Nova Scotia Public Education System

Classroom Teacher Access in TIENET & Documents

Quick Reference Guide

Revision Date:
July 8, 2013
Contents

1  Accessing TIENET
1.1 Accessing Your Student Roster

2  Accessing Information from Your Student Roster
2.1 Student Profile Information
2.2 Student Documents
2.2.1 Document Comments
2.3 Attaching Additional Programming Documents (File-based Reports, etc.)
1 Accessing TIENET

- **TIENET** is accessed from **PowerTeacher** via the TIENET link on the left side menu. You will automatically go to the TIENET Home Page.

- You will find the list of the courses you teach on the right-hand side of the Home Page.
1.1 **Accessing Your Student Roster**

To access the student roster, click on a course name listed under My Classes (Math10 IPP is listed here as an example).

2 **Accessing Information from Your Student Roster**

To access **Student Profile** information or **Document** information, click on the arrow beside the student’s name.

2.1 **Student Profile Information**

**Student Profile** – to access the information under Student Profile click on the blue arrow next to Program Information.
2.2 STUDENT DOCUMENTS

Documents (and attachments) that have already been created for the student in the current school year will appear and are accessed by clicking on them. Documents from other years can be accessed by clicking on View by Year and going back to the year you are searching for.

Creating New Documents – the list shows the documents that Classroom Teachers can create for the students that they teach. Click the drop down menu for Create New Document, choose the appropriate document and click Go.

A Comment box will appear and depending on the document, suggested comments are listed below. Fill in the Label / Comment, then click Create. You can then begin filling in the document.
2.2.1 Document Comments
The table below has suggested comments for classroom teachers to use when creating new student documents in TIENET.

<table>
<thead>
<tr>
<th>Document</th>
<th>Suggested Comments</th>
<th>Status Upon Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documented Adaptations – Teacher Exploration (one student, one teacher)</td>
<td>Subject(s) that require(s) adaptations</td>
<td>Set to Review</td>
</tr>
<tr>
<td>Request for a Program Planning Team Meeting</td>
<td>Person’s name making the request</td>
<td>Set to Review before sending. After principal makes decision, set to Final</td>
</tr>
<tr>
<td>IPP</td>
<td>Semester (for High School)</td>
<td>Set to Review, Final in June</td>
</tr>
<tr>
<td>IPP Report – Reporting Period 1</td>
<td>Reporting Period Name (Term or Semester)</td>
<td>Set to Final before printing</td>
</tr>
<tr>
<td>IPP Report – Reporting Period 2</td>
<td>Reporting Period Name (Term or Semester)</td>
<td>Set to Final before printing</td>
</tr>
<tr>
<td>IPP Report – Reporting Period 3</td>
<td>Reporting Period Name (Term or Semester)</td>
<td>Set to Final before printing</td>
</tr>
<tr>
<td>IPP Report – Reporting Period 4 (if needed)</td>
<td>Reporting Period Name (Term or Semester)</td>
<td>Set to Final before printing</td>
</tr>
<tr>
<td>Additional Programming Documents (reports, files, etc.)</td>
<td>Name and Date of Document or Report</td>
<td>Set to Final</td>
</tr>
</tbody>
</table>

2.3 Attaching Additional Programming Documents (File-based Reports, etc.)
From the student’s document drop-down library, choose Additional Programming Document and then Go. Fill out necessary info to Attach File(s) to Additional Programming Documents (year, comment, etc.). Comments should be the name and date of the document or report being uploaded. Click Select to locate the desired file and double-click on the file. Click Upload File.
Once the document has been uploaded it must be set to **Final** status. To do this go to **More Actions** then **Change Status of this Document.**