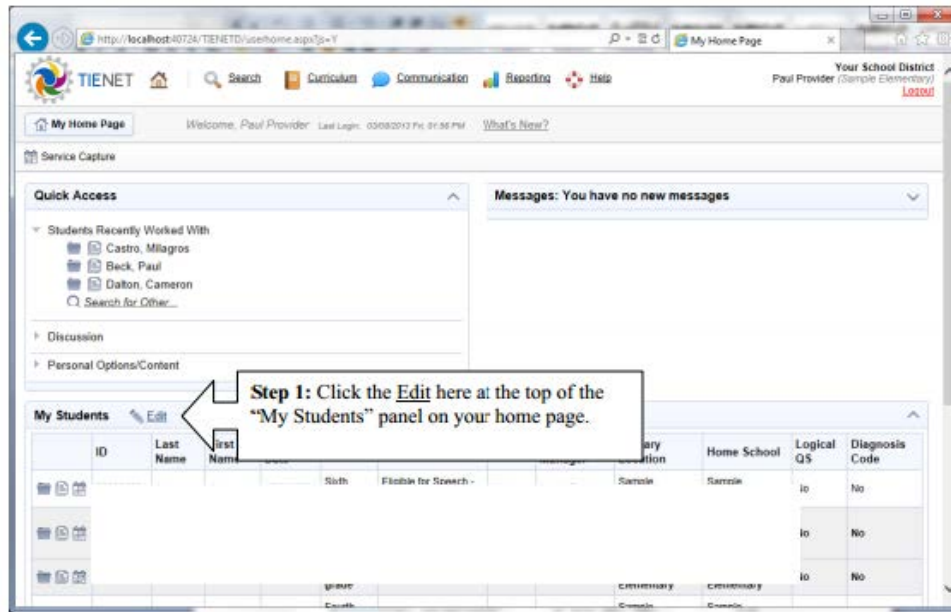


Adding Students to Your Caseload

STEP 1:

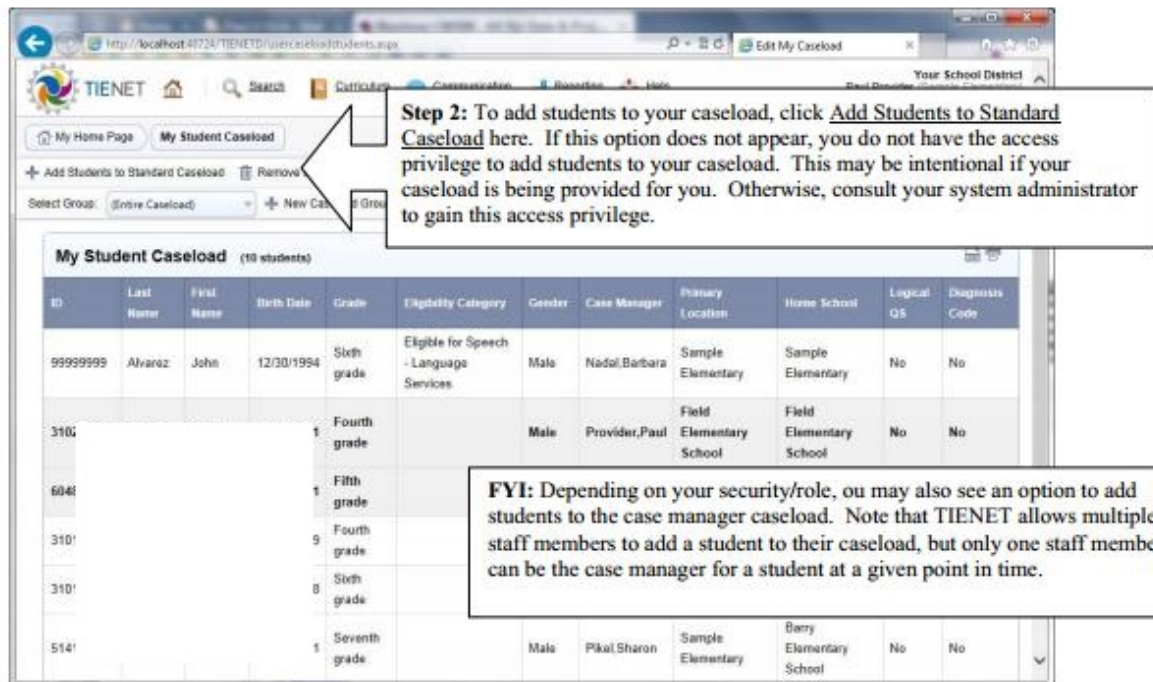
Depending on how TIENET has been configured for your school district, your caseload may already be provided for you, but if not, you will be assigned the security privilege that enables you to add and remove students from your own caseload. This is shown in the procedure below



The screenshot shows the TIENET home page for a user named Paul Provider. The 'My Students' panel is visible, and an 'Edit' button is highlighted with a callout box. The callout box contains the text: "Step 1: Click the Edit here at the top of the 'My Students' panel on your home page."

STEP 2:

To add students to your caseload, click Add Students to Standard Caseload here. If this option does not appear, you do not have the access privilege to add students to your caseload. This may be intentional if your caseload is being provided for you. Otherwise, consult your system administrator to gain this access privilege.



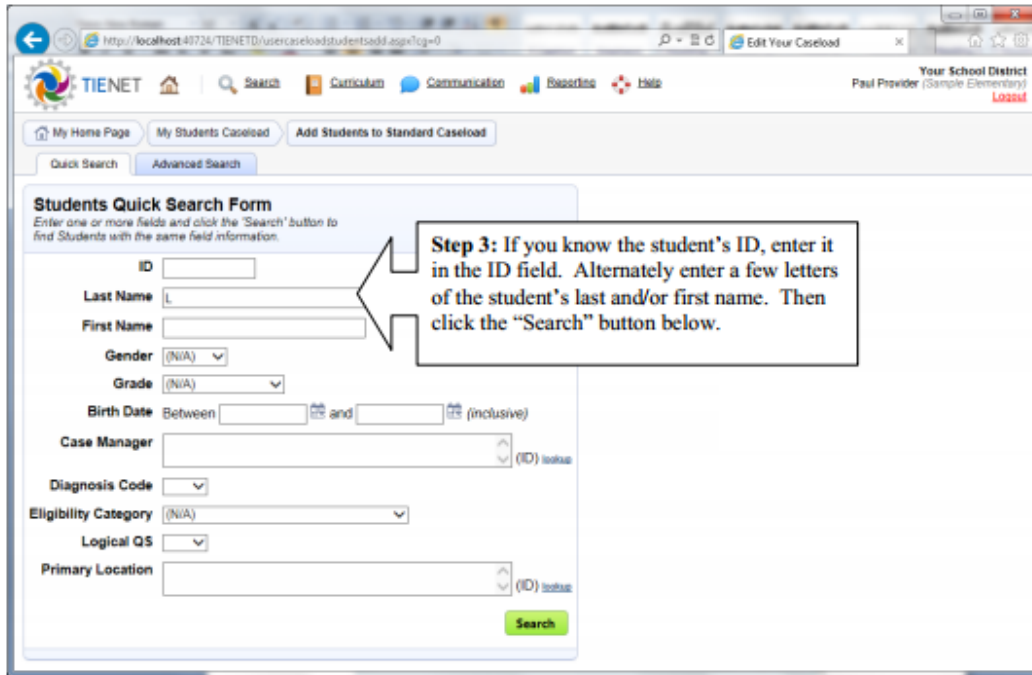
The screenshot shows the 'Edit My Caseload' page in TIENET. The 'Add Students to Standard Caseload' button is highlighted with a callout box. The callout box contains the text: "Step 2: To add students to your caseload, click Add Students to Standard Caseload here. If this option does not appear, you do not have the access privilege to add students to your caseload. This may be intentional if your caseload is being provided for you. Otherwise, consult your system administrator to gain this access privilege."

FYI: Depending on your security/role, you may also see an option to add students to the case manager caseload. Note that TIENET allows multiple staff members to add a student to their caseload, but only one staff member can be the case manager for a student at a given point in time.

ID	Last Name	First Name	Birth Date	Grade	Eligibility Category	Gender	Case Manager	Primary Location	Home School	Logical QS	Diagnosis Code
99999999	Alvarez	John	12/30/1994	Sixth grade	Eligible for Speech - Language Services	Male	Nadal, Barbara	Sample Elementary	Sample Elementary	No	No
3100				Fourth grade		Male	Provider, Paul	Field Elementary School	Field Elementary School	No	No
6048				Fifth grade							
3101				Fourth grade							
3101				Fourth grade							
3101				Sixth grade							
5141				Seventh grade		Male	Pikal, Sharon	Sample Elementary	Barry Elementary School	No	No

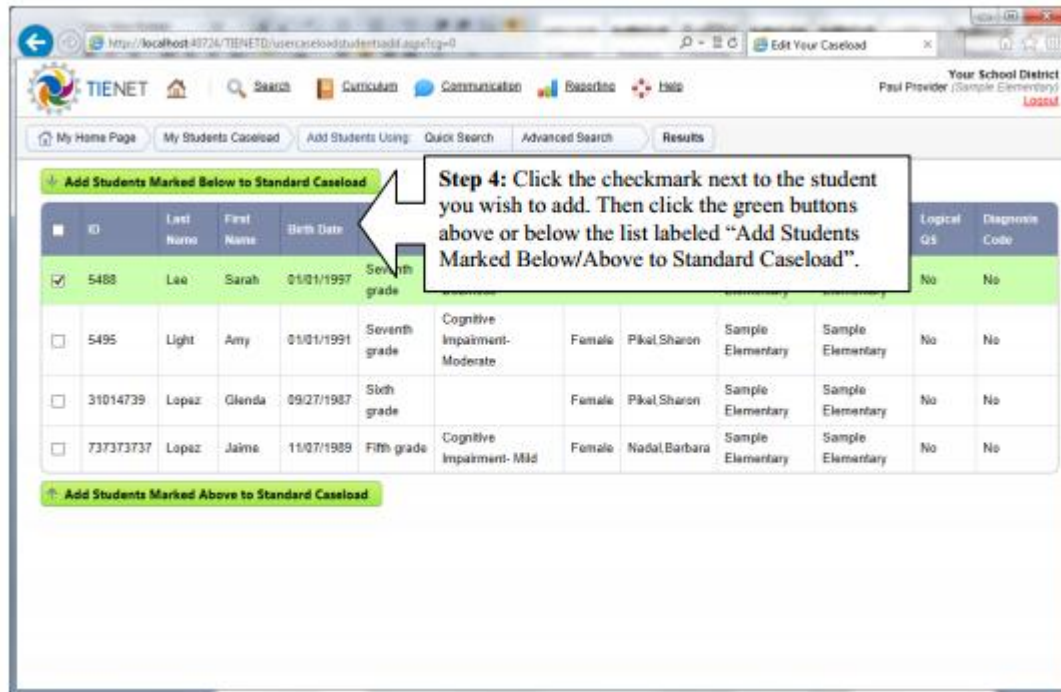
STEP 3:

If you know the student’s ID, enter it in the ID field. Alternately enter a few letters of the student’s last and/or first name. Then click the “Search” button below.



STEP 4:

Click the checkmark next to the student you wish to add. Then click the green buttons above or below the list labeled “Add Students Marked Below/Above to Standard Caseload”



STEP 5:

Use the navigation trail to exit.

Use the navigation trail to exit.

My Home Page My Students Caseload Add Students Using Quick Search Advanced Search Results

Add Students Marked Below to Standard Caseload

ID	Last Name	First Name	Birth Date	Grade	Eligibility Category	Gender	Case Manager	Primary Location	Home School	Logical Q5	Diagnosis Code
5488	Lee	Sarah	01/01/1997	Seventh grade	Authority Impaired - Deafness	Female	Pikel Sharon	Sample Elementary	Sample Elementary	No	No
<input type="checkbox"/>	541			11 Seventh grade	Cognitive Impairment - Moderate	Female	P	Sample Elementary	Sample Elementary	No	No
<input type="checkbox"/>	311			17 Sixth grade		Female	P	Sample Elementary	Sample Elementary	No	No
<input type="checkbox"/>	731			19 Fifth grade	Cognitive Impairment - Mid	Female	N	Sample Elementary	Sample Elementary	No	No

Add Students Marked Above to Standard Caseload