Getting Started

The Search Portal is the primary access point for Learning Commons resources, including physical books and kits, eBooks, audiobooks, databases, curricula, hands-on materials, supplemental packs, and inclusive education support materials.

Physical resources are shipped directly to your home if you live outside the Kelowna area (e.g., Lake Country to West Kelowna).

What Physical Resources are Available to Me?

Note: to steward resources responsibly, the Learning Commons has ceased to ship materials readily available in public libraries (novels and general fiction, general nonfiction and reference books, etc.).

	HCOS Enrolled and Flex	HCOS Registered
Digital Unit Study Kits	✓	✓
Inclusive Education General Collection books	✓	✓
Curriculum	✓	✓
Grades 10-12 Extended Loan Textbooks	✓	✓
Robots	✓	✓
ADST/STEAM Resources*	✓	✓
Supplemental Packs**	✓	✓
Inclusive Education Support Material	✓	✓
Individualized Course Extended Loan Textbooks	✓	✓
Susan Barton Material	✓	✓
Microscopes	✓	✓
Physical Unit Study Kits	✓	✓

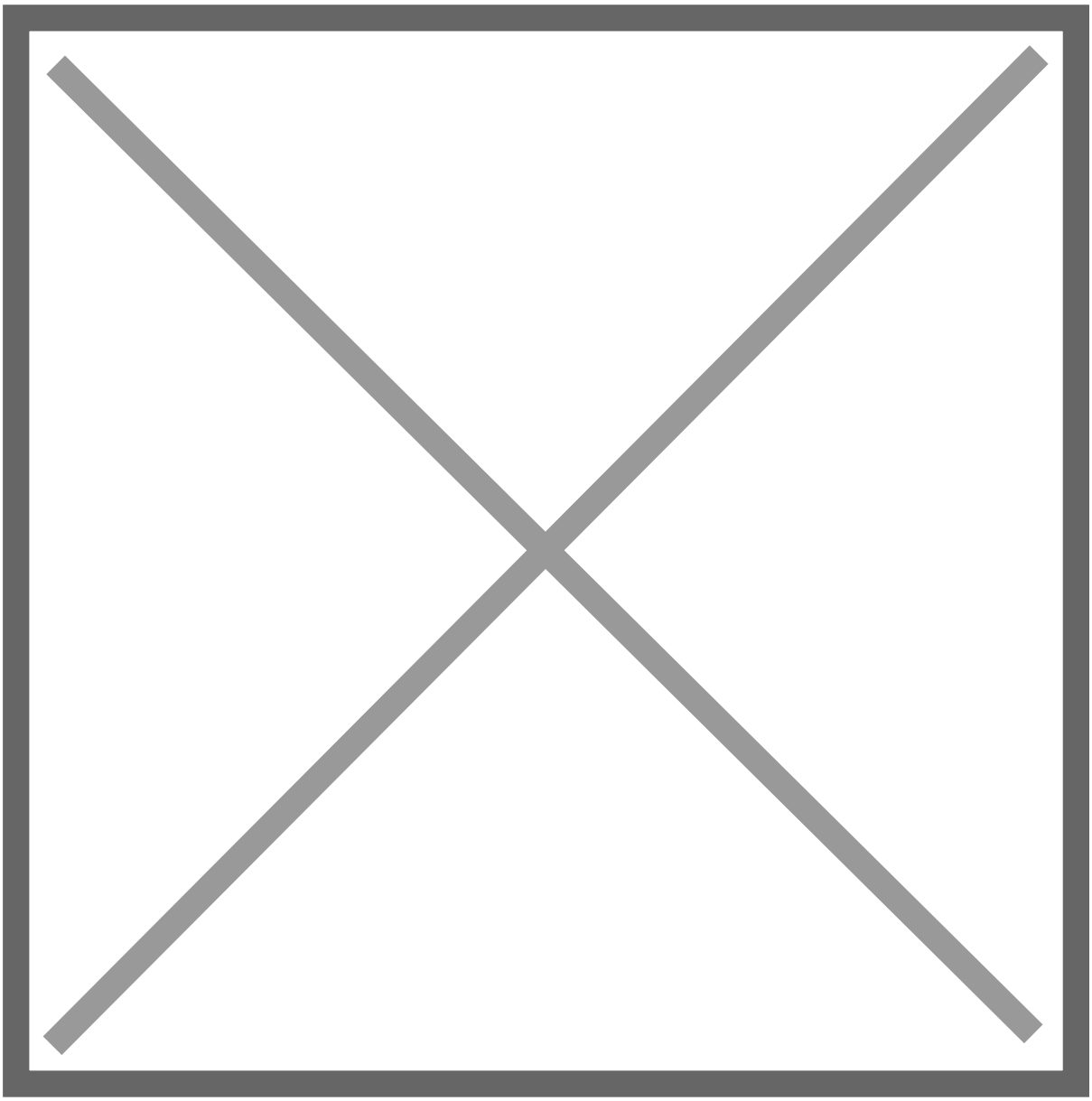
*ADST/STEAM resources include hands-on items such as K’nex, Coding kits, Snap Circuits and Cubelets.

**Supplemental Packs include resources that support learning such as manipulatives, book packs and CDs.

How to Log In

Parents

Parents use their Encom username and password to access the Search Portal, Sora, and Subscription passwords. To book physical books and curriculum for a student, log in to the Search Portal under your parent account, not the student account.

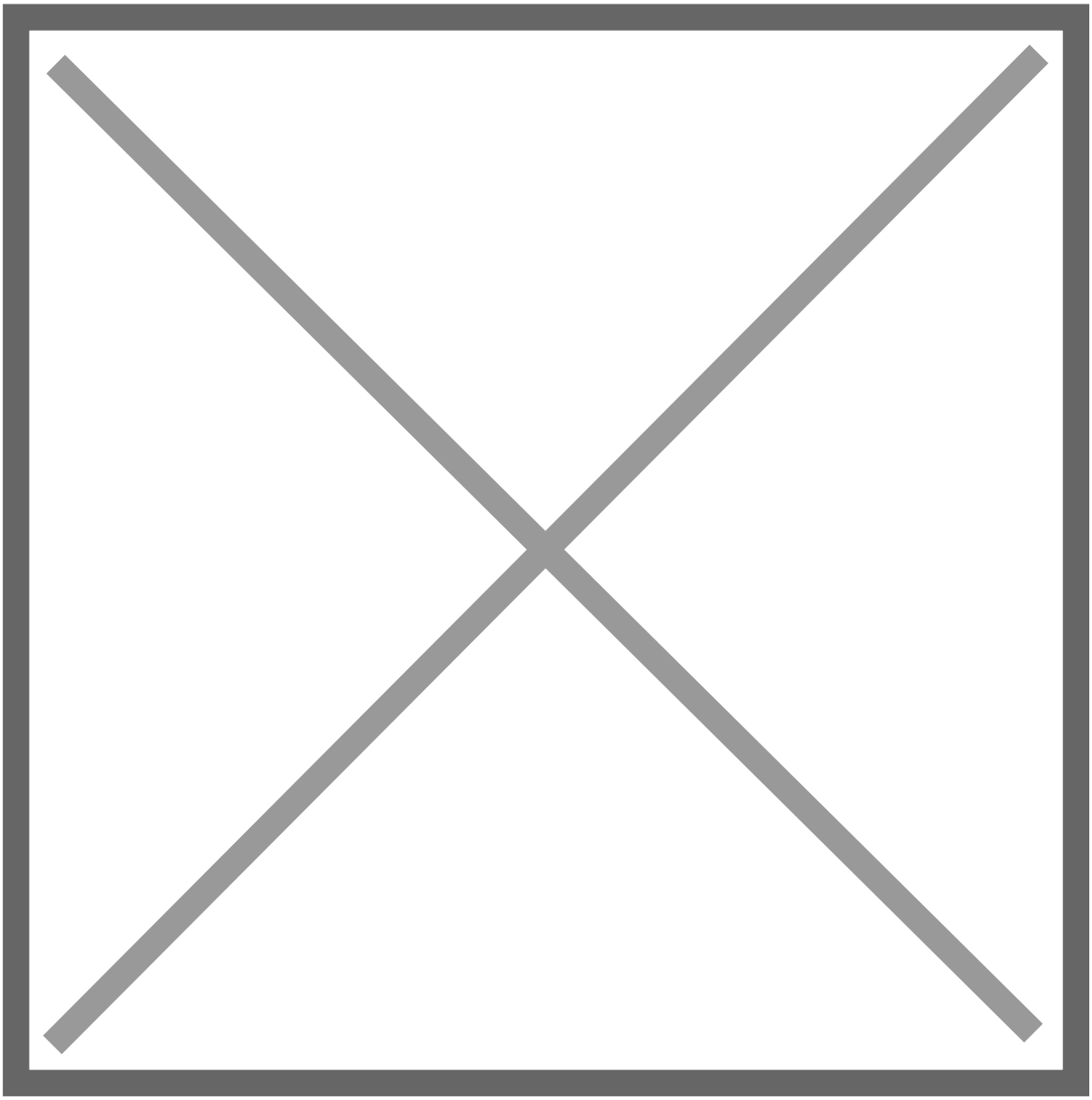


If you do not know your Encom password, you can reset it here. If you don’t remember your username, it is usually FirstnameLastname.

> Changing your password in Encom will also change your password for the Learning Commons Search Portal, so please keep track of your login information. It takes up to 24 hours for the credentials to update.

Students

Students use their Encom username and password to access Sora eBooks and Subscription passwords. They cannot book physical items from the Search Portal, but they can view them. Bookings must be made on the parent account. If you do not know your Encom password, you can reset it here.



Loan Periods & Booking Limits

The default loan period for most items is **13 weeks**, excluding shipping time. Grade 10-12 extended loan textbooks are loaned until June, with the option to renew for 1 month.

Items can be booked up to a year in advance (September to June), and families receive 3 free round-trip shipments per year. Overlapping bookings are not allowed if they exceed 40 items within the 13-week loan period. Back-to-back bookings of the same items are not allowed. Items can be renewed twice for 4 weeks each time, provided they have not been booked by someone else.

Enrolled Families - Items Available

Enrolled families receive six free shipments (three round trips) per school year (August 1 to June 18). There is a maximum of 40 items per shipment, including the following limits:

Item Circ Type	Loan Limit	Loan Period
CD/DVD/CD-Rom	4	13 Week(s)
Curriculum	30	13 Week(s)
Kits	6	13 Week(s)
MakerEd Family	4	13 Week(s)
Mini Kits	2	13 Week(s)
Christian NonFiction/Fiction	10	13 Week(s)
Reader Pen C Pen	2	8 Month(s)
S-KIT	10	13 Week(s)
Inclusive Education	10	13 Week(s)
Inclusive Ed Packs	10	13 Week(s)
Susan Barton	4	8 Month(s)
Textbooks	8	8 Month(s)
Thumb Drive	1	13 Week(s)

Registered Families

Registered families receive **four** free shipments (two round-trip) per school year (August 1 to June 18). There is a maximum of 40 items per shipment. That includes a limit of 4 Audiovisual resources (CDs, CD-Roms, DVDs), curriculum and Christian fiction/non-fiction.

Make the most of your free shipments! Due to shipping costs, there is a minimum order of 5 items, some of which must be curricular (not just novels). Textbooks and larger items are the exception.

> Please contact Kelly Wiebe with any shipping questions: kelly.wiebe@onlineschool.ca

Fines

Fines are charged for lost or damaged items. Overdue fines are charged for kits. The fine can be paid with student funding or invoiced via PayPal.

Avoid fines by:

- Keeping kit items together in one area. Ensure the kit bag is not damaged or forgotten when preparing the return shipment
- Check all kits for books and items as soon as you receive them. Contact us if anything is missing or damaged.
- Prepare packages properly for shipping. Poorly packaged items result in damage!

> Items borrowed from HCOS should not be shared with other registered or enrolled families within HCOS. These materials are specifically for HCOS families. You are responsible for the replacement costs of all items signed out under your account, regardless of how they are lost or damaged, except in cases involving courier issues

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