

# 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 is a navigation bar with the Encom logo and 'HCOS' text. Below this is a menu with options: 'Enroll New Student', 'Student Lists', 'Additional Resources', 'Curriculum Resources', 'My Contact Information', and 'My Profile'. The main content area is titled 'Active Term Student List'. It includes a 'Student List Description' section with an information icon and text explaining the page's purpose. Below this, there is a section for a specific student, identified as 'Grade 7 (Active Term)'. A table header shows columns for '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 is a search bar with the text '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' section on the left and the 'English 07' course details on the right. The 'Resource Totals' section includes a table with 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

The 'English 07' course details section 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		

At the bottom of the 'Resource Totals' section, there is a button labeled 'Save Resource Selection' (highlighted with a red box). At the bottom of the 'English 07' section, there is a button labeled '+ Add Resource' (highlighted with a red box).

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