

# 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 'English 07' resource selection page. On the left, there's a 'Resource Totals' section with a table:

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

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

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 this table is 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