



Nova Scotia Student Information System

Nova Scotia Public Education System

The TIENET Home Page

TIENET Quick Reference Guide

Revision Date:
July 2, 2013

Contents

1	Accessing TIENET.....	3
---	-----------------------	---

1 ACCESSING TIENET

Accessing TIENET from either PowerSchool or PowerTeacher takes the user to **My Home Page** – the main TIENET navigation page with the TIENET logo and My Home Page icon in the top left. Also, it shows the user's name with the **Log-Out** button at the top right. All schools that the user has access to can be viewed and accessed using the drop-down menu beside

Select Location:

NOTE: The features a user has access to on the TIENET Home Page are dependent upon the assigned role.

The screenshot shows the TIENET Home Page interface. At the top is a navigation bar with icons for Search, Communication, Reporting, Administration, and Help. The user's name, Becky Franklin, and a Log Out button are in the top right. Below the navigation bar is a 'My Home Page' button and a 'Select Location' dropdown menu set to 'Berwick and District School'. The main content area is divided into several sections: 'Quick Access' with links for 'Set My User Options' and 'Change My Password'; 'Messages' showing one new message from 'UGMACDUFF (Glen MacDuff) Berwick and District School'; 'Reports' with links for 'Documented Adaptations (PPT)' and 'Other Standard Reports'; and 'My Students' which contains a table of student information.

ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
3100326598	Gibson	Lois	12/12/1992	10	Female	Horton High School	
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	Wellton Landing
3100838808	Aalders	Kyle	11/18/1999	06	Male	Pine Ridge Middle School	Factorydale

➤ Top Navigation Bar

This close-up screenshot highlights the top navigation bar. It features a 'My Home Page' button on the left and a 'Select Location' dropdown menu. The main navigation bar contains icons and labels for 'Search', 'Communication', 'Reporting', 'Administration', and 'Help'. The user's name and 'Log Out' button are visible in the top right corner.

From the top menu bar, users can access various features of the TIENET system by hovering on the words/icons.

- **Search:** Provides search options to access students, staff, classes, school minutes depending on security roles.
- **Communication:** Provides links that assist in TIENET communication using Messages, Announcements and Discussions. Also a Calendar feature is available.
- **Reporting:** Provides links to standard and advanced reports.
- **Administration:** Provides links to administrative features like security.
- **Help:** Provides links to TIENET, provincial and school board help guides.

➤ Quick Access

Gives quick access to **Students Recently Worked With**, **Help Resources** and **Personal Options/Content**

Quick Access ^

- ▶ [Students Recently Worked With](#)

- ▶ [Help Resources](#)

- ▶ [Personal Options/Content](#)

➤ Messages

Users can retrieve new TIENET messages directly from the **Home Page** by clicking on the envelope icon.

Messages: You have 1 new message(s) ^

	Subject	From	Date
✉	TEST	UAALLEN (Amanda Allen) Berwick and District School	07/09/2013 Tue 11:07 AM

➤ My Students (for resource teachers, administrators, school counselors, etc.)

My Students is the ability for users to create a student caseload and caseload groups.

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

	ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
📄	3100326598	(Gibson)	Lois	12/12/1992	10	Female	Horton High School	
📄	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

➤ Reports

Reports shows the standard reports on your TIENET Home Page that have been subscribed to as a shortcut if the report is regularly used.

Reports [Save](#) ^

- ▼ Adaptations
 - 📄 [Documented Adaptations \(PPT\)](#) ⋮
 - 📄 [Documented Adaptations \(PPT\) \(caseload only\)](#)
- [Other Standard Reports...](#)

➤ **My Classes** (for classroom teachers)

My Classes shows the list of classes that the teacher teaches and has access to. By clicking on the class, teachers get access to the class list and links to the students enrolled.

