

# 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 Moodle, and you can login to it here [Moodle](#). (Moodle is still there for the next year for students who are finishing old courses, otherwise use Brightspace)

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, and report cards. Any errors in information can be shared with your support teacher or directed to the main HCOS Office at [info@flex.academy](mailto: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.

Encom HCOs Signed in as: [redacted] Search

Enroll New Student Student Lists Additional Resources Curriculum Resources My Contact Information My Profile

### Active Term Student List

**Student List Description**  
 This page shows you a list of all the students that are currently registered with the school. You can also view a list of your **future term students** (such as re-enrolled students, or new students that haven't started their school year yet), or their **past grades** and report cards. Click on the [See more items for the student](#) link to access other pages, like account information, passwords, reports, IEP (if applicable), etc.

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**Grade 8 (Active Term)**

August 1, 2019 to Present TERM DATES [redacted] Grade 8 / DL [redacted] [redacted] TEACHER [redacted] PO [redacted]

Re-enrollment Course Selection Resource Manager Additional Resources Student Learning Plan Report Card SLP Parent/ Guardian Sign-Off

Online Course Progress Student's Account

[See more items for the student](#)

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**Grade 11 (Active Term)**

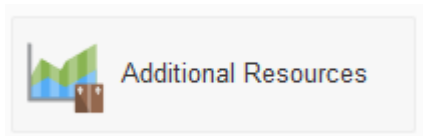
August 1, 2019 to Present TERM DATES [redacted] Grade 11 / DL [redacted] Grad Teacher [redacted] GRAD ADVISOR [redacted] PO [redacted]

Re-enrollment Course Selection Resource Manager Additional Resources Student Learning Plan Report Card Online Course Progress

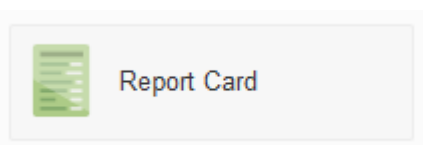
Student's Account

[See more items for the student](#)

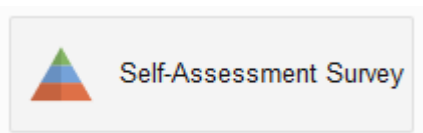
## The Main Icons Used by Parents/Guardians




**Additional Resources** – This icon is where information related to the curriculum budget is tracked. Please check the curriculum budget before making purchases with the Purchase Order number to ensure there are enough funds for the purchase.



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



The **Self-Assessment Survey** is completed annually for each student and can be done in combination with the support teacher, student, and parent/guardian. Typically, Support Teachers share information related to this and guide parents through the process.

 See more items for the student



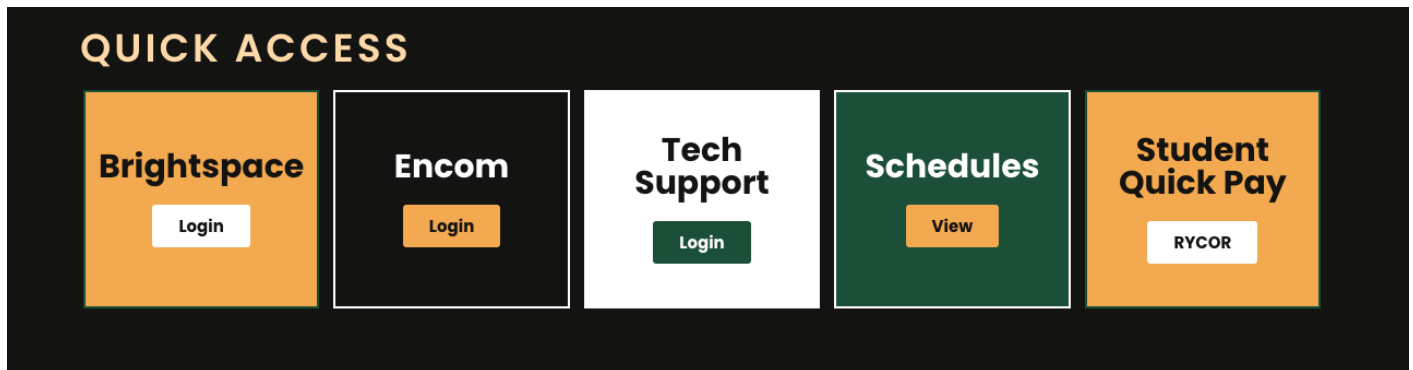
Contact Information

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 HCOS Office should be notified of any changes as well at [info@flex.academy](mailto:info@flex.academy).

# Logging Into Encom

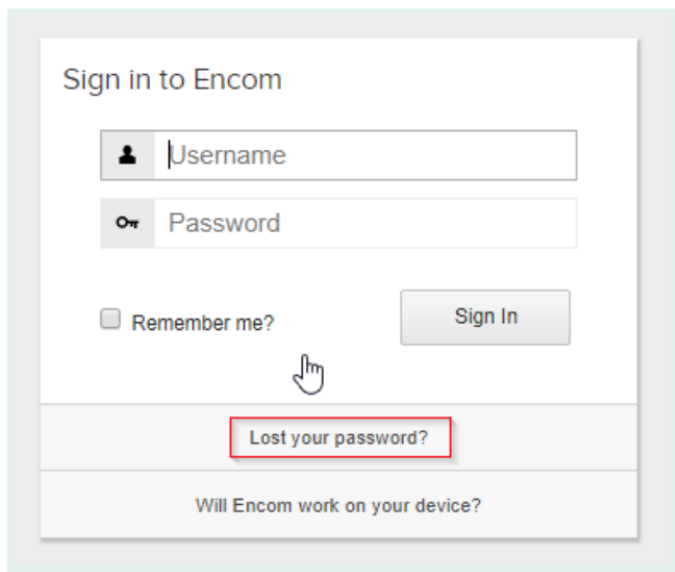
## Sign into Encom

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.

A screenshot of the 'Sign in to Encom' form. It has a title 'Sign in to Encom' at the top. Below it are two input fields: 'Username' with a person icon and 'Password' with a key icon. There is a 'Remember me?' checkbox and a 'Sign In' button. A red box highlights the 'Lost your password?' link. At the bottom, it says 'Will Encom work on your device?'.

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.

Log in:



**Moodle Courses**

Log In To Your Online Courses

**Encom**


Manage Course Enrollment and Student Information

# Viewing a Student Report Card

To view your student's report card in Encom, please begin by [logging in](#).

Find the student whose report card you wish to view and click the Report Card button below their name.

### Active Term Student List




#### Student List Description


This page shows you a list of all the students that are currently registered with the school. You can also view a list of your **future term students** (such as re-enrolled students, or new students that haven't started their school year yet), or their **past grades** and report cards.


Click on the [See more items for the student](#) link to access other pages, like account information, passwords, reports, IEP (if applicable), etc.


#### Calum Laird - Grade 8 (Active Term)


<b>August 1, 2019 to Present</b> TERM DATES	<b>Jeffrey Laird</b> GUARDIAN	<b>Grade 8 / DL</b> GRADE / PROGRAM	<b>Jeffrey Laird</b> TEACHER	<b>1920-13-167012</b> PO
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 Course Selection

 Resource Manager

 Additional Resources

 Student Learning Plan

 Report Card

 SLP Parent/ Guardian Sign-Off

You will be taken to the report card page within Encom for your student.

Encom

HCOS

Calum Laird

Search

Grade 8

Home

Additional Resources

Course List

IEP


Learning Standards


Report Card


SLP


### Calum Laird Report Card: Grade 8


Report Card


 Print Report Card

 Download PDF

 Course Selection

 Learning Standards

 Student Learning Plan

 SLP Parent/ Guardian Sign-Off

Course Name	Teacher Name	Term 1	Term 2	Final Mark	Links
Term Comments					
ADST: Individualized 1 (Module) (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Arts Education 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Bible 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Career Education 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Language Arts 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Math 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>

Term 1: Draft

Term 2: Draft

Final Marks: Draft

#### Legend

Extending Sophisticated understanding of the concepts and competencies in relation to expected learning	A Excellent Performance 86-100%
Proficient Complete understanding of the concepts and competencies in relation to expected learning	B Very Good Performance 73-85%
Developing Partial understanding of the concepts and competencies in relation to expected learning	C+ Good Performance 67-72%
	C Satisfactory Performance

Here you can view a summary of your student's marks in the given subject areas as well as directly finding the Student Learning Plan (SLP) and Learning Standards available for each course. You will find the Grades and Scales Legend on the right hand side.

**Report Card Overview**

Course Name	Teacher Name	Term 1	Term 2	Final Mark	Links
<b>Term Comments</b>					
ADST: Individualized 1 (Module) (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Arts Education 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Bible 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Career Education 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Language Arts 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Math 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Physical and Health Education 08 (Internal)	Jeffrey Laird				<a href="#">SLP</a> <a href="#">LS</a>
Science 08 (Online)	Grant Wardle				<a href="#">SLP</a> <a href="#">LS</a>
Social Studies 08 (Online)	Cam Brown				<a href="#">SLP</a> <a href="#">LS</a>
Virtual Worlds Spanish Level 3 Gr. 8 (Online)	Jacque Chelini				<a href="#">SLP</a> <a href="#">LS</a>
<b>Student Self-Assessment Survey Questions and Answers</b>					
<a href="#">Promotion Sign-Off</a>					

**Legend**

Extending Sophisticated understanding of the concepts and competencies in relation to expected learning	A Excellent Performance 86-100%
Proficient Complete understanding of the concepts and competencies in relation to expected learning	B Very Good Performance 73-85%
Developing Partial understanding of the concepts and competencies in relation to expected learning	C+ Good Performance 67-72%
Emerging Initial understanding of the concepts and competencies in relation to expected learning	C Satisfactory Performance 60-66%
	C- Minimally Acceptable Performance 50-59%

I - Incomplete or In Progress

**SLP Direct Access** **Learning Standard Direct Access** **Grades and Scales Legend**

Below the report card summary you will find the **Term Comments** for your student. These comments are for students in Kindergarten through Grade 9. Grad Program, Grades 10 through 12, will only have course specific comments. Select the term you are looking to view:

**Select the term you are looking to view**

Term 1 Term 2

**Student Engagement**

**Literacy**

**Numeracy**

**Strengths & Successes**

**Ways to Support Learning**

Below the **Term Comments** you will find Internal courses and space for course specific comments. Internal courses appear for Kindergarten through Grade 9 students who are enrolled in courses with their support teacher. Comments for these courses are included in the **Term Comments** section (see above)

Course specific reporting applies to the following course types for Grades 5-12:

- Online
- Online Synchronous
- Virtual Worlds
- Grad Program Individualized and Hybrid
- IEP (modified) Courses



Physical and Health Education 08 (Internal)

Course: LinearSLPLearning Standards

Term 1

Term 2

Final Mark

Science 08 (Online)

Course: LinearSLPLearning Standards

Term 1

Term 2

Final Mark

Term 1 comment

Term 2 comment

Next, you will find the Student Self-Assessment Survey Questions and Answers. Currently these populate for students in Kindergarten through Grade 9 - Grades 10 through 12 will be added soon.

Student Self-Assessment Survey Questions and Answers

C

I can present information and ideas to an audience I may not know.

Not answered yet.

T

I can make choices that help me create my intended impact on an audience or situation.

Not answered yet.

PS

I can sustain a healthy and balanced lifestyle.

Not answered yet.

PS

I am kind to others, can work or interact cooperatively, and build relationships with people of my choosing.

Not answered yet.

G

Set some goals for the year.

Not answered yet.

Lastly, you will see a Promotion box. Once your student has completed their courses for the year, in Kindergarten through Grade 9, your support teacher will use the Promotion Sign-Off box to acknowledge your student has completed their current grade!

Promotion Sign-Off

Calum's promotion is pending final teacher input or course completion.

Some courses are completed on a one-by-one basis, and often times students will take a different grade levelled course that is not necessarily associated with their current grade level. As such, the promotion box is not significant for Grad Program students.

In addition, 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), updated marks and comments are added to the report card from that school year. To view those updated marks and comments, you will need to change the 'grade' you are viewing to the previous year by selecting a different grade level.

Encom HCOS BCOS Calum Laird

Grade 10 Home Additional Resources Course List Documents Learning Standards Report Card SLP

Calum Laird - Report Card: Grade 10

Report Card

Print Report Card Download PDF Course Selection Learning Standards Student Learning Plan Interim Grade Reports

Course Name	Teacher Name	Term 1	Term 2	Final Mark	Links
Term Comments					
CS: Becoming a People of Promise 10 (Online)	Mark Daley				Course SLP IGR
CS: Leading the Way Jesus Did 10 (Online)	Brian Oger				Course SLP IGR
Career Life Education 10 (Online)	Tara Klukas				Course SLP IGR
Contemporary Music 10 (Hybrid)	Amy Van Wensem				Course SLP IGR
English Language Arts: Composition 10 (Combo 1) (Online)	Sarah Laurie				Course SLP IGR
English Language Arts: Literary Studies 10 (Combo 1) (Online)	Sarah Laurie				Course SLP IGR
Foundations of Math & Pre-Calculus 10 (Online)	Kristen Matthews				Course SLP IGR

Term 1: Ready Term 2: Draft Final Marks: Draft

Legend

Extending Sophisticated understanding of the concepts and competencies in relation to expected learning	A Excellent Performance 86-100%
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	C Satisfactory Performance 60-66%

Once you've selected the previous grade level, the report card associated with that year will appear, and you can read any updated comments and grades for courses activated in that school year.

Encom HCOS BCOS Calum Laird

Grade 10 Home Additional Resources Course List Documents Learning Standards Report Card SLP

OTHER GRADES

Grade 10

Download PDF Course Selection Learning Standards Student Learning Plan Interim Grade Reports

Course Name	Teacher Name	Term 1	Term 2	Final Mark	Links
CS: Becoming a People of Promise 10 (Online)	Mark Daley				Course SLP IGR
CS: Leading the Way Jesus Did 10 (Online)	Brian Oger				Course SLP IGR
Career Life Education 10 (Online)	Tara Klukas				Course SLP IGR
Contemporary Music 10 (Hybrid)	Amy Van Wensem				Course SLP IGR
English Language Arts: Composition 10 (Combo 1) (Online)	Sarah Laurie				Course SLP IGR
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Term 1: Ready Term 2: Draft Final Marks: Draft

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	C Satisfactory Performance 60-66%

Please connect with your teacher(s) regarding any questions you have about your student's report card or how to navigate the sections described above.



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

## Report Card



Print Report Card



Download PDF

*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.

You can also navigate to a few other pages directly from the report card.



Course Selection



Learning Standards



Student Learning Plan



SLP Parent/ Guardian  
Sign-Off

**Course Selection** will take you to the course selection page within Encom. If courses have already been selected this will be locked.

**Learning Standards** will take you to the overview page for your student's learning standards. From there, if you select a course, you will be able to see their progress on the curricular competencies within that course.

**Student Learning Plan** - Coming soon

**SLP Parent/Guardian Sign-Off** - Coming soon