

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, and a menu with 'Enroll New Student', 'Student Lists', 'Additional Resources', 'Curriculum Resources', 'My Contact Information', and 'My Profile'. Below this is the 'Active Term Student List' section. It includes a 'Student List Description' and a list of students. One student is highlighted: 'Grade 7 (Active Term)'. Below the student name, there's a table with columns: TERM DATES, GUARDIAN, GRADE / PROGRAM, TEACHER, 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 'Resource Totals' and 'English 07' resource selection page. On the left, there's a 'Resource Totals' section with a table showing the following data:

Resource Totals
1,000.00
FUNDED AMOUNT
420.00
COURSE TOTAL
0.00
RESOURCE TOTAL
420.00
TOTAL TAKEN FROM CURRICULUM BUDGET

Below the table, there's a button 'Save Resource Selection' highlighted with a red box. On the right, there's a section for 'English 07'. It includes a table with the following data:

Pat Mackesy	7	Online	English	\$ 125.00
TEACHER	GRADE	TYPE	GROUP	COST
My Name Is Seepeetza				
\$ 12.00	Novel	Shirley Sterling		
PRICE	TYPE	AUTHOR		

Below the table, there's a button '+ Add Resource' highlighted with a red box.

Revision #14

Created 5 October 2018 22:19:54 by Bruce Hildebrandt

Updated 3 January 2024 22:48:33 by Caitlin Village