in|SCHOOL
Nova Scotia Student Information System

Nova Scotia Public Education System

Creating a TIENET Document

TIENET Quick Reference Guide

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Nova Scotia Student Information System

1.1 CREATING A DOCUMENT

- To create a TIENET document, first locate the student that the document will be created for.

    o For resource teachers, administrators and school counselors, students can be found using **My Students (**if a caseload has been created).

    o Or by using the **Search Students** feature

- For classroom teachers, from **My Classes** section of the homepage, locate the student from one of the classes in the class roster (click on the class and the students enrolled in that class will appear).

- Go to the student's document library by clicking on the drop down arrow beside their name and select **Documents**.
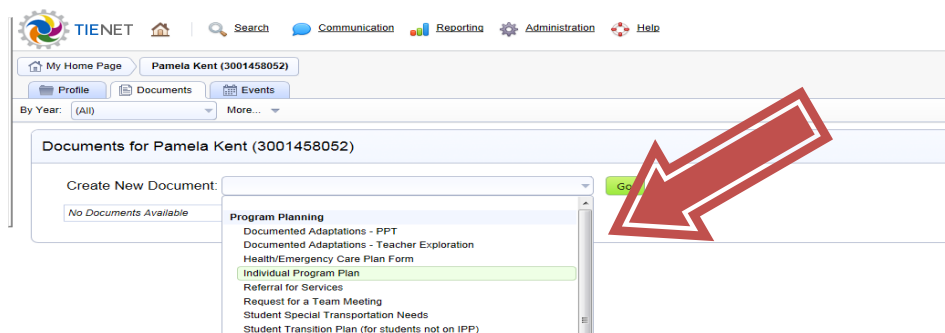

- **Documents** (and attachments) that have already been created for the student will appear and are accessed by clicking on them.

- To create a new document, from the **Create New Document** section, click on the drop down menu, select the appropriate document and click **Go**.

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

New Documented Adaptations - PPT ×

New   Cancel

Label/Comment:

advanced >>

- **Suggested Label/Comments -** The table below has suggested label/comments to use when creating new student documents in TIENET.

Document	Suggested Comments
Documented Adaptations – Teacher Exploration	Subject(s) that requires adaptations
Documented Adaptations – Program Planning Team	Subject(s) that requires adaptations
Document	Suggested Comments
Request for a Program Planning Team Meeting	Person's name making the request
Referral for Services	The service being referred for
Student Special Transportation Needs	Short Term or Long Term
Student Transition Plan (for students not on an IPP)	Type of Transition (Community to School, Class to Class, School to School, School to Community, etc.)
Health/Emergency Care Plan	The type of plan (Health, Emergency or both)
Document	Suggested Comments
IPP	Semester for High School
IPP Report – Reporting Period 1	Reporting Period Name (Term or Semester)
IPP Report – Reporting Period 2	Reporting Period Name (Term or Semester)
IPP Report – Reporting Period 3	Reporting Period Name (Term or Semester)
IPP Report – Reporting Period 4 (if needed)	Reporting Period Name (Term or Semester)
IPP – High School Transcript Work Placement	
IPP – High School Transcript	
Document	Suggested Comments
Program Planning Meeting Minutes	Purpose of the Meeting (Development of Adaptations, Development of IPP, Development of Transition Plan, Information Sharing, Review of Adaptations, Review of IPP, Other-Specify)
School Meeting Minutes	Purpose of the Meeting (Caseload Review, Information Sharing, Priority Setting, Group Transition Planning, Other-Specify)
Document	Suggested Comments
Additional Programming Documents	Name and Date of Document or Report
Confidential Documents	Name and Date of Document or Report

- While editing and completing a TIENET document, it is important to **Save** regularly using **Save, Done Editing** or **Save, Continue Editing** at the top of the document.

1.2 OTHER FEATURES AVAILABLE UPON COMPLETING A DOCUMENT IN TIENET

- Once a document in TIENET is completed, there are several other features available (at the top of the document) including **Edit this Section, Set Document, Print**, **Navigate To** and **More.**

1.3 ENTERING DATA INTO A DOCUMENT

Sections of the form that are coloured pink must be completed before the document can be saved. When text is entered the field will turn yellow.

Look-up Links: The following figure shows the look-up link feature to locate staff name(s).

Drop-downs: The following figure shows an example of a drop-down of which you will choose one. If you need to have more than one Strategy click Add Row.

Pop-up Calendars: The following figure shows the pop-up calendar feature in TIENET.