



TIENET General Overview for Administrative Viewing

Introduction

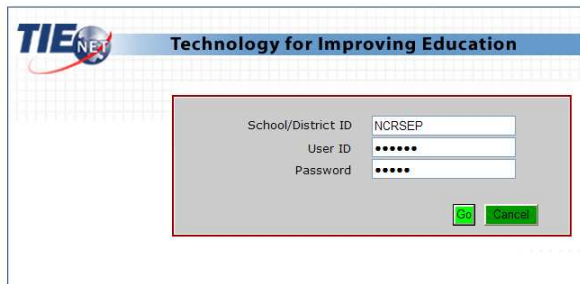
TIENET's web-based technology tools enable special educators to track and monitor the entire IEP process from the initial referral through classifying and placing students, delivering services and meeting state and federal reporting requirements related to IDEA and NCLB. Middletown Public Schools will use TIENET to manage special education census data, write IEPs, write PLPs and write 504 plans. All teachers in the school district will have view rights to their students' plans.

Log In to TIENET

1. Select the TIENET button  from the Middletown home page (www.ri.net/middletown) or go directly to <http://www.tienet.ws/>

2. Enter your log in information (*omitted for security*)

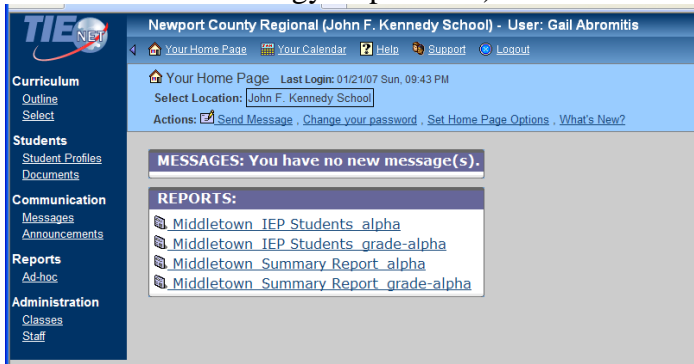
School/District ID	
User ID	
Password	



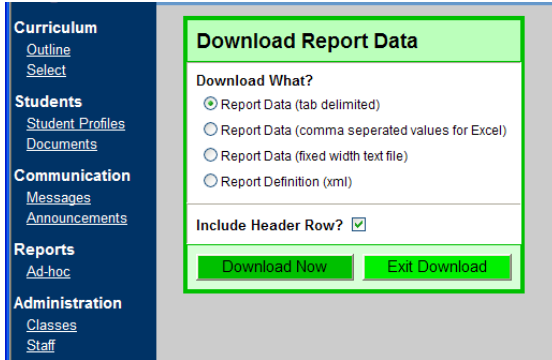
*The first time you log in you will be prompted to change your password.

Home Page & Viewing Reports

1. When you log in you will see a list of reports. (You may request additional reports be designed from the Technology Department)



2. Click on the name of a report to view it.
3. Select download now to download the data to another format.

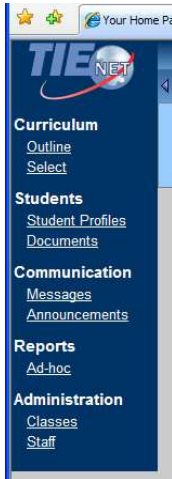


4. While on the report you can view additional information about each student. Click on the magnifying glass to and you will view the student profile.

Middle	
ID	
15691	
16240	
16471	
16471	

Viewing Profiles and Documents

1. Click on the Student Profiles links under the Students menu.



2. Enter search criteria (the first few letters of a last name will allow you search by last name). You can search for a student using any criteria on the search form.

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

Birth Date

Gender

Grade

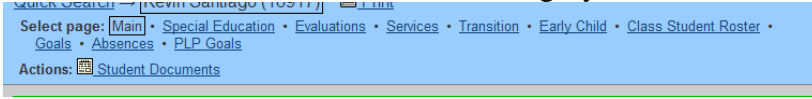
Resident District

Special Ed

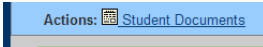
Teacher

3. While viewing your student search results, you can click on the magnifying glass to view additional student information.

- Once in a student profile you will have many pages of information on the student. You can click on the link to view the data in the category.



- To view a student's IEP and/or PLP you can click on the Student Documents next to the Actions area. If the student has an IEP and/or PLP then this will bring you to a list of the documents. You can select the magnifying glass to view the document.

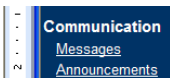


Documents for 2006/07	Status	Creation Date	Modification Date
Personal Literacy Plan	Final	01/05/07 Fri 01:05 PM	01/09/07 Tue 09:41 AM
IEP	Final	12/27/06 Wed 01:37 PM	01/09/07 Tue 09:41 AM

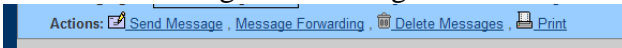
Setting Communication Messages so that messages are forwarded

The communications section is used to send messages to staff members, much like an email system. This is primarily used to set up meetings. These messages can be forwarded to your mpsri email address by following the steps below.

- Select Messages under the Communications Section.



- Select Message Forwarding under the Actions Section



- Select yes and enter your email address. Select Accept

Message Forwarding

Forward Messages? Yes No

Email Address