



Nova Scotia Student Information System

Nova Scotia Public Education System

My Students (Caseloads) in TIENET

User Guide

TIENET

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Most user roles in TIENET can create **Student Caseloads**.

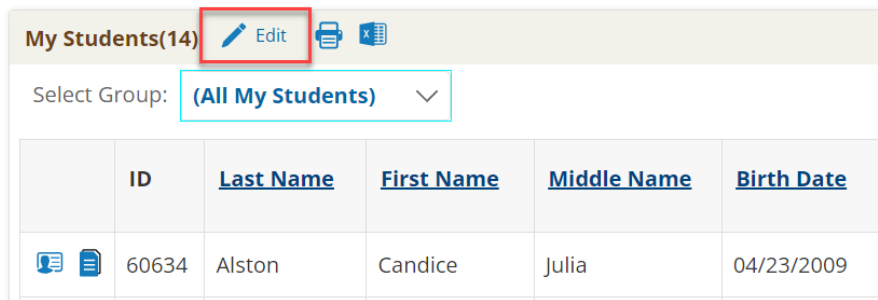
Important Note: Student caseloads are not a requirement and are not related to Services data in any way. They are used as an organization tool for teachers/specialists to provide quick access to students and groups.

1 ADDING STUDENTS TO A CASELOAD – NON-CLASSROOM TEACHERS



Note: - Instructions for Classroom Teachers are in section 6 below.

From the TIENET Home Page:

- Click **Edit** next to **My Students**.

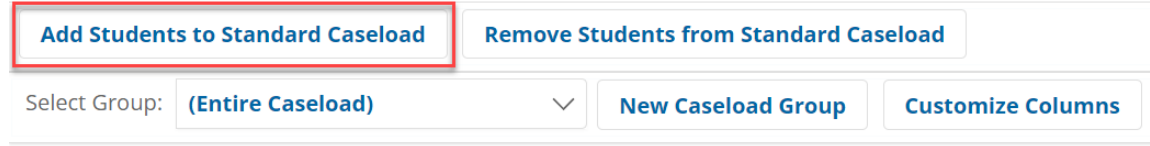


The screenshot shows the 'My Students(14)' header with an 'Edit' button (pencil icon) highlighted in a red box. Below the header is a 'Select Group:' dropdown menu with '(All My Students)' selected. A table below lists student information with columns for ID, Last Name, First Name, Middle Name, and Birth Date. The first row shows a student with ID 60634, Last Name Alston, First Name Candice, Middle Name Julia, and Birth Date 04/23/2009.

	ID	Last Name	First Name	Middle Name	Birth Date
 	60634	Alston	Candice	Julia	04/23/2009

- Click, **Add Students to Standard Caseload**.

My Home Page > My Student Caseload



The screenshot shows the 'My Student Caseload' page with two buttons: 'Add Students to Standard Caseload' (highlighted in a red box) and 'Remove Students from Standard Caseload'. Below the buttons is a 'Select Group:' dropdown menu with '(Entire Caseload)' selected, and two buttons: 'New Caseload Group' and 'Customize Columns'.

- The **Students Quick Search Form** appears.
- Enter part or all of the student's name in the **Student Quick Search Form**.
- Click **Search**.

Note: Use % to search for all students which allows the user to add multiple students at one time.

Students Quick Search Form
 Enter one or more fields and click the 'Search' button to find Students with the same field information.

ID

Last Name %

First Name

School (ID) [lookup](#)

Birth Date Between and (inclusive)

Grade (N/A)

Sex (N/A)

- Check off the box/boxes next to the student(s) to be added to the caseload.
- Click on the button **Add Students Marked Below to Standard Caseload.**

Add Students Marked Below to Standard Caseload

<input checked="" type="checkbox"/>	ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender	School	City	Current Adap	Current IPP
<input checked="" type="checkbox"/>	694407	Brown	Paisley	Cora-Beth	04/16/2015	01	Female	Advocate District School	Advocate Harbour	No	No
<input checked="" type="checkbox"/>	59695	Bruce	Drake	Grace	04/08/2012	02	Male	Advocate District School	Advocate Harbour	No	No

On the **Home Page**, the student(s) selected are now part of the caseload.

2. REMOVING STUDENTS FROM A CASELOAD

- Click **Edit** next to **My Students**.

My Students(14) Edit

Select Group: (All My Students)

	ID	Last Name	First Name	Middle Name	Birth Date
<input type="button" value="i"/> <input type="button" value="d"/>	60634	Alston	Candice	Julia	04/23/2009

- Click **Remove Students from Standard Caseload**.

[My Home Page](#) > My Student Caseload

[Add Students to Standard Caseload](#) **[Remove Students from Standard Caseload](#)**

Select Group: [\(Entire Caseload\)](#) [New Caseload Group](#) [Customize Columns](#)

- Check off the box/boxes next to the student(s) to be removed from the caseload.

Remove Students Marked Below from Standard Caseload

Page size: 10 14 Students in 2 Pages

<input type="checkbox"/>	ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender	School	City	Current Adap	Current IPP
<input checked="" type="checkbox"/>	60634	Alston	Candice	Julia	04/23/2009	PP	Female	Advocate District School	Advocate Harbour	No	Yes
<input checked="" type="checkbox"/>	60522	Alston	Cassidy	Morgan	05/21/2012	PP	Female	Advocate District School	Advocate Harbour	No	No
<input type="checkbox"/>	911579	Bennett	Damien		11/18/2006	09	Male	Advocate District School	Advocate Harbour	No	No
<input type="checkbox"/>	59701	Benton	Kermit	Anne	12/26/2002	12	Male	Advocate District School	Advocate Harbour	Yes	Yes

- Click on the button **Remove Students Marked Below from Standard Caseload**.

On the **Home Page**, the student(s) are now removed from the caseload.

3. STUDENT CASELOAD SUBGROUPS

Subgroups can be added to a caseload. From the **Home Page**:

- Click **Edit** next to **My Students**.

	ID	Last Name	First Name	Middle Name	Birth Date
	60634	Alston	Candice	Julia	04/23/2009

- Click **New Caseload Group**.

My Home Page > My Student Caseload

- Give the subgroup a name.
- Check the box next to the students that are to be members of this group.
- Click **Accept**.

	ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender
<input type="checkbox"/>	60634	Alston	Candice	Julia	04/23/2009	PP	Female
<input checked="" type="checkbox"/>	60522	Alston	Cassidy	Morgan	05/21/2012	PP	Female
<input checked="" type="checkbox"/>	911579	Bennett	Damien		11/18/2006	09	Male

From the **Home Page**, you can now see all caseload groups including the subgroup you've just created in the dropdown menu.

ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender	School	City	Current Adap	Current IPP
60634	Alston	Candice	Julia	04/23/2009	PP	Female	Advocate District School	Advocate Harbour	No	Yes
60522	Alston	Candice	Morgan	05/21/2012	PP	Female	Advocate District School	Advocate Harbour	No	No
911579	Bennett	Damien		11/18/2006	09	Male	Advocate District School	Advocate Harbour	No	No

4. ADDING AND REMOVING STUDENTS TO/FROM A GROUP

- From the **Home Page**, click **Edit** next to **My Students**.

ID	Last Name	First Name	Middle Name	Birth Date
60634	Alston	Candice	Julia	04/23/2009

- Select the group you would like to edit from the **Select Group** dropdown menu.
- Click **Edit Group** which will provide you with your entire student caseload.

[My Home Page](#) > [My Student Caseload](#)

ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender	School	City
64564	Navarro	Hanae	Marie	08/23/2011	02	Female	Harmony Heights Elementary	Salmon River

- Select or deselect the students to be in this caseload group.

Edit Caseload Group

Group Name: Social Skills P-1

Select the students to be in this caseload group:

<input type="checkbox"/>	ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender
<input checked="" type="checkbox"/>	60634	Alston	Candice	Julia	04/23/2009	PP	Female
<input type="checkbox"/>	60522	Alston	Cassidy	Morgan	05/21/2012	PP	Female

- Click **Accept**.

5. DELETING A GROUP

- From the **Home Page**, click **Edit** next to **My Students**.

My Students(14)

Select Group: **(All My Students)** ▾

	ID	Last Name	First Name	Middle Name	Birth Date
<input type="button" value="Info"/> <input type="button" value="Print"/>	60634	Alston	Candice	Julia	04/23/2009

- Select the group you would like to delete from the **Select Group** dropdown menu.
- Click **Delete Group**.
- A pop-up window appears asking if you are sure you wish to delete the caseload group.

tieapp01.ednet.ns.ca says

Are you sure you wish to delete the caseload group 'Social Skills P-1'?

- Click **OK** to accept.

6. ADDING STUDENTS TO A CASELOAD – CLASSROOM TEACHER

Classroom teachers can make caseload groups within their classes.

From the TIENET Home Page:

- Click on one of your classes.

The screenshot shows the TIENET Home Page interface. At the top is a navigation bar with 'TIENET' and icons for Search, Communication, and Reporting. Below this is the 'My Home Page' section. On the left, there is a 'Unread Messages (0)' widget. On the right, there is a 'My Classes' widget containing a list of classes:

- HOMEROOM ATTENDANCE ONLY AM PR TO 6 (ID: 282HRMATTAMP6_594597, 21 Students)
- HOMEROOM ATTENDANCE ONLY PM (ID: 282HRMATTPM_594598, 21 Students)
- INTEGRATED LANGUAGE ARTS 2 (ID: 282ENG152_594593, 7 Students)
- INTEGRATED LANGUAGE ARTS 3 (ID: 282ENG153_594595, 14 Students)
- INTEGRATED MATHEMATICS 2 (ID: 282MT152_594599, 7 Students)
- INTEGRATED MATHEMATICS 3 (ID: 282MT153_594601, 14 Students)

- Click **+ New Group**.

This screenshot shows the 'New Group' interface. At the top, there are buttons for 'Send Message', 'Show Login Status', and 'More...'. Below these is a 'Select Group:' dropdown menu currently set to '(Entire Class)'. A red box highlights the '+ New Group' button. Below the dropdown is a table titled 'CHEMISTRY 11 Student Roster (7 students)'. The table has columns for ID, Last Name, First Name, Middle Name, Birth Date, Grade, and Gender.

ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender
24130	Barrera	Juliet	Clifton Lloyd	04/10/2003	11	Female

- Enter a **Group Name** and check the box/boxes next to the student(s) to be added to the caseload and hit **Save**.

This screenshot shows the 'New Group' interface with the 'Group Name' input field highlighted by a red box. The input field contains the placeholder text 'Enter Group Name'. Below the input field is a table with checkboxes in the first column and the same student roster as in the previous screenshot.

ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender	Sci	
<input type="checkbox"/>	24130	Barrera	Juliet	Clifton Lloyd	04/10/2003	11	Female	Ad Sci
<input type="checkbox"/>	59701	Benton	Kermit	Anne	12/26/2002	12	Male	Ad Sci

You can now see all caseload groups you've just created in the "Select Group" drop-down menu.