

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 this, 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 the description, there's a student entry for 'Grade 7 (Active Term)'. Under this entry, there's a row of buttons: 'Course Selection', 'Resource Manager' (highlighted with a red box), 'Additional Resources', and 'Report Card'. At the bottom, there's a 'Student's Account' button and a 'See more items for the student' link.

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' sidebar with a table showing funding amounts. The main area displays 'English 07' with a table of resource details. At the bottom, there's a 'My Name Is Seepeetza' section with a table of resource details. The 'Save Resource Selection' button in the sidebar and the '+ Add Resource' button in the bottom right are both highlighted with red boxes.

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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