

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 it, 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 this, there's a section for a specific student, 'Grade 7 (Active Term)'. A table header shows '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'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 showing funding amounts. The 'Save Resource Selection' button is highlighted with a red box. On the right, there's a section for 'English 07' with a table showing teacher, grade, type, group, and cost. Below this, there's a section for 'My Name Is Seepeetza' with a table showing price, type, and author. The '+ Add Resource' button is highlighted with a red box.

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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