

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 '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: [REDACTED] - Grade 7 (Active Term). Below the student name 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 '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 'Resource Selection' page. On the left is a 'Resource Totals' sidebar with the following values: FUNDED AMOUNT: 1,000.00, COURSE TOTAL: 420.00, RESOURCE TOTAL: 0.00, and TOTAL TAKEN FROM CURRICULUM BUDGET: 420.00. The 'Save Resource Selection' button is highlighted with a red box. The main area shows 'English 07' with a table of details: Pat Mackesy (Teacher), 7 (Grade), Online (Type), English (Group), and \$ 125.00 (Cost). Below this is a section for 'My Name Is Seepeetza' with a table: \$ 12.00 (Price), Novel (Type), and Shirley Sterling (Author). The '+ Add Resource' button is highlighted with a red box.

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