in|SCHOOL

Nova Scotia Student Information System

Nova Scotia Public Education System

Reports in TIENET

Quick Reference Guide

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1   REPORTS IN TIENET

In TIENET, Reports are designed to give users a way to easily access student information and data that has been entered in the system at each school. Similar to other TIENET documents the reports that can be seen by each user depends on their role and access. Administrators, resource, learning centre, BIRT teachers, etc. can access the same reports. **Standard Reports** list selected student or other data for your school in a simple row and column format. **Advanced Reports** often count and analyze data across multiple dimensions and display information in a table format which can include counts, averages and other statistics.

1.1   ACCESSING REPORTS

To access standard or advanced reports go to the **Reporting** link on the home page.
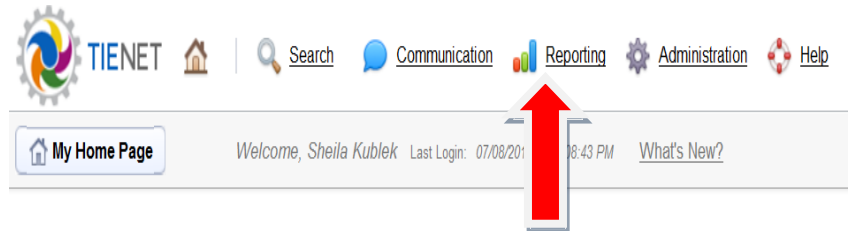
You can expand any category and click on the name of the report to open it.
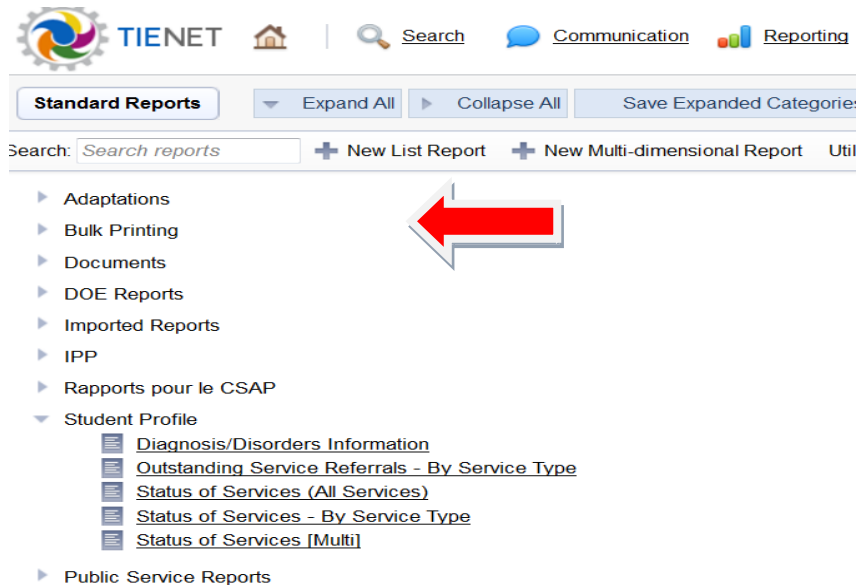
A report shows student information that has been put in TIENET then pulled out in chart form. The **file folder** to the left of each student's name allows the user to drill down even further into the student's TIENET information specific to the chosen report.

Most reports can be sorted and filtered in several ways by clicking on the column heading.

You can also download all of the report information into a spreadsheet or PDF by clicking **Download Report or Download PDF.**

1.2 SUBSCRIBING TO A REPORT

When you subscribe to a report it will be displayed on your TIENET Home Page as a link and is helpful as a shortcut if the report is regularly used.

Open up a TIENET Report. Click on **Subscribe** at the top of the

report. Click on **Yes (*Subscribed reports appear on your home page)*** and then **Set Options.** The report link will now be on your home page.

Subscribe To: Diagnosis/Disorders Information

Subscribe to this report? ○ No ● Yes *(Subscribed reports appear on your home page)*

An email address has not been configured.

Email Options
(optional)

Set Options   Cancel

If you have a **Student Caseload** there will be a report link based on your **Student Caseload** on your home page.

Reports   Save   ∧

▼ Adaptations

　　　🗎 Documented Adaptations (Teacher Exploration) ⋯

　　　🗎 Documented Adaptations (Teacher Exploration) *(caseload only)* ⬅

▼ Student Profile

　　　🗎 Diagnosis/Disorders Information ⋯

　　　🗎 Diagnosis/Disorders Information *(caseload only)*

Other Standard Reports...