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Nova Scotia Student Information System

Nova Scotia Public Education System

Classroom Teacher Access & Documents in TIENET

User Guide

TIENET

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(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**.

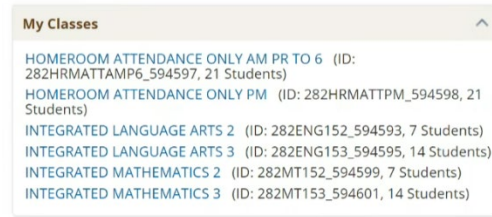
The screenshot shows the PowerSchool SIS interface. On the left, there is a navigation menu with the following items: PowerTeacher Pro, Start Page, Daily Bulletin, Schedule, Staff Directory, Meals, Reports, Recommendations, **TIENET** (circled in red), Bell Schedule, and sqlReports. Below the navigation menu is the 'Server Information' section. On the right, the 'Current Classes' section is visible, showing a table of classes with columns for Exp, Course, Sec #, Attendance Status, Take Attendance, and Multi-Day Attendance. The table lists two instances of 'ENGLISH LANGUAGE ARTS'.

- On the right-hand side of the Home Page, you will find the list of the courses you teach.

The screenshot shows the TIENET Home Page. At the top, there is a navigation bar with the TIENET logo, a search icon, and icons for Search, Communication, and Reporting. Below the navigation bar, the page is titled 'My Home Page'. On the left, there is a section for 'Unread Messages (0)' with the text 'There are no unread messages'. On the right, there is a section for 'My Classes' which lists several courses: HOMEROOM ATTENDANCE ONLY AM PR TO 6 (ID: 282HRMATTAMP6_594597, 21 Students), HOMEROOM ATTENDANCE ONLY PM (ID: 282HRMATTM_594598, 21 Students), INTEGRATED LANGUAGE ARTS 2 (ID: 282ENG152_594593, 7 Students), INTEGRATED LANGUAGE ARTS 3 (ID: 282ENG153_594595, 14 Students), INTEGRATED MATHEMATICS 2 (ID: 282MT152_594599, 7 Students), and INTEGRATED MATHEMATICS 3 (ID: 282MT153_594601, 14 Students). Below the 'My Classes' section, there is a 'Reports (1)' section and a 'Documents' section with a link to 'Request to Teaching Support Team'. At the bottom, there is a section for 'My Students(0)' with an 'Edit' button and a grid icon.

1.1 ACCESSING YOUR STUDENT ROSTER

To access the student roster, click on a course name listed under **My Classes**.



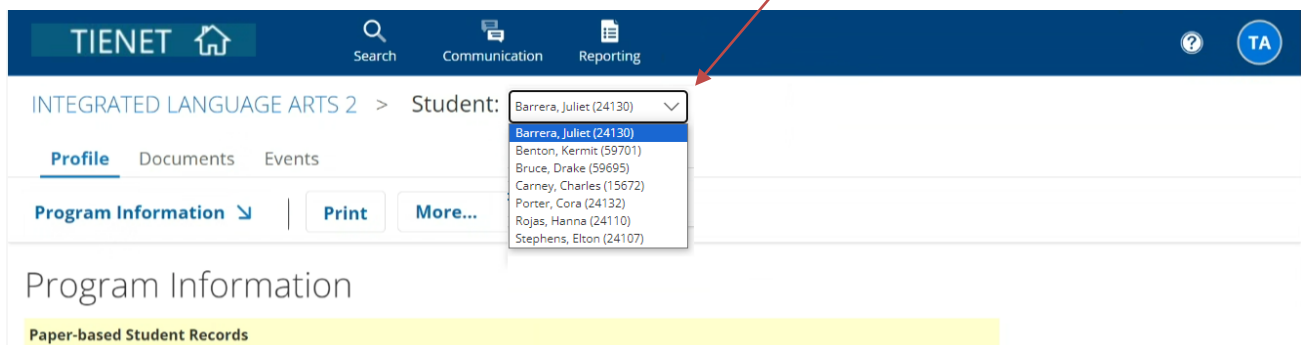
2 ACCESSING INFORMATION FROM YOUR STUDENT ROSTER

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

INTEGRATED LANGUAGE ARTS 2 Student Roster (7 students) View: (Default) [X] [Print]

ID	Last Name	First Name	Middle Name	Birth Date	Grade	Sex	School	City	Current Adap	Previous Adap	Current IPP	Previous IPP
^		Juliet	Clifton Lloyd	04/10/2003	11	Female	Rocky Shore School	Rocky Shore	Yes	Yes	Yes	Yes
v	59701	Benton	Kermit Anne	12/26/2002	12	Male	Rocky Shore School	Rocky Shore	Yes	Yes	Yes	Yes

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.

CHEMISTRY 11 > Student: Barrera, Juliet (24130) ▾

Profile Documents Events

Program Information ▾

- Program Information
- General Demographics Information
- Diagnosis/Disorders Information
- Services Data
- Student Contacts
- Caseload
- Class Student Roster

Paper-based Student Records

Paper Cumulative Record: No

Confidential Record: No

Adaptations

Current Adaptations: No

Previous Adaptations: Yes

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.

CHEMISTRY 11 > Student: Barrera, Juliet (24130) ▾

Profile Documents Events

By Year: (All) ▾ By Category: (All) ▾

Documents for Juliet Barrera (24130)

Create New Document: (Select...) Go

Documents for 2023/24	Status	Creation Date	Modification Date
Program Planning			
Transition Plan (for students not on IPP)	Draft	10/26/2023 Thu, 01:42 PM	---

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**.

Create New Document: (Select...) ▾ Go

- (Select...)
- Program Planning
- Documented Adaptations
- Individual Program Plan (IPP)
- Request for Alternate Formats (NSA and NSE)
- Student Building/Bus Safety Plan
- Student SCIs for Classroom Teachers
- Transition Plan (for students not on IPP)
- Additional Programming Information
- Programming Document

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**.

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...](#)

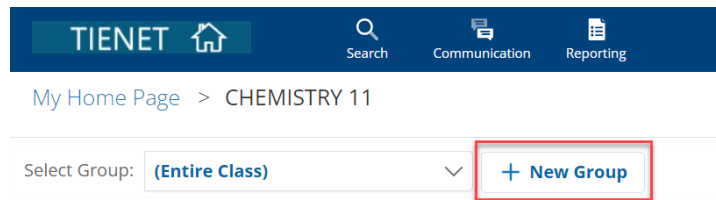
Rocky Shore School
Highway #1, Rocky Shore, NS
(902) 555-1111

- Status from Draft to Final**
- Label/Comment

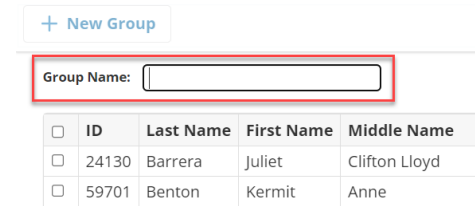
2.4 CREATING ADDITIONAL ROSTERS

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.

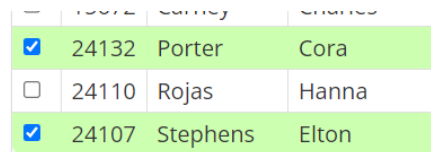
1. From the class list click on **New Group**.



2. Give the Group a name.



3. Choose the student name(s) you want to include in the roster.

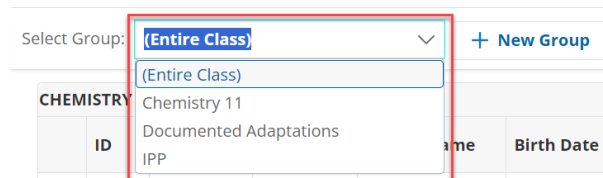


4. Click **Save**.



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.

My Home Page > CHEMISTRY 11



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

My Home Page > CHEMISTRY 11

