



Nova Scotia Student Information System

Nova Scotia Public Education System

Classroom Teacher Access & Documents in TIENET

Quick Reference Guide

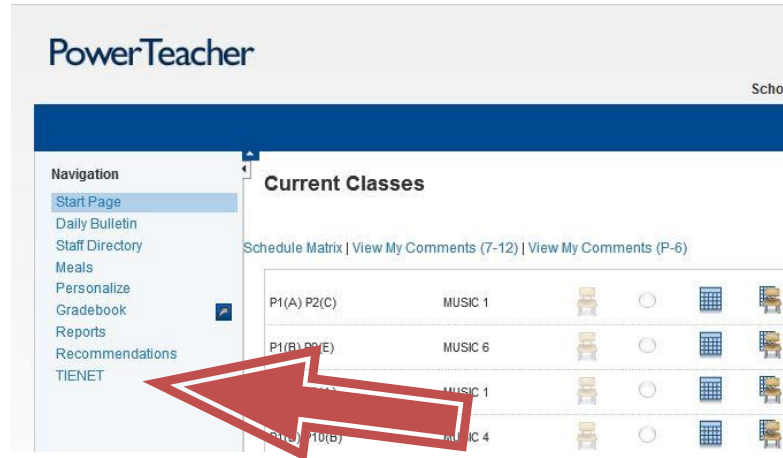
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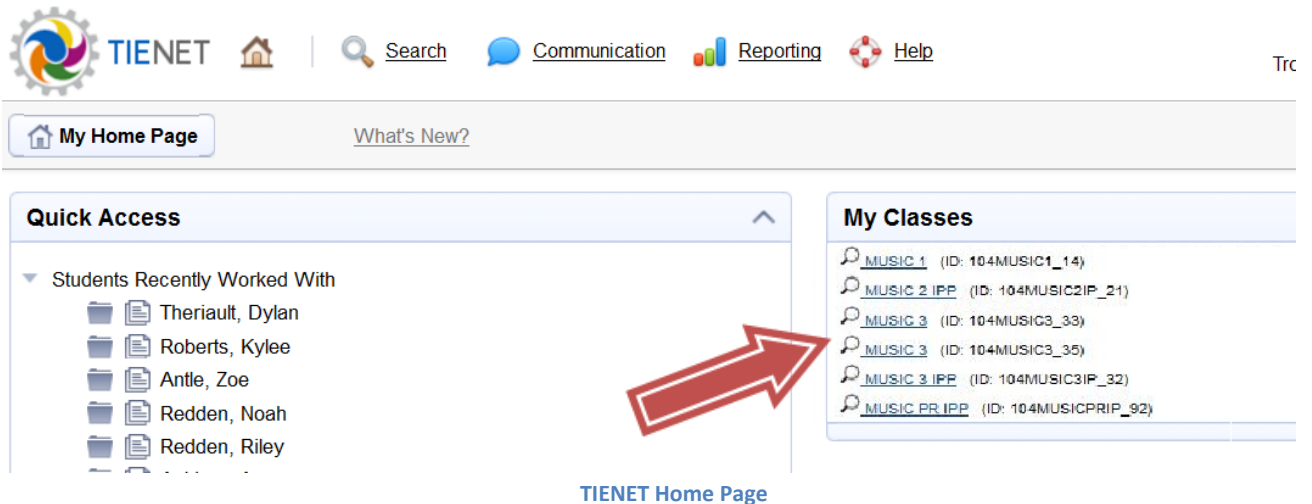
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1 ACCESSING TIENET

- **TIENET** can be accessed from **PowerTeacher** in a few different ways, but the easiest way to access TIENET is to click the TIENET link from the PowerTeacher Start Page. To access TIENET in other ways from either PowerTeacher and/or PowerSchool, refer to the Quick Reference Guide entitled 'Accessing TIENET'.

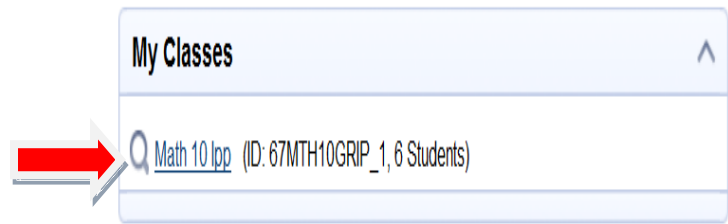


- On the right-hand side of the Home Page, you will find the list of the courses you teach.



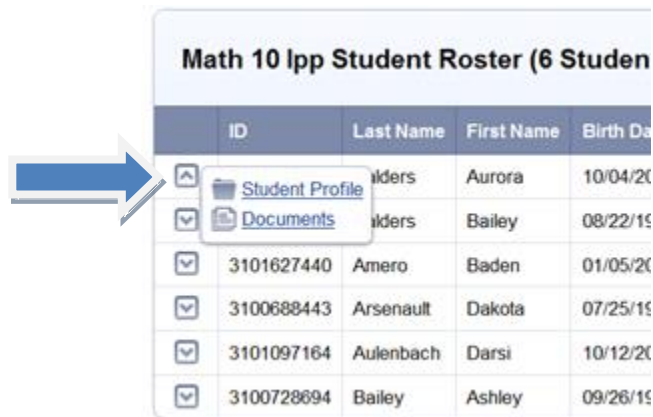
1.1 ACCESSING YOUR STUDENT ROSTER

To access the student roster, click on a course name listed under My Classes (Math10 IPP is listed here as an example.)

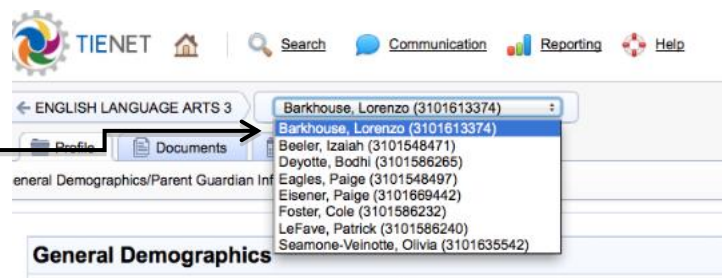


2 ACCESSING INFORMATION FROM YOUR STUDENT ROSTER

To access **Student Profile** information or **Document** information, click on the arrow beside the student's name.

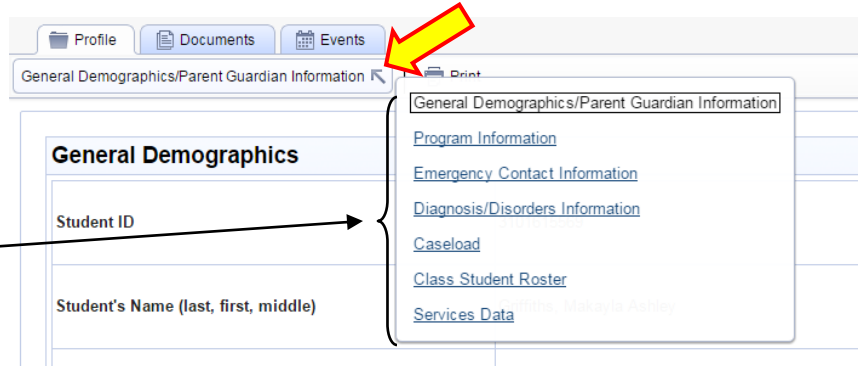


When viewing a student's Profile or Documents page, clicking on the drop down beside the course name gives the ability to access other students in your class.



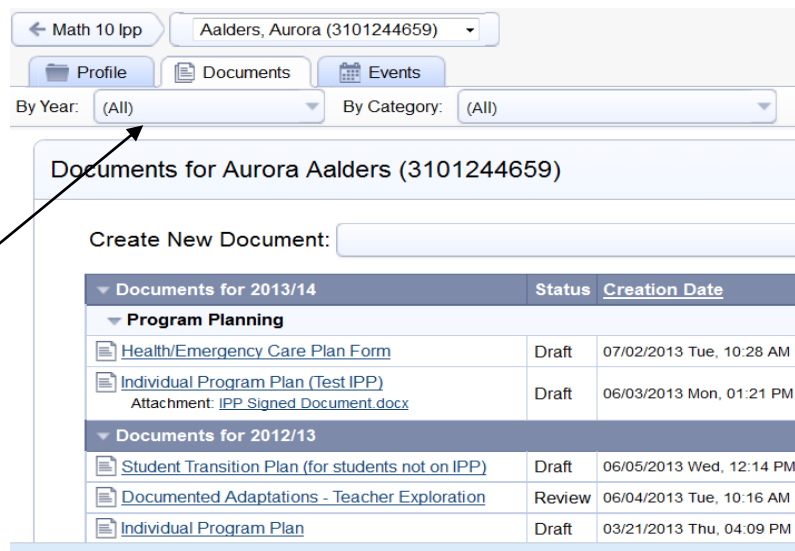
2.1 STUDENT PROFILE INFORMATION

Student Profile – to access the information under Student Profile, hover over the words **General Demographics/Parent Guardian Information** and select the Profile section you wish to view.

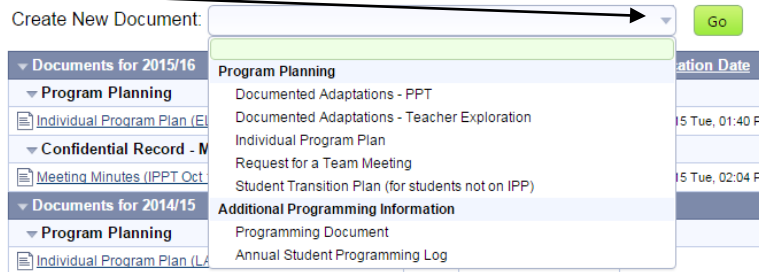


2.2 STUDENT DOCUMENTS

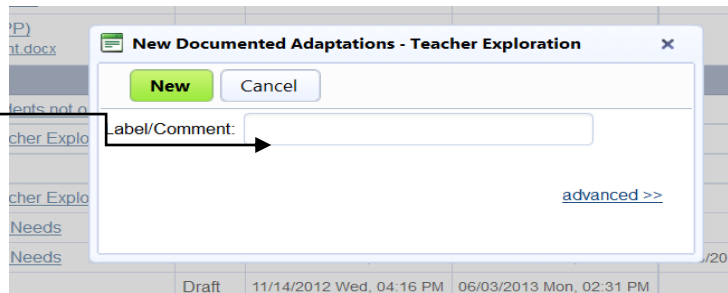
Documents (and attachments) that have already been created for the student in the current school year will appear and are accessed by clicking on them. Clicking on **By Year** or **By Category** gives the ability to filter documents for a specific year or by a category of documents.



Create New Document – the drop down list shows the documents that Classroom Teachers can create for the students that they teach. Choose the appropriate document and click **Go**.



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



2.2.1 Document Comments

The table below has suggested comments for classroom teachers to use when creating new student documents in TIENET.

Document	Suggested Comments	Status Upon Completion
Documented Adaptations – Teacher Exploration (one student, one teacher)	Subject(s) that require(s) adaptations, Grade/Semester	Set to Review
Document	Suggested Comments	Status Upon Completion
Request for a Program Planning Team Meeting	Person’s name making the request	Set to Review before sending. After principal makes decision, set to Final
Document	Suggested Comments	Status Upon Completion
IPP	Semester (for High School), Grade	Set to Review, Final in June
IPP Report – Reporting Period 1	Reporting Period Name (Term or Semester)	Set to Final before printing
IPP Report – Reporting Period 2	Reporting Period Name (Term or Semester)	Set to Final before printing
IPP Report – Reporting Period 3	Reporting Period Name (Term or Semester)	Set to Final before printing
IPP Report – Reporting Period 4 (if needed)	Reporting Period Name (Term or Semester)	Set to Final before printing
Document	Suggested Comments	Status Upon Completion
Additional Programming Documents (reports, files, etc.)	Name and Date of Document or Report, Notes optional	Set to Final

2.3 ATTACHING ADDITIONAL PROGRAMMING INFORMATION (FILE-BASED REPORTS, ETC.)

Additional programming documents related to student programming can be uploaded into TIENET. From the student's document drop-down library, choose **Programming Document** and then **Go**.

You may add a Label/Comment or click **New** to move to the file attachment page.

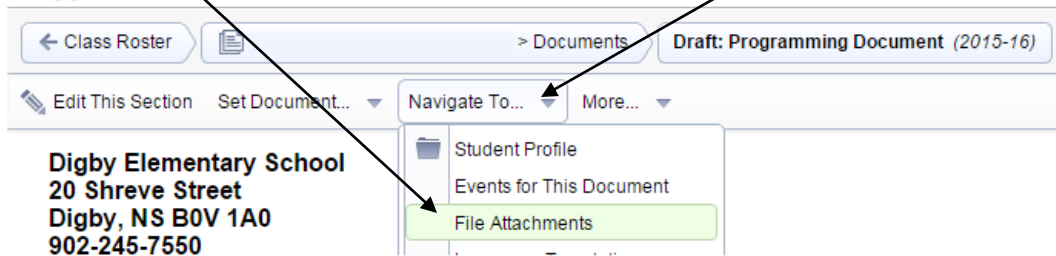
Choose **Edit This Section** if you would like to add notes about the document being attached.

When in Edit mode, the author will need to be chosen using the **Lookup**.

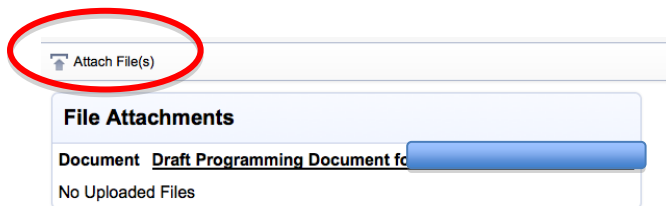
Notes can be added here.

When finished, click on **Save, Done Editing**.

Now that notes have been added (optional), to attach a file, click on **Navigate To**, and then **File Attachments**.

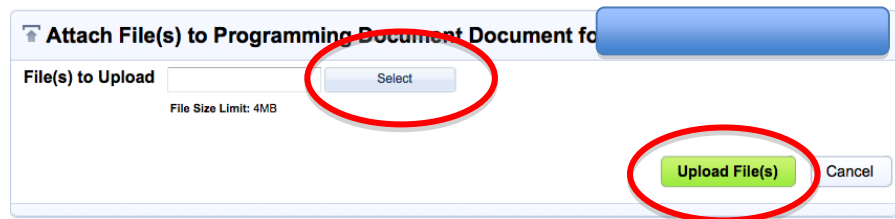


Click on **Attach File(s)**.



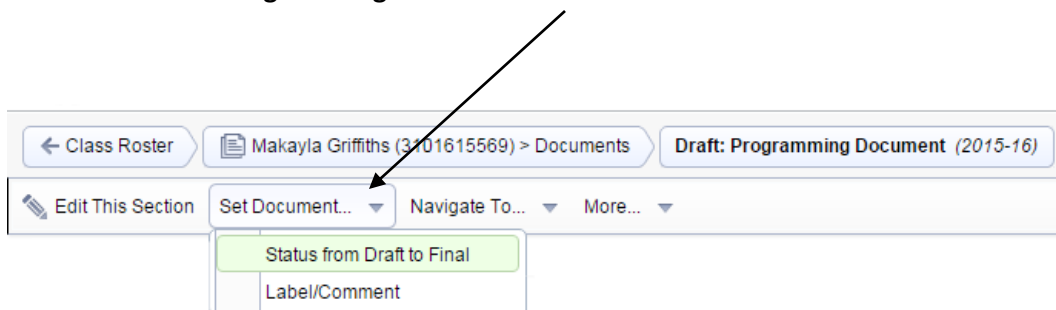
Search for and **Select** the file(s) to be attached.

Click **Upload File(s)**.



Once the document has been uploaded it must be set to **Final** status.

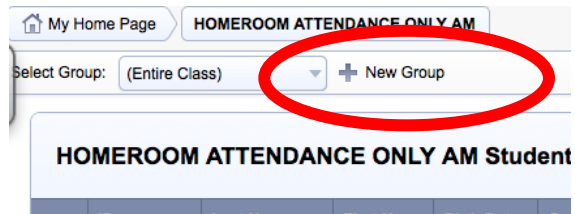
Click on the **Draft Programming Document > Set Document > Status from Draft to Final > Accept > OK**.



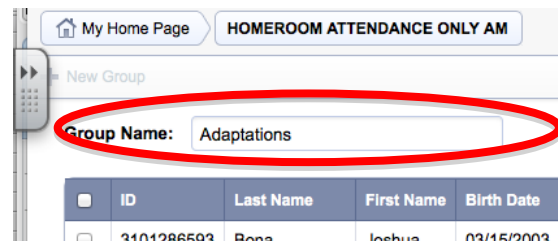
2.4 CREATING ADDITIONAL ROSTERS

A Classroom Teacher has the ability to create additional groups from a class roster. A Classroom Teacher may want to make a more specific group of students from the class list such as students that have Documented Adaptations or Individualized Program Plans.

1. From the class list click on **New Group**.

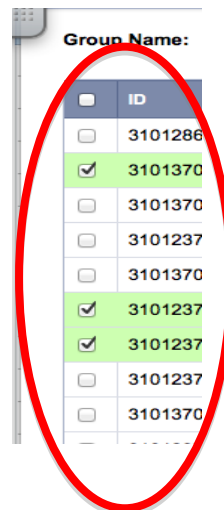


2. Give the Group a name.

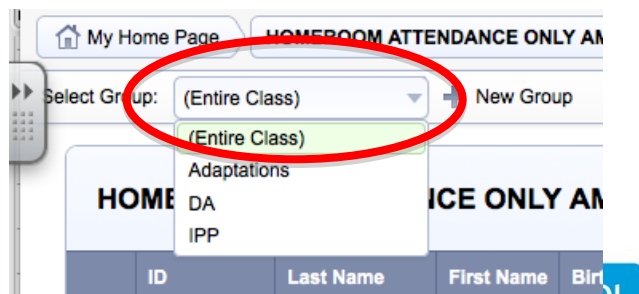


3. Choose the student name(s) you want to include in the roster.

Save



The next time you log into TIENET the class roster is the default group. To choose a more specific group, click on the down arrow to get a drop down list of the additional group(s) you created .



To edit or delete a group select **Edit Group** or **Delete Group** after choosing the group you want to edit/delete.

