



Nova Scotia Student Information System

Nova Scotia Public Education System

Reports in TIENET

Quick Reference Guide

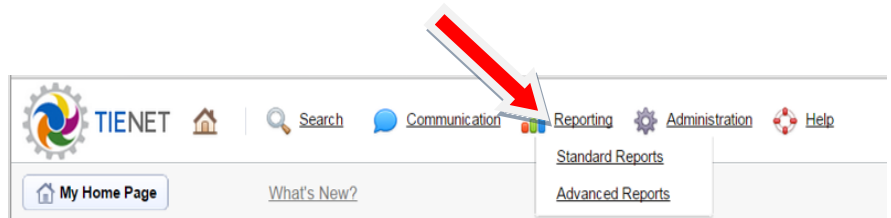
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1 REPORTS IN TIENET

In TIENET, Reports are designed to give users a way to easily access student information and data that has been entered in the system at each school. Similar to other TIENET documents, the reports that can be seen by each user depends on their role and access. **Standard Reports** list selected student(s) or other data for your school(s) in a simple row and column format. **Advanced Reports** (NS DOEED reports only accessible in schools by Administrators) often count and analyze data across multiple dimensions and display information in a table format which can include counts, averages and other statistics by school, board or province.

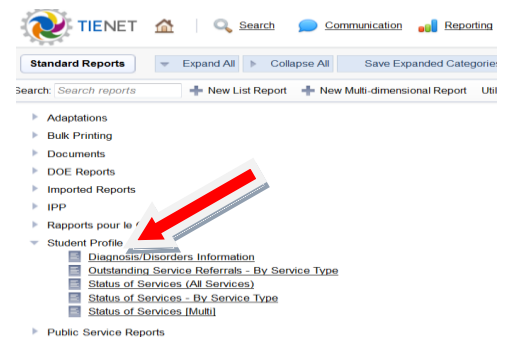
1.1 ACCESSING REPORTS

Go to the **Reporting** link on the home page. Choose **Standard Reports** or **Advanced Reports**.

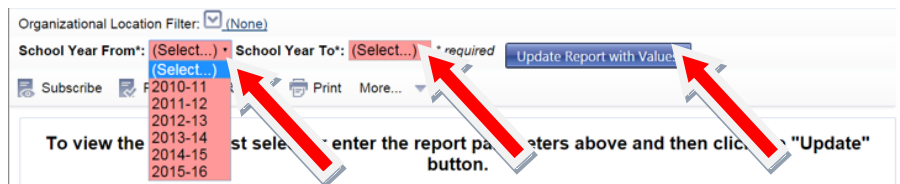


Click to expand any category to the left.

Click on the name of the report to open it.



In many cases, to view a report, it is necessary to first select or enter the report parameters (**School Year From:** and **To:** and then click the **Update Report with Values** button.



A report shows student information that has been put in TIENET then pulled out in chart form. The **file folder** icon to the left of each student's name allows the user to drill down even further and access the student's TIENET information specific to the chosen report.

Most reports can be sorted and filtered in several ways by clicking on the column heading.

In many cases, above the report table there are several options for working with the report data, including downloading into a spreadsheet or PDF by clicking **Download Report** or **Download PDF**.

The screenshot shows the 'Diagnosis/Disorders Information' report for Annapolis Royal Regional Academy. The table has columns for School, StudentID, Grade, Last Name, First Name, Birthdate, and various disorder categories. A modal dialog is open for the student 'Ashley Franklin', allowing selection of report options: (Select All), False (3x), and True (1x). A red arrow points to the 'Attention Deficit Hyperactivity Disorder' column header.

School	StudentID	Grade	Last Name	First Name	Birthdate	Attention Deficit Hyperactivity Disorder	Autism Spectrum Disorder	Intellectual Disabilities	Learning Disabilities	Mental Health Disorder	Physical Disabilities/Health Impairments	Sensory Impairments/Vision-Hearing	Speech Impairments/Communication Disorders
Annapolis Royal Regional Academy	3100508575	08	Franklin	Ashley	06/12/1998	<input checked="" type="checkbox"/> (Select All)	<input checked="" type="checkbox"/> False (3x)	<input checked="" type="checkbox"/> True (1x)					No

1.2 SUBSCRIBING TO A STANDARD REPORT

When you subscribe to a **Standard** report, the link to it will be displayed on your TIENET Home Page and is helpful as a shortcut if the report is regularly used.

To subscribe to a report, open a TIENET report and click on **Subscribe** at the top of the report. Click on **Yes (Subscribed reports appear on your home page)** and then **Set Options**. The report link will now be on your home page.

The screenshot shows the TIENET home page with a 'Subscribe To: Meeting Minutes' dialog box. The dialog asks 'Subscribe to this report?' with radio buttons for 'No' and 'Yes (Subscribed reports appear on your home page)'. The 'Yes' option is selected. There are 'Set Options' and 'Cancel' buttons.

Some subscribed reports also have a **caseload only** feature which filters the report info only to the students that are part of a previously created **My Students** caseload. To unsubscribe to a report and remove it from the Home Page, click on the icon to the right of the report link and then **Unsubscribe**.

