



Nova Scotia Student Information System

Nova Scotia Public Education System

Additional Programming Documents in TIENET

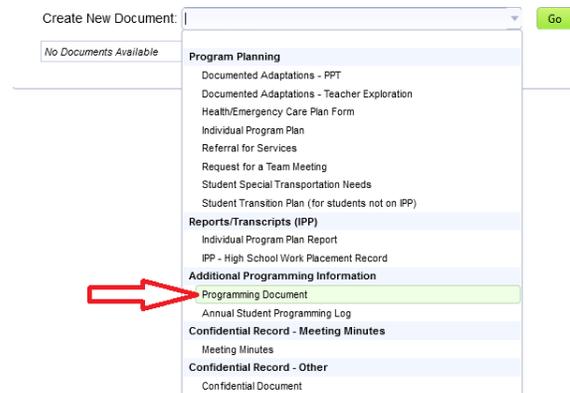
TIENET Quick Reference Guide

Revision Date:
Nov 4th, 2015

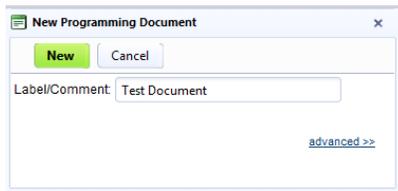
The information related to the student's program planning and student services are created and managed in TIENET and uploaded and attached as Programming Documents within Additional Programming Information (details below). This would include student programming information like a FAIS, strengths and challenges worksheet, reports, parental consent forms, correspondence to and from the board and outside service providers, etc.

The **Additional Programming Information** section allows additional documents related to student programming to be uploaded. Additional Programming documents are attached and grouped by school year. These documents can be uploaded by Classroom Teachers, Resource Teachers and School Administrators, and viewed by anyone who has access to the student's TIENET information and documents.

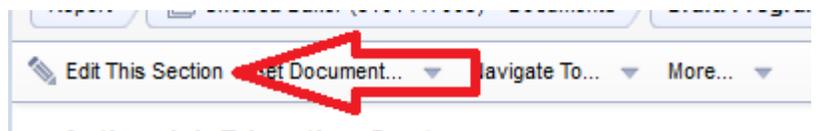
- Go to a student's Document Library
- From the drop-down menu choose **Programming Document** under the Additional Programming Information section and click **Go**.



- Enter a Label/Comment and Click New



- Further notes, giving more description of the document being attached, may be added on the cover page before uploading a document by clicking on **Edit This Section**. Add an author as well. Click "Save, Done Editing"



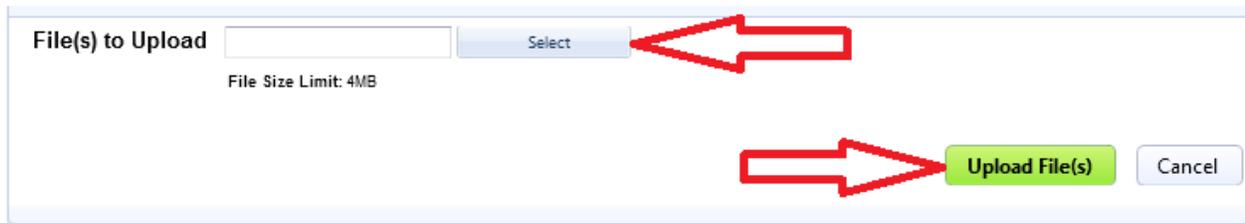
- Go to File Attachments under Navigate To



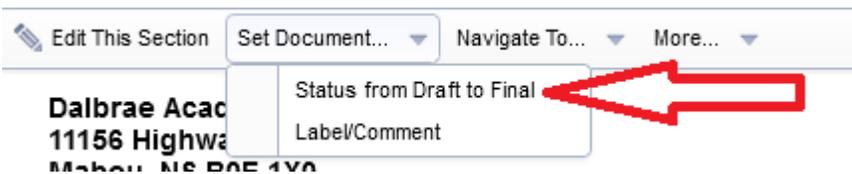
- Click on Attach File



- Click Select to locate the file you wish to upload then click Upload File



- Once the file is uploaded, set the document to **Final** so that it is secure and cannot be changed. Click on the **Set Document** link at the top of the page and select **Status from Draft to Final**



Additional Programming Documents

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- 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: [Look up: Staff User ID](#) [Mr Messaging Groups](#)

Send a Notification Message To

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**.

As shown below, in the student's document library, the Additional Programming Document(s) uploaded is/are now part of the student's document library. Documents can be viewed after clicking on the attached document and downloading the file.



| ▼ SCROOPIUS | | | |
|--|-------|--------------------------|----------------|
| Case Notes | Draft | 03/07/2012 Wed, 05:44 PM | 06/22/2012 Fri |
| Additional Programming Information | | | |
| Programming Document Attachment: test.txt | Final | 05/23/2012 Wed, 05:44 PM | 07/08/2013 Mo |
| ▼ Confidential Information | | | |
| Meeting Minutes | Draft | 03/12/2012 Mon, 11:46 AM | 04/26/2013 Fri |