



Nova Scotia Student Information System

Nova Scotia Public Education System

# Print a Document in TIENET

Quick Reference Guide

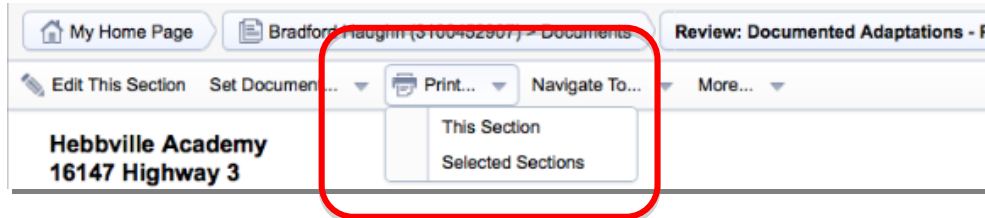
Revision Date:  
November 4, 2015

# 1 PRINTING DOCUMENTS IN TIENET

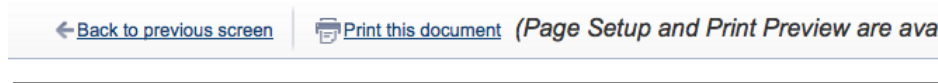
## 1. PRINTING A SINGLE DOCUMENT

**Print** is one of the document features in TIENET.

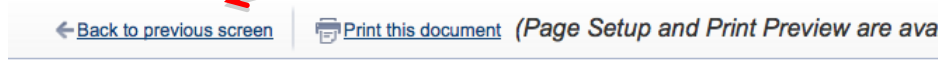
There are 2 options in the **Print** section:



- **This Section** – used for all documents except an Individual Program Plan.
- **Selected Sections** – used when all or a portion of the Individual Program Plan is to be printed.
- Click on **Print this Document** after choosing one of the options above.



- Enter your printing specifications before clicking on **OK**.
- To return to the document click on **Back to previous screen**

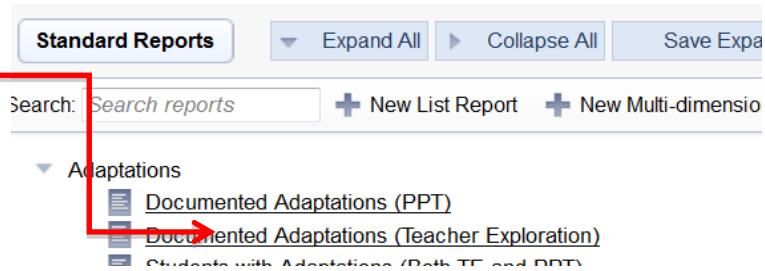


## 2. BULK PRINTING

### 2.1 Bulk Printing a Selection of Documents From a Report

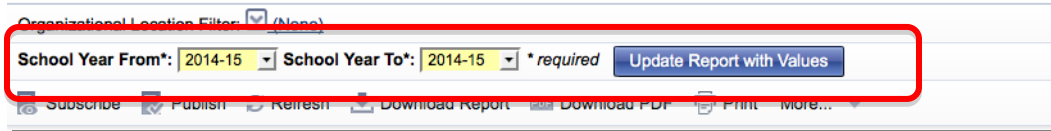
Bulk printing is completed after generating a report. The example below is the “Adaptations – Teacher Exploration” Report.

- Click on **Adaptations - Document Adaptations (Teacher Exploration)** from the **Report** menu.

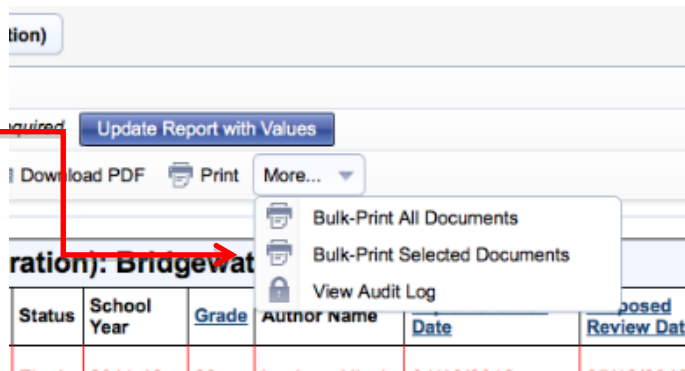


the

- Choose **School Year From/School Year To**, and click **Update Report with Values**



- Click on **More** – choose **Bulk-Print Selected Documents**



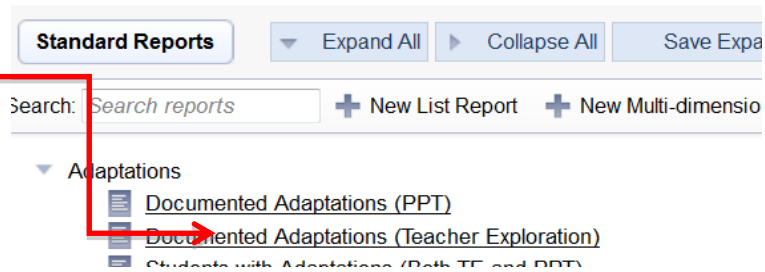
- Select the specific documents you wish to bulk print
- Click **Bulk-Print Student Documents Checked Below**

Documented Adaptations (Teacher Exploration): Bridgewater Elementary School									
<input type="checkbox"/>	School	ID	Last Name	First Name	Status	School Year	Grade	Author Name	Imple Date
<input type="checkbox"/>	Bridgewater Elementary School	3101392813	Gros	Maxwell	Final	2011-12	03	Lanigan, Nicole	04/10
<input type="checkbox"/>	Bridgewater Elementary School	3101528259	Poole	Riley	Final	2011-12	PR	Rogers, Marcy	04/02

## 2.2 Bulk-Printing All Documents From a Report

Bulk printing is completed after generating a report. The example below is the “Adaptations – Teacher Exploration” Report.

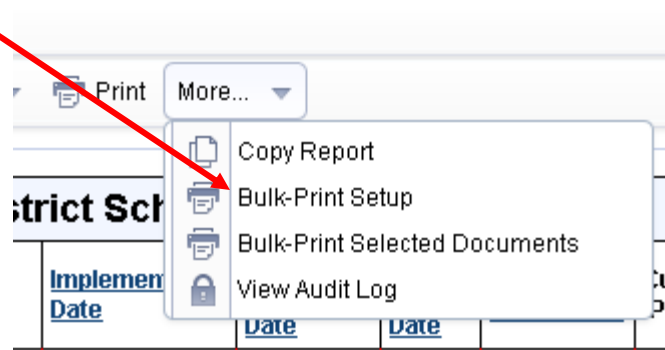
- Click on **Adaptations - Document Adaptations (Teacher Exploration)** from the **Report** menu.



- Choose **School Year From/School Year To**, and click **Update Report with Values**



- Click on **More** – choose **Bulk-Print Setup**



- Sections to Print - **Select All**
- Check the box beside name of document.
- Update the **Selection Criteria** to have the school year (enter "2013" for 2013-14 school year, enter "2014" for the 2014-15 school year, etc.)
- Sort Formula – keep it as Profile.School
- Select your Print Method – 2 choices
- Click **OK**

**Note:** When batch printing, a print preview of each batch appears. After each batch prints, **Move to Next Batch of Documents** to be printed.

### Bulk-Print Setup: Documented Adaptations - Teacher Explorer

**Sections to Print**

Documented Adaptations

**Selection Criteria** Document Selection Formula:    
DocHistoryYear >= 2015 and DocHistoryYear <= 2015

Include Inactive Students (  Only )

Final Documents Only

Include Only the Most Recent Document Per Student (by c

- Include Only the Most Recent Documents Within Selector
- Include Only the Most Recent Documents Overall

**Sort Formula** *Note: A name sort is automatically added. It is not necessary to specify a*  
Sort Formula:    
Profile.School

Descending Sort

**Print Method**  Print documents one at a time (*if you want page numbers to start at #1*)

Print documents in one or more batches sized for your browser (*if pag*)

[← Back to previous screen](#)  (Page Setup and Print Preview)

**Batch #1 of 8 :** [Click Here to Move to Next Batch of Documents](#)