

Nova Scotia Student Information System

Nova Scotia Public Education System

# Communication System in TIENET

Quick Reference Guide

Revision Date: November 4, 2015

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# **1** ACCESSING THE COMMUNICATION SYSTEM

To access the Communication System in TIENET, hover the mouse pointer over **Communication** in the top navigation bar and then select the desired component of the system.

🔃 TIENET 🛕 🛛 🔍 Search	Communication	eponitus 🐼 Administration 🛟 Help
171°	Send Message	-
My Home Page Welcome, Amanda A	Messages	Non, 11:01 AM What's New?
	Announcements	
Quick Access	Calendar	^
<ul> <li>Students Recently Worked With</li> </ul>	Discussion	
👕 📄 Aalders, Aurora		

# 2 E-MAIL COMMUNICATION ALERT FROM TIENET

Message Forwarding is an option within Communication to have an alert sent to a regular **e-mail** address indicating that there is a message in **TIENET** to retrieve.

To access message forwarding settings, go to Communication, then Messages.

💓 TIENET 🔝	C Search	Communication Send Message	rting F
My Home Page	What's New?	Messages	
Select Location: AVRSB District	Office *	Calendar Discussion	~



Click Send email notification (without actual message content). Add the email address that the Alert will be sent to and click Accept.

3



ova Scotia Student Information System

# **3** COMPONENTS OF THE COMMUNICATION SYSTEM

# 3.1 SEND MESSAGE

• Click on Send Message under the Communication link on the top navigation bar.



- Click on the To link to access the Look-Up directory and chose the staff member(s) that the message will be sent to using Staff User ID, My Messaging Groups or Frequently Messaged Users.
- Type in a **Subject.**
- Create the body of the message (using the stylized icons if desired).
- Denote **High Importance**, add **CCs** or **BCCs**, and/or **Attach** documents to this message if desired.
- Click Send.

# 3.2 NAVIGATING THE MESSAGE BOX



# 3.2.1 Accessing the Message Center

• Click on **Messages** under the Communication link on the top navigation bar.

💓 TIENET 🔬 🔍 Search 🖉	Communication Send Message	Rep:	histration	🛟 <u>Help</u>
Welcome, Amanda A	Messages	M 7, 11:01 AM	What's New?	
	Announcements			
Quick Access	Calendar		^	
<ul> <li>Students Recently Worked With</li> <li>Alders, Aurora</li> <li>Bartlett, Carlee</li> </ul>	Discussion			



#### **3.2.2** Accessing Unread Messages

• Click on the unread message.

🔃 TIENET 🛕	🔍 Search 🔎 Communication 🔐 Reporting 🔅 Administration	+9	Amanda A	Nova Scotia Ilen (Berwick and District School) Loqout
<ul> <li>Messages</li> </ul>	😰 Send Message 💭 Refresh 🏢 Delete 📄 Move Manuas	Settings	Search	Q
Unread	🗇 陀 From	Subject		Date Sent 🔹
	UGMACDUFF (Glen MacDuff)	Programming Document for Ashley Franklin (3100508575)		07/08/2013 Mon, 01:54 PM
Sent				
Announcements				
Discussion				
💮 My Calendar				

• The message turns yellow and additional actions appear. Similar to e-mail, options include **Reply**, **Reply All, Forward, Mark as Unread** or **Print**. The content of the message and any attachments appear at the bottom.

😥 TIENET 🛕	🔍 Search 🔎 Communication 👊 Reporting 🎄 Administration 💠 E	ielp /	Amanda Alle	Nova Scotia (Berwick and District School) Logout
🔺 🔛 Messages	🛫 Send Message 🔅 Refresh  前 Delete 🍘 Move Mark as 🔻 🇮 🔹	t Settings	Search	Q
Carl Unread	🔽 🏲 From	Subject		Date Sent 👻
Inbox	UGMACDUFF (Glen MacDuff)	Programming Document for Ashley Franklin (3100508575)		07/08/2013 Mon, 01:54 PM
Flagged				
P Discussion				
My Calendar				
	4			
	×	* •		
	🐟 Reply 🐟 Reply All 🔿 Forward 🖃 Mark as Unread 🖶 Print			
	Subject: Programming Document for Ashley Franklin (3100508575) From: UGMACDUFF (Glen MacDuff) Bervičk and District School Date Sent: 07/08/2013 Mon, 01:54 PM To: UPWAGNER (Peta Wagner): UAALLEM (Ananda Allen); URFRANKLIN (Becky Franklin)	ı.		
July 2013	CLink: Programming Document			
S M T W T F S	Peta.			
30 1 2 3 4 5 6 This is a sample document attached to a student. Ashley Frankin: attached a version of Petai's guide.				
7 0 9 10 11 12 13	Gien			

## 3.2.3 Creating Messaging Groups

5

• Click on **Send Messages** under the Communication link on the top navigation bar.

My Home Page	Welcome, Amanda /	A <u>Messages</u>	Vion, 11:01 AM	What's New?	
Quick Access		Calendar			^
<ul> <li>Students Recently We</li> </ul>	orked With	Discussion			
🚞 📄 Aalders, A	urora				
he <b>To</b> link.	cancel	ortance			
he <b>To</b> link.	Cancel 🛛 🖨 🚯 High Impo	vrtance	Show	Co & Bec	
he To link.	Cancel	t tik [Fon	Shon 영, 영, 14 (1) 국 18 (1) (3) 18	Cc & Bcc	
To link.	Cancel	rtance t dik [Fon	Shor 9. 9. 11 ① 云 函 ④ 3. 12	Cetà Bot	

• Click on My Messaging Groups.

🗐 Send Message	
Send Cancel I Igh Importance	
	* *
Staff User ID Show Cc	& Bcc
Body ♥ A X La C. C. 9 · C. A · A · J · J · Ω · A · A · Z · C.	

• Click Add New Messaging Group.

No Messag	jing Groups						
	Group ID	Description	Users In This Group	Sharing Options			
+Add New Messaging Group							
My Messaging Groups							

- Add Group ID (Name) and Description.
- Look-Up Staff members of this particular group using the **Staff User ID** link. Use **Sharing Options** if desired.
- Click Save.
- You can now send a message to this messaging group by clicking the green Select button (see below).
- Groups can be changed by using the pencil (edit) and trash can (delete) icons to the far right.

Save Cancel	
Group ID	
	(Unique 20 character identifier - letters, digits, underscore only)
Description	
Users In This Group	Look up: <u>Staff User ID</u>
Sharing Options	Share This Group With Other Users
	Share My Calendar With Other Users

My Messaging Groups		essaging Groups Mess	saging Groups Shared by Other Users				
d	+Add New Messaging Group						
		Group ID	Description	Users In This Group	Sharing Options		
				UJBALIGNASAY (Janet Balignasay)			
	Select	SPT	School Planning Team	URFRANKLIN (Becky Franklin) UGMACDUFF (Glen MacDuff)		1	ш



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What's New?

## 3.2.4 Creating folders within the Inbox

TIENET 🟠

Students Recently Worked With
 Alders, Aurora

斺 My Home Page

**Quick Access** 

Q Search

Welcome, Amanda A

To access the message center,

 Click on Messages under the Communication link on the top navigation bar.

•	Right click on the <b>Inbox</b> to
	access the New Folder option.



**Communication** 

Send Message

Messages Announcements

Calendar Discussion Re

1:01 AM

- Name the folder
- Click Accept



• The folder is now viewable under the Inbox.





#### 3.2.5 To move a message to a folder

• Check the desired message and click Move.



Select the Destination Folder and click on the • green Move button.

Move Cancel	
# Message(s) Selected: 1	
Destination Folder:	
🔺 🔛 Inbox	
Meeting Minutes	

### **3.3 ANNOUNCEMENTS**

#### 3.3.1 Sending & Accessing Announcements

Click on Announcements under the • Communication link on the top navigation bar.



From this view, any of the • announcement links at the top or on the left side of the screen can be accessed.

_		- ocha minediate vanoaneement	oulendar / infouncement g/ remean	
	🔛 Unread	From	Event Date/Time	Subject
	🗅 🖬 Inbox	No records to display.		
	Flagged			
	Sent Sent			
4.1	<ul> <li>Announcements</li> </ul>			
	Inbox/Pending			
	Inbox/Expired			
	🖬 Sent			
1	Discussion			
į.	🖞 My Calendar			



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## 3.3.2 Send Immediate or Calendar Announcement

• Click on Send Immediate Announcement or Calendar Announcement.

	Communication 👩 Reporting 🎄 Administration 🎨 Help	
🔺 🔛 Messages 🛛 🖉	send Immediate Announcement 🛗 Send Calendar Announcement 🦪 Refresh	
C Unread	From Event Date/Time Su	ubject
Inbox Flagged Sent	No records ' display.	
<ul> <li>Announcements</li> <li>Inbox/Pending</li> <li>Inbox/Expired</li> <li>Sent</li> </ul>		
Discussion		

- To complete announcement form, complete all required fields (Recipients, Expires When?, Options if desired, Subject, and Body of announcement.
- Click Send.

Send Immed	iate Announcement
Send	Cancel
Recipients	At Location: V (Board-wide)
	Staff ( Limit by security group) Security Administrator System Consultant
Expires When?	End of today End of tomorrow In seven days Specific data/ime: 6/16/2014 1.00 PM Im IM
Options	Priority: Normal 💌 🔘 🗵 Allow Recipients To Reply?
Subject	Adaptation Reviews Complete
Body	B Z ∐ abe ≣ ≅ ≅ ≣ ∰ ∰ # 12pt • ﷺ 🖾 😡 😣 🗞 😫 🗄 🕒
	🐡 ΑΑ 🐰 🖙 🛳 🛳 + 🤊 • (* • Α • Δ) • (* • Ω • 🔤 • 🗛 🐉 💈
	Review on all adaptions must be completed by Friday June 20th.

# 3.4 CALENDARING IN TIENET

### 3.4.1 Navigating the TIENET Calendar

• Click on **Calendar** under the Communication link on the top navigation bar.



From this view you can,

- View the calendar by day, week or month.
- Click on any date to see that day's activities.
- Access your messages and announcements.
- The current day is bold.



## 3.4.2 Adding a Personal Calendar Item

• Click on New Personal Calendar Event.

	🔍 <u>Search</u> 🗩 Cor	mmunication		Help		Amanda	Nova Scotia a Allen (Berwick and District School) Logout
4 Messages	New Personal Calendar Eve	ent New along a	event 🖃 New Calendar Anno	ouncement 📄 Print You	I can also right-click the calend	dar to add new items	<u>^</u>
Drread	<ul> <li>← → Jul, :</li> </ul>	2013					Day Week Month
Inbox =	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Flagged	30	01 Jul	2	3	4	5	6
Announcements							
· · · · · · · · · · · · · · · · · · ·							
July 2013							
S M T W T F S	7	8	9	10	11	12	13
7 8 9 10 11 12 13							
14 15 16 17 18 19 20							E
21 22 23 24 25 26 27	4						
28 29 30 31 1 2 3	14	15	16	17	18	19	20
4 5 6 7 8 9 10							
August 2013							
5 M I W I F 5							
4 5 6 7 8 9 10	21	22	23	24	25	26	27
11 12 13 14 15 16 17							
18 19 20 21 22 23 24							
25 26 27 28 29 30 31							_
1 2 3 4 5 6 7	28	29	30	31	01 Aug	2	3

To create a personal calendar event

- Choose Date and Start and End Time of this event or click All Day.
- Choose **Options** if desired.
- Add Subject.
- Add **Description**.
- Select Attachments if desired.
- Click Save and Close.

ent	
Cancel	
Start 09/07/2013 2:00 PM III 🔯 💭 III Day End 09/07/2013 3:00 PM III 🔯	
Show As: Busy 💽 🔲 Mark Private Reminder: N/A 💌 day(s) before evernt	
B Z 및 abe 言言言言言言误误 Fon▼ 扫扫 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1
Select	_
	ent Cancel Start 09/07/2013 200 PM III O End 09/07/2013 300 PM III O Show As: Busy I Mark Private Reminder: NAI day(s) before evernt IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII



#### 3.4.3 Adding a Group Calendar Item

• Click on New Group Calendar Event from the top of the calendar view.

a Messages	New Personal Calendar	Event 12 New Group Cales	idar Event Manufacture I	mouncement 🖶 Print	You can also right-click the	calendar to add new items	
D Unread	Ji	al, 2013		•			Day Week Mont
had Inbox II	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Announcements	30	01 Jul	2	3	4	5	6
July 2013							
M         T         W         T         F         S           1         2         3         4         5         6           8         0         10         11         12         13           15         16         17         18         19         20           22         23         24         25         26         27	7	8	9	10	11	12	13
<b>29 30 31</b> 1 2 3 5 6 7 8 0 10	14	15	16	17	18	19	20
August 2013 M T W T F S							
29         30         31         1         2         3           5         6         7         8         9         10           12         13         14         15         16         17           19         20         21         22         23         24	21	22	23	24	25	26	27
2 3 4 5 6 7		are					

- Complete the required information.
- Click Accept.

Date and Time	Start 109/07/2013 2:00 PM III C III All Day					
Subject						
Options	Allow required attendees to confirm date/time: 🗹					
Attendees	Required:					
	Optional:					
Meeting Location						
	Accept	ance				
Description	Recurrence Find Available Times					
B / ∐ abe ≣	宮 宮 田 菱 孝 淳 Fon・) 日 日 🌐 😰 😒 🛠 信 田 🗄 🗄 🕑 🍄 船 🖇 🗅 😷 🧐 • 🤊 •					
A - 3 - 1 - 5	2 - Ⅲ - A 3 I					

**Hint**: Right-clicking on a day of the calendar provides quick-links to add new items and make changes with options as seen below.



