



Nova Scotia Student Information System

Nova Scotia Public Education System

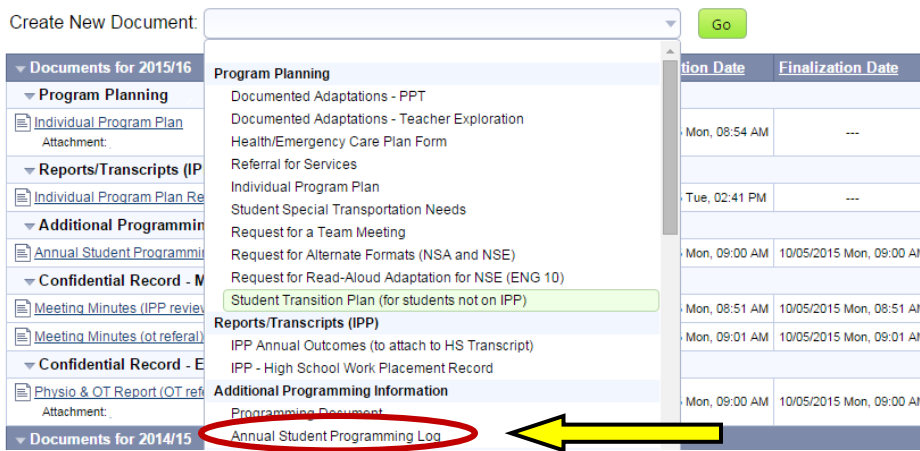
# Annual Student Programming Log in TIENET

Quick Reference Guide

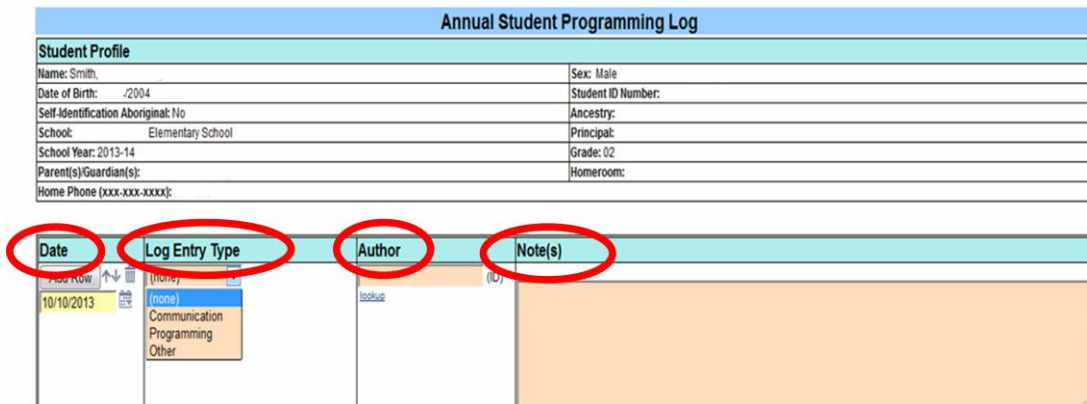
Revision Date:  
November 4, 2015

## 1 ANNUAL STUDENT PROGRAMMING LOG

In TIENET, the **Annual Student Programming Log** is a student document to keep yearly records of **communication, programming** and/or **other** notes about a student’s program related to Student Services or Program Planning. If needed, this document is opened once per school year and used throughout. This is accessed in the student’s TIENET documents using **Create New Document, Go**, then **New – no Label/Comment** needed.



Each entry includes the **Date** (defaulting to the date the entry is generated but can be changed), the **Log Entry Type** (use drop-down menu for 3 choices – **Other** will provide an additional text box to add more info), the **Author** (use the staff lookup feature) and **Note(s)** - all are required fields. Then the entry needs to be **Saved**. Any subsequent entries will be made the same way by re-opening the document, clicking **Edit this Section** and after **Add Row** is clicked to activate a new entry row. Rows will be ordered from most recent entered at the top but can be rearranged using the up and down arrows. Good practice would suggest that the most recent entries by date should be at the top.



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This document remains in **Draft** throughout the school year so that additional entries can easily be made by any teaching staff that can access the student's TIENET documents. At the end of the school year it should be finalised, which archives it for future viewing.

Date	Log Entry Type	Author	Note(s)
10/04/2013	TIENET Testing	Kerr,	Testing the new Annual Student Programming Log
10/04/2013	Communication	Zebian,	Called home today at about 4 pm. and talked to dad to report progress seen on completion of homework assignments this week. Agreed to call back next Friday as well with another update.
10/01/2013	Programming	Mitchell,	worked on Math today using the calculator app on the I-Pad and responded very well - a huge motivator as he completed his entire assignment with little assistance!