

# Parents' / Carers' Guide to Ruler

## Contents

Shared Computers / Personal Office Accounts.....	2
To access Ruler.....	3
The home screen.....	4
Classes.....	5
Homework.....	6
Attendance.....	8
Lesson Attendance.....	9
Reports.....	11

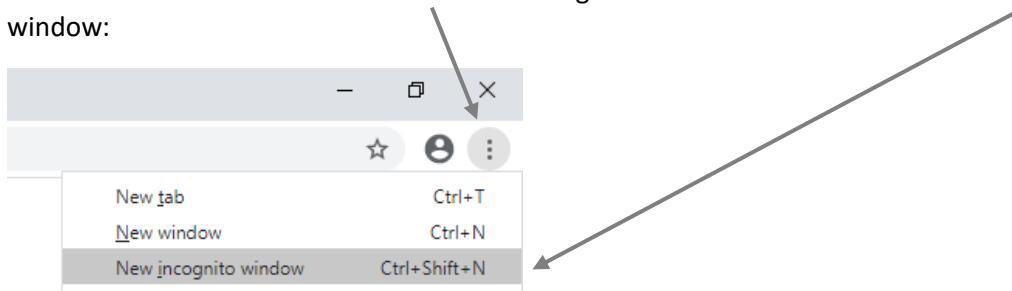
## Shared Computers / Personal Office Accounts

If you have a Microsoft Office account that is already signed in to your computer or if you are accessing Ruler on a shared computer, it is best to start a new private / incognito browser window, otherwise you may be presented with an error such as this:



An incognito browser session can be started in Google Chrome. If you do not have Chrome installed on your computer it can be downloaded for free from <https://www.google.co.uk/chrome/>

Launch Chrome and click on the 3 dots on the right of the screen and then click New incognito window:



## To access Ruler

Go to the school website <https://st-nicholas.cheshire.sch.uk>

Click on the **Ruler Parent** link at the top of the window

**Ruler Parent**

Sign in using the credentials issued in your letter. Enter your **Username** and click **Next**:

Microsoft

### Sign in

Email, phone, or Skype

[Can't access your account?](#)

[Sign-in options](#)

Next

Enter your **Password** and click **Sign in**:

Microsoft

← @st-nicholas.cheshire.sch.uk

### Enter password

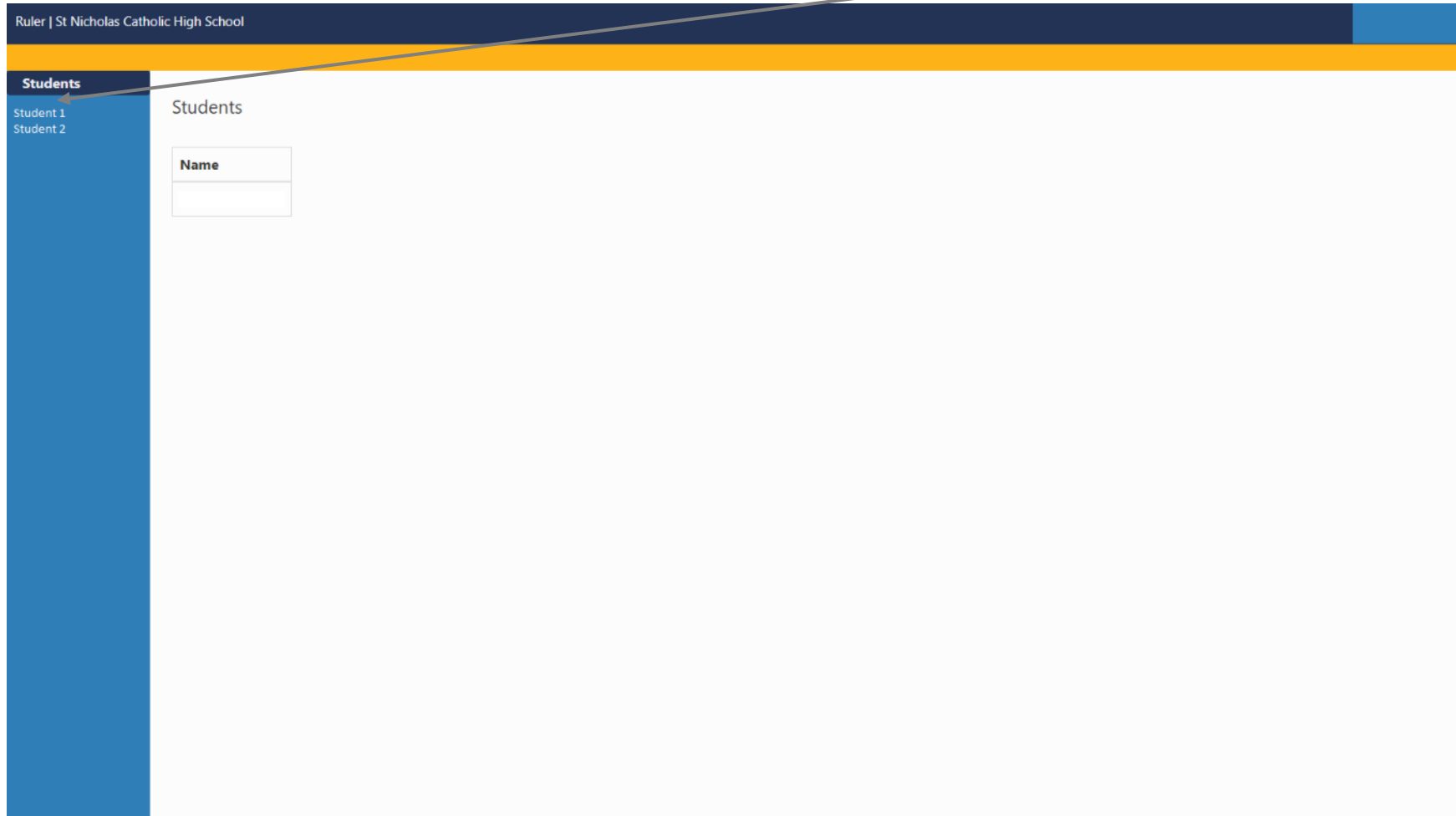
Password

[Forgot my password](#)

Sign in

## The home screen

This is the home screen for Ruler. All of the students at St Nicholas' that you have Parental Responsibility for will be listed on the left of the window. To view information related to one of the students click on their name.



## Classes

After selecting a student, you will then be presented with a list of classes that they are a member of. If the student is taught by more than one teacher for a class, then the class will appear multiple times.

On the left of the screen is the menu. At present only homework information is available. Further functionality will be added in due course.

The screenshot displays a software interface with a vertical menu on the left and a main content area on the right. The menu includes the following items: **Students**, **Classes**, *07b-Sc1a - Science*, *07b-Sc1a - Science*, *7b-A1 - Art&Design*, *7b-Co1 - Computing*, *7b-Dr1 - Drama*, *7b-E1 - English*, *7b-G1 - Geography*, *7b-H1 - History*, *7b-Lb1 - Library*, *7b-M1a - Maths*, *7b-Mu1 - Music*, *7b-Pe4 - PhysEd*, *7b-Pe4 - PhysEd*, *7b-Pe4 - PhysEd*, *7b-Re1 - RelEducn*, *7b-Sp1 - Spanish*, *7b-Te5 - Technology*, *7b-Te5 - Technology*, **Homework**, **Attendance**, **Lesson Attendance**, **Attainment**, **Behaviour**, and **Reports**. The main content area is titled "Student Classes" and contains a grid of class cards. Each card displays a subject name, a class code, and a teacher's name.

Student Classes				
<b>Science</b> 07b-Sc1a R Lewis	<b>Science</b> 07b-Sc1a C Thomas	<b>Art&amp;Design</b> 7b-A1 V McEvoy	<b>Computing</b> 7b-Co1 C Rexha	<b>Drama</b> 7b-Dr1 S Lowe
<b>English</b> 7b-E1 N Bown	<b>Geography</b> 7b-G1 S Cropper	<b>History</b> 7b-H1 D Whipp	<b>Library</b> 7b-Lb1 K Roberts	<b>Maths</b> 7b-M1a C Barnes
<b>Music</b> 7b-Mu1 H McKenna	<b>PhysEd</b> 7b-Pe4 M Armstrong	<b>PhysEd</b> 7b-Pe4 N Azakli	<b>PhysEd</b> 7b-Pe4 C Reid	<b>RelEducn</b> 7b-Re1 D Freestone
<b>Spanish</b> 7b-Sp1 G Gerrard	<b>Technology</b> 7b-Te5 S Cowell	<b>Technology</b> 7b-Te5 N Simms		

## Homework

To view homework tasks, click the Homework link on the left of the window.

You will then be presented with a list of all **current** homework assignments. To view the information about the homework task, click on the homework title.

Ruler | St Nicholas Catholic High School

Students  
Classes  
**Homework**  
Attendance  
Lesson Attendance  
Attainment  
Behaviour  
Reports

Homework

Class:  Status:  Search Text:

Homework	Class	Status	Type	Location	Submit	Assigned	Due	Submitted	Completed
Baptism assessment	7b-Re1	Assigned	Course	Home	Class	20-Nov-2019	28-Nov-2019		

You can now see the full homework description. If there are any worksheets to download they will be listed here, however only the student will have permission to access the files.

Ruler | St Nicholas Catholic High School

**Students**  
**Classes**  
**Homework**  
**Attainment**  
**Behaviour**  
**Reports**

### Baptism assessment

**Description:**

Revise everything on Baptism including a Rite of Initiation in Islam

The 7 sacraments

Baptism is a rite of initiation: What does this mean?

Baptism: The day of Baptism: Different Parts in Baptism

Baptism: The day of Baptism: Signs & Symbols (make sure you can explain these...)

The role of the parents/ godparents and congregation

Baptism: Jesus' baptism

Infant baptism vs Adult baptism

A rite of initiation in another religion (i.e Islam), their signs and symbols

Status	Assigned Date	Due Date	Work Type	Work Location	Submit Work	Marking	Estimated Time
Assigned	20-Nov-2019	28-Nov-2019	Course	Home	Class		

**Resources Links**

Assigned	Due Date	Submitted	Completed
20-Nov-2019	28-Nov-2019		

## Attendance

This section is not currently used. If the link is clicked it will appear as a blank screen.



## Lesson Attendance

At St Nicholas' students are given a grade for every lesson they attend. This is known as Lesson Monitor. To view the grades given in lessons for the last 4 weeks click the Lesson Attendance link. The grades update at the end of each day, so may appear 24 hours out of date.

Ruler | St Nicholas Catholic High School
Parent

Students  
Classes  
Homework  
Attendance  
Lesson Attendance  
Reports  
Help

### Lesson Attendance

23-Mar-2020					20-Mar-2020				
2Mon:1	2Mon:2	2Mon:3	2Mon:4	2Mon:5	1Fri:1	1Fri:2	1Fri:3	1Fri:4	1Fri:5
9y/G2	9y/Mu2	9y/Co2	9y/H2	9y/Pe2	9y/M1a	9y/Sc1	9y/Sp2	9y/Pe2	9y/Re2
					Y	Y	Y	Y	Y
19-Mar-2020					18-Mar-2020				
1Thu:1	1Thu:2	1Thu:3	1Thu:4	1Thu:5	1Wed:1	1Wed:2	1Wed:3	1Wed:4	1Wed:5
9y/Sc1	9y/E2	9y/M1a	9y/F2	9y/Re2	9y/Te5	9y/A2	9y/M1a	9y/Sc1	9y/Mu2
Y	Y	Y	Y	Y	N	N	N	N	N
17-Mar-2020					16-Mar-2020				
1Tue:1	1Tue:2	1Tue:3	1Tue:4	1Tue:5	1Mon:1	1Mon:2	1Mon:3	1Mon:4	1Mon:5
9y/Dr2	9y/Sp2	9y/E2	9y/M1a	9y/F2	9y/Sc1	9y/Re2	9y/M1a	9y/E2	9y/Pe2
3	4	3	3	3	3	3	3	3	3

Below is what the different codes mean:

- 4 – Meeting the 4R's, exemplary attitude to learning
- 3 – Student has met the 4R's
- 2 – Not ready to learn and coasting
- 1 – Disruptive behaviour, not adhering to the 4R's
- 8 – Did not complete homework
- 9 – Not ready to learn, lack of equipment
- N – Absent

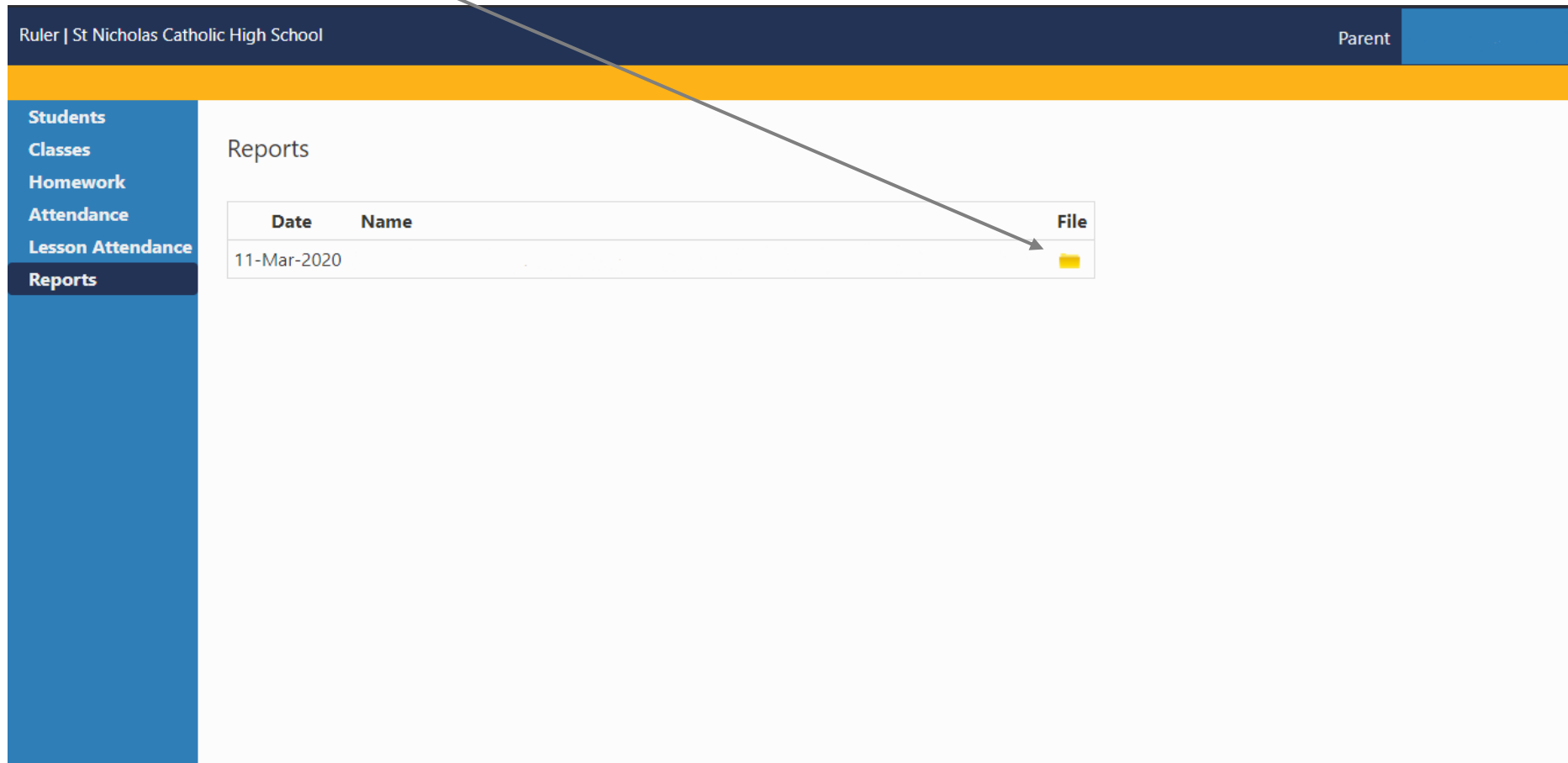
When accessing this system you may see a - (dash) rather than a number, this is due to a paper register being taken and the mark will be updated in due course.

## Reports

Click on the Reports link to view:

- Termly Tracking and Monitoring report – This gives an update with how the student is performing in each subject compared to target grades
- Annual written report – a summary report written by each teacher outlining progress and targets.

To view a report click on the folder icon and it will be downloaded to your computer.



Ruler | St Nicholas Catholic High School Parent

**Students**  
Classes  
Homework  
Attendance  
Lesson Attendance  
**Reports**

### Reports

Date	Name	File
11-Mar-2020		