



Nova Scotia Student Information System

Nova Scotia Public Education System

Confidential Documents

TIENET Quick Reference Guide

Revision Date:
July 8, 2013

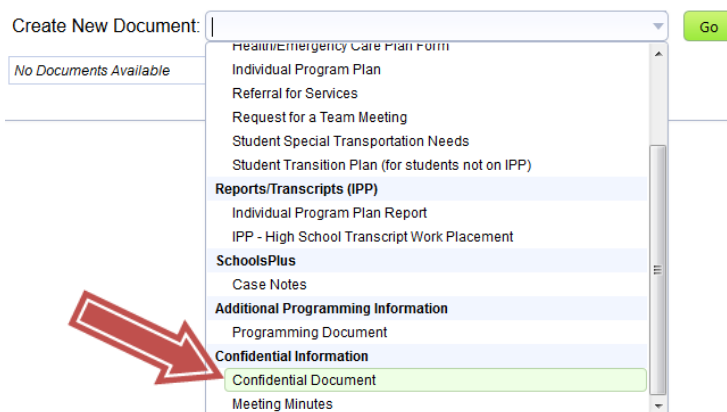
In **TIENET, Confidential Documents** related to student program planning are uploaded and attached as **Confidential Information**. This includes psychological, psycho-educational, psycho-social, formal speech-language assessment reports, confidential case conference reports, etc. **Suspension** information for NS students is managed in **PowerSchool** and is **not** attached in TIENET.

Scan third party documents/files/reports first in order to have an electronic copy on the desktop. **Only documents supporting Program Planning are to be uploaded.**

In TIENET, **Confidential Documents** are attached once and will always be accessible year after year within the student's Document Library. They can be uploaded by **Resource Teachers, School Administrators and Itinerant Core**. Confidential documents can be viewed by anyone who has access to the student's TIENET information and documents.

- Go to a student's Document Library

- From the drop-down menu choose **Confidential Document** under the Confidential Information section and click **Go**.



- Note that the **For Year** field defaults to the current year, change this if required. In the **User Comment** field, type in the name of the document being attached, then **Select** to find the document, then **Upload File** once it is selected.

The screenshot shows a form with the following fields: 'For Year' (dropdown menu set to '2012-13'), 'User Comment' (text input), and 'File(s) to Upload' (text input with a 'Select' button next to it). Below the 'File(s) to Upload' field, it says 'File Size Limit: 4MB'. At the bottom right of the form are two buttons: 'Upload File(s)' (green) and 'Cancel' (grey).

- Once the file is uploaded, set the document to **Final** so that it is secure and cannot be changed. Click on the **More Actions** link at the top of the page.

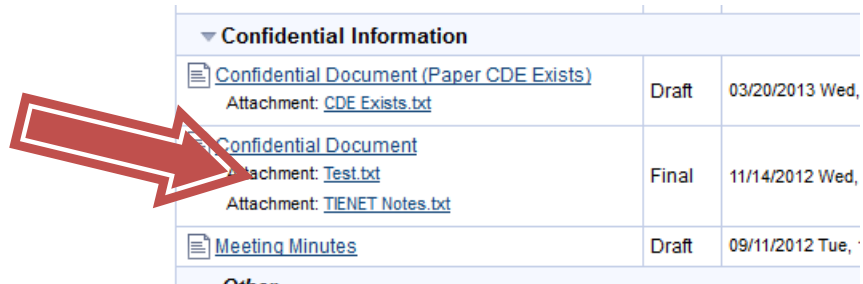
The screenshot shows a document management interface. At the top, there are buttons for 'Attach File(s)', 'More Actions...', and 'Announcements'. Below these is a 'File Attach' section with a trash icon and a 'Document' entry for 'Programming Document for Aurora Aalders (3101244659)'. A dropdown menu is open under 'More Actions...', showing options: 'Change Status of This Document', 'Send Message With Document', and 'Delete Entire Document'. Below this is a table with columns 'File Name', 'File Size', and 'Uploaded By'.




- Click on the **Change Status from/to** dropdown and select **Final**.

The screenshot shows the 'Set Document Status: Programming Document for Aurora Aalders (3101244659)' form. It has a dropdown menu for 'Change status from Draft to Final'. Below this is a 'Comments (optional)' text area. Underneath is a 'Send a Notification Message To' section with a 'User IDs' field. To the left of the 'User IDs' field is a 'Send a Notification Message To' label. At the bottom right are 'Accept' (green) and 'Cancel' (grey) buttons.

OPTIONAL: Beside **Send a Notification Message To**, click Staff User ID, then search for and choose the staff member you want to send notification to and click **Accept**.

- In the student's Document Library the Confidential Document(s) uploaded is/are now part of the student's Document Library. Documents can be viewed by clicking on the attached document and downloading the file.



▼ Confidential Information		
 Confidential Document (Paper CDE Exists) Attachment: CDE Exists.txt	Draft	03/20/2013 Wed,
 Confidential Document Attachment: Test.txt Attachment: TIENET Notes.txt	Final	11/14/2012 Wed,
 Meeting Minutes	Draft	09/11/2012 Tue,