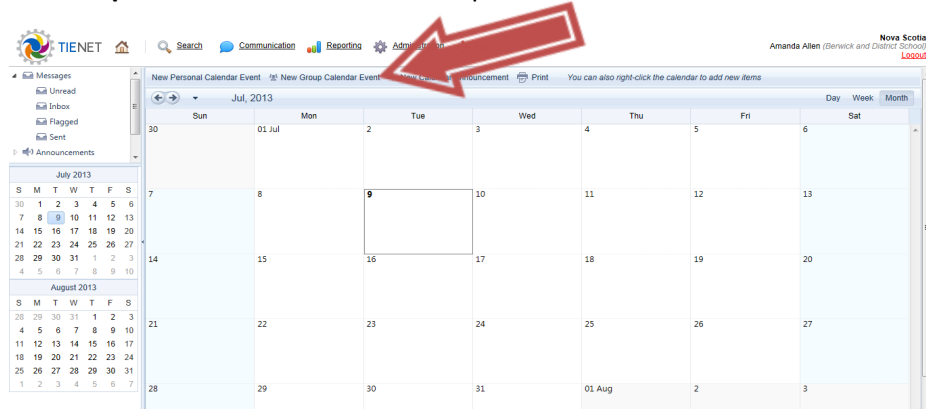
The 'Personal Calendar Event' dialog box is shown. It has a title bar with a close button. Below the title bar are two buttons: 'Save and Close' (highlighted in green) and 'Cancel'. The main area is divided into several sections:

- Date and Time:** Start: 09/07/2013 2:00 PM, End: 09/07/2013 3:00 PM. There is an 'All Day' checkbox.
- Options:** Show As: Busy (dropdown), Mark Private (checkbox), Reminder: N/A (dropdown) day(s) before event.
- Subject:** A text input field.
- Description:** A rich text editor with a toolbar containing various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and insert video.
- Attachments:** A text input field and a 'Select' button.

At the bottom, it says 'File Size Limit: 4MB'.

2.4.3 Adding a Group Calendar Item

- Click on **New Group Calendar Event** from the top of the calendar view.



- Complete the necessary fields.
- Click **Accept**.

New Group Calendar Event

Date and Time Start: 09/07/2013 2:00 PM All Day
 End: 09/07/2013 3:00 PM

Subject

Options Allow required attendees to confirm date/time:

Attendees
 Required:
 Optional:

Meeting Location

Description Recurrence Find Available Times

B B I U abc Font... [Rich Text Editor Icons]