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in|SCHOOL

Nova Scotia Student Information System

Nova Scotia Public Education System

Home Page in TIENET

User Guide

TIENET

1 ACCESSING TIENET

Accessing TIENET from either PowerSchool or PowerTeacher takes the user to **My Home Page** – the main TIENET navigation page with the TIENET logo and My Home Page icon in the top left. It shows the user's name and school with the **Log-Out** button at the top right. All schools that the user has access to can be viewed and accessed using the drop-down menu beside **Select Location**:

NOTE: The features a user has access to on the TIENET Home Page depend on the user's assigned role.
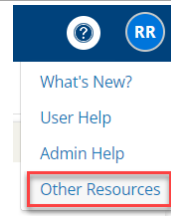

1.1 TOP NAVIGATION BAR

From any page in TIENET, the top navigation menu bar can access various features of the system by hovering over the words/icons and using the drop-down menus to select options depending on security roles.

- **Search**: provides search options to access **Students**, **Classes, Staff** and **Teaching Support Team Requests and TST Meeting Minutes**
- **Communication**: provides links that assist in the TIENET communication system using S**end Message**, **Messages**, **Announcements**, and **Calendar**.
- **Reporting**: provides links to **Standard** and **Advanced** reports
- **Administration**: provides a link to the Calendar.

- **Help**: the question mark icon (located to the right of the top navigation bar) provides links to TIENET, provincial and regional help guides. Refer to the *Help in TIENET* user guide for more information on this feature.
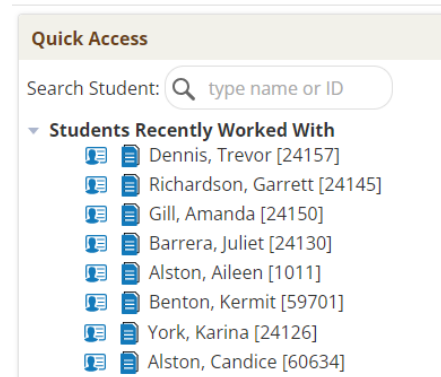
1.2 QUICK ACCESS

(For resource teachers, administrators, school counselors, etc.)

Allows the user to search for a student and access their document/profile section. When performing a search, usually a portion of the last name and/or first name are enough to give adequate search results.

You will also see **Students Recently Worked With**.

1.3 UNREAD MESSAGES

Users can retrieve new TIENET messages directly from the Home Page by clicking on **View Unread Messages**.

1.4 MY STUDENTS

(For resource teachers, administrators, school counselors, etc.). Enables users to create a student caseload and caseload groups. Refer to the *My Students (Caseloads)* user guide for more information.

	ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender	School	City	Current Adap	Current IPP
	59686	Gray	September	Madelyn Marie	11/09/2011	03	Female	District School	Harbour	Yes	Yes
	57128	Hale	Autumn		11/06/2014	PR	Female	District School	Harbour	No	No

1.5 MY CLASSES (FOR CLASSROOM TEACHERS)

Shows the list of the teacher's courses. By clicking on a course, teachers can access class lists and links to student profiles and documents.

My Classes

MUSIC 1 (ID: 104MUSIC1_14)
MUSIC 2 IPP (ID: 104MUSIC2IP_21)
MUSIC 3 (ID: 104MUSIC3_33)
MUSIC 3 (ID: 104MUSIC3_35)
MUSIC 3 IPP (ID: 104MUSIC3IP_32)
MUSIC PR IPP (ID: 104MUSICPRIP_92)

1.6 REPORTS

Shows the subscribed standard reports. To subscribe to a report, see the **Reports in TIENET** user guide.

Reports (9)

▾ **Adaptations**
  *Documented Adaptations ⋯
  *Documented Adaptations *(caseload only)*

▾ **Documents**
  Incomplete (Not Finalized) Service Referrals ⋯
  Incomplete (Not Finalized) Service Referrals *(caseload only)*
  Request for Team Meetings ⋯
  Request for Team Meetings *(caseload only)*
  School Meeting Minutes ⋯