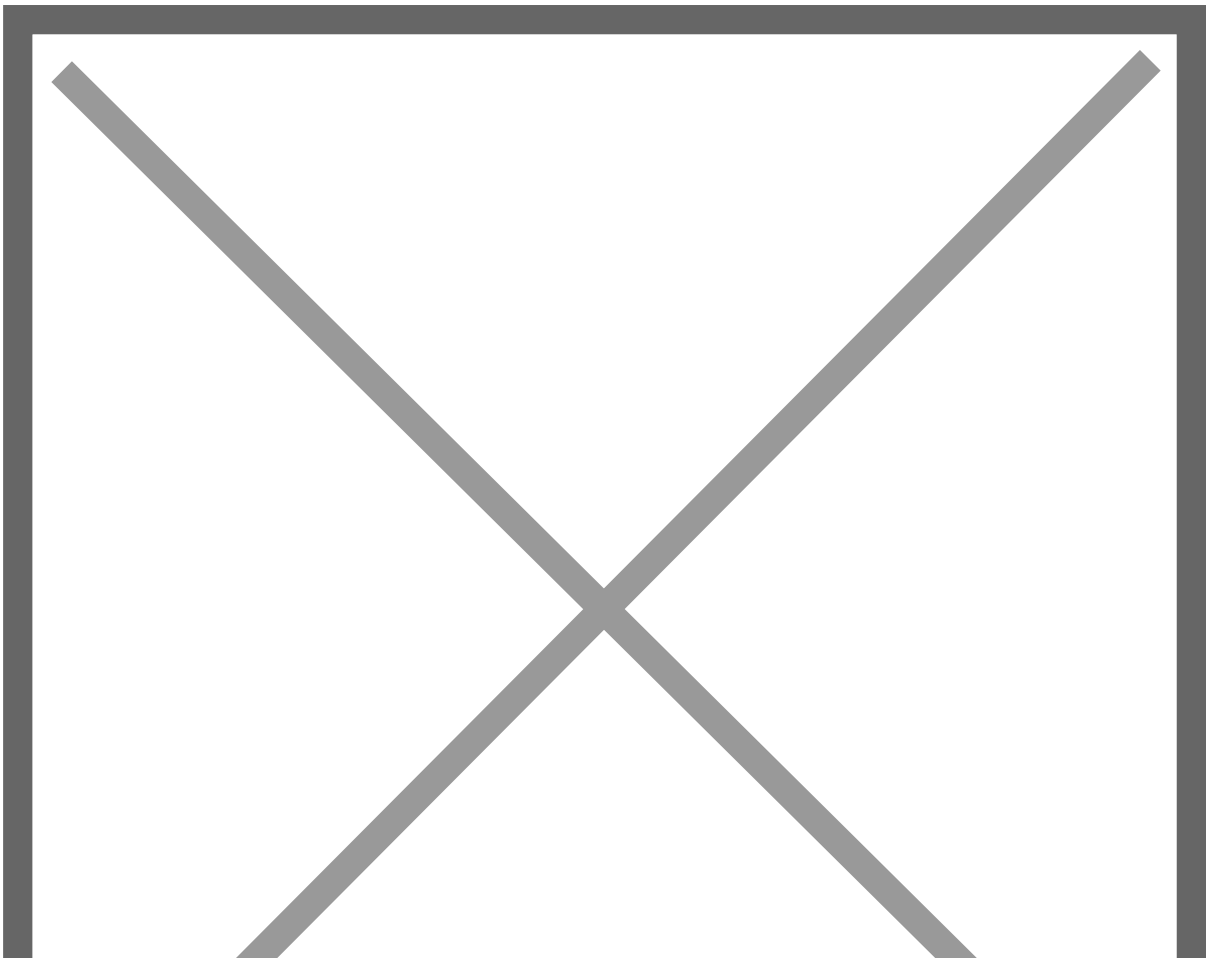
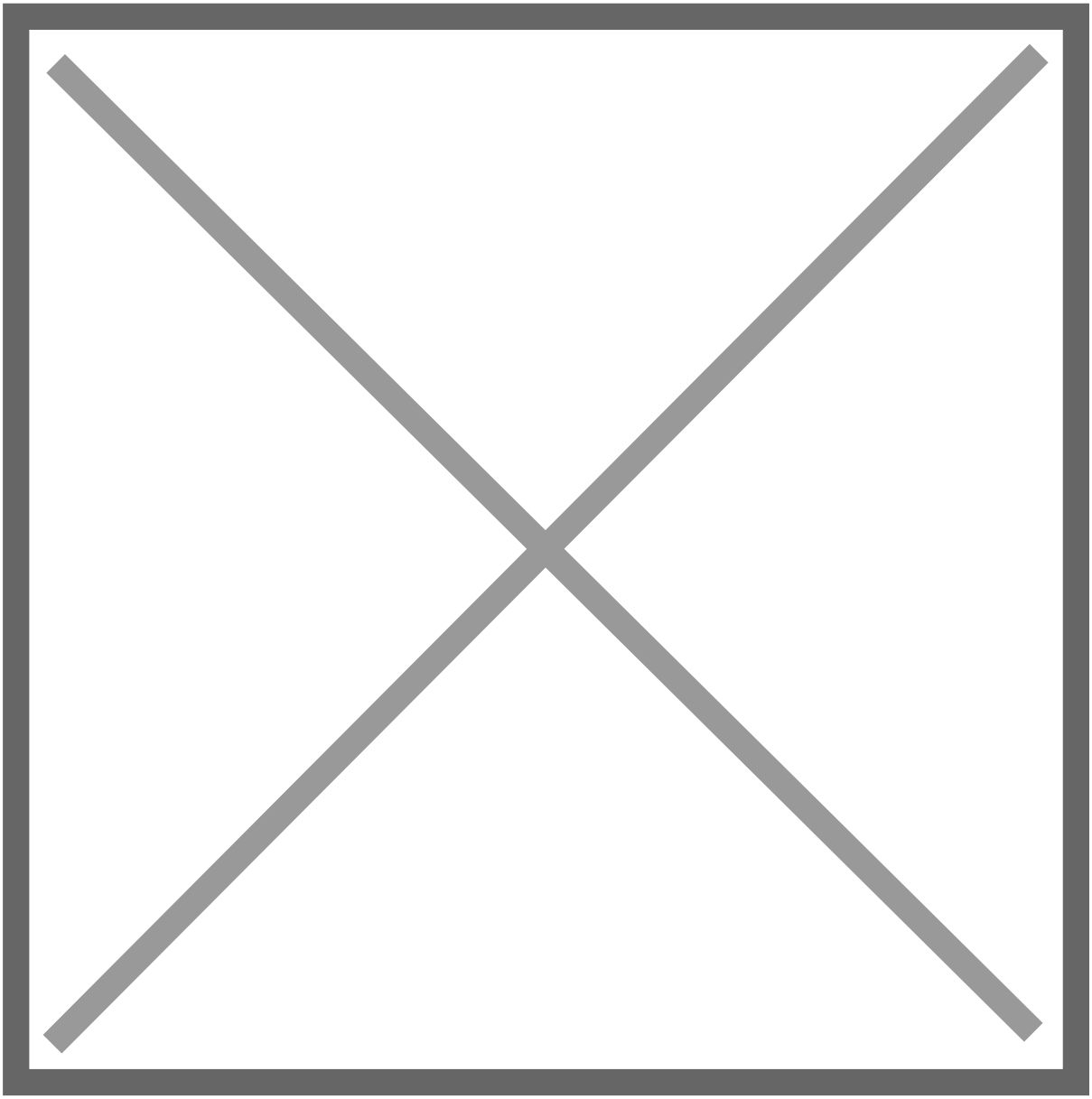
Viewing a Student Report Card

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.

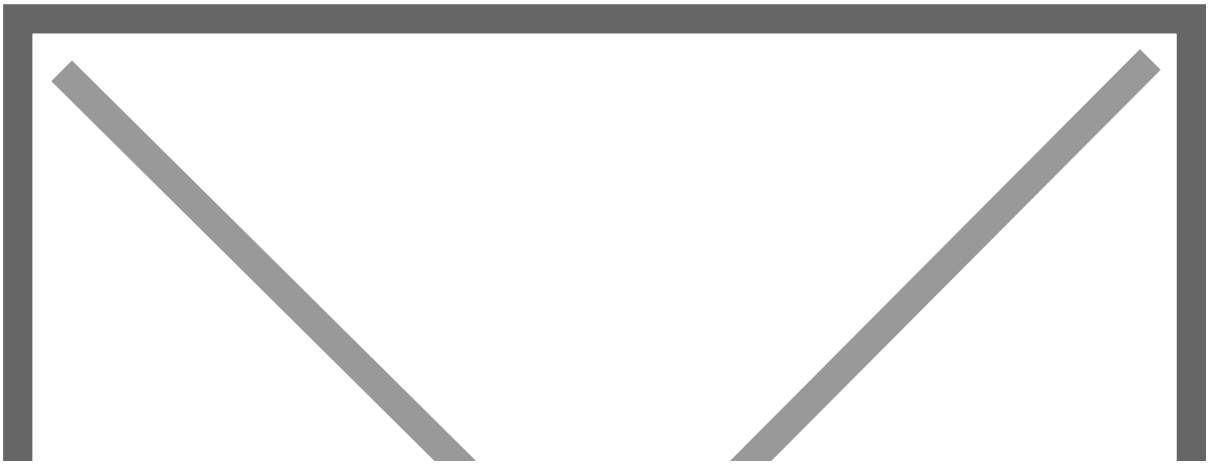
Below the Term Comments, you will find Internal courses and course specific comments. Internal courses appear for K-9 students who are enrolled in courses with their support teacher. Comments for these courses are included in the Term Comments section.



Course Specific Comments apply to the following course types:

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

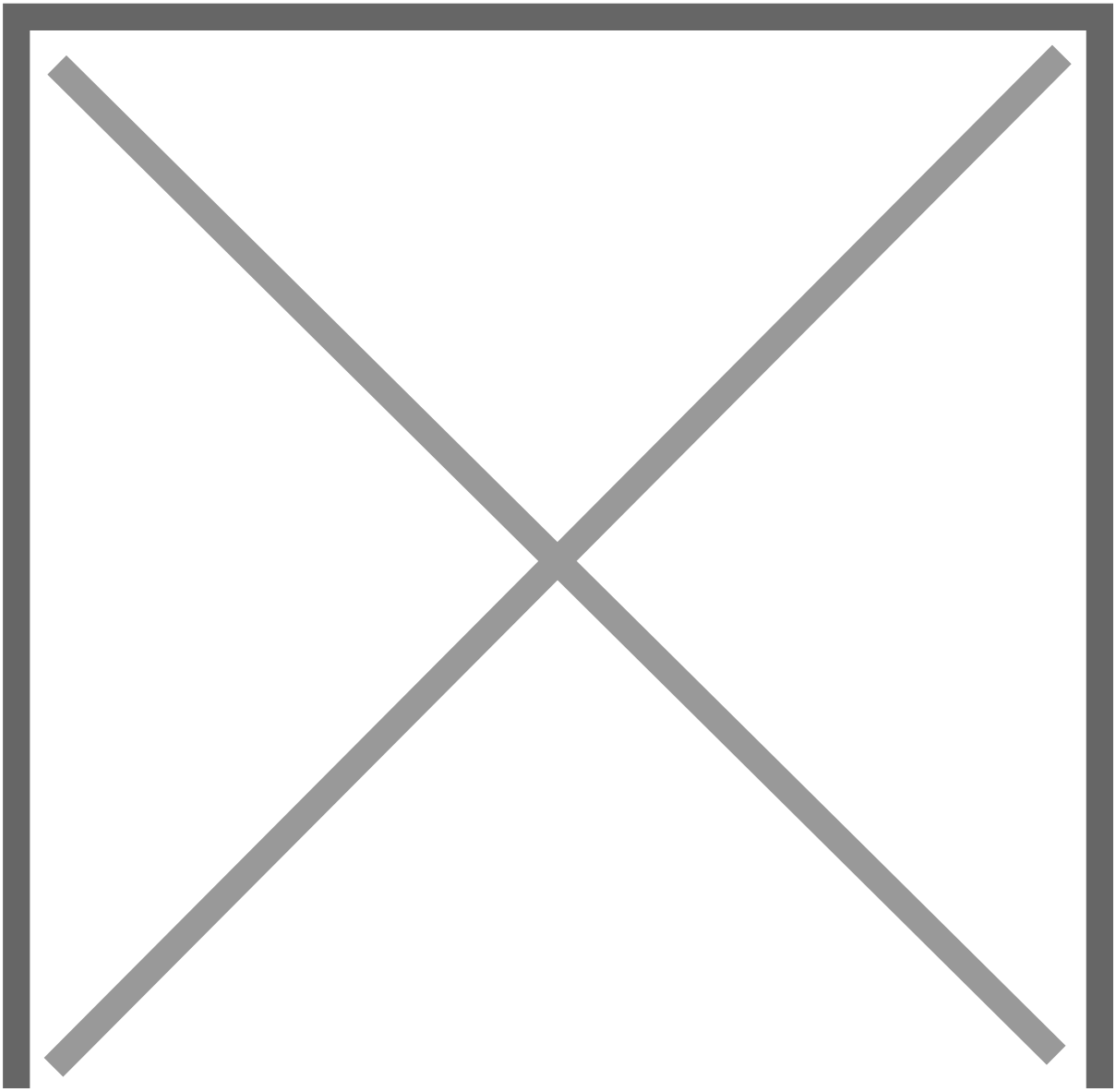
If your student is taking a course in one of these course types, you can view marks, comments, and learning habits (if applicable) under each subject area.



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.

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Created 1 September 2023 03:29:31 by Ryan McGuire
Updated 16 November 2026 21:53:49 by Colleen McCallum