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Nova Scotia Student Information System

Nova Scotia Public Education System

Classroom Teacher Access & Documents in TIENET

User Guide

TIENET

(Note: Student names appearing in this document are fictitious names)

1 ACCESSING TIENET

- TIENET can be accessed from PowerTeacher in a few different ways, but the easiest way to access TIENET is to click the **TIENET** link from the PowerTeacher Start Page. To access TIENET in other ways from either PowerTeacher and/or PowerSchool, refer to the user guide entitled **Accessing TIENET**.
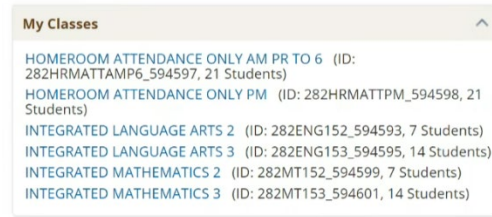
- On the right-hand side of the Home Page, you will find the list of the courses you teach.

1.1 ACCESSING YOUR STUDENT ROSTER

To access the student roster, click on a course name listed under **My Classes**.
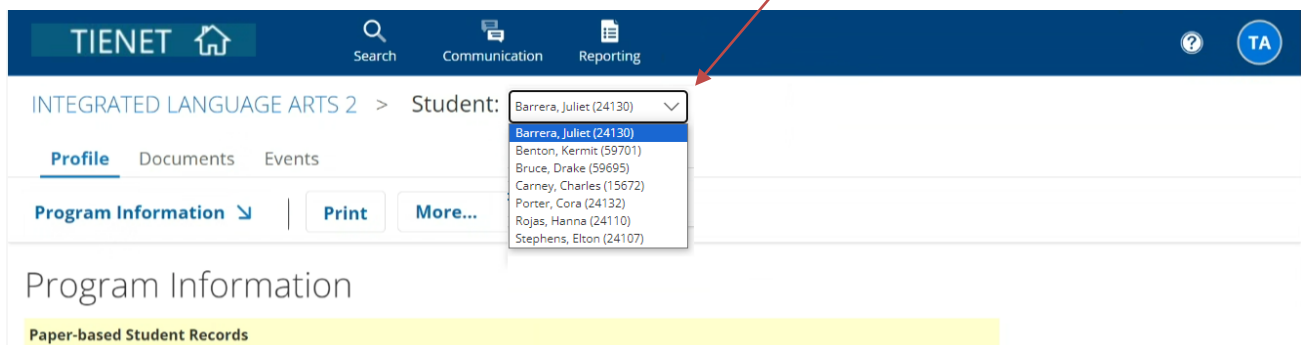
2 ACCESSING INFORMATION FROM YOUR STUDENT ROSTER

To access **Student Profile** information or **Document** information, click on the arrow beside the student's name.

When viewing a student's Profile or Documents page, clicking on the drop down beside the course name gives the ability to access other students in your class.

2.1 STUDENT PROFILE INFORMATION

Student Profile – to access the information under Student Profile, hover over the words **Program Information** and then select the Profile section you wish to view.

2.2 STUDENT DOCUMENTS

Documents (and attachments) that have already been created for the student in the current school year will appear and are accessed by clicking on them. Clicking on **By Year** or **By Category** gives the ability to filter documents for a specific year or by a category of documents.

Create New Document – the drop-down list shows the documents that Classroom Teachers can create for the students that they teach. Choose the appropriate document and click **Go**.

A **Comment** box will appear and, depending on the document, suggested comments are listed below. Fill in the **Label/Comment** and click **New**. You can then begin filling in the document.

2.2.1 DOCUMENT LABELS/COMMENTS

The table below has suggested labels/comments for classroom teachers to use when creating new student documents in TIENET.

Document	Suggested Label/Comment
Documented Adaptations	Subject(s) that require(s) adaptations, Grade Level/Semester (for High School)
Student SCIs for Classroom Teachers	Grade Level/Semester (for High School)
Annual Student Programming Log	Grade Level/Semester (for High School)
Individual Program Plan (IPP)	Grade Level/Semester (for High School) and Area of Focus (Life Skills, Social Development, Academic)
IPP Report – Reporting Period 1 **IPP Report – Reporting Period 2** **IPP Report – Reporting Period 3** **IPP Report – Reporting Period 4 (if needed)**	Reporting Period Name (Term or Semester)
Document	**Suggested Comments**
Additional Programming Documents (reports, files, etc.)	Name and Date of Document or Report, Notes optional

2.3 ATTACHING ADDITIONAL PROGRAMMING INFORMATION (FILE-BASED REPORTS, ETC.)

Additional programming documents related to student programming can be uploaded into TIENET. From the student's document drop-down library, choose **Programming Document** and then **Go**.

You may add a Label/Comment or click **New** to move to the file attachment page.

Choose **Edit This Section** if you would like to add notes about the document being attached.

Rocky Shore School
Highway #1, Rocky Shore, NS
(902) 555-1111

	Programming Document
Student Profile	
Name: Barrera, Juliet Clifton Lloyd	Gender: Female
Date of Birth: 04/10/2003	Student ID Number
Self-Identification Indigenous: No	Ancestry:

Notes can be added here. When finished, click on **Save, Done Editing**.

Notes:

Now that notes have been added (optional), to attach a file, click on **Navigate To,** and then **File Attachments**.

Class Roster   >   Juliet Barrera (24130) > Documents   >   Draft: Programming Document *(2022-23)*

| Edit This Section | Set Document...   ∨ | Print...   ∨ | Navigate To...   ∨ | More...   ∨ |

Rocky Shore School
Highway #1, Rocky Shore, NS
(902) 555-1111

Student Profile
Events for This Document
File Attachments
Language Translations

Click on **Attach File(s).**

Attach File(s)

File Attachments

Document   Draft Programming Document for Juliet Barrera (24130)

No Uploaded Files

Select and search for and the file(s) to be attached.

Click **Upload File(s)**.

↑ Attach File(s) to Programming Document Document for Juliet Barrera (24130)

File(s) to Upload   [Select]   Drop Files Here

File Size Limit: 30MB

[Upload File(s)]   [Cancel]

Once the document has been uploaded it must be set to **Final** status.

Click on the **Draft Programming Document > Set Document > Status from Draft to Final > Accept > OK**.

Class Roster   >   Juliet Barrera (24130) > Documents   >   Draft: Programming Document *(2022-23)*

| Edit This Section | Set Document...   ∨ | Print...   ∨ | Navigate To...   ∨ | More...   ∨ |

Status from Draft to Final
Label/Comment

Rocky Shore Sch
Highway #1, Ro
(902) 555-1111

2.4 CREATING ADDITIONAL ROSTERS

A Classroom Teacher has the ability to create additional groups from a class roster. A Classroom Teacher may want to make a more specific group of students from the class list such as students that have Documented Adaptations or Individualized Program Plans.
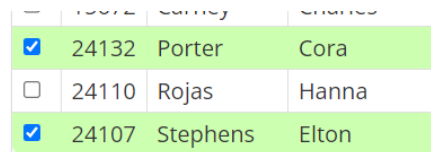
1. From the class list click on **New Group**.
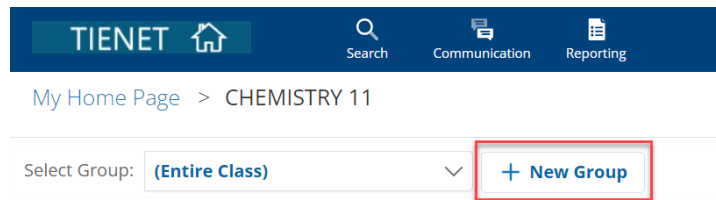
2. Give the Group a name.
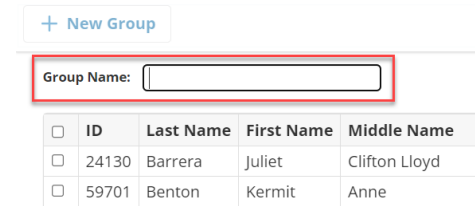
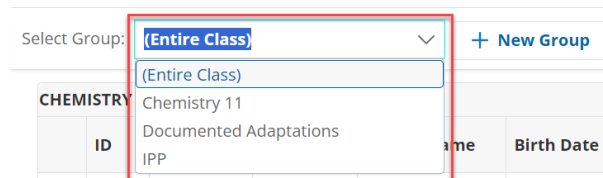3. Choose the student name(s) you want to include in the roster.

4. Click **Save**.

The next time you log into TIENET the class roster is the default group. To choose a more specific group, click on the down arrow to get a drop-down list of the additional group(s) you created.

To edit or delete a group select **Edit Group** or **Delete Group** after choosing the group you want to edit/delete.