inSCHOOL
Nova Scotia Student Information System

Nova Scotia Public Education System

My Students (Caseloads) in TIENET

User Guide

TIENET

Revision Date:
July 10, 2024

1 Adding Students to a Caseload – Non-Classroom Teachers 3
2. Removing Students from a Caseload 4
3. Student Caseload Subgroups 6
4. Adding and Removing Students to/from a Group 7
5. Deleting a Group 8
6. Adding Students to a Caseload – Classroom Teacher 9

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

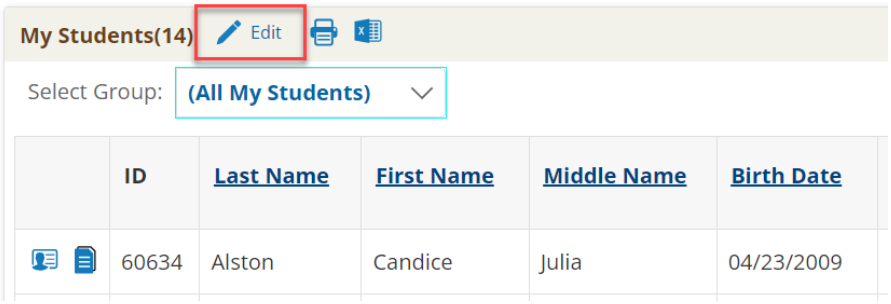
Important Note: Student caseloads are not a requirement and are not related to Services data in any way. They are used as an organization tool for teachers/specialists to provide quick access to students and groups.

1 Adding Students to a Caseload – Non-Classroom Teachers

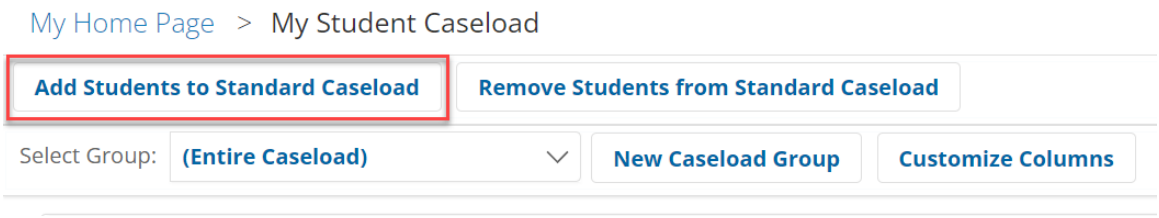
Note: - Instructions for Classroom Teachers are in section 6 below.

From the TIENET Home Page:

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

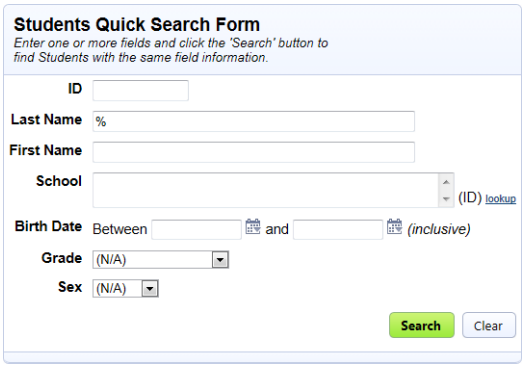


- Click**, Add Students to Standard Caseload**.

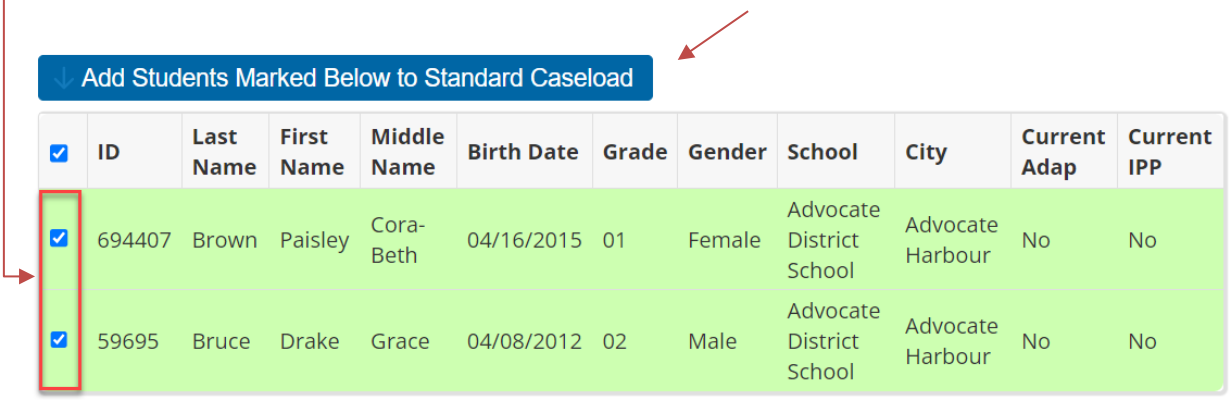


- The **Students Quick Search Form** appears.
- Enter part or all of the student's name in the **Student Quick Search Form.**
- Click **Search.**

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



- 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**.

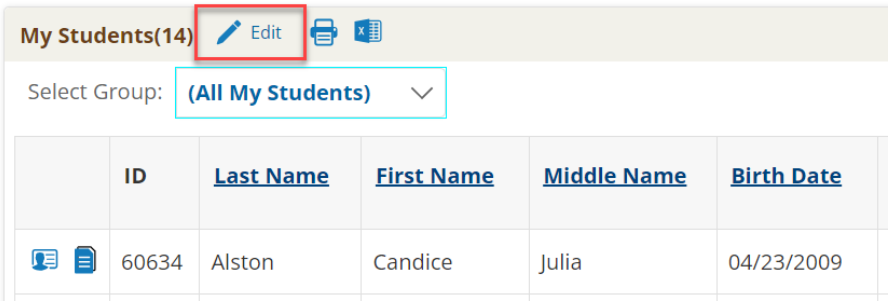


	ID	Last Name	First Name	Middle Name	Birth Date	Grade	Gender	School	City	Current Adap	Current IPP
☑	694407	Brown	Paisley	Cora-Beth	04/16/2015	01	Female	Advocate District School	Advocate Harbour	No	No
☑	59695	Bruce	Drake	Grace	04/08/2012	02	Male	Advocate District School	Advocate Harbour	No	No

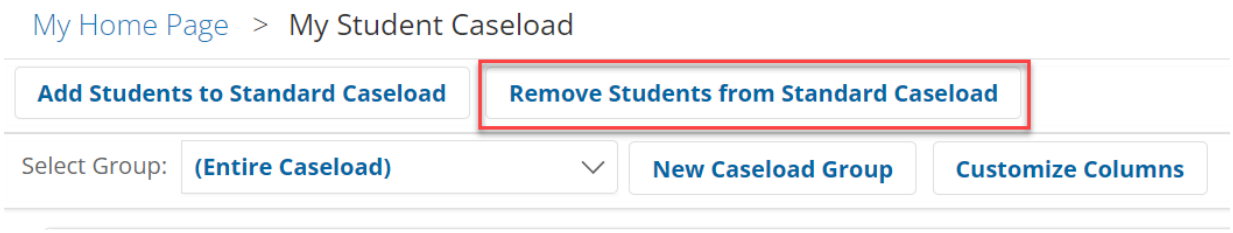
On the **Home Page**, the student(s) selected are now part of the caseload.

2. Removing Students from a Caseload

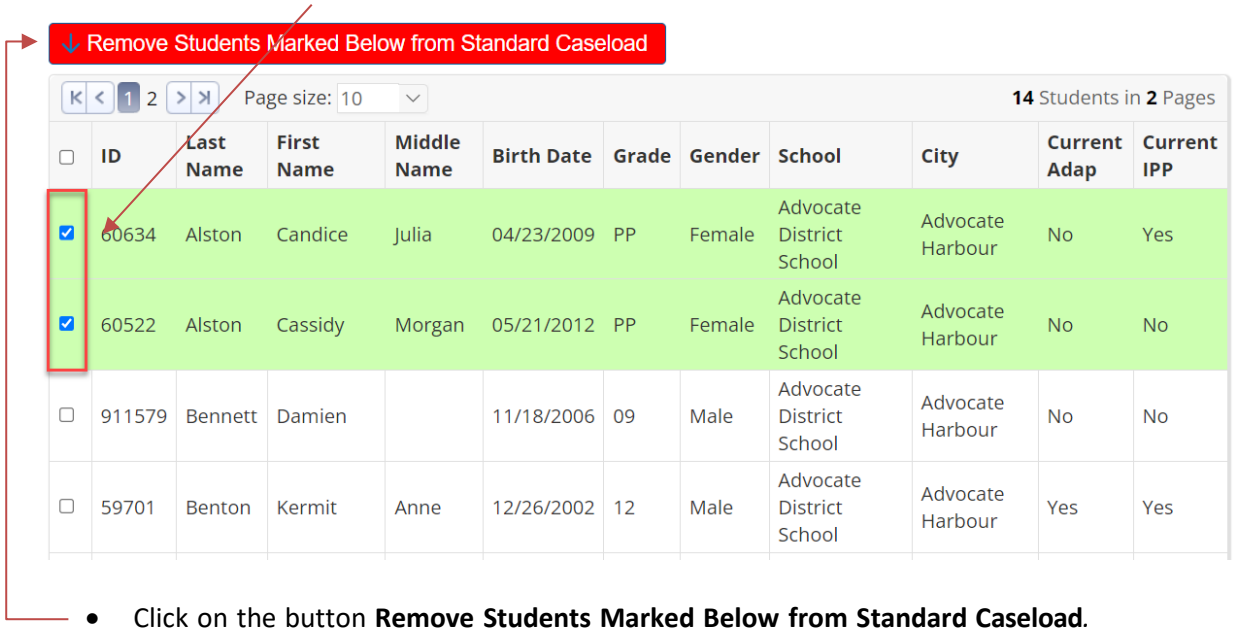
- Click **Edit** next to **My Students**.



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



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



	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	Cassidy	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
☐	59701	Benton	Kermit	Anne	12/26/2002	12	Male	Advocate District School	Advocate Harbour	Yes	Yes

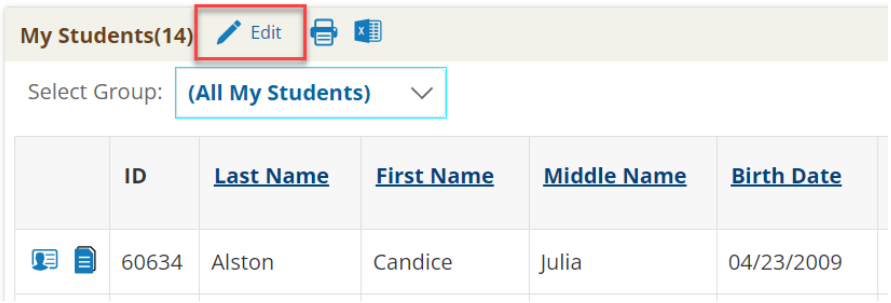
- Click on the button **Remove Students Marked Below from Standard Caseload**.

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

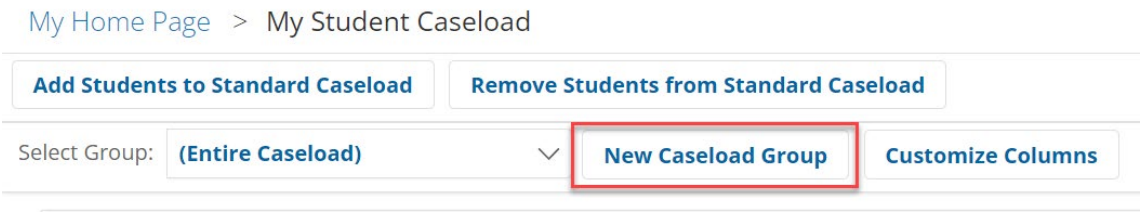
3. Student Caseload Subgroups

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

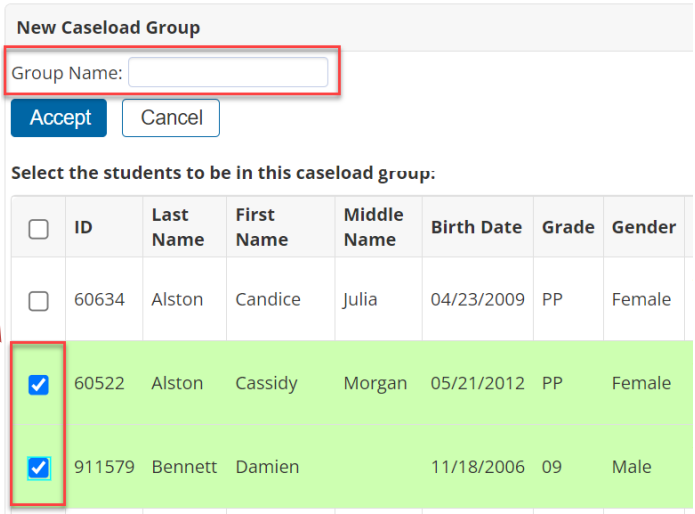
- Click **Edit** next to **My Students.**



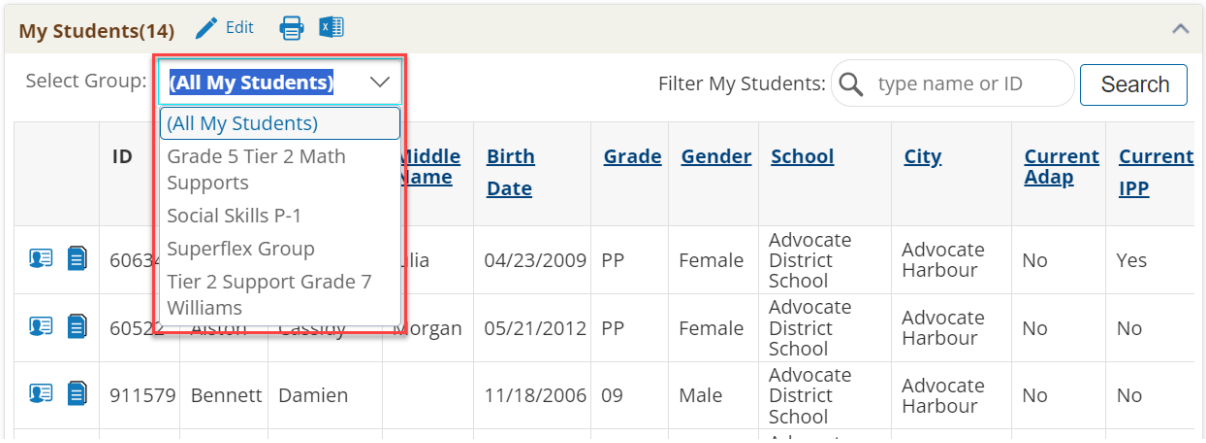
- Click **New Caseload Group**.



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

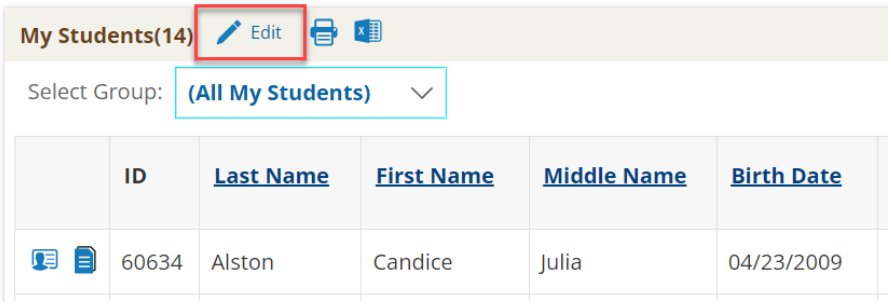


From the **Home Page,** you can now see all caseload groups including the subgroup you've just created in the drop-down menu.

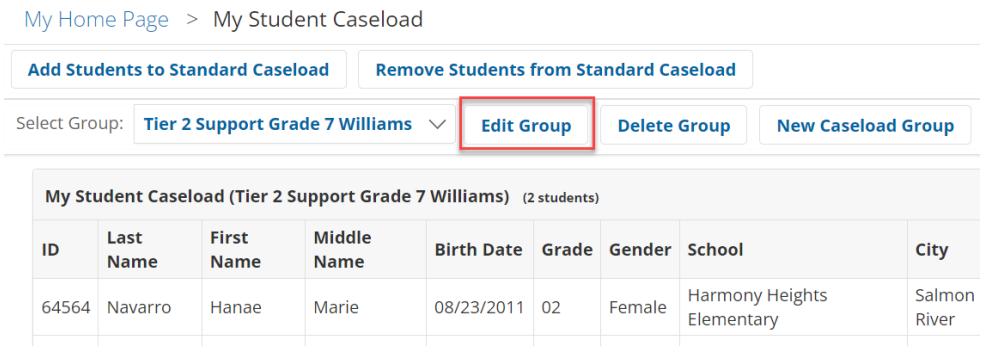


4. Adding and Removing Students to/from a Group

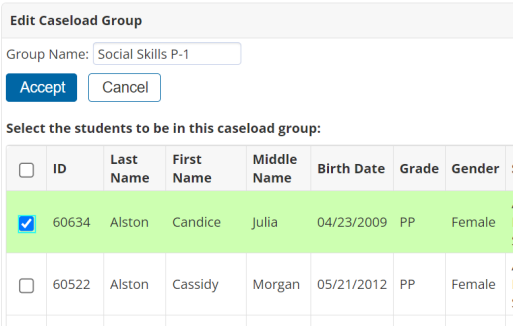
- From the **Home Page**, click **Edit** next to **My Students**.



- 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.



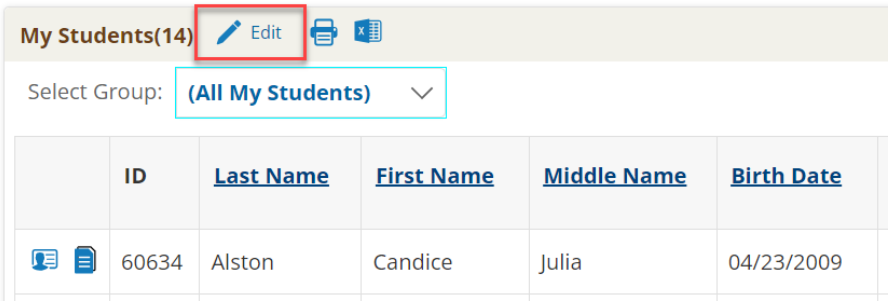
- Select or deselect the students to be in this caseload group.



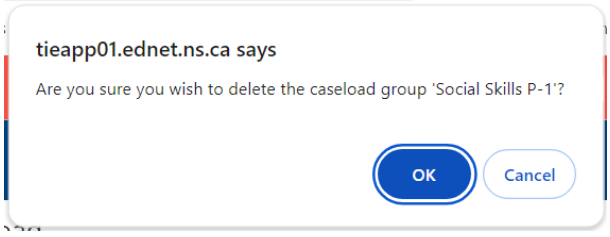
- Click **Accept**.

5. Deleting a Group

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



- 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.



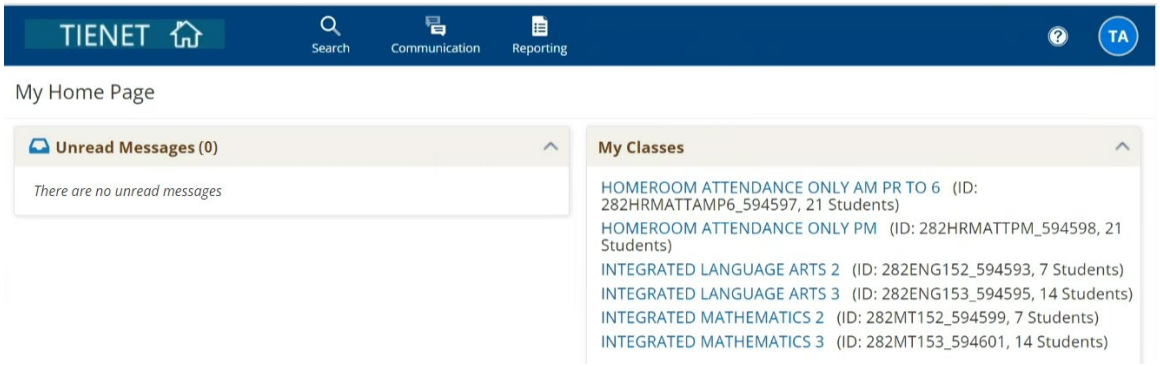
- Click **OK** to accept.

6. Adding Students to a Caseload – Classroom Teacher

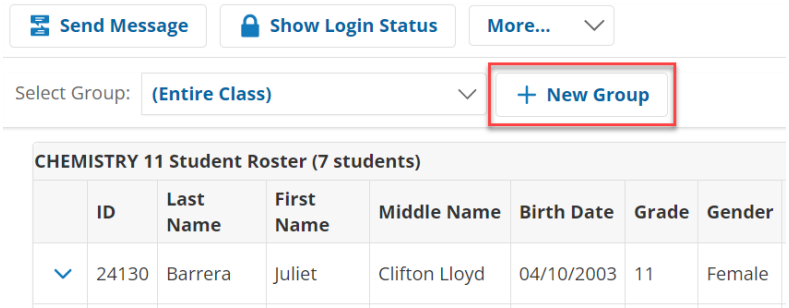
Classroom teachers can make caseload groups within their classes.

From the TIENET Home Page:

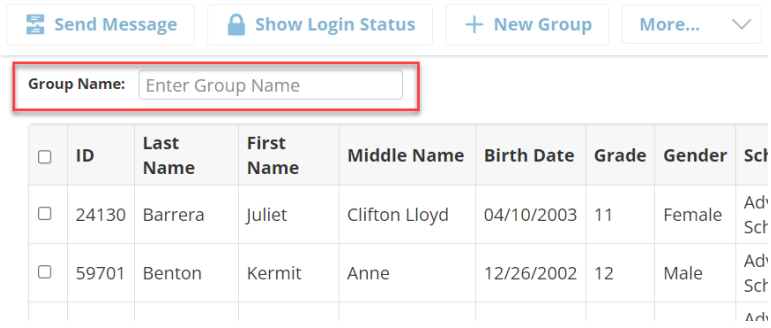
- Click on one of your classes.



- Click **+ New Group**.



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



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