



Nova Scotia Student Information System

Nova Scotia Public Education System

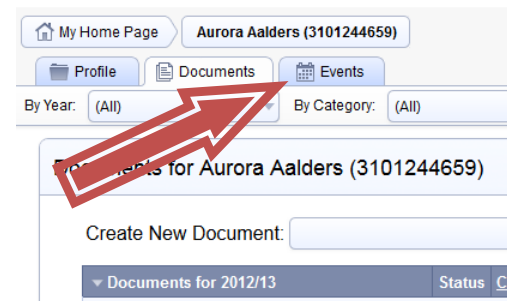
Creating Events

TIENET Quick Reference Guide

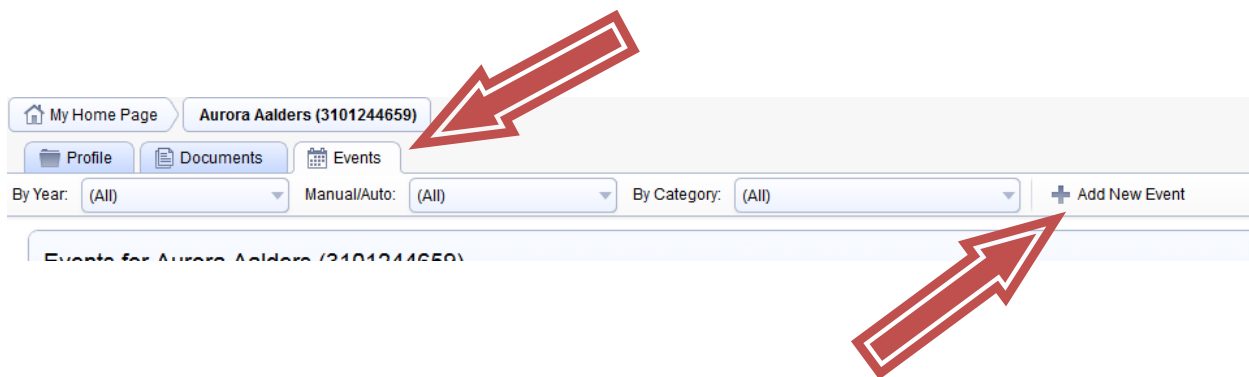
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- **Events** in TIENET are a way of tracking important actions or changes that happen in a student's file that are logged both automatically and manually.
- The **Events** tab is accessible by all TIENET users.
- Events capture date, time, user, document, subject, and description of the event and are logged in chronological order starting with the most recent.
- Events automatically happen in TIENET when a significant change is made to a student document (change in status, deletion of a document, etc).

Go to **Events** while in **Student Profile** or **Documents**.



Events can be sorted by **Year**, **Manual/Auto** or by **Category**.



New events can be added manually by clicking **Add New Event**.

- Once you've selected "**Add New Event**", enter the desired information in the "**Event Description**" section. Please note that this is to be written in "professional" language and must be "facts-based" only.
- If this event pertains to a particular document, select the drop down menu in the "**Link event to document**" feature and find the document it pertains to.
- You have the option to notify others using the "**Send Notification Message To**".
- Click "**Accept**" when you've completed the required information.

The screenshot shows the TIENET web interface for creating a new event. The page title is "New Event: Katelyn D'Aubin (3100250962)". The form contains the following fields and options:

- Event Subject:** A text input field containing "Katelyn D'Aubin (3100250962)".
- Event Description:** A large text area for entering the event details.
- Link event to document:** A dropdown menu currently set to "None (not relevant)".
- Send a Notification Message To:** A section with a "Look up User ID for:" button set to "Staff" and a text input field for "User IDs".

At the bottom of the form, there are two buttons: "Accept" (highlighted in green) and "Cancel".