



Nova Scotia Student Information System






Nova Scotia Public Education System

Creating a TIENET Document

TIENET Quick Reference Guide

1.1 CREATING A DOCUMENT

- To create a TIENET document, first locate the student that the document will be created for.
 - For resource teachers, administrators and school counselors, students can be found using **My Students** (if a caseload has been created).

My Students  Edit Select Group: TIENET Test ▼					
	ID	Last Name	First Name	Birth Date	Grade
 	3100420698	Aalders	Bailey	08/22/1997	09
 	3100014095	Aalders	Jacob	06/23/1995	11

- 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).

The image shows the TIENET homepage. The 'My Classes' section is expanded, showing a list of classes with their IDs. The 'My Student Caseload' section is also visible, showing a table with columns for ID, Last Name, First Name, Birth Date, Grade, Sex, School, and City. The table is currently empty.

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
Empty							

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



ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
3100379332	Bliveau	Ryan	08/11/1995	11	Female	Drumlin Heights Consolidated School	Yarmouth Co.
3100380470	Bliveau	Harmon	12/29/1994	11	Male	Drumlin Heights Consolidated School	West Pubnico
3100379308	Nickerson	Aurora	07/04/1995	11	Male	Drumlin Heights Consolidated School	Eel Brooke
3100379308	Nickerson	Hanna	05/20/1995	11	Female	Drumlin Heights Consolidated School	Lower Eel Brook
3002185910	Shankle	Layla	09/27/1995	11	Female	Drumlin Heights Consolidated School	Yarmouth Co.
3100378912	Stewart	Randy	05/02/1995	11	Female	Drumlin Heights Consolidated School	Yarmouth Co.
3100042104	Thibideau	Kolby	09/13/1995	11	Male	Drumlin Heights Consolidated School	Sluice Point
3100378920	Thibodeau	Andrew	03/22/1995	11	Male	Drumlin Heights Consolidated School	Yarmouth Co.

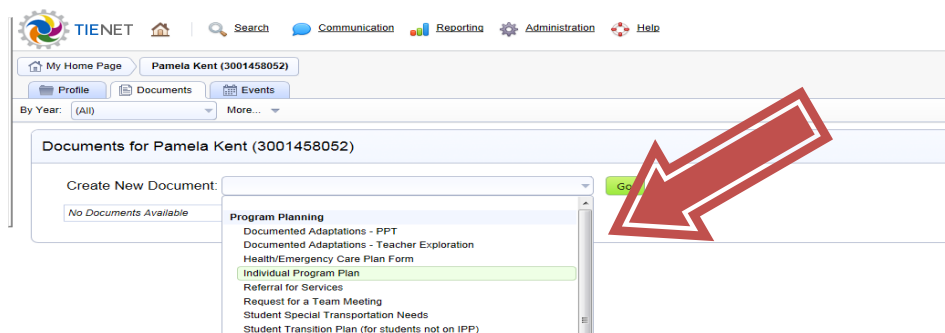
- Documents** (and attachments) that have already been created for the student will appear and are accessed by clicking on them.

Documents for Ashley Franklin (3100508575)

Create New Document: Documented Adaptations - PPT Go

Documents for 2013/14	Status	Creation Date	Modification Date	Finalization Date
Confidential Information Confidential Document (Glen's Test 2) Attachment: Additional Programming Documents TIENET Quick Reference Guide_GM_Reviewed.doc	Draft	07/09/2013 Tue, 10:09 AM	07/09/2013 Tue, 10:09 AM	---
Documents for 2012/13 Additional Programming Information Programming Document (Glen's Testing) Attachment: Additional Programming Documents TIENET Quick Reference Guide.doc	Final	07/08/2013 Mon, 01:45 PM	07/08/2013 Mon, 01:49 PM	07/08/2013 Mon, 01:49 PM
Confidential Information Confidential Document (Glen's Confidential Test Document) Attachment: Confidential Documents TIENET Quick Reference Guide_GM_Reviewed.doc	Draft	07/09/2013 Tue, 10:03 AM	07/09/2013 Tue, 11:47 AM	---

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



TIENET

My Home Page Pamela Kent (3001458052)

Profile Documents Events

By Year: (All) More...

Documents for Pamela Kent (3001458052)

Create New Document: Go

No Documents Available

- Program Planning
 - Documented Adaptations - PPT
 - Documented Adaptations - Teacher Exploration
 - Health/Emergency Care Plan Form
 - Individual Program Plan
 - Referral for Services
 - Request for a Team Meeting
 - Student Special Transportation Needs
 - Student Transition Plan (for students not on IPP)

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- 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.



- **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

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- 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.

Editing Section: Health/Emergency Care Plan Form - Draft: Health/Emergency Care Plan Form for Aurora Aalders (3101244659)

Save, Done Editing

Save, Continue Editing

Cancel Editing



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**.



Search

Aurora Aalders (3101244659) > Documents

Draft: Health/Emergency Care Plan Form (2012-13)



Edit This Section

Set Document...



Print...

Navigate To...

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.

Author: (ID) [lookup](#)

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

Show Staff: All • At Berwick and District School • At: Close

Show by Name: Any • A B C D E F G H I J K L M N O P Q R S T
U V W X Y Z

Recently Selected Staff: [Colin Albrecht](#), [Amanda Allen](#), [Walter Ausserleitner](#), [Becky Franklin](#), [Glen MacDuff](#), [Peta Wagner](#)

Select Staff: Quick Search Form
Enter one or more fields and click the 'Search' button to find staff with the same field information.

ID

Last Name

First Name

Works At (ID) [lookup](#)

Caseload (ID) [lookup](#)

Search Cancel

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.

Specific Adaptations	
Specify Adaptations within the Provincial School Program Grade Lev	
Organizational Strategies	
Specific Adaptation(s)	
Add Row ↑↓	(none)
	Provide copied notes
	Use buddy system
	Use daily agenda
	Use graphic organizer(s)
	Use learning contract(s)
	Use visual schedule / agenda
	Provide notes in advance
	Frequent Check-ins
	Other:
Add Row ↑↓	

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

	S	M	T	W	T	F	S
35	25	26	27	28	29	30	31
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30	1	2	3	4	5