



Nova Scotia Student Information System

Nova Scotia Public Education System

Communication System in TIENET

Quick Reference Guide

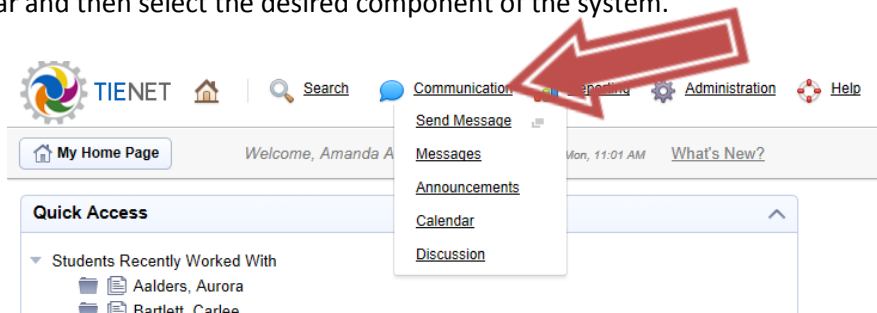
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1 ACCESSING THE COMMUNICATION SYSTEM

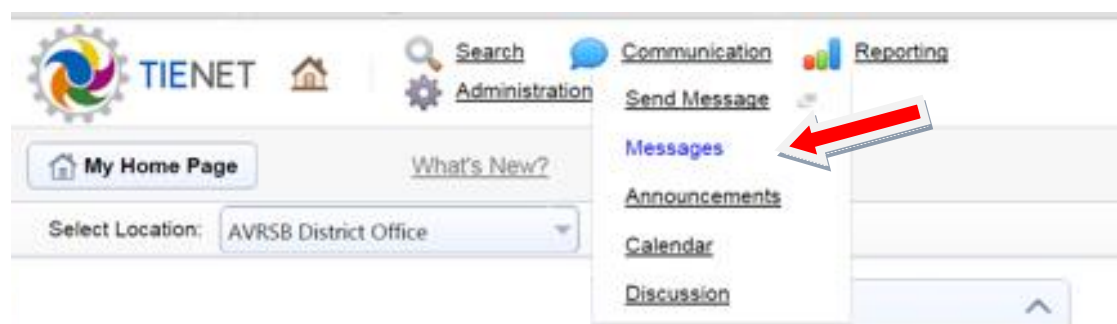
To access the Communication System in TIENET, hover the mouse pointer over **Communication** in the top navigation bar and then select the desired component of the system.



2 E-MAIL COMMUNICATION ALERT FROM TIENET

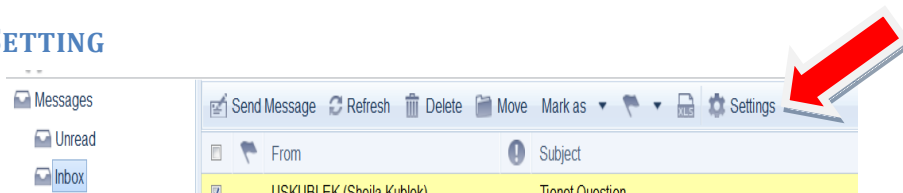
Message Forwarding is an option within Communication to have an alert sent to a regular **e-mail** address indicating that there is a message in **TIENET** to retrieve.

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

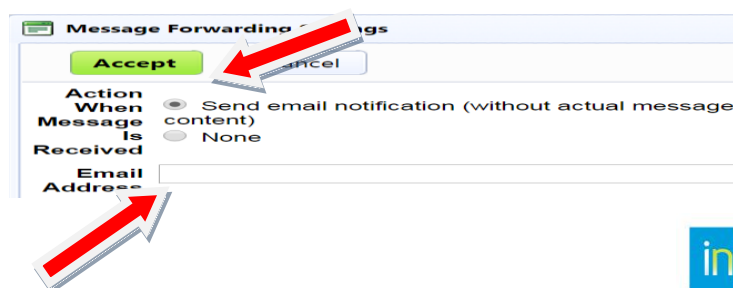


2.1 MESSAGE FORWARDING SETTING

To set **Message Forwarding**, click on **Settings** at the top right of the **Message** page.



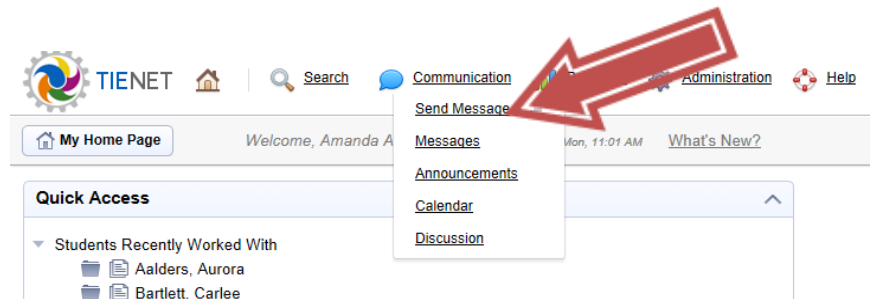
Click **Send email notification (without actual message content)**. Add the email address that the Alert will be sent to and click **Accept**.



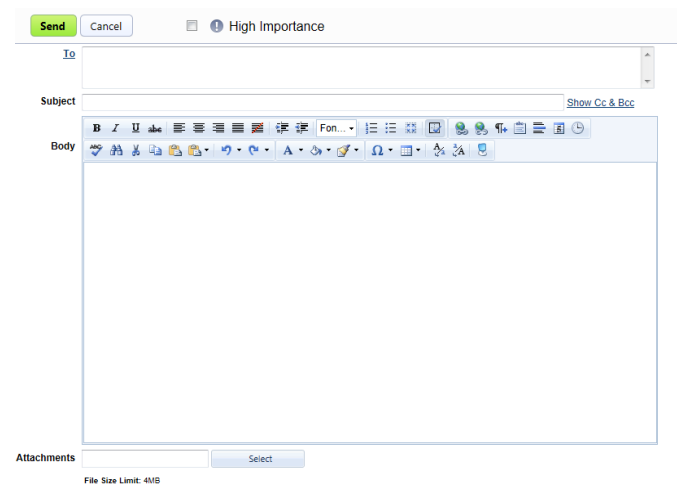
3 COMPONENTS OF THE COMMUNICATION SYSTEM

3.1 SEND MESSAGE

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



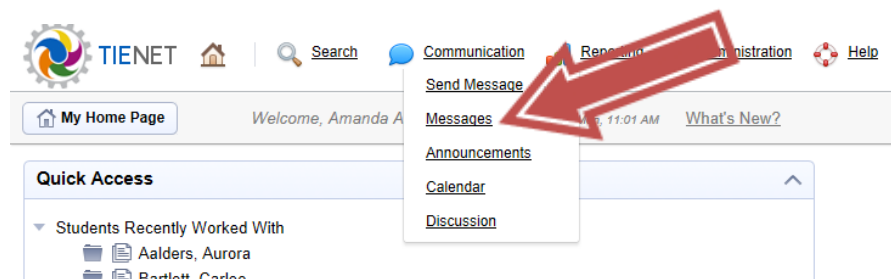
- Click on the **To** link to access the **Look-Up** directory and chose the staff member(s) that the message will be sent to using **Staff User ID**, **My Messaging Groups** or **Frequently Messaged Users**.
- Type in a **Subject**.
- Create the body of the message (using the stylized icons if desired).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



3.2 NAVIGATING THE MESSAGE BOX

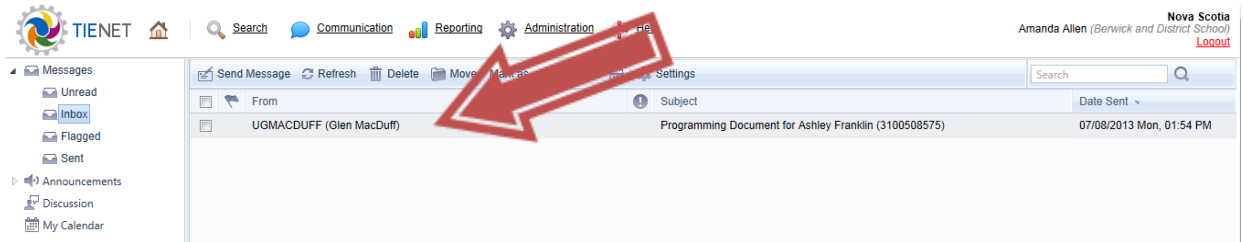
3.2.1 Accessing the Message Center

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

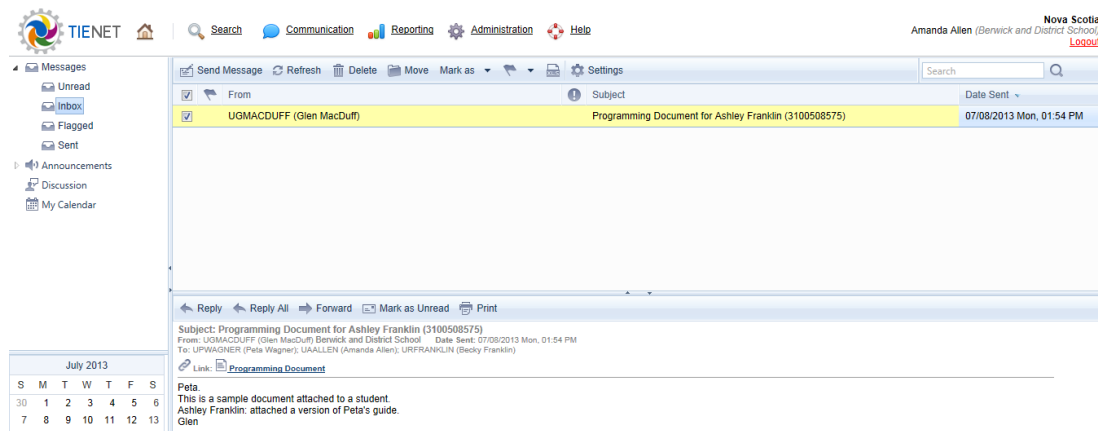


3.2.2 Accessing Unread Messages

- Click on the unread message.

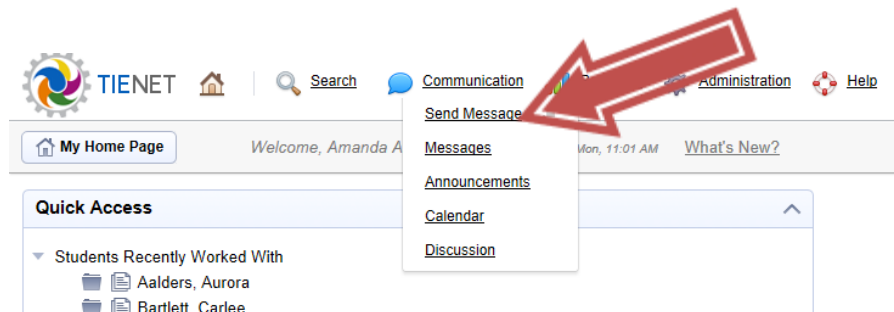


- The message turns yellow and additional actions appear. Similar to e-mail, options include **Reply**, **Reply All**, **Forward**, **Mark as Unread** or **Print**. The content of the message and any attachments appear at the bottom.

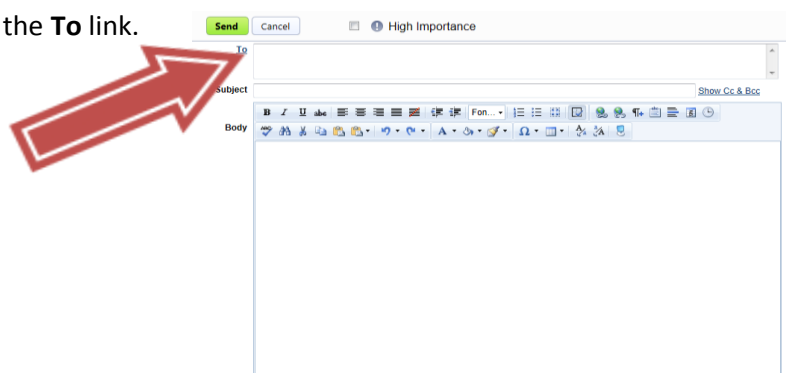


3.2.3 Creating Messaging Groups

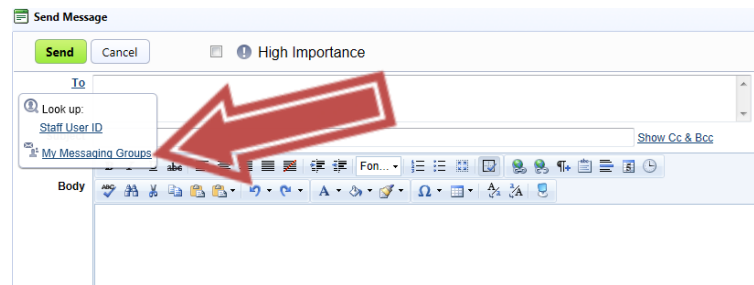
- Click on **Send Messages** under the Communication link on the top navigation bar.



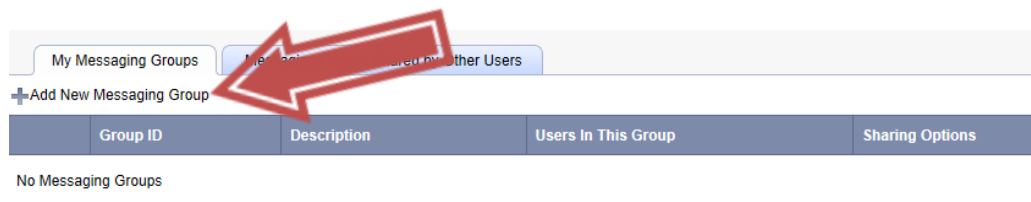
- Click on the **To** link.



- Click on **My Messaging Groups**.



- Click **Add New Messaging Group**.



- 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: Staff User ID](#)

Sharing Options ☐ Share This Group With Other Users
☐ Share My Calendar With Other Users

My Messaging Groups

Messaging Groups Shared by Other Users

+

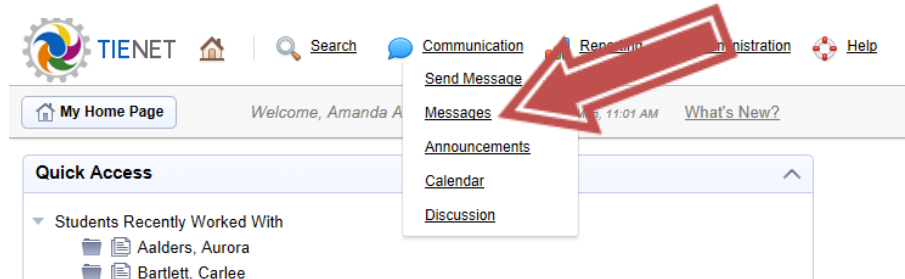
Add New Messaging Group

	Group ID	Description	Users In This Group	Sharing Options	
Select	SPT	School Planning Team	UJBALIGNASAY (Janet Balignasay) URFRANKLIN (Becky Franklin) UGMACDUFF (Glen MacDuff)		✎ 🗑

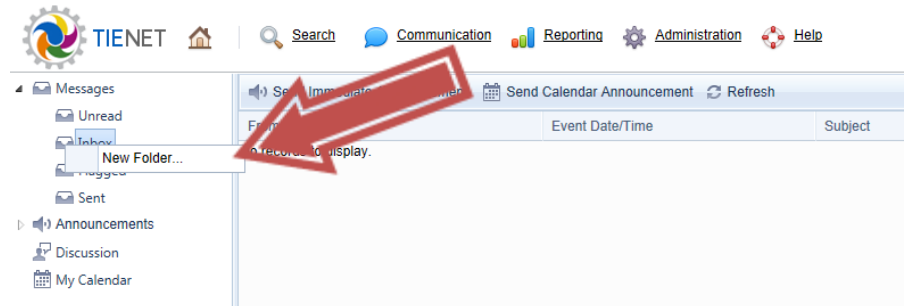
3.2.4 Creating folders within the Inbox

To access the message center,

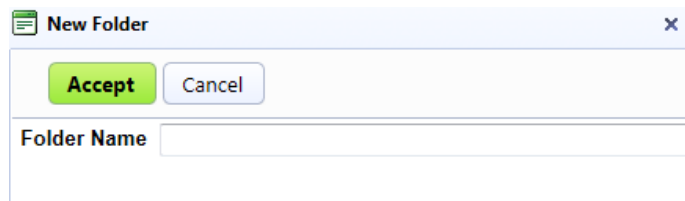
- Click on **Messages** under the Communication link on the top navigation bar.



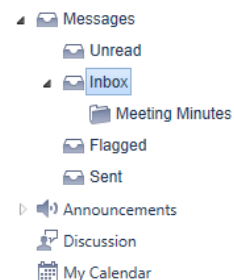
- Right click on the **Inbox** to access the **New Folder** option.



- Name the folder
- Click **Accept**

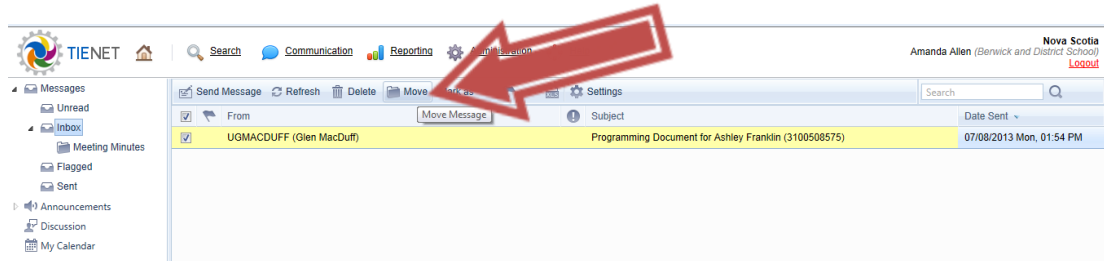


- The folder is now viewable under the Inbox.

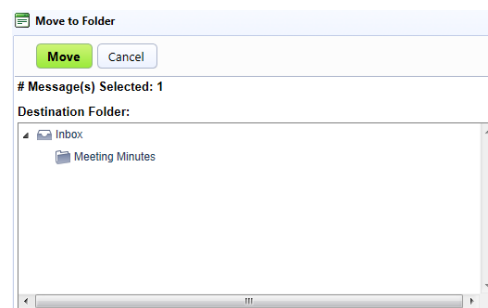


3.2.5 To move a message to a folder

- Check the desired message and click **Move**.



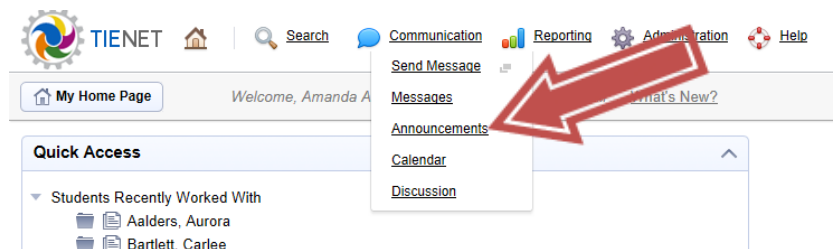
- Select the **Destination Folder** and click on the green **Move** button.



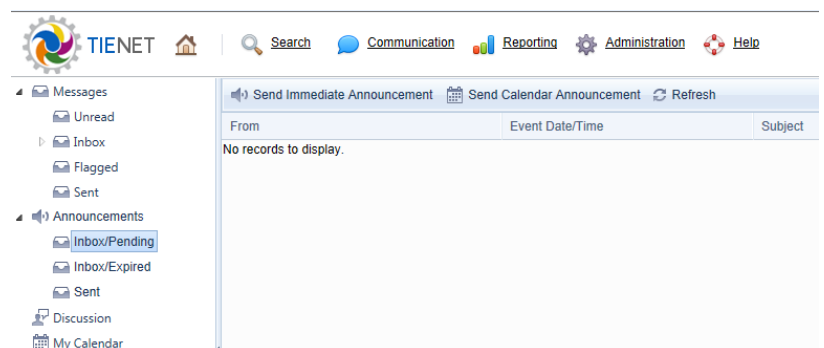
3.3 ANNOUNCEMENTS

3.3.1 Sending & Accessing Announcements

- Click on **Announcements** under the Communication link on the top navigation bar.

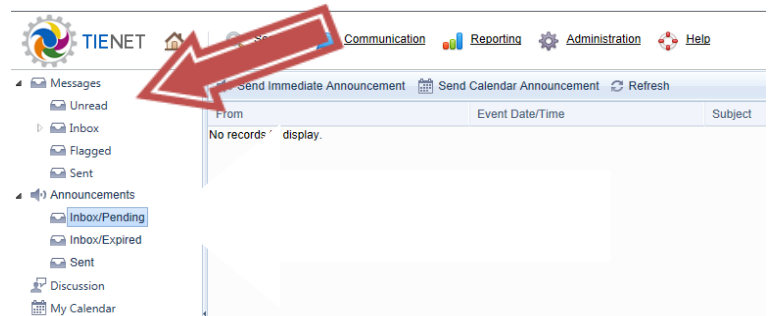


- From this view, any of the announcement links at the top or on the left side of the screen can be accessed.



3.3.2 Send Immediate or Calendar Announcement

- Click on **Send Immediate Announcement or Calendar Announcement**.

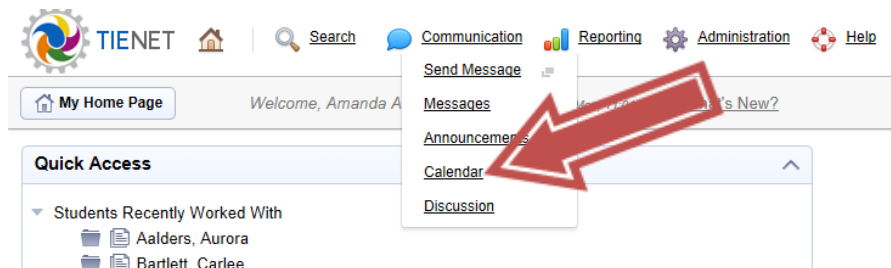


- To complete announcement form, complete all required fields (**Recipients**, **Expires When?**, **Options** if desired, **Subject**, and **Body** of announcement).
- Click **Send**.

3.4 CALENDARING IN TIENET

3.4.1 Navigating the TIENET Calendar

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

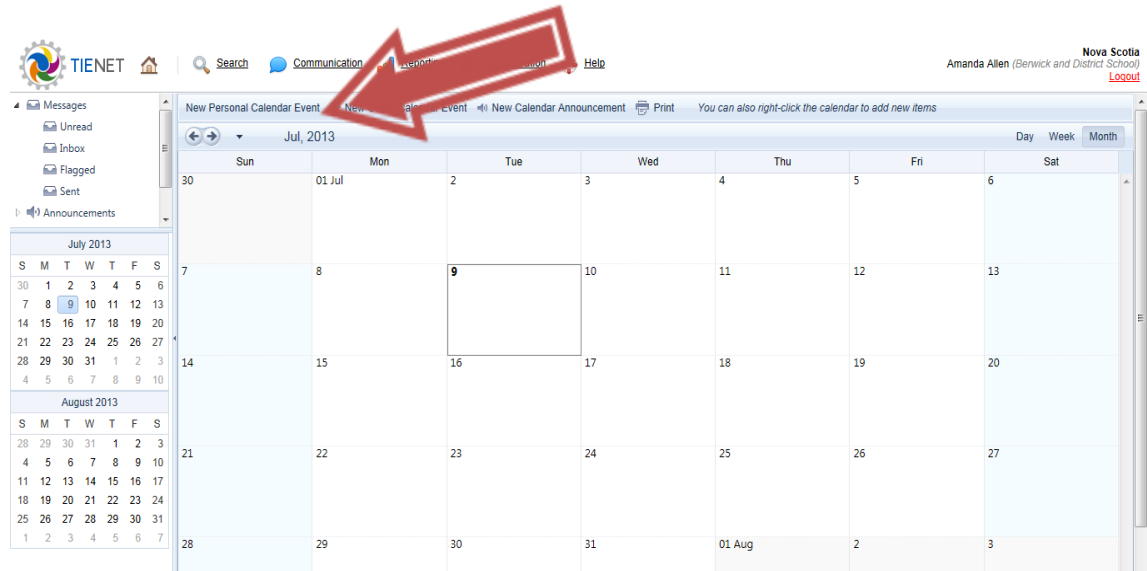


From this view you can,

- 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**.



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**.

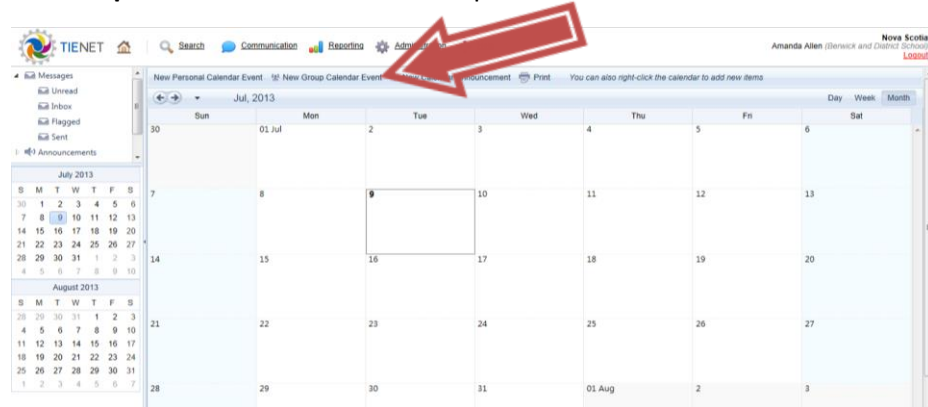
 The screenshot shows the 'Personal Calendar Event' form. It has a title bar with a close button. Below the title bar are 'Save and Close' and 'Cancel' buttons. The form is divided into several sections:

- Date and Time:** Includes 'Start' (09/07/2013 2:00 PM) and 'End' (09/07/2013 3:00 PM) fields with calendar icons, and an 'All Day' checkbox.
- Options:** Includes a 'Show As' dropdown (set to 'Busy'), a 'Mark Private' checkbox, and a 'Reminder' field (set to 'N/A' day(s) before event).
- Subject:** A text input field.
- Description:** A large text area with a rich text editor toolbar (bold, italic, underline, etc.).
- Attachments:** A text input field and a 'Select' button.

 At the bottom, it says 'File Size Limit: 4MB'.

3.4.3 Adding a Group Calendar Item

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



- Complete the required information.
- Click **Accept**.

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

