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Nova Scotia Student Information System

Nova Scotia Public Education System

Printing Documents in TIENET

User Guide

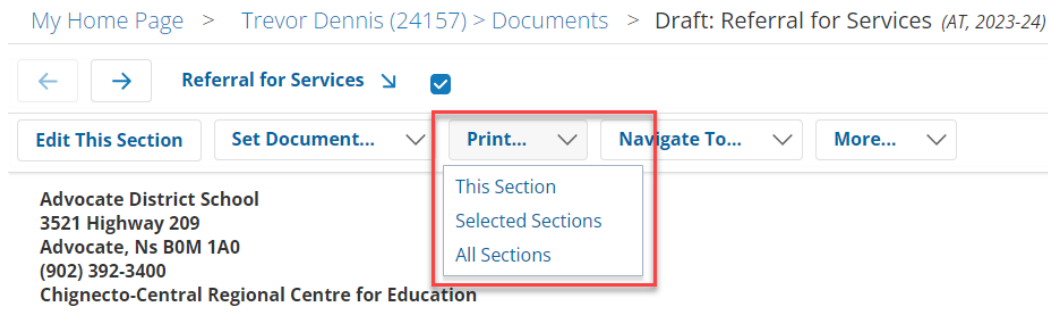
TIENET

Revision Date:
May 21, 2024

1 PRINTING DOCUMENTS IN TIENET

PRINTING A SINGLE DOCUMENT

Print is one of the document features in TIENET. In the document, select the **Print** section:



There are three options:

- **This Section** – used for all documents except those with multiple sections (ex. Individual Program Plan).
- **Selected Sections** – used when all or a portion of the document is to be printed.
- **All Sections** – used when printing the full document containing multiple sections (ex. Individual Program Plan).

Click on **Print this document** after choosing one of the options above.



- Enter your printing specifications before clicking on **Print** button.
- To return to the document click on **Back to previous screen**.

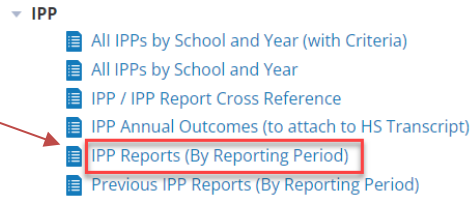


2. BULK PRINTING

BULK PRINTING A SELECTION OF DOCUMENTS FROM A REPORT

Bulk printing is completed after generating a report. The example below is the “IPP Reports” Report.

- In **Standard Reports**, click on **IPP**. then **IPP Reports (By Reporting Period)** - from menu.



- Choose **School Year From/School Year To** and **Reporting Period**;, and click **Update Report with Values**.

A screenshot of a form for configuring a report. It includes two dropdown menus for 'School Year From (2015-16 and beyond)*' and 'School Year To (2015-16 and beyond)*', both with '(Select...)' and a dropdown arrow. A third dropdown menu for 'Report Period*' is also present. A 'Update Report with Values' button is on the right. The entire form is enclosed in a red rounded rectangle.

- When the report appears, click on **More...** and choose **Bulk-Print Setup** or **Bulk-Print Selected Documents**. **Bulk-Print Setup** allows to choose additional configuration settings prior to printing the documents, but it is not a required step, so you can opt to click on **Bulk-Print Selected Documents** right away.

A screenshot of the report interface. At the top, there are buttons for 'Subscribe', 'Refresh', 'Edit Report', 'Download', 'Print', and a 'More...' dropdown menu. The 'More...' menu is open, showing options: 'Send Message with Report', 'Bulk-Print Setup', and 'Bulk-Print Selected Documents'. Below the menu, the report title is 'IPP Reports (By Reporting Period)'. A table titled 'IPP Reports - Advocate District School (ReportPeriod: Reporting Period 1) (Advocate District School)' is displayed. The table has columns for 'Current School', 'Document Created At', 'School Year', 'Grade', 'Student ID', 'Last Name', 'First Name', 'Report Period', and 'Document Status'. There are three rows of data.

Current School	Document Created At	School Year	Grade	Student ID	Last Name	First Name	Report Period	Document Status
Advocate District School	Advocate District School	2023-24	12	59701	Benton	Kermit	Reporting Period 1	Draft
Advocate District School	Advocate District School	2023-24	03	59686	Gray	September	Reporting Period 1	Draft
Advocate District School	Advocate District School	2023-24	09	24145	Richardson	Garrett	Reporting Period 1	Draft

- Click on the box of the documents you wish to bulk print (either all or some).

Bulk-Print Student Documents Checked Below...

IPP Reports - Advocate District School (ReportPeriod: Reporting Period 1)									
<input type="checkbox"/>	Current School	Document Created At	School Year	Grade	Student ID	Last Name	First Name	Report Period	Document Status
<input type="checkbox"/>	Advocate District School	Advocate District School	2023-24	12	59701	Benton	Kermit	Reporting Period 1	Draft
<input type="checkbox"/>	Advocate District School	Advocate District School	2023-24	03	59686	Gray	September	Reporting Period 1	Draft
<input type="checkbox"/>	Advocate District School	Advocate District School	2023-24	09	24145	Richardson	Garrett	Reporting Period 1	Draft

- Click **Bulk-Print Student Documents Checked Below**, then **OK**.

- Select the **Sections to Print** and choose the preferred **Print Method**, then **OK**.

Bulk-Print Setup: Individual Program Plan Report (2 document(s) selected)

Sections to Print

Individual Program Plan Report

Translation

Sort Formula Note: A name sort is automatically added. It is not necessary to specify a name sort.
 'IPPREPC' Document Formula
 Profile.School
 Descending Sort

Print Method
 Print documents one at a time (if you want page numbers to start at #1 for each document)
 Print documents in one or more batches sized for your browser (if page numbers are of no concern)

- Click **Print this document** and documents will be sent to the Printer selected (PDF included).

[← Back to previous screen](#)

Batch #1 of 1

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