

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 is a navigation bar with 'Encom' and 'HCOS' tabs, and a menu with links: '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 table of students. One student is visible, with a red box highlighting the 'Resource Manager' button in the row's action column. Other buttons in the row include 'Course Selection', 'Additional Resources', and 'Report Card'. A 'Student's Account' button is also visible below the table. A search bar at the bottom left contains 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 Selection' page. On the left is a 'Resource Totals' sidebar with the following information:

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

At the bottom of the sidebar is a red box containing the 'Save Resource Selection' button. The main content area shows the selected resource: '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		

At the bottom of the main content area is a red box containing the '+ Add Resource' button.

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