



Nova Scotia Student Information System

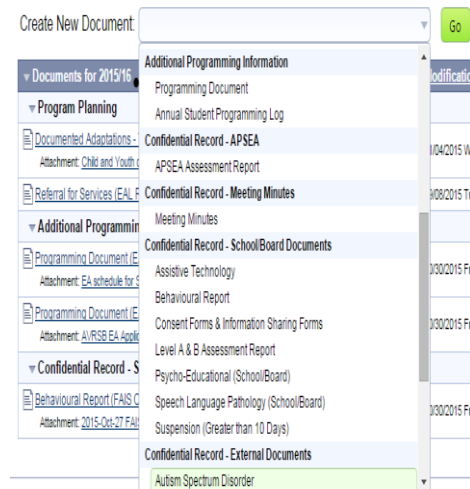
Nova Scotia Public Education System

# Student Meeting Minutes in TIENET

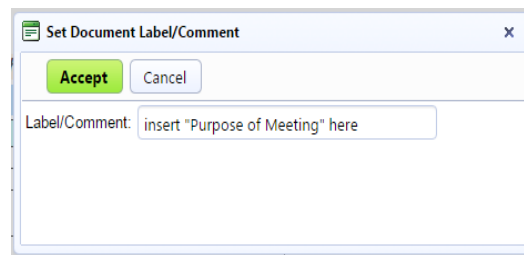
Quick Reference Guide

Revision Date:  
November 4, 2015

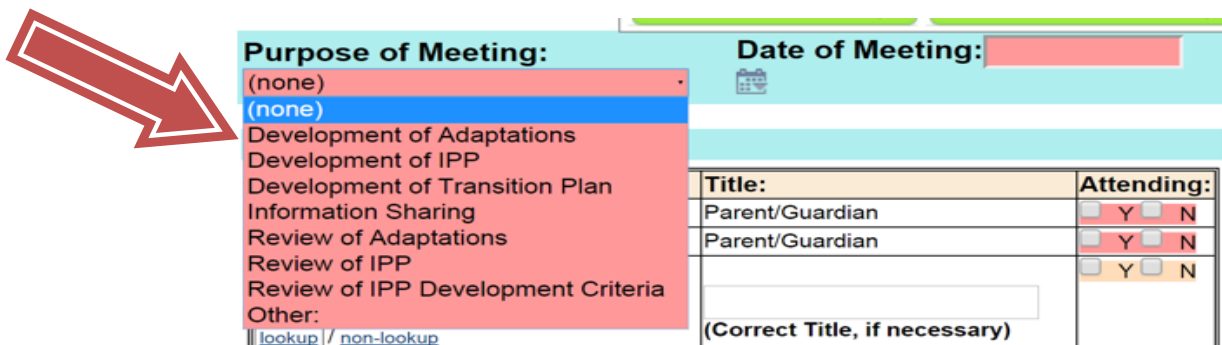
- Go to a student's Document Library
- From the drop-down menu choose **Meeting Minutes** under the Confidential Record – Meeting Minutes section and click **Go**



- Enter a Label/Comment indicating Purpose of Meeting and Click New



The first section to be completed is a required field and shows in red. Select the purpose of your meeting from the dropdown menu (black triangle). The date is also required (MM/DD/YYYY). Date can be accessed and changed using the calendar icon.



The next portion of the document requires you to indicate who the meeting participants are. All staff members, including those board personnel attached to your school, will appear in the “**Lookup**” menu. Once the “**Lookup**” menu appears, simply click on the letter of the staff member’s last name or type in their name in the textboxes. Those participants who are not attached to your school must be manually entered in the “**Non-lookup**” textbox along with corresponding title.

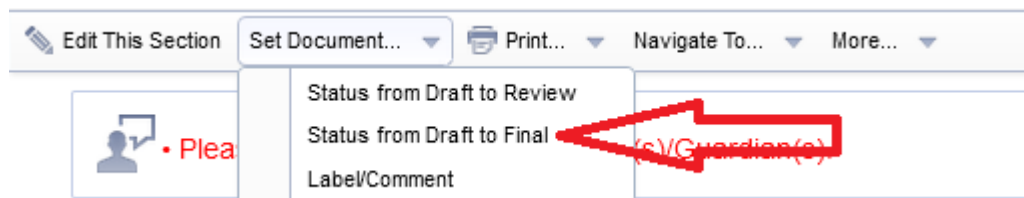
| Meeting Participants:  |   |  |
|--|---|--|
| Name:  | Title:  | Attending:   |
|  | Parent/Guardian   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  | Parent/Guardian   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="button" value="Add Row"/> <input type="text" value="521574 (van den Heuvel) (ID) lookup/non-lookup"/> | Board/TEENET Administrator<br>(Correct Title, if necessary) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="button" value="Add Row"/> <input type="text" value="(ID) lookup/non-lookup"/>                         | <br>(Correct Title, if necessary)                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |

The next section requires you to fill in the items discussed, any actions to be carried, and if follow up is required. Additional items can be added by click on the “Add Row” button. Also fill in “Approval of Minutes by” with administrator/designate and “Minutes Taken by” boxes.

| Discussion Items:                      |             |            |  |
|--|-------------|------------|--|
| Item:                                  | Discussion: | Action(s): | Follow Up/Review Required:                               |
| <input type="button" value="Add Row"/> |             |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="button" value="Add Row"/> |             |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Approval of Minutes by:  Minutes Taken by:

When you've completed the document, please ensure to select “**Save, Done Editing**”. Once the document is completed, set the document to **Final** so that it is secure and cannot be change. Click on the **Set Document** link at the top of the page and select **Status from Draft to Final**.



- Select **Final** in the drop down.
- Confirm this change by clicking **Accept**.

**Set Document Status: Programming Document for Aurora Aalders (3101244659)**

Change status from Draft to Final

Comments (optional)

User IDs:

**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**.