Encom

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Encom Access & Icon Explanation

Encom is a database in which student records and reports are stored. This can be considered to be the ‘office’ area of the school and it is separate from the site in which the online courses are posted, which is called Brightspace. You can login to Brightspace here.

In Encom, the following is visible for each student:

- Basic information (address, phone numbers etc.)
- Course list, student learning plans (SLP) for Individualized subjects
- Resource budget information
- Report cards.

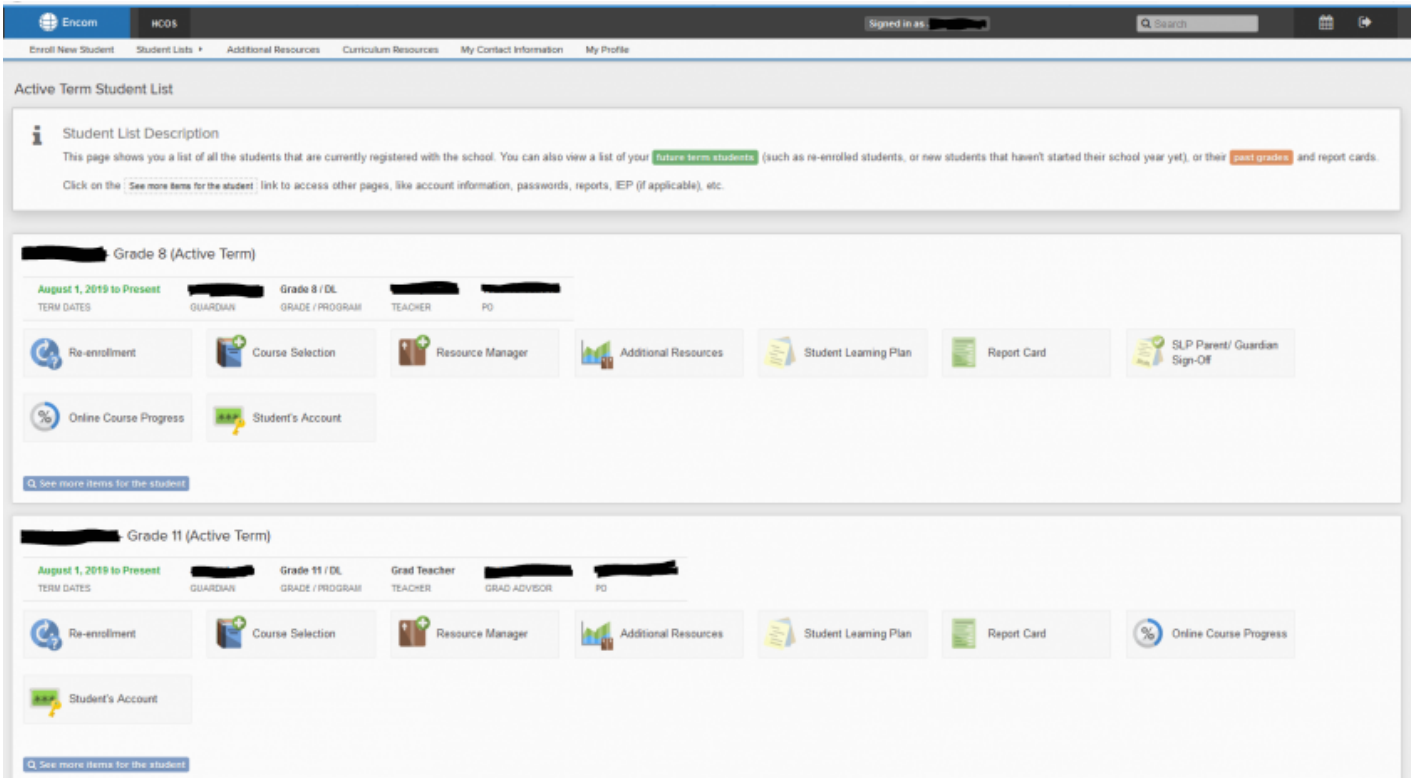
Any errors in information can be shared with your support teacher or directed to the Flex Office at info@flex.academy.

When a student is enrolled, parents/guardians are emailed a User Name and Password for Encom. Please save this information and be sure to record it **exactly** as it is sent so it can be found easily when needed to access Encom.

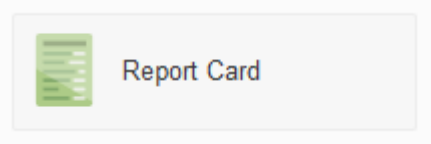
> **To access Encom, go to https://encom.onlineschool.ca/**

> **If you forget your username and/or password please contact Tech Support**

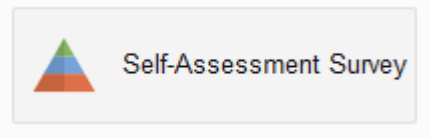
When you access Encom, this is approximately what you will see. Please take the time to become familiar with the various components of Encom**.**



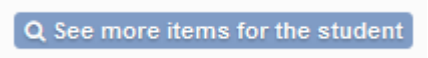
The Main Icons Used by Parents/Guardians

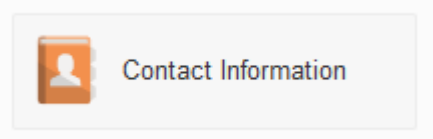


The **Report Card** links directly to each student's report card. If there are any difficulties viewing it, please contact the Flex Office and they can help.



The **Self-Assessment Survey** is completed annually for each student and can be done in combination with the teacher, student, and parent/guardian depending on the age of the student.



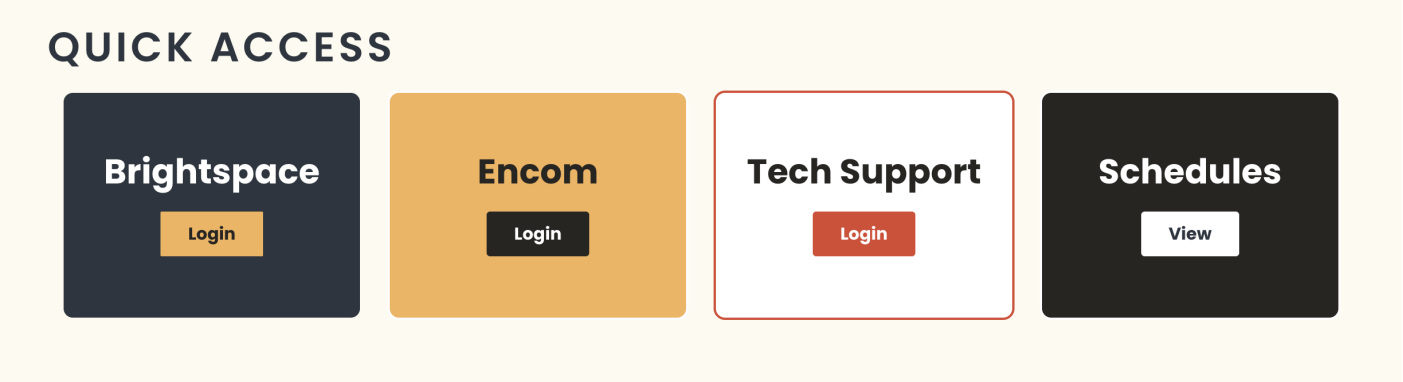


Select **See more items for the student** to access the student **Contact Information** to ensure it's up to date or when it needs to be changed. To see parent/guardian email and other contact information, click on the name above **Guardian** on the main page in Encom. The Flex Office should be notified of any changes as well at info@flex.academy.

Logging Into Encom

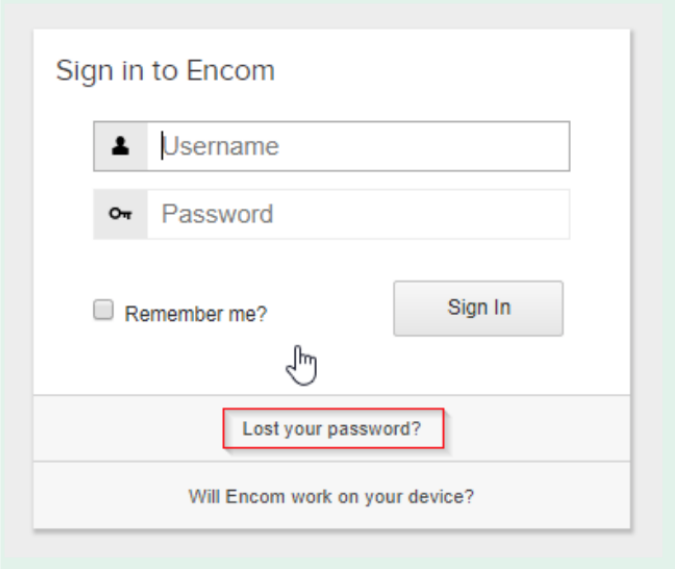
Sign into Encom

You can access Encom here, or from our FLEX homepage by clicking on the Log In button near the bottom of the page in the quick access section:

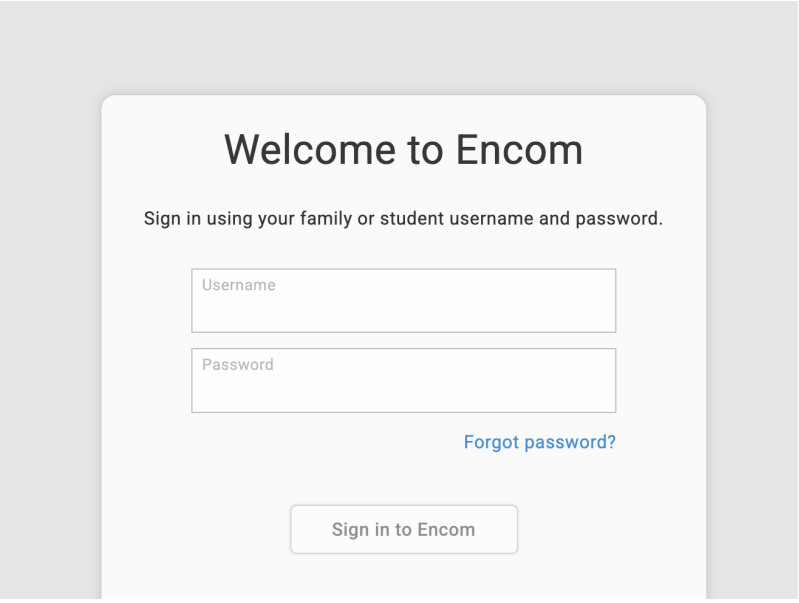


Select Encom:

You might want to pause and bookmark Encom before you move on.

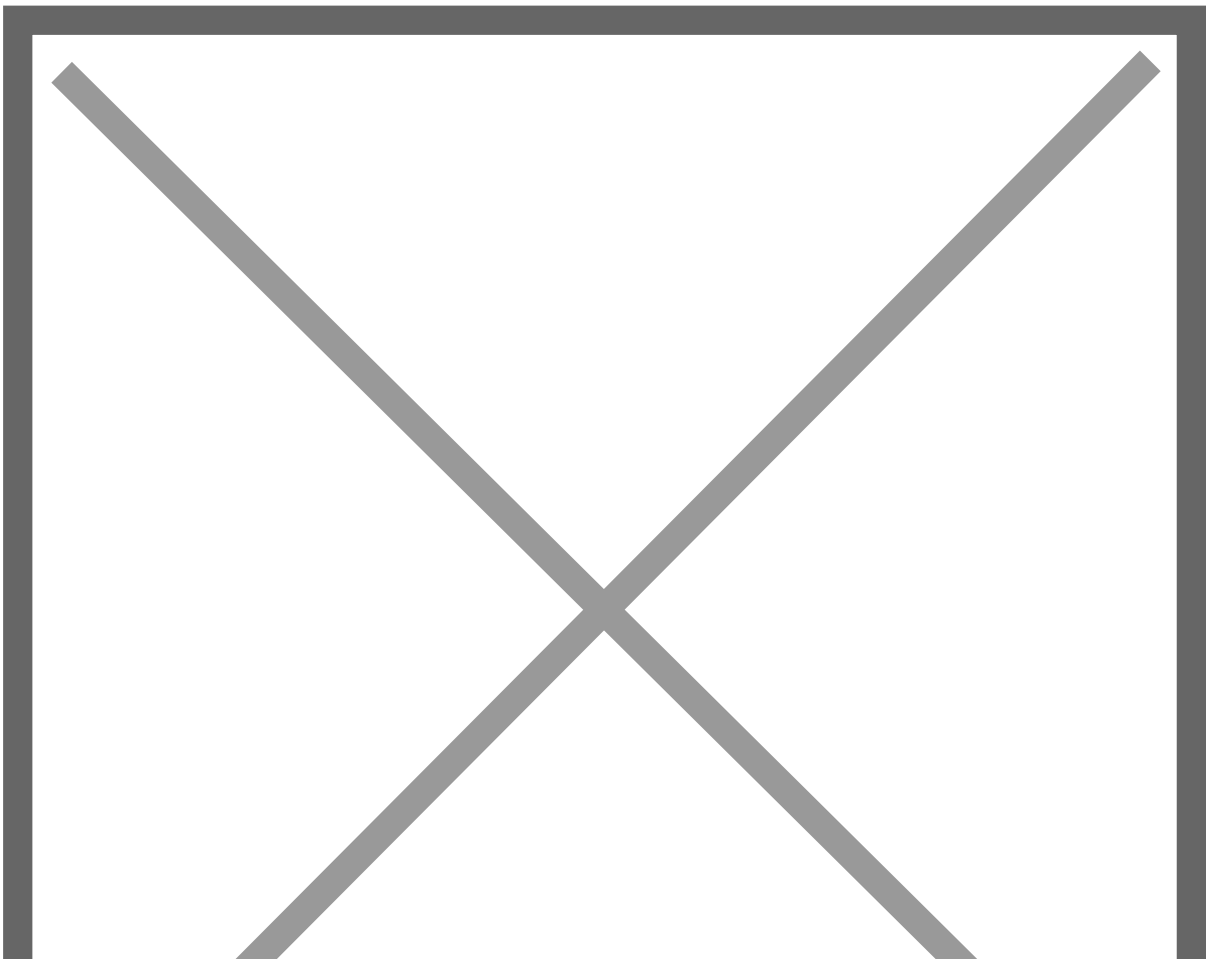


Now sign-in with the username and password that you received by email when you first registered with Flex Academy. If you have lost this information, please click on the Lost Your Password? link on Encom. You will receive an email with a link to reset your account information.

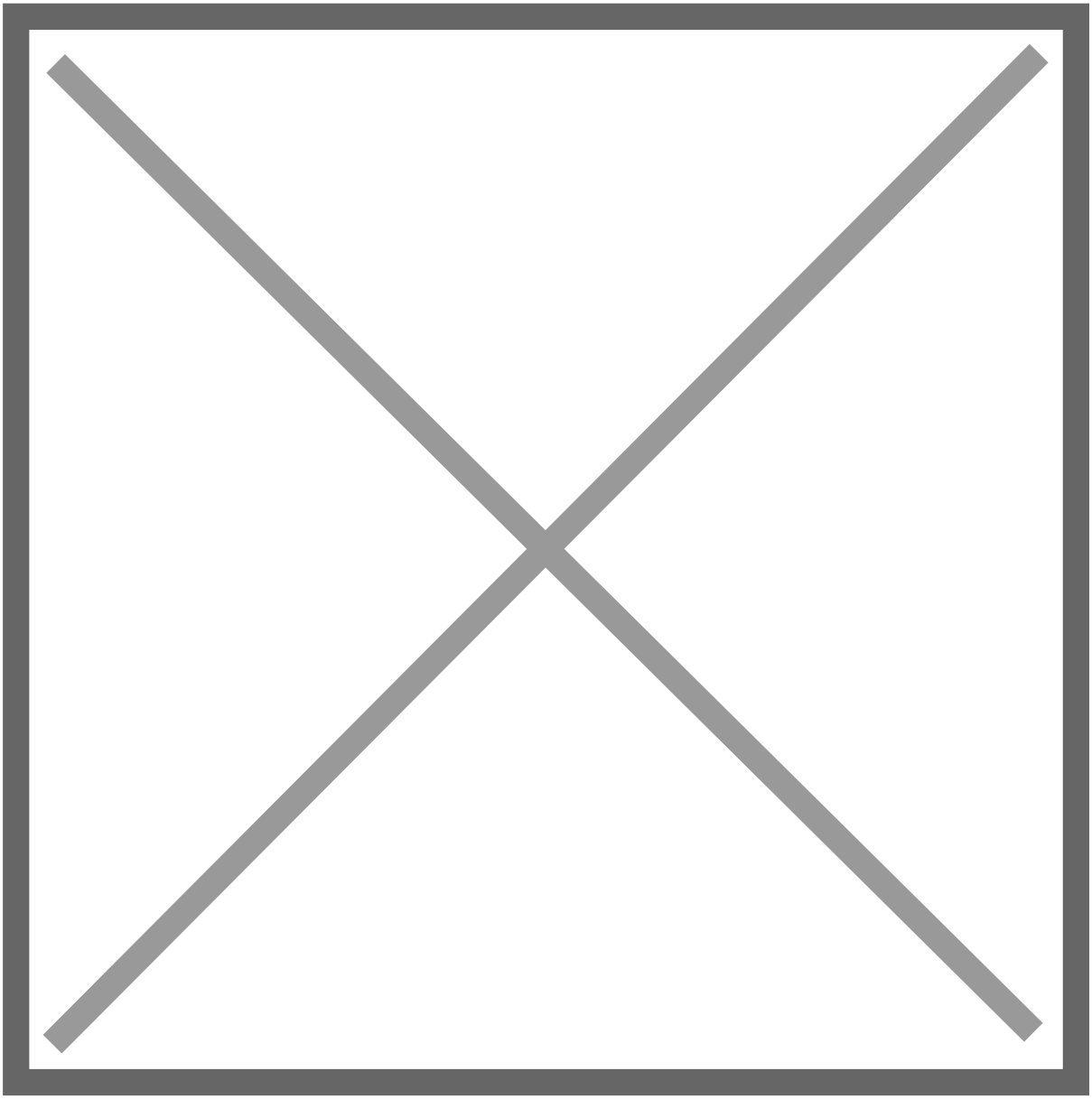

Welcome to Encom
Sign in using your family or student username and password.
Username
Password
Forgot password?
Sign in to Encom

Viewing a Student Report Card

To view your student’s report card in Encom, please begin by logging in.
Click the **Report Card** button below the name of the student whose report card you wish to view.



This will take you to the report card page within Encom where you can view a summary of your student’s marks in the given subject areas and access the Student Learning Plan (SLP) and Learning Standards (LS) available for each course, if applicable.
Below the report card summary, you will see the Term Comments for your student. Select the term you are looking to view.



> Term Comments are only used for K-9 Foundations Students, not Innovations 5-12 students.

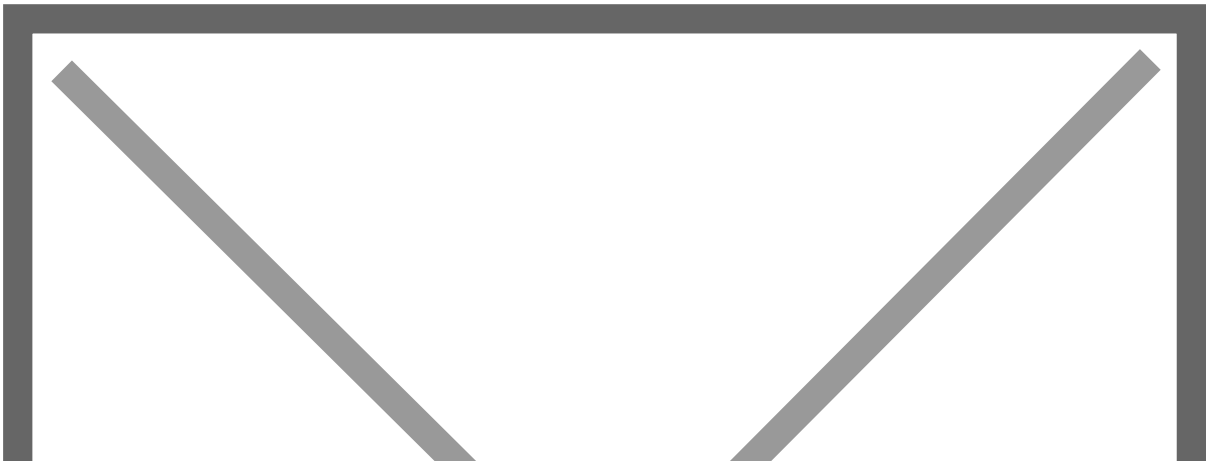
Below the Term Comments, you will find Internal courses and course specific comments. Internal courses appear for K-9 students who are enrolled in courses with their support teacher. Comments for these courses are included in the Term Comments section.



Course Specific Comments apply to the following course types:

- Online
- Online Synchronous
- Synchronous
- Hybrid
- 10-12 Individualized
- IEP (Replacement) Courses

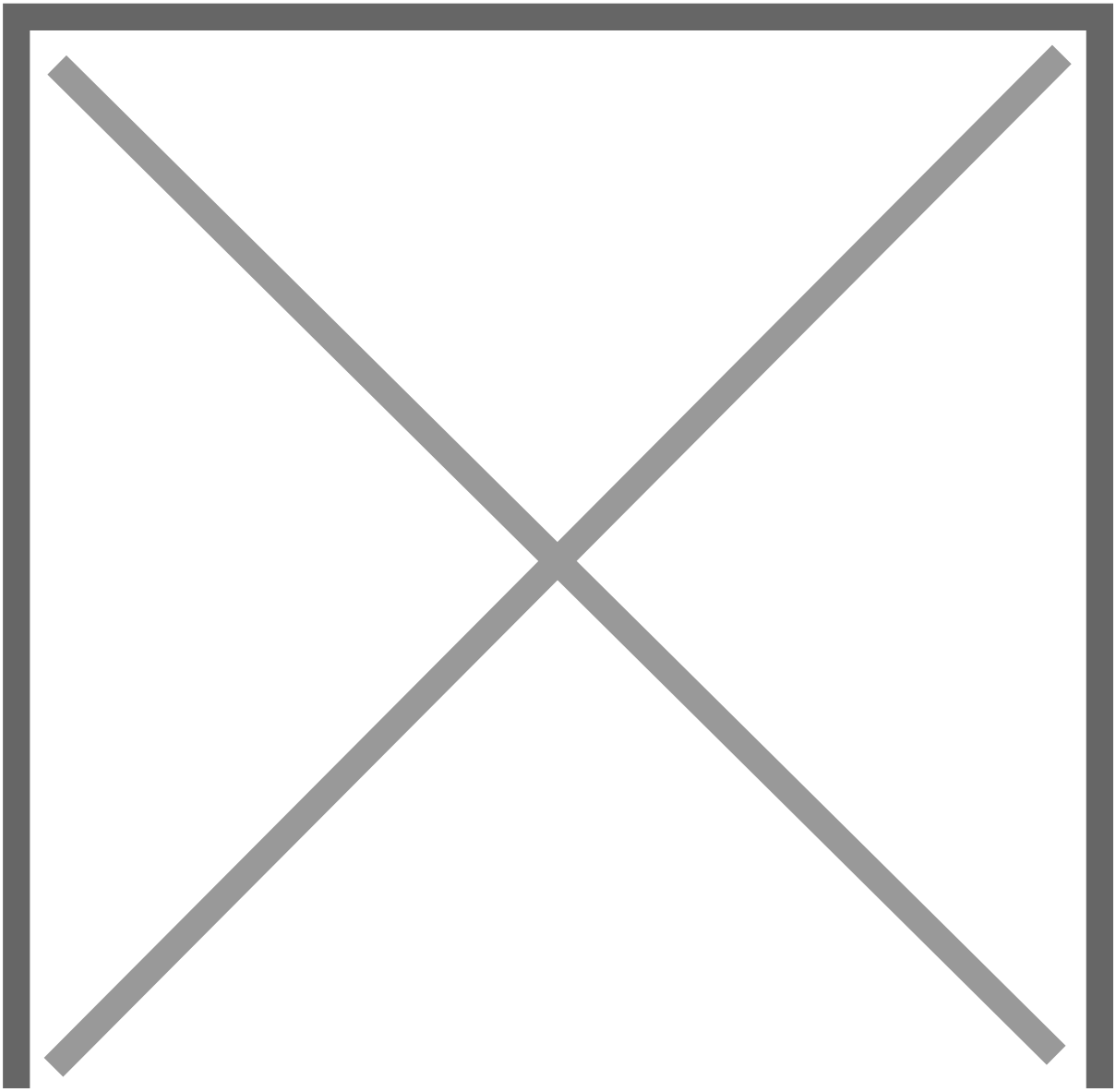
If your student is taking a course in one of these course types, you can view marks, comments, and learning habits (if applicable) under each subject area.



Reports indicate marks and comments for each term of the school year. Sometimes, students need more time to complete a course, meaning they receive marks in multiple terms. If your student is currently working on a course that was activated in the previous school year or recently completed a course from the previous school year, the open course will be pulled forward to the current year's report card and teachers will continue reporting twice a year until the course is complete.

Next, you will find the Student Self-Assessment Survey (SSA). Students are encouraged to set goals and reflect on statements at the beginning of the year with their support teachers or through their Career Education courses.

SSA statements are based on the BC Core Competencies and HCOS Biblical Attributes and will rotate from year to year based on grade level.



If your student is in K-9, you will see a section called “Promotion Sign-Off” at the bottom of the report card page. Once your student has completed their courses for the year, your support teacher will use the Promotion Sign-Off box to acknowledge your student has completed their current grade!



The Promotion Sign-Off box is not included for grades 10-12 students, as these students often take courses that are not necessarily associated with their current grade level.

In addition to viewing the report card in Encom, you have a few additional options at the top of the page.



Print Report Card generates a web-based document that can be printed.

Download PDF generates a PDF file of the report card that you can save to your computer.

> Print Report Card and Download PDF files will show your students' most recent comments only. Previous comments must be viewed through Encom.

Course Selection will take you to the course selection page within Encom. If courses have already been selected for the current school year this button will be locked in Encom. Please contact your support teacher (Grades K-9) or Grad Advisor (Grades 10-12) for assistance.

Learning Standards will take you to the overview page for course learning standards. From there, select a course to view your student’s progress on the curricular competencies within that course.

Student Learning Plan will take you to view any student learning plans that you have created with your student’s teacher.

Interim Grade Reports is a place to see any IGRs that have been sent for your student during the school year.