



Nova Scotia Public Education System

Tier 1 School Activity Log(s)

User Guide

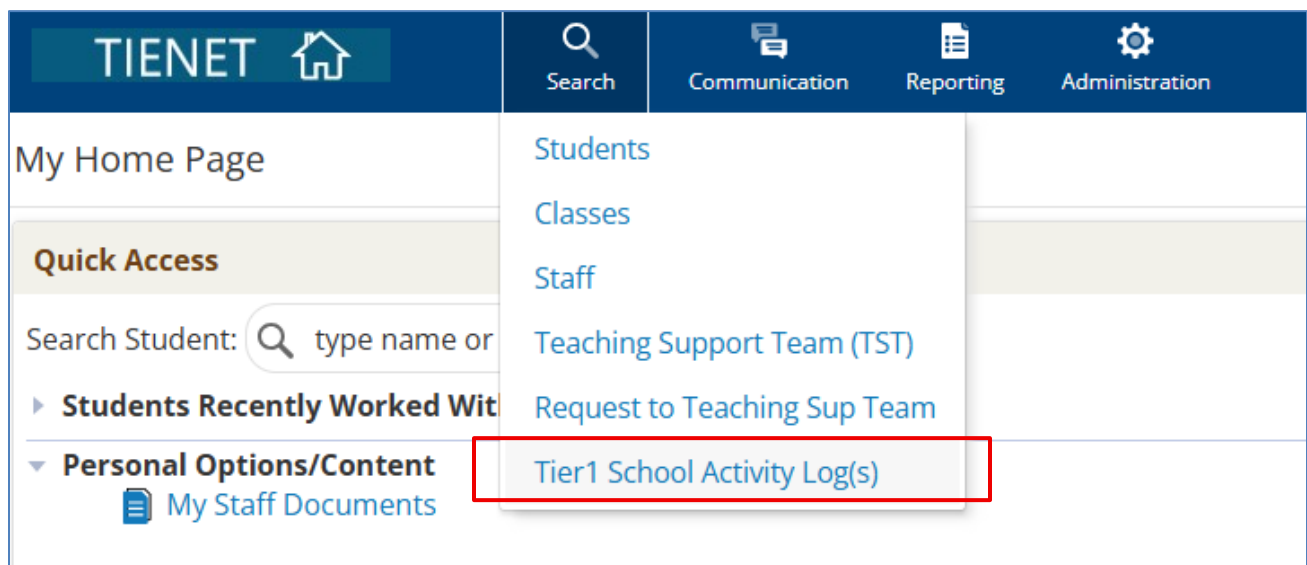
TIENET

Date:
September 1, 2026

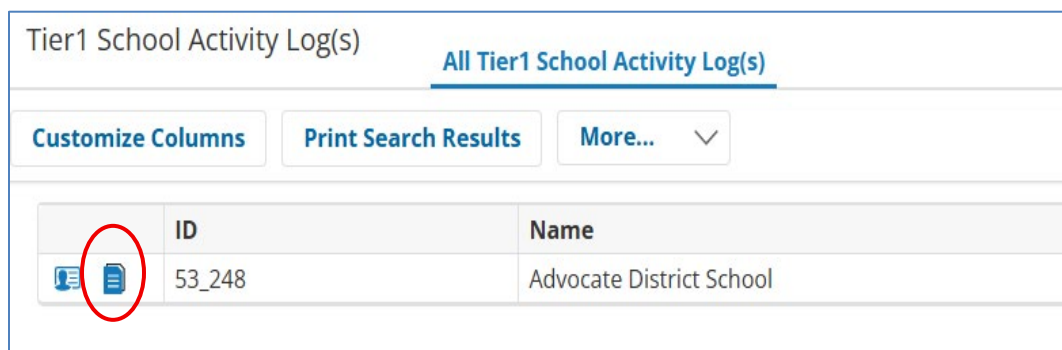
DOCUMENTING TIER 1 SUPPORTS

The Teaching Support Team, with approval from the School Administrator, determines Tier 1 supports. Documentation of Tier 1 supports helps guide and support Student Success Planning.

To create a Tier 1 School Activity Log, go to the TIENET homepage and find [Search](#) in the top tool bar. In the drop-down list, select the [Tier 1 School Activity Log\(s\)](#) category from the drop-down list.

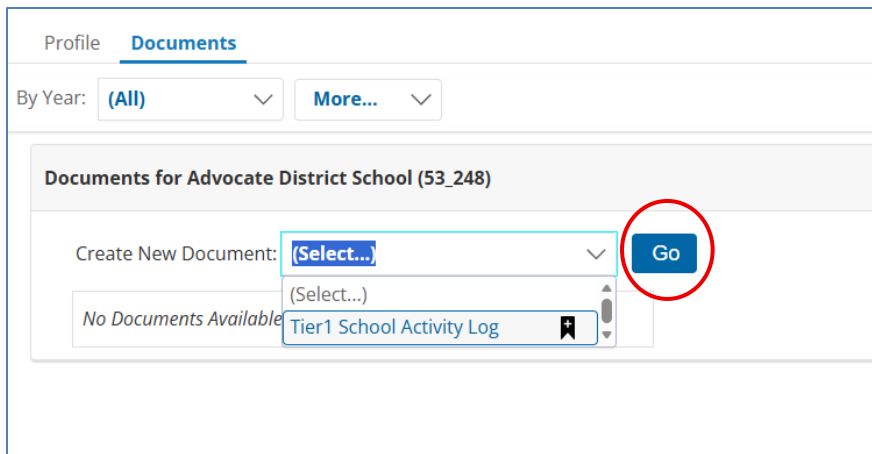


Once selected, users will see their school identified. Click on the document icon to create an Activity Log.



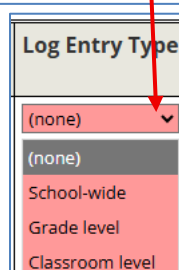
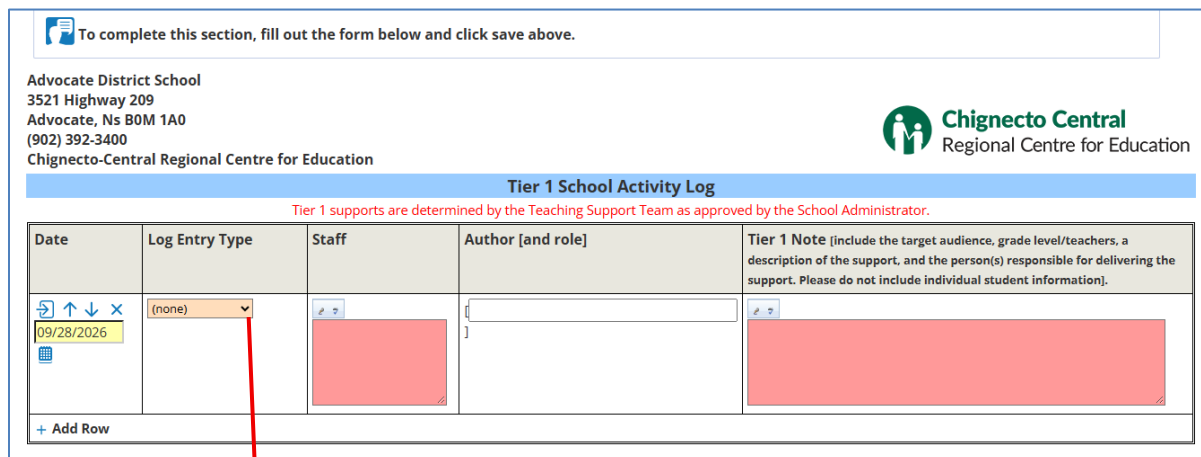
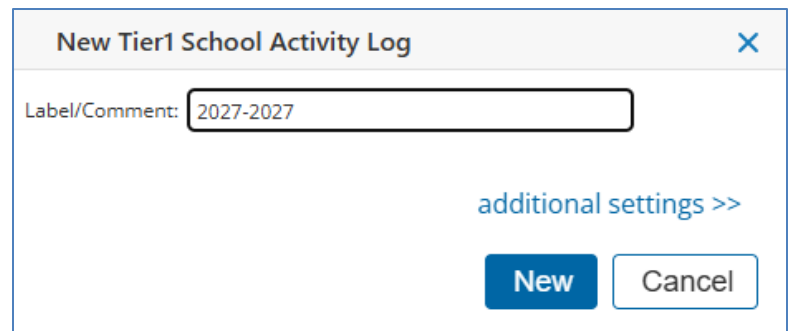
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In **Create New Document** find the **Tier 1 School Activity Log** category from the drop-down list and select **Go**.

It will ask for a **Label/Comment**. It is recommended that one record be established for each school year and updated on an ongoing basis rather than creating multiple separate records, therefore it should be labelled with the current school year (e.g., 2026-2027 School Year).



The **Date** will automatically populate.

The **Log Entry Type** can be selected from the drop-down list (School-wide, Grade level, Classroom level).

Staff	Author [and role]
	Resource, Pam [Resource Teacher

Users can manually enter all the **Staff** that will support with the Tier 1 Intervention.

The **Author** will automatically populate with the user logged into TIENET and creating the entry.

The next section is where users will document the **Tier 1 Note**, including the target audience, grade level/teachers, description of the intervention, and the persons responsible for delivering the supports.

Entries can be completed at the Teaching Support Team, and/or by individual staff who have access to create/edit.

Tier 1 Note [include the target audience, grade level/teachers, a description of the support, and the person(s) responsible for delivering the support. Please do not include individual student information].


It is important to note that log entries are not intended to document individual student supports. Student names should not be recorded. Information specific to an individual student must be documented in that student's TIENET record.

Save, Done Editing	Save, Continue Editing	Cancel Editing	ABC ✓
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Users select **Save, Continue Editing** to save information while working on the note. When the note is completed in its entirety, users can select **Save, Done Edit**.

+ Add Row

If users would like to create an additional Tier 1 entry later, they can reopen the existing 2026-2027 document and select **+Add Row** to create a new note.

For further information about Tier 1 within a Multi-Tiered System of Supports, please see [Inclusive Education/Éducation Inclusive - Multi Tiered System of Supports](#).