



Nova Scotia Student Information System

Nova Scotia Public Education System

# My Students (Caseloads) in TIENET

Quick Reference Guide

Revision Date:  
Nov 4<sup>th</sup>, 2015

Most user roles in TIENET can create **Student Caseloads**.

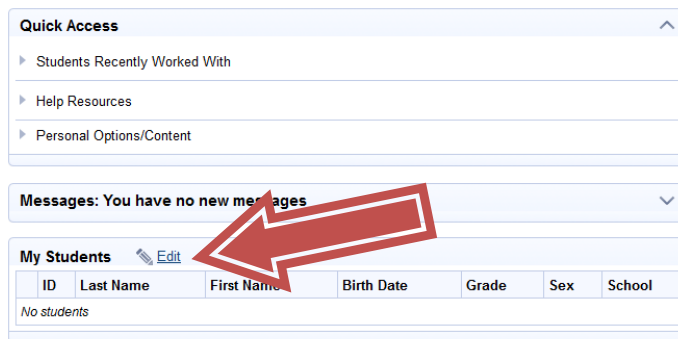
## 1 ADDING STUDENTS TO A CASELOAD – NON-CLASSROOM TEACHERS

**Note:** - Instructions for Classroom Teachers are in section 4 below.

- Case Loads are not related to Services data in any way.

From the TIENET Home Page:

- Click **Edit** next to **My Students**.



Quick Access

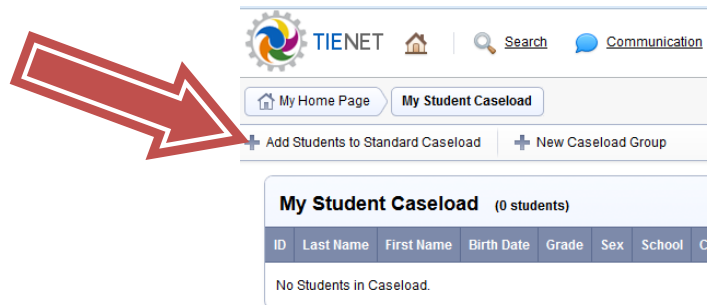
- Students Recently Worked With
- Help Resources
- Personal Options/Content

Messages: You have no new messages

My Students [Edit](#)

ID	Last Name	First Name	Birth Date	Grade	Sex	School
No students						

- Click, **Add Students to Standard Caseload**.



TIENET | Search | Communication

My Home Page | My Student Caseload

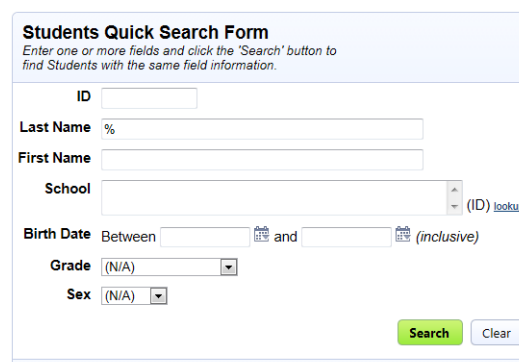
+ Add Students to Standard Caseload + New Caseload Group

**My Student Caseload** (0 students)

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
No Students in Caseload.							

- The **Students Quick Search Form** appears.
- Enter part or all of the student's name in the **Student Quick Search Form**.
- Click **Search**.

**Note:** Use % to search for all students.



**Students Quick Search Form**  
Enter one or more fields and click the 'Search' button to find Students with the same field information.

ID

Last Name %

First Name

School  (ID) [lookup](#)

Birth Date Between  and  (inclusive)

Grade

Sex

- Check off the box/boxes next to the student(s) to be added to the caseload.
- Click on the button **Add Students Marked Below to Standard Caseload**.

2000 items in 134 pages

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
<input checked="" type="checkbox"/>	(Gibson)	Lois	12/12/1992	10	Female	Horton High School	
<input checked="" type="checkbox"/>	20659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School Berwick
<input type="checkbox"/>	3100420698	Aalders	Bailey	08/22/1997	09	Male	Berwick and District School Berwick

On the **Home Page**, the student(s) selected are now part of the caseload.

## 2. REMOVING STUDENTS FROM A CASELOAD

- Click **Edit** next to **My Students**.

Quick Access

- Students Recently Worked With
  - Ashton, Aubrey
  - Aalders, Bailey
  - Aalders, Aurora
  - (Gibson), Lois
  - [Search for Other...](#)
- Help Resources
- Personal Options/Content

Messages: You have no new messages

**My Students** [Edit](#)

ID	Last Name	First Name	Birth Date
No students			

- Click **Remove Students from Standard Caseload**

[+ Add Students to Standard Caseload](#)
[Remove Students from Standard Caseload](#)

Select Group: (Entire Caseload) [+ New Caseload Group](#)

**My Student Caseload** (9 students)

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
3100420698	Aalders	Bailey	08/22/1997	09	Male	Berwick and District School	Berwick
3100014095	Aalders	Jacob	06/23/1995	11	Male	Central Kings Rural High School	Welton Landing
3100838808	Aalders	Kyle	11/18/1999	06	Male	Pine Ridge Middle School	Factorydale

- Check off the box/boxes next to the student(s) to be removed from the caseload.

- Click on the button **Remove Students Marked Below from Standard Caseload**.

**Remove Students Marked Below from Standard Caseload**

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City	
3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick	
3100420698	Aalders	Bailey	08/22/1997	09	Male	Berwick and District School	Berwick	
<input checked="" type="checkbox"/>	3100014095	Aalders	Jacob	06/23/1995	11	Male	Central Kings Rural High School	Welton Landing
<input checked="" type="checkbox"/>	3100838808	Aalders	Kyle	11/18/1999	06	Male	Pine Ridge Middle School	Factorydale
<input type="checkbox"/>	3100886203	Aalders	Leah	12/27/1999	06	Female	Pine Ridge Middle School	Kingston
<input type="checkbox"/>	3100227515	Aalders	Liam	06/01/1996	10	Male	West Kings District High School	Factorydale
<input type="checkbox"/>	3101383507	Aalders	Lilee-Mae	01/08/2004	02	Female	Aldershot Elementary School	New Minas
<input type="checkbox"/>	3101589723	Aalders	Maddox	10/23/2006	PR	Male	Annapolis East Elementary School	Meadowvale
<input type="checkbox"/>	3101368649	Aalders	Warren	10/06/2004	02	Male	Kingston District School	Kingston

**Remove Students Marked Above from Standard Caseload**

On the **Home Page**, the student(s) are now removed from of the caseload.

### 3. STUDENT CASELOAD SUBGROUPS

**Subgroups** can be added to a caseload. From the **Home Page**,

- Click **Edit** next to **My Students**

The screenshot shows a sidebar menu with 'Quick Access' and 'My Students' sections. The 'My Students' section is currently empty, displaying 'No students'. A red arrow points to the 'Edit' button next to the 'My Students' header.

- Click **New Caseload Group**.

# My Students (Caseloads) in TIENET

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Nov 4<sup>th</sup>, 2015

[My Home Page](#)
[My Student Caseload](#)

[+ Add Students to Standard Caseload](#)
[Remove Students from Standard Caseload](#)
[+ New Caseload Group](#)
[Customize Columns](#)



## My Student Caseload (3 students)

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City	Current Ad
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- Give the subgroup a name.
- Check the box next to the students that are to be members of this group.
- Click **Accept**.

### New Caseload Group

Group Name:

Select the students to be in this caseload group:

<input type="checkbox"/>	ID	Last Name	First Name	Birth Date	Grade	Sex	School	City	Current Ad
<input type="checkbox"/>	3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick	Yes
<input type="checkbox"/>	3101739229	Aguis	Dexter	09/27/2007	02	Male	Berwick and District School	Berwick	No

From the **Home Page**, you can now see all caseload groups including the subgroup you've just created in the drop-down menu.

My Students [Edit](#) Select Group: (All My Students) (All My Students)

	ID	Last Name	Speech	Name	Birth Date	Grade	Sex	School	City
	3101244659	Aalders		Aurora	10/04/2002	10	Female	Berwick and District School	Berwick
	3100420698	Aalders		Bailey	08/22/1997	09	Male	Berwick and District School	Berwick
	3100014095	Aalders		Jacob	06/23/1995	11	Male	Central Kings Rural High School	Welton Landing

## 4. ADDING STUDENTS TO A CASELOAD – CLASSROOM TEACHER

Class room Teachers can make case load groups within their classes

### From the TIENET Home Page:

- Click on one of your classes and then click “+ New Group”

The screenshot shows the TIENET Home Page with a navigation bar containing "My Home Page" and "What's New?". Below the navigation bar, there are two main sections: "Quick Access" and "My Classes".

**Quick Access:** Includes a search box for "Search Student: type name or ID" and a link for "Personal Options/Content".

**Messages:** A notification stating "You have no new messages".

**My Classes:** A list of classes for the user "STUDY LIBRARY":
 

- STUDY LIBRARY (ID: 930STLIB\_35002, 17 Students)
- STUDY LIBRARY (ID: 930STLIB\_35003, 8 Students)
- STUDY LIBRARY (ID: 930STLIB\_35004, 4 Students)
- STUDY LIBRARY (ID: 930STLIB\_35005, 21 Students)

 The first class entry is circled in red.

- Enter a Group Name and check off the box/boxes next to the student(s) to be added to the caseload and hit “Save”

The screenshot shows the "New Group" creation interface. At the top, there are navigation buttons for "My Home Page" and "STUDY LIBRARY". Below this is a "+ New Group" button. A "Group Name:" label is followed by a text input field containing "Enter Group Name".

Below the input field is a table of students with checkboxes for selection:

<input type="checkbox"/>	ID	Last Name	First Name
<input type="checkbox"/>	3101244659	Aalders	Aurora
<input type="checkbox"/>	3100420698	Aalders	Bailey
<input checked="" type="checkbox"/>	3100014095	Aalders	Jacob
<input checked="" type="checkbox"/>	3100838808	Aalders	Kyle

You can now see all caseload groups you've just created in the “Select Group” drop-down menu.

The screenshot shows the "Select Group:" dropdown menu. The current selection is "(Entire Class)". To the right of the dropdown is a "+ New Group" button.