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.

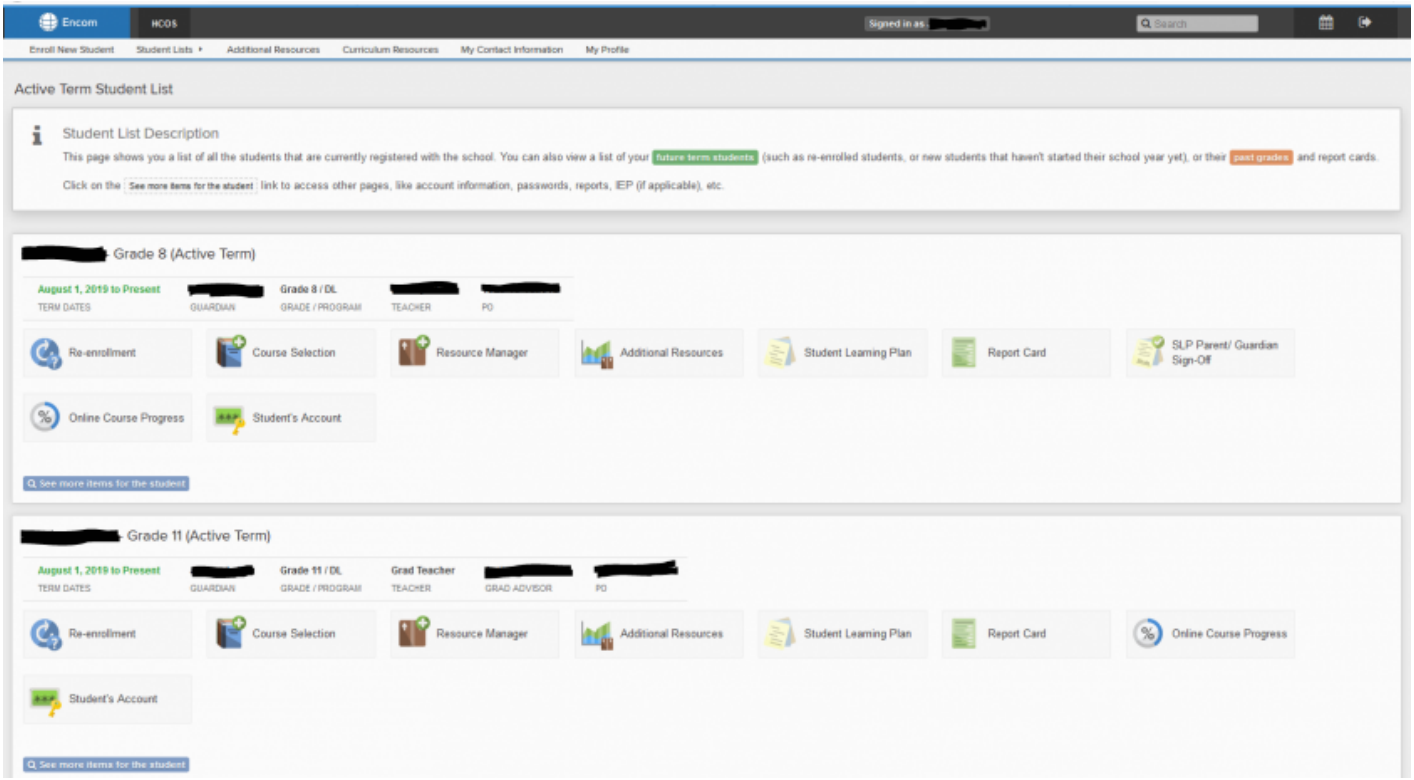
Any errors in information can be shared with your support teacher or directed to the Flex Office at info@flex.academy.

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.

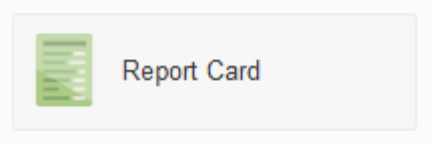
> **To access Encom, go to https://encom.onlineschool.ca/**

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

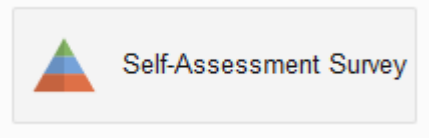
When you access Encom, this is approximately what you will see. Please take the time to become familiar with the various components of Encom**.**



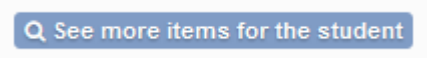
The Main Icons Used by Parents/Guardians

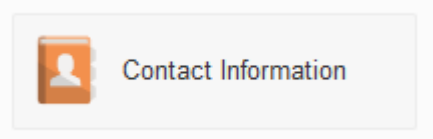


The **Report Card** links directly to each student's report card. If there are any difficulties viewing it, please contact the Flex Office and they can help.



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.

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