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Nova Scotia Student Information System

Nova Scotia Public Education System

Reports in TIENET

User Guide

TIENET

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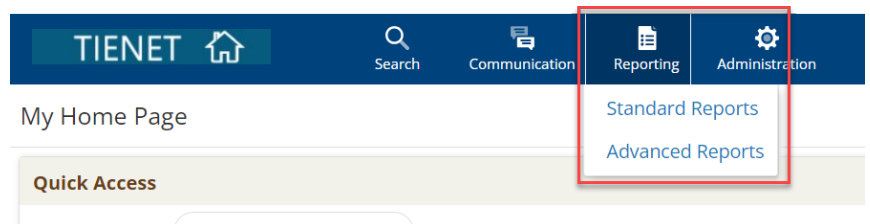
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1 REPORTS IN TIENET

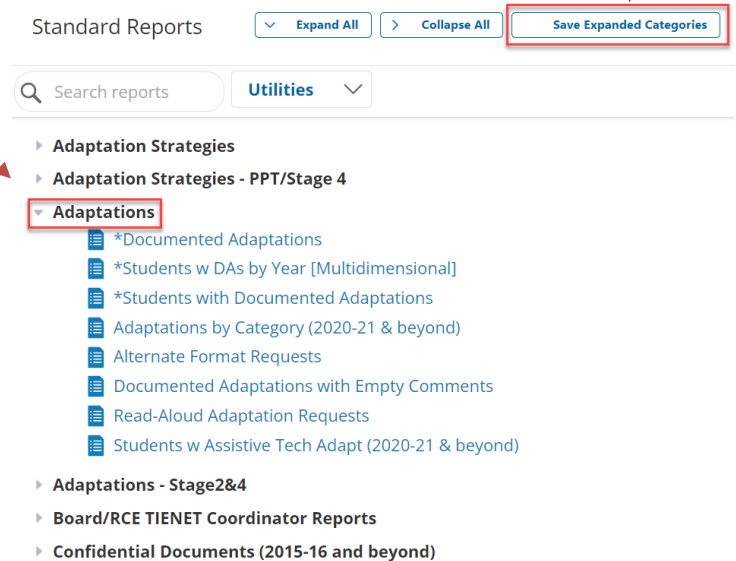
In TIENET, Reports are designed to give users a way to easily access student information and data that has been entered in the system at each school. Like other TIENET documents, the reports that can be seen by each user depend on their role and access. **Standard Reports** list selected student(s) or other data for your school(s) in a simple row and column format. **Advanced Reports** (only accessible by TIENET Administrators) often count and analyze data across multiple dimensions and display information in a table format which can include counts, and other statistics by school, region, or province.

1.1 ACCESSING REPORTS

1. Click the **Reporting** link from the top menu. Choose **Standard Reports** or **Advanced Reports**.

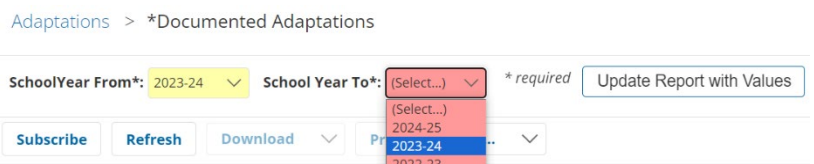


2. Click on a category title to expand or collapse it.
3. If you would like to save the expanded category (or categories) most often used, click on **Save Expanded Categories**.



4. Click on the name of the report to open it.

In many cases, to view a report, it is necessary to first select or enter the report parameters (**School Year From:** and **To:**) and then click the **Update Report with Values** button.



A report will generate a table of matching results. The **Document** icon to the left of each student's name allows access to the student's specific TIENET information from the chosen report.

Documented Adaptations: Advocate District School (Advocate District School)

Document Icon	Current School	Current School Code	Document Created At	Student ID	Last Name	First Name	Current Grade	Enrolled in School?	Gender	NS Program	Document School Year	Doc Status	Last Modified On
	Advocate District School	53_248	Advocate District School	59682	Duffy	Isabelle	03	Yes	Female	Elementary English	2023-24	Draft	06/06/2024, 11:46 AM
	Advocate District School	53_248	Advocate District School	59686	Gray	September	03	Yes	Female	Elementary English	2023-24	Draft	12/13/2023, 08:44 AM

Use the navigation path at the top of the page if you need to return to the report results.

Most reports can be filtered by clicking on the column header and selecting the filter option(s).

Additionally, reports can be filtered by multiple columns to refine your search further.

Current Grade	Enrolled in	Gender	NS Program	Document School Year
<input checked="" type="checkbox"/> (Select All)				
<input checked="" type="checkbox"/> 03 (2x)		Female	Elementary English	2023-24
<input checked="" type="checkbox"/> 12 (2x)				
<input checked="" type="checkbox"/> 05 (1x)				
<input checked="" type="checkbox"/> 06 (1x)	Female	Elementary English	2023-24	
<input checked="" type="checkbox"/> 07 (1x)				
<input checked="" type="checkbox"/> 08 (1x)				
<input checked="" type="checkbox"/> 09 (1x)	Female	Elementary English	2023-24	
<input checked="" type="checkbox"/> 10 (1x)				
<input checked="" type="checkbox"/> 11 (1x)	Female			2023-24
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>			

Note: When clicking on the Document icon to view a student's document, the filters are unfortunately cleared when returning to the report page. To avoid having to re-enter the filters multiple times, rather than left-mouse click on the Document icon, you can right-click on it, and choose **Open link in new tab**. This will open the student's document in a new tab, keeping the filtered report intact.

To clear your filter(s), click the Clear Filter icon.

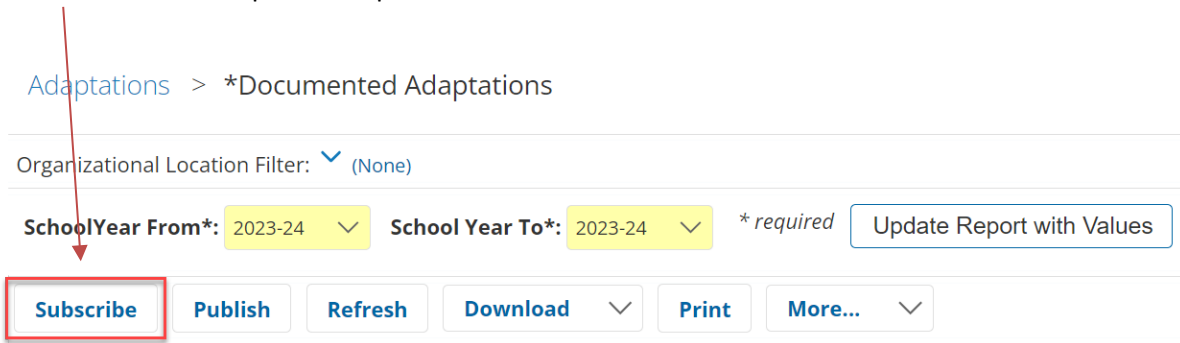
First Name	Current Grade	Enrolled in School?	Gender
Isabelle	03	Yes	Female

In many cases, above the report table there are several options for working with the report data, including downloading it into a spreadsheet or PDF.

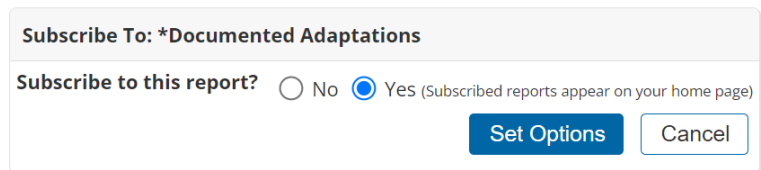
- PDF (portrait)
- PDF (landscape)
- Tab-Delimited Data File
- CSV Data File
- Excel file
- Fixed-Width Data File
- Fixed-Width Data File (no header row)
- More Options...

1.2 SUBSCRIBING TO A STANDARD REPORT

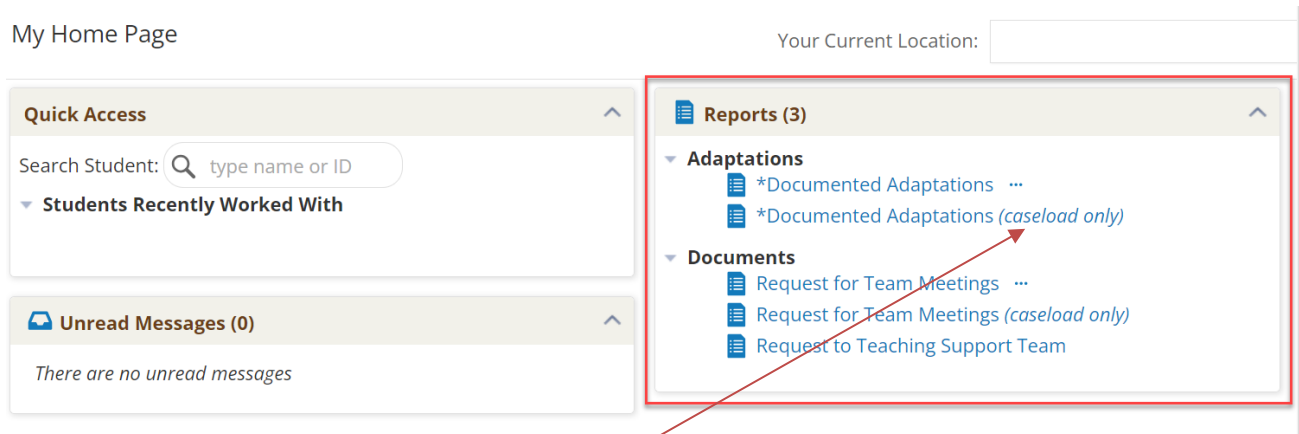
When you subscribe to a **Standard** report, the link to it will be displayed on your TIENET Home Page and is helpful as a shortcut if the report is regularly used. To subscribe to a report, open a TIENET report and click on **Subscribe** at the top of the report.



Click on **Yes** and then click **Set Options**.



Return to your homepage and the report link will now appear on the right-hand side of the page under the **Reports** section.



Some subscribed reports also have a **caseload only** feature which filters the report info only to the students that are part of a previously created **My Students** caseload.

1.3 UNSUBSCRIBING TO A STANDARD REPORT

To unsubscribe from a report and remove it from the Home Page, click on the three dots to the right of the report title and then click **Unsubscribe**.

