Encom

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Adding a Course in Encom

> *For Parents* - Please consult your Support Teacher or Grad Advisor before selecting courses.

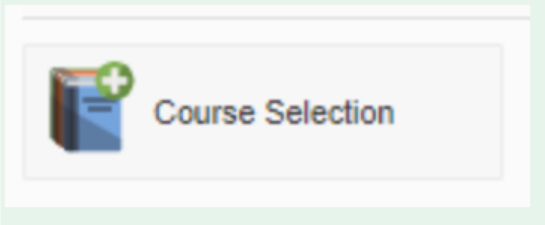
Parents, you can add courses in Encom only once per year by following these steps. If you have already selected online courses this year, your Support Teacher can add additional ones for you.

1. Sign into Encom

If you need a refresher on how to sign into Encom, please visit **here**. You can access Encom **here**, or from our **HCOS homepage** by clicking on the Log In button at the top right.

2. Add a Course:

When you have successfully signed into Encom, look for the Course Selection button that looks like this:



When you click on this button, it will take you to a list of courses that your child is eligible to enroll in. **Click on a course to add it.**

> As a parent or guardian, you can select courses only once per year, and we recommend that you do so in consultation with your Support Teacher (Gr. 5-9 students) or Grad Advisor (Gr. 10-12 students).

If you want to add a course after your initial selections, or do not see a specific course that you are interested in, please contact your Support Teacher or Grad Advisor.

Encom Access & Icon Explanation

Encom is a database in which student records and reports are stored. This can be considered to be the ‘office’ area of the school and it is separate from the site in which the online courses are posted, which is called Brightspace, and you can login to it here **Brightspace**.

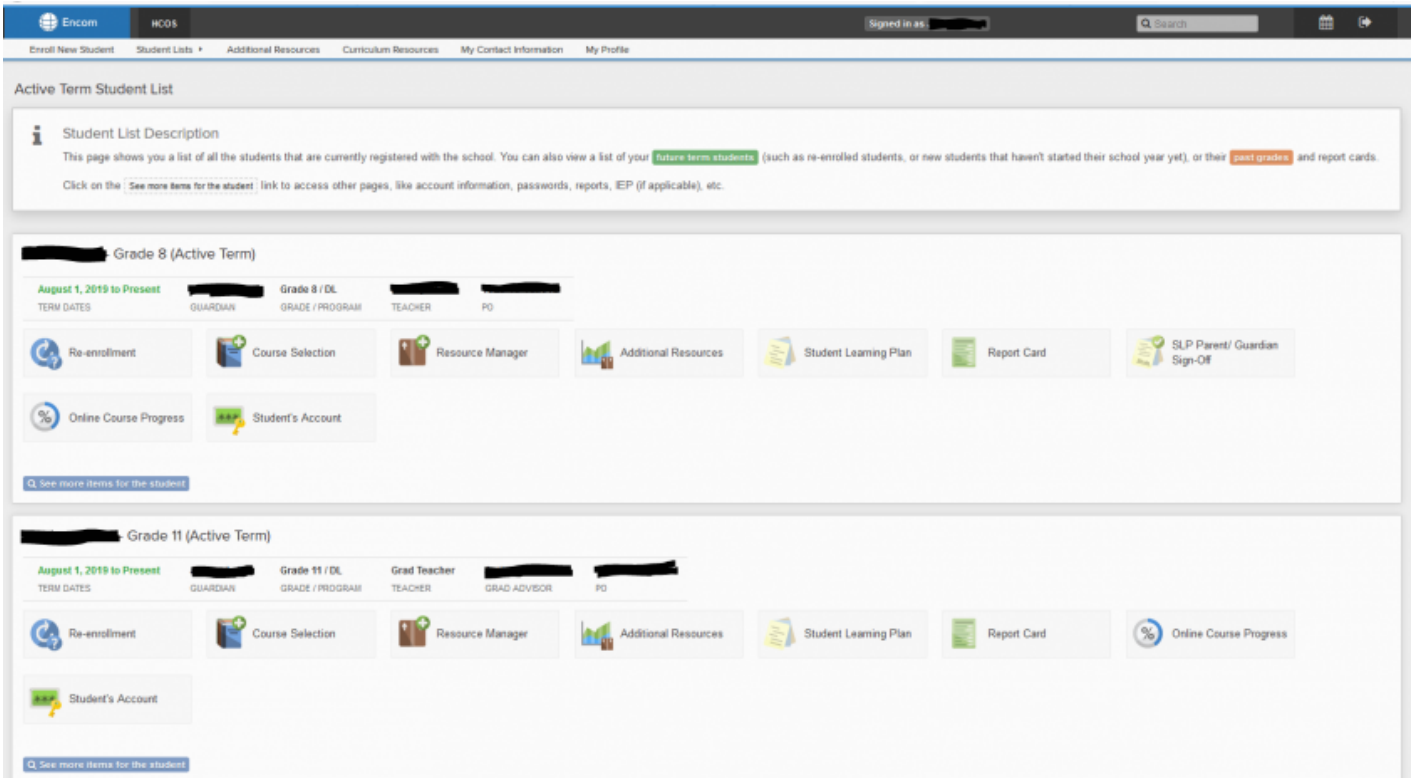
In Encom, the following is visible fore each student: basic information (address, phone numbers etc.), course list, student learning plans (SLP) for Individualized subjects, resource budget information, and report cards. Any errors in information can be shared with your support teacher or directed to the main HCOS Office at **info@onlineschool.ca**.

When a student is enrolled, parents/guardians are emailed a User Name and Password for Encom. Please save this information and be sure to record it **exactly** as it is sent so it can be found easily when needed to access Encom.

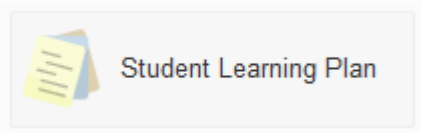
> **To access Encom, go to www.onlineschool.ca**

> **If you forget your username and/or password please contact Tech Support**

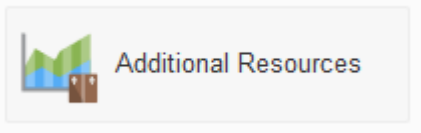
When you access Encom, this is approximately what you will see. Please take the time to become familiar with the various components of Encom**.**



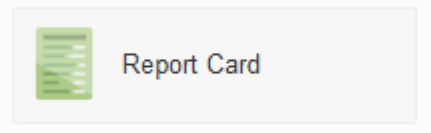
The Main Icons Used by Parents/Guardians



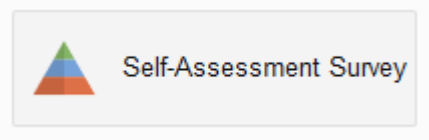
The **Student Learning Plan** (SLP) is an oultine of the courses, activities, goals, and resources used by each student throughout the course of the year. Teachers collaborate closely with parents/guardians before it is written. When it is complete, it is important to review the SLP to see if there are any other pieces of info to add or adjust. When the SLP is complete, parents/guardians sign off on it using the **SLP Parent/Guaridan Sign-Off** icon link.



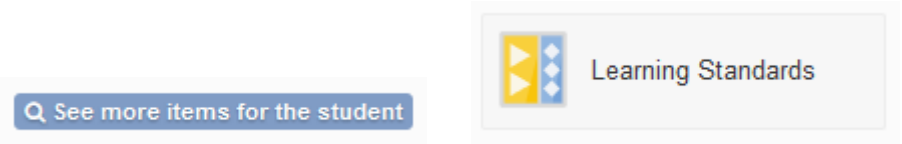
Additional Resources – This icon is where information related to the curriculum budget is tracked. Please check the curriculum budget before making purchases with the Purchase Order number to ensure there are enough funds for the purchase.



The **Report Card** links directly to each student's report card. If there are any difficulties viewing it, please contact the Support Teacher and they can help.

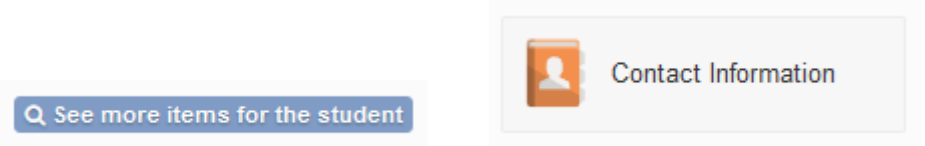


The **Self-Assessment Survey** is completed annually for each student and can be done in combination with the support teacher, student, and parent/guardian. Typically, Support Teachers share information related to this and guide parents through the process.



Select **See more items for the student** to access where the **Learning Standards** for each subject can be searched and viewed. This section of Encom can be useful to what the specific Learning Standards are for each subject.

> **Note:** It is the teacher's job to track the Learning Standards for students and are open to fielding questions on these for each student.

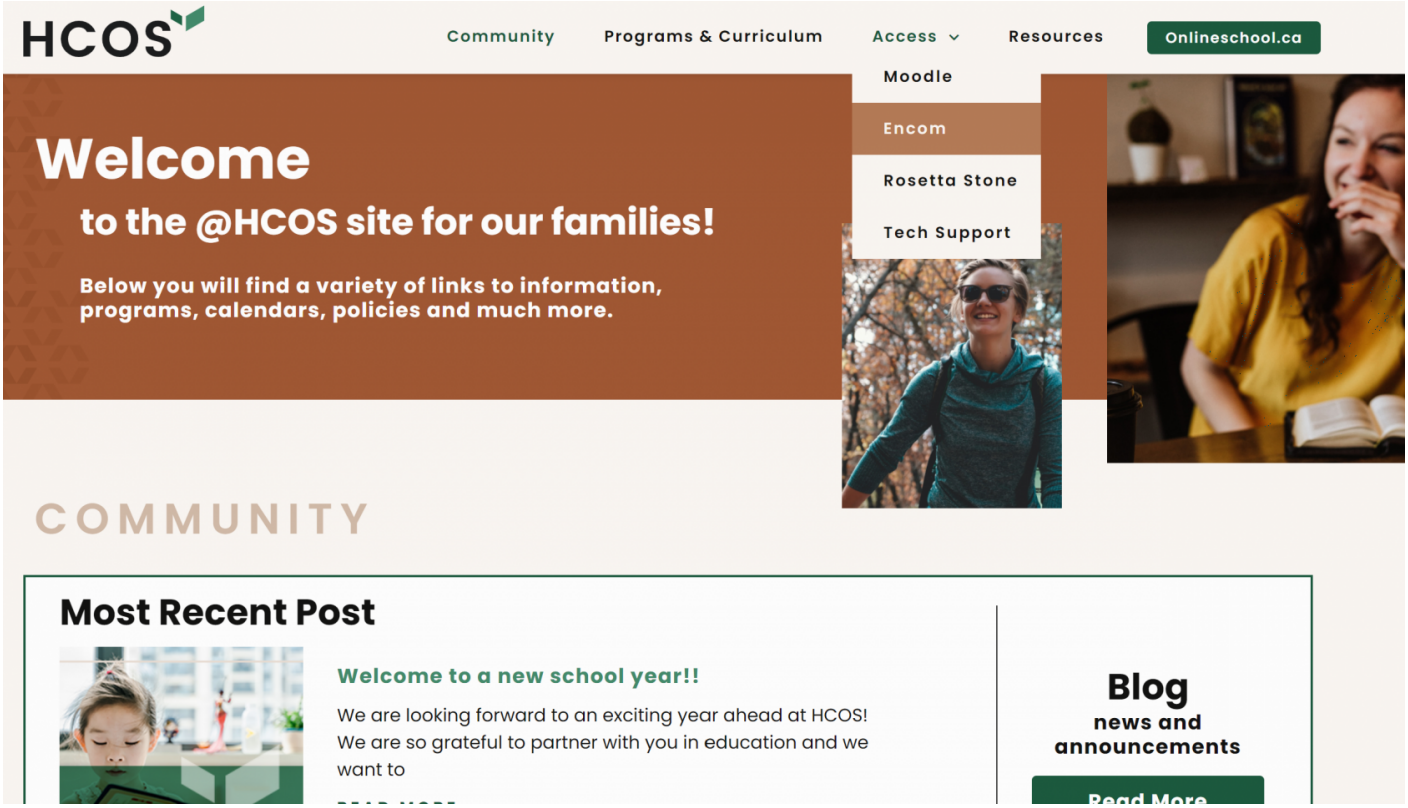


Select **See more items for the student** to access the student **Contact Information** to make sure it's up to date or when it needs to be changed. To see parent/guardian email and other contact information, click on the name above **Guardian** on the main page in Encom. The HCOS Office should be notified of any changes as well at **info@onlineschool.ca** .

Logging Into Encom

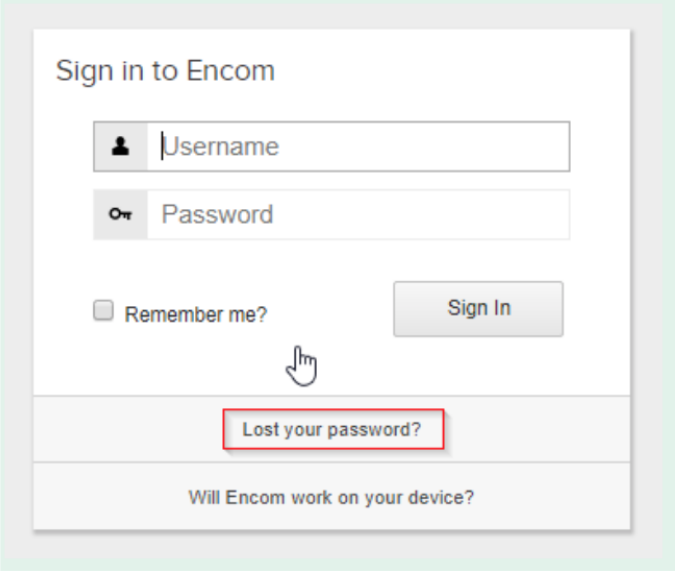
Sign into Encom

You can access **Encom** here, or from our **HCOS homepage** by clicking on the Log In button at the top right:

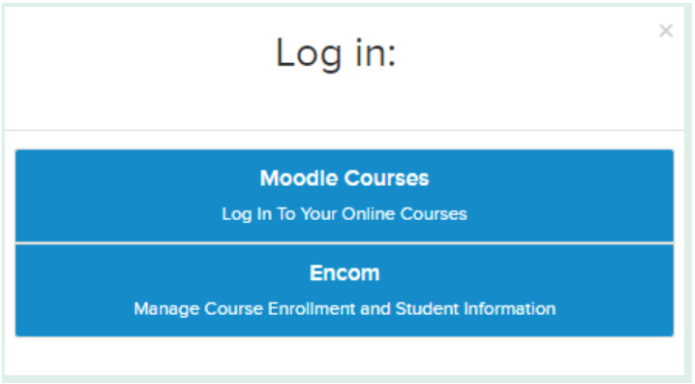


From the drop-down menu you will select Encom:

You might want to pause and bookmark Encom before you move on.



Now sign-in with the username and password that you received by email when you first registered with HCOS. If you have lost this information, please click on the Lost Your Password? link on **Encom**. You will receive an email with a link to reset your account information.



Viewing a Student Report Card

To view your student’s report card in Encom, please begin by **logging in**.
Click the **Report Card** button below the name of the student whose report card you wish to view.

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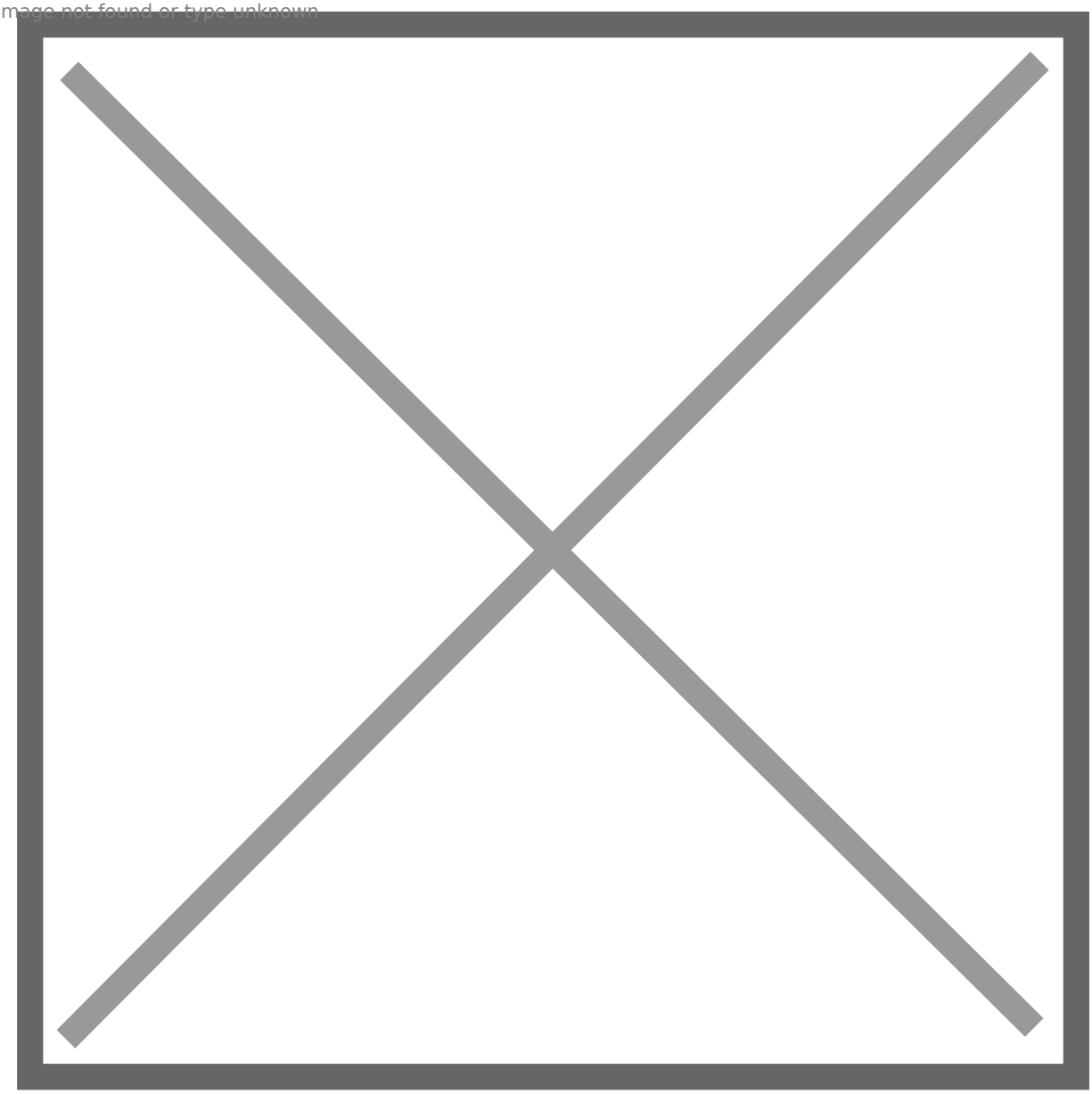

This will take you to the report card page within Encom where you can view a summary of your student’s marks in the given subject areas and access the Student Learning Plan (SLP) and Learning Standards (LS) available for each course, if applicable.
Below the report card summary, you will see the Term Comments for your student. Select the term

you are looking to view.

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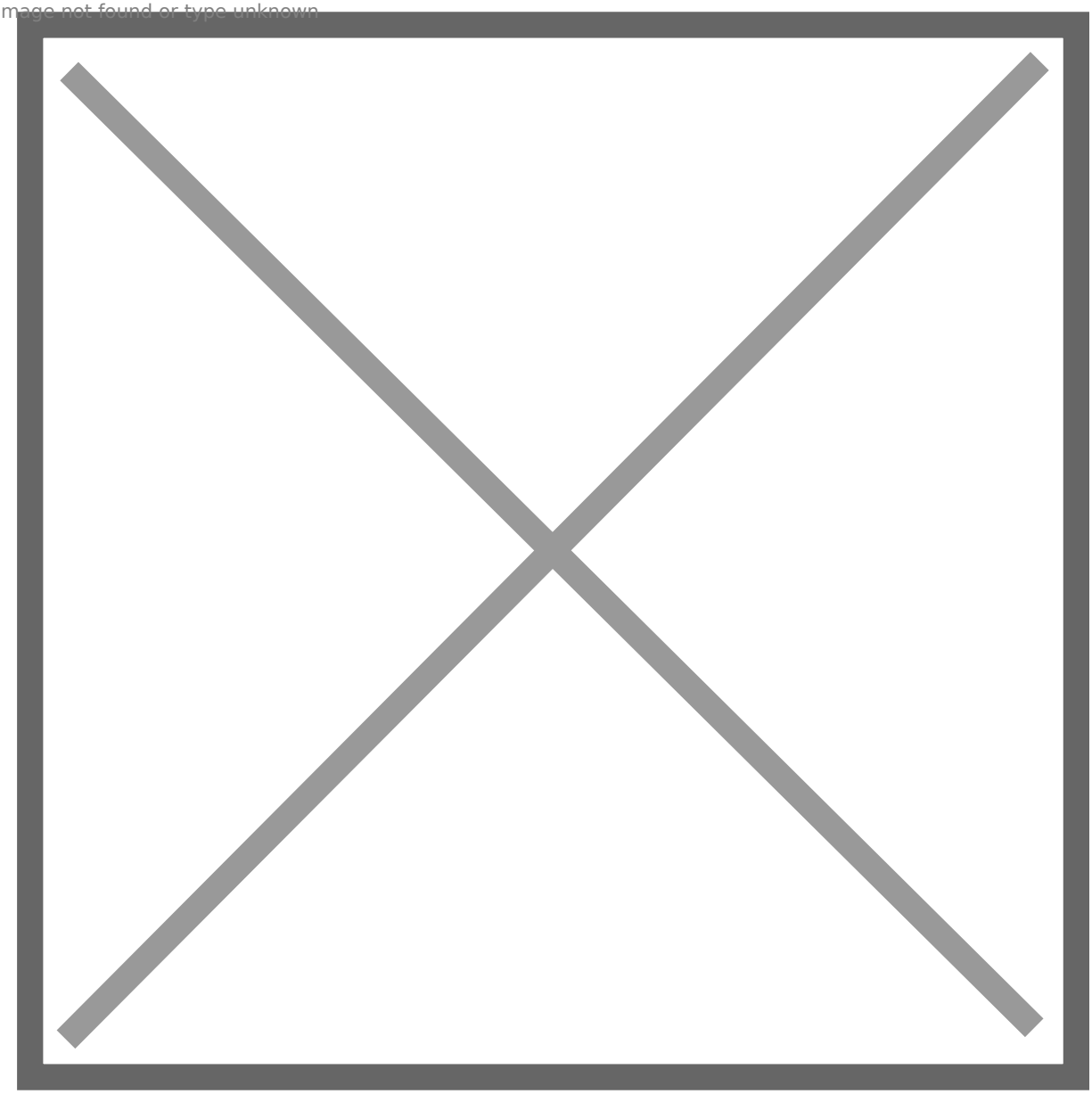

> Term Comments are only used for K-9 Foundations Students, not Innovations 5-12 students.

Below the Term Comments, you will find Internal courses and course specific comments. Internal courses appear for K-9 students who are enrolled in courses with their support teacher. Comments for these courses are included in the Term Comments section.

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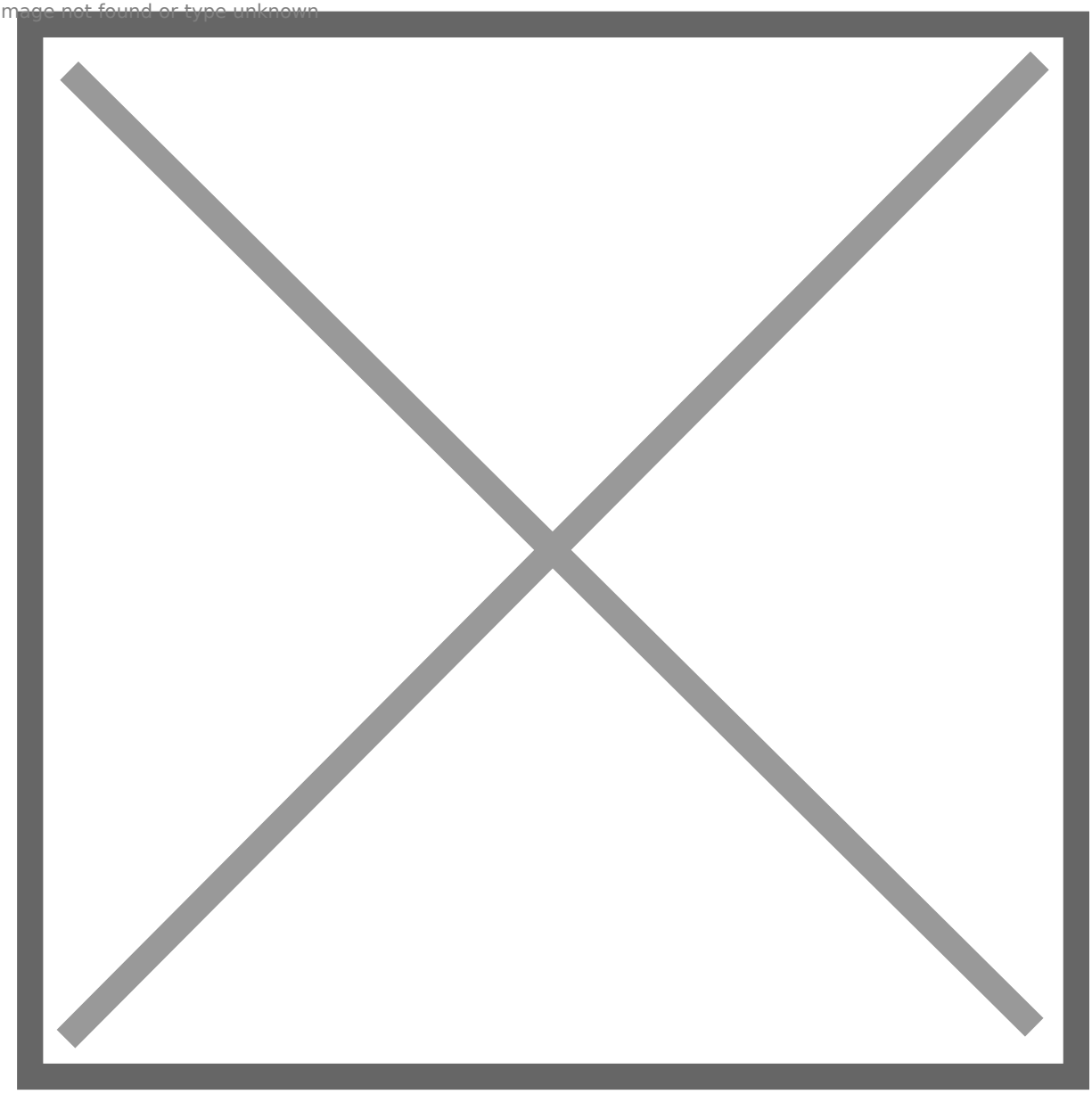

Course Specific Comments apply to the following course types:

- Online
- Online Synchronous
- Synchronous
- Hybrid
- 10-12 Individualized
- IEP (Replacement) Courses

If your student is taking a course in one of these course types, you can view marks, comments, and learning habits (if applicable) under each subject area.

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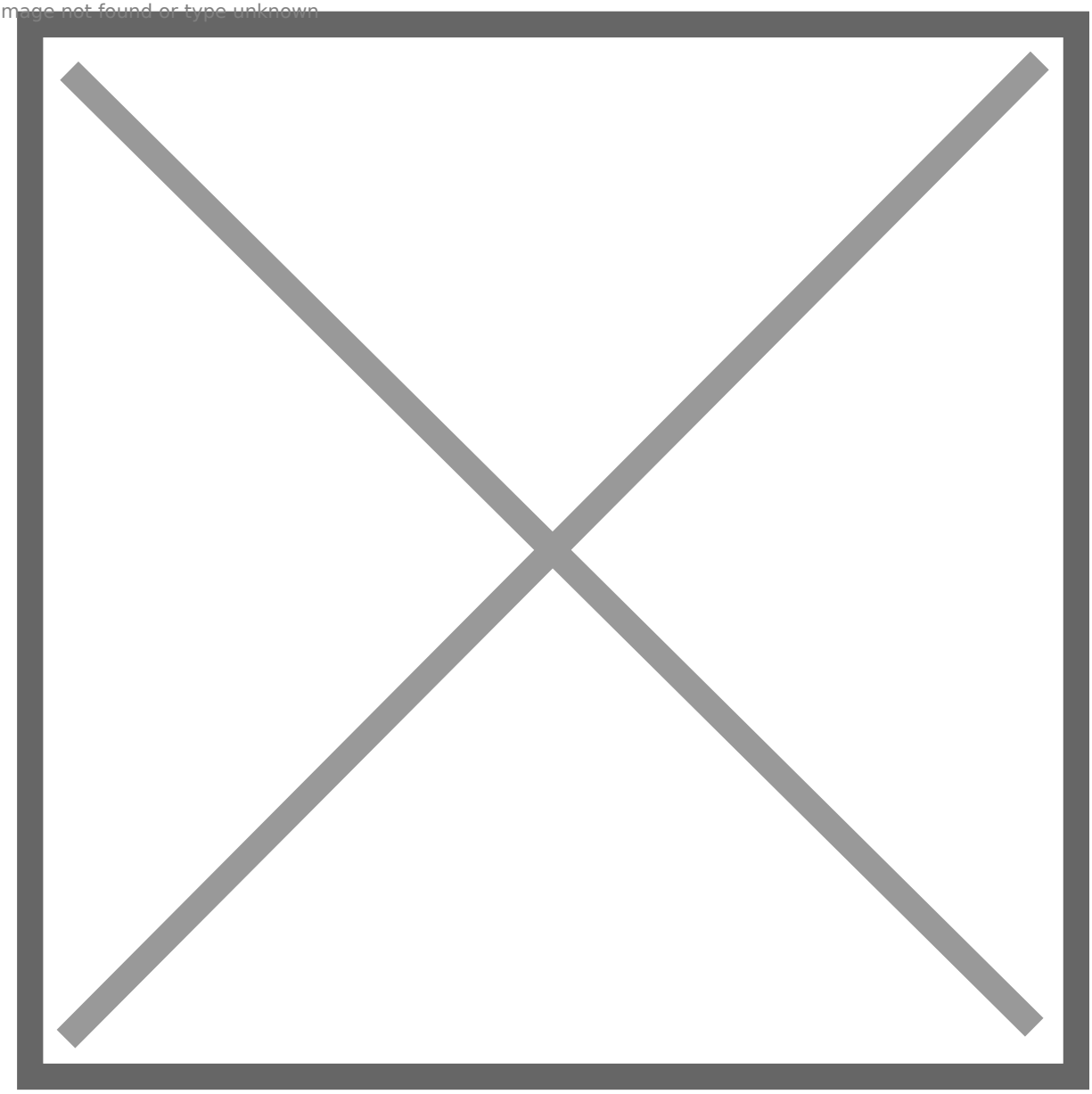

Reports indicate marks and comments for each term of the school year. Sometimes, students need more time to complete a course, meaning they receive marks in multiple terms. If your student is currently working on a course that was activated in the previous school year or recently completed a course from the previous school year, the open course will be pulled forward to the current year’s report card and teachers will continue reporting twice a year until the course is complete.

Next, you will find the Student Self-Assessment Survey (SSA). Students are encouraged to set goals and reflect on statements at the beginning of the year with their support teachers or through their Career Education courses.

SSA statements are based on the BC Core Competencies and HCOS Biblical Attributes and will rotate from year to year based on grade level.

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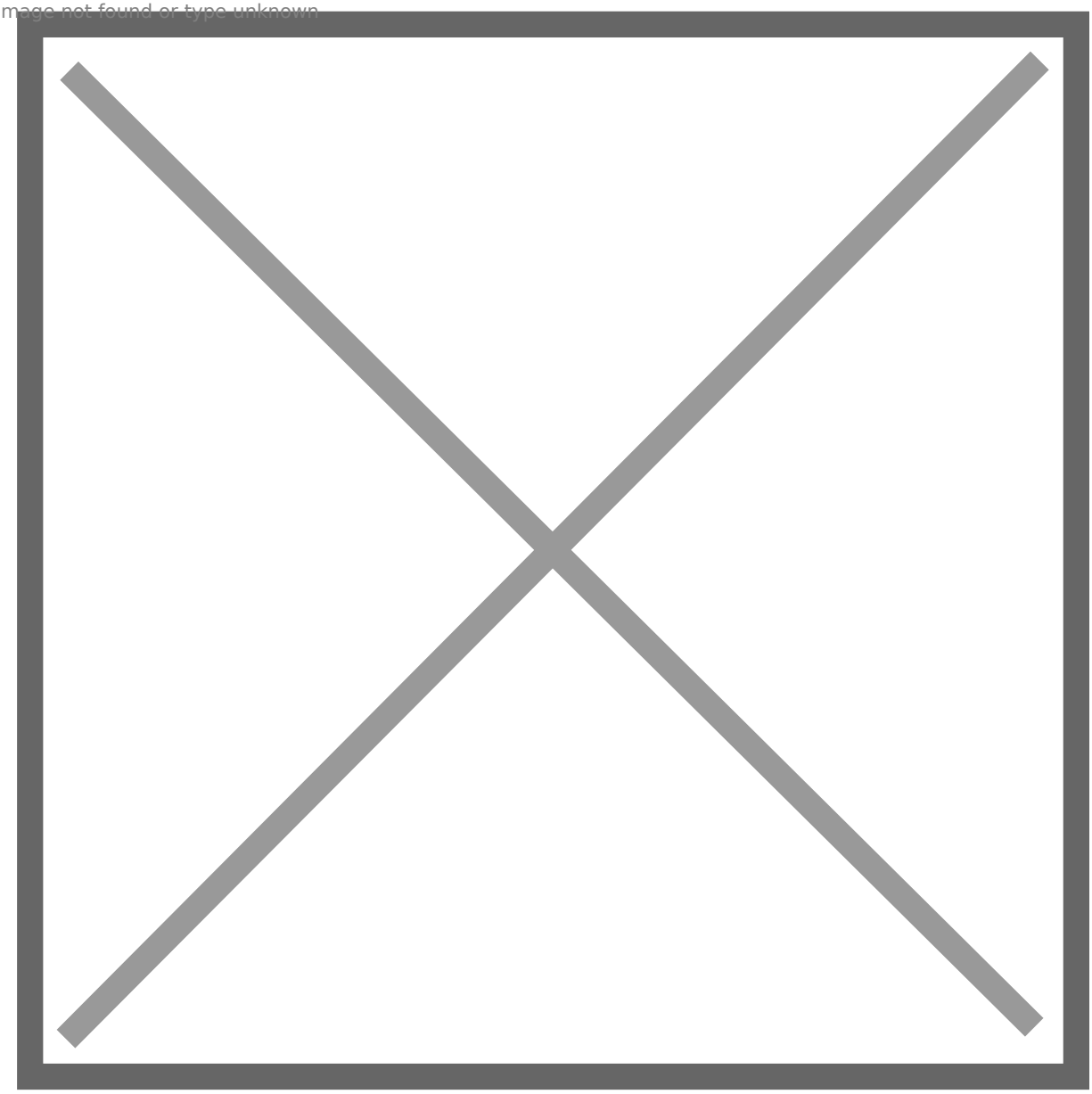

If your student is in K-9, you will see a section called “Promotion Sign-Off” at the bottom of the report card page. Once your student has completed their courses for the year, your support teacher will use the Promotion Sign-Off box to acknowledge your student has completed their current grade!

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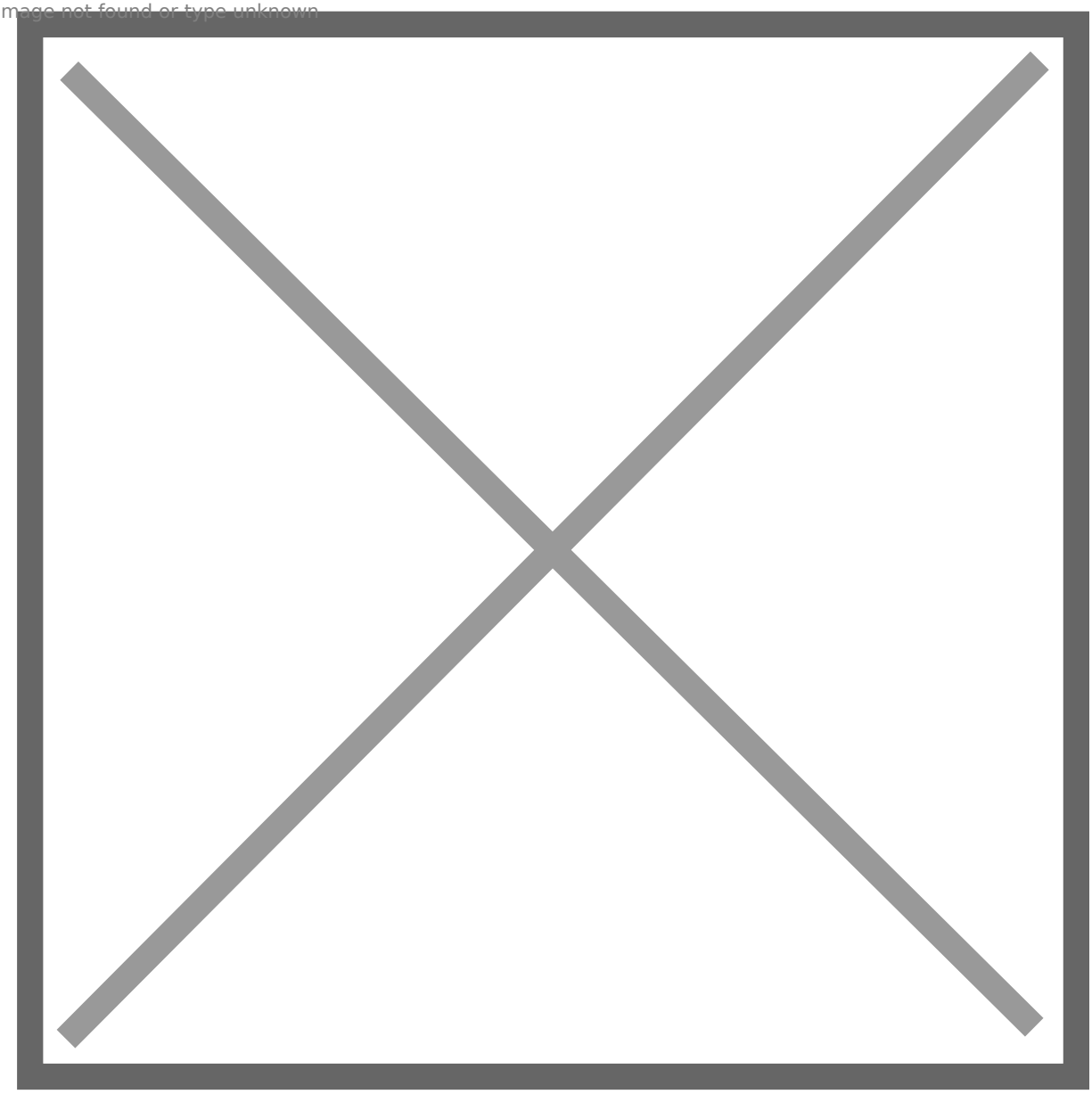

The Promotion Sign-Off box is not included for grades 10-12 students, as these students often take courses that are not necessarily associated with their current grade level.

In addition to viewing the report card in Encom, you have a few additional options at the top of the page.

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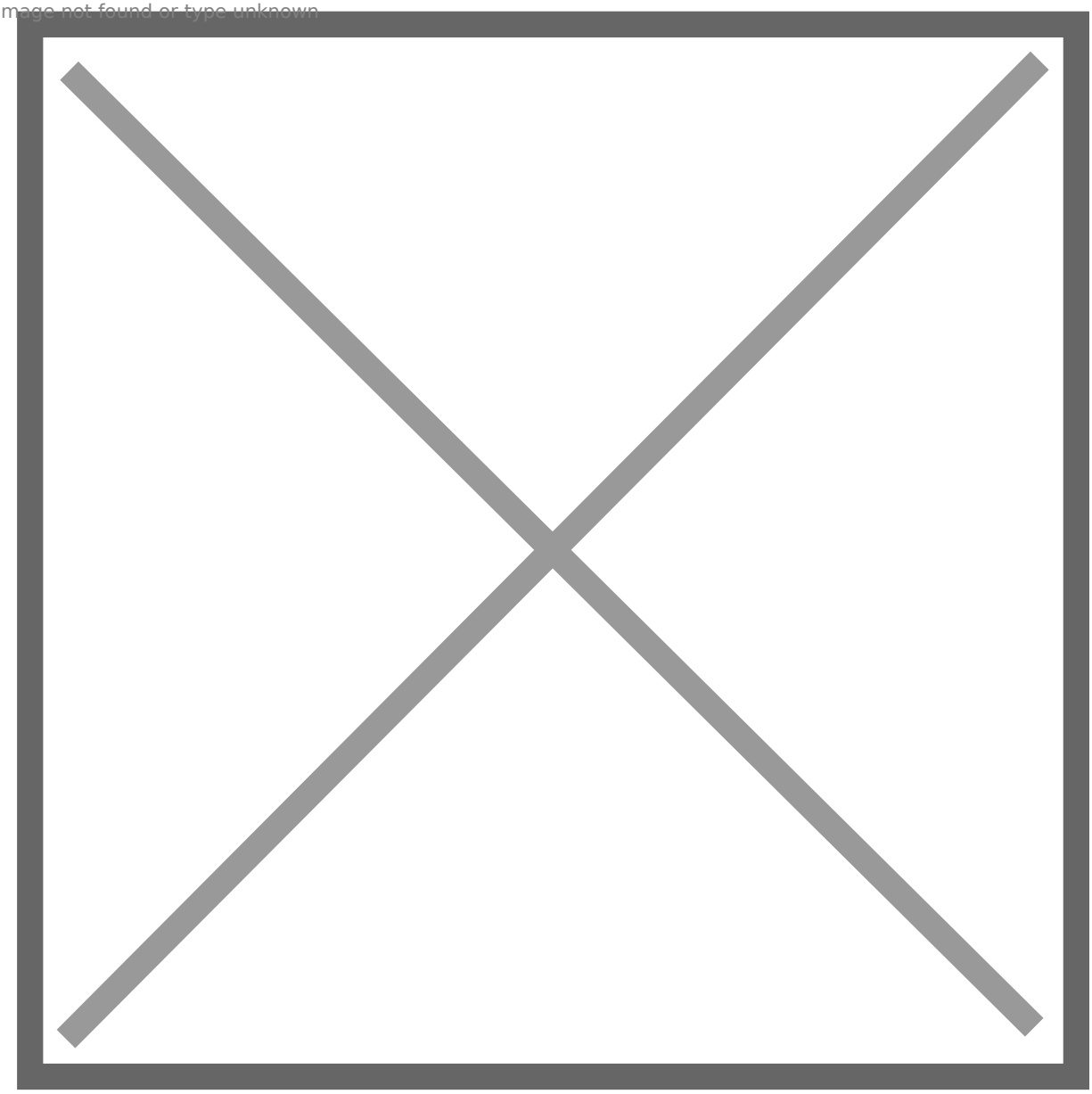

Print Report Card generates a web-based document that can be printed.

Download PDF generates a PDF file of the report card that you can save to your computer.

> Print Report Card and Download PDF files will show your students' most recent comments only. Previous comments must be viewed through Encom.

Course Selection will take you to the course selection page within Encom. If courses have already been selected for the current school year this button will be locked in Encom. Please contact your support teacher (Grades K-9) or Grad Advisor (Grades 10-12) for assistance.

Learning Standards will take you to the overview page for course learning standards. From there, select a course to view your student’s progress on the curricular competencies within that course.

Student Learning Plan will take you to view any student learning plans that you have created with your student’s teacher.

Interim Grade Reports is a place to see any IGRs that have been sent for your student during the school year.