

# 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 list of students. One student is selected, showing details for 'Grade 7 (Active Term)'. Below the student details is a row of buttons: 'Course Selection', 'Resource Manager' (highlighted with a red box), 'Additional Resources', and 'Report Card'. There is also a 'Student's Account' button and a search bar at the bottom.

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 button labeled 'Save Resource Selection' (highlighted with a red box). The main content area shows details for 'English 07'. It includes a table with the following information:

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 button labeled '+ Add Resource' (highlighted with a red box).

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