



Nova Scotia Student Information System

Nova Scotia Public Education System

# Copying a Document

TIENET Quick Reference Guide

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- In TIENET four documents can be copied;
  - **Individual Program Plan**
  - **Student Special Transportation Needs**
  - **Health/Emergency Care Plan**
  - **Transition Plan** (for students not on an IPP)
- This feature could be helpful at the end of the current school year when preparing draft documents for the following academic year.
- Once a copy is made of an existing document, you would be able to edit the future document in order to capture any changes.
- Navigate to the student’s document library and select the new document to be created from the **Create New Document** dropdown. For this example, an “Individual Program Plan” document was selected.
- Click on the green **Go** button.
- Select **all** the sections of the IPP.

The screenshot shows the 'New Individual Program Plan Setup' form in the TIENET system. The document title is 'Draft: Individual Program Plan for Chloe Palmer (3101609133)' and it is for the year 2012-13. The 'Include which sections?' section has four checked options: Supporting Information, Description of Individualized Program Plan, Transition Planning, and Review/Reporting Dates/Signature Page. The 'Additional Setup Options' section has the checkbox 'Copy information from another (previous) document' checked, which is circled in red. The 'New' button is highlighted in green.

- Under **Additional Setup Options** Check off “Copy information from another (previous) document”, or the new copy will not be made, and click the **New** button.

- Choose the document you want to copy from and click **Accept**.

The screenshot shows the TIENET interface with a 'Copy Information From Other Document' dialog box. The 'Document to copy to' is 'Individual Program Plan (Draft) for Chloe Palmer (3101609133)'. The 'Document to copy from' table has one row selected, circled in red:

	Document Type	Year/Status	Creation Date	Last Modification Date
<input checked="" type="radio"/>	Individual Program Plan	2012-13 Draft	05/23/2013 Thu, 08:55 AM	05/23/2013 Thu, 08:56 AM

Buttons: **Accept** (green), Cancel

- Choose **Select All** and click **Accept**.

The screenshot shows the TIENET interface with a 'Copy Information From Other Document' dialog box. The 'Document to copy to' is 'Individual Program Plan (Draft) for Chloe Palmer (3101609133)'. The 'Source document to copy from' is 'Individual Program Plan (Draft)' with creation and modification dates. The 'Copy information from which source document sections?' section has 'Select All' and 'Select None' buttons. The 'Supporting Information' checkbox is checked.

Buttons: **Accept** (green), Cancel

- You can now start to edit this “new” document. When you return to the student’s document library you will notice that a new section for the upcoming academic year has been created.