

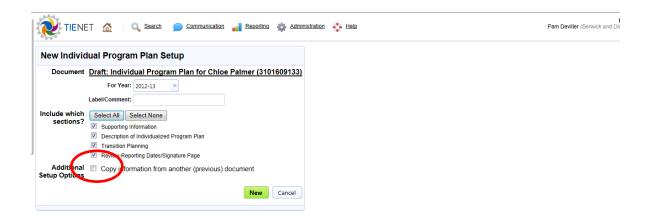
Nova Scotia Public Education System

Copying a Document

TIENET Quick Reference Guide

Revision Date: July 2, 2013

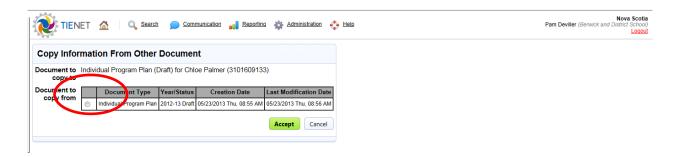
- In TIENET four documents can be copied;
 - o Individual Program Plan
 - Student Special Transportation Needs
 - Health/Emergency Care Plan
 - o Transition Plan (for students not on an IPP)
- This feature could be helpful at the end of the current school year when preparing draft documents for the following academic year.
- Once a copy is made of an existing document, you would be able to edit the future document in order to capture any changes.
- Navigate to the student's document library and select the new document to be created from the Create New Document dropdown. For this example, an "Individual Program Plan" document was selected.
- Click on the green **Go** button.
- Select all the sections of the IPP.



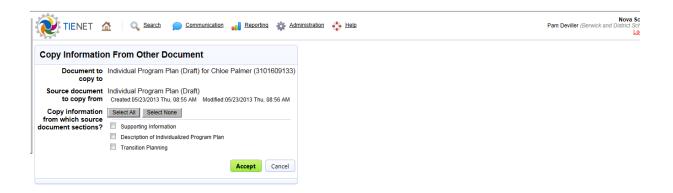
Under Additional Setup Options Check off "Copy information from another (previous)
document", or the new copy will not be made, and click the New button.



Choose the document you want to copy from and click Accept.



Choose Select All and click Accept.



• You can now start to edit this "new" document. When you return to the student's document library you will notice that a new section for the upcoming academic year has been created.

