

How to Order a Resource for an Online Course

How to Order a Resource

1. Sign into Encom
2. Click Resource Manager under students name

The screenshot shows the Encom HCOS interface. At the top, there's a navigation bar with 'Encom' and 'HCOS' tabs. Below it, a menu bar includes 'Enroll New Student', 'Student Lists', 'Additional Resources', 'Curriculum Resources', 'My Contact Information', and 'My Profile'. The main section is titled 'Active Term Student List'. It contains a 'Student List Description' with an information icon and text explaining the page's purpose. Below this, there's a section for a specific student, 'Grade 7 (Active Term)'. A table header lists 'TERM DATES', 'GUARDIAN', 'GRADE / PROGRAM', 'TEACHER', and 'PO'. Below the table, there are several buttons: 'Course Selection', 'Resource Manager' (highlighted with a red box), 'Additional Resources', 'Report Card', and 'Student's Account'. At the bottom, there's a link 'See more items for the student'.

3. Click +Add Resource button to select the required resource
4. Click Save Resource Selection (This is very important as order will not go through unless it is saved)

The screenshot shows the 'English 07' resource selection page. On the left, there's a 'Resource Totals' section with a table showing 'FUNDED AMOUNT' (1,000.00), 'COURSE TOTAL' (420.00), 'RESOURCE TOTAL' (0.00), and 'TOTAL TAKEN FROM CURRICULUM BUDGET' (420.00). The 'Save Resource Selection' button is highlighted with a red box. On the right, there's a section for 'English 07' with a table showing 'Pat Mackesy' as the teacher, '7' as the grade, 'Online' as the type, 'English' as the group, and '\$ 125.00' as the cost. Below this, there's a section for 'My Name Is Seepeetza' with a table showing '\$ 12.00' as the price, 'Novel' as the type, and 'Shirley Sterling' as the author. The '+ Add Resource' button is highlighted with a red box.

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