

# 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 funding amounts. 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 teacher, grade, type, group, and cost. Below this, there's a section for 'My Name Is Seepeetza' with a table showing price, type, and author. The '+ Add Resource' button is highlighted with a red box.

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

English 07				
Pat Mackesy	7	Online	English	\$ 125.00
TEACHER	GRADE	TYPE	GROUP	COST

My Name Is Seepeetza		
\$ 12.00	Novel	Shirley Sterling
PRICE	TYPE	AUTHOR

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