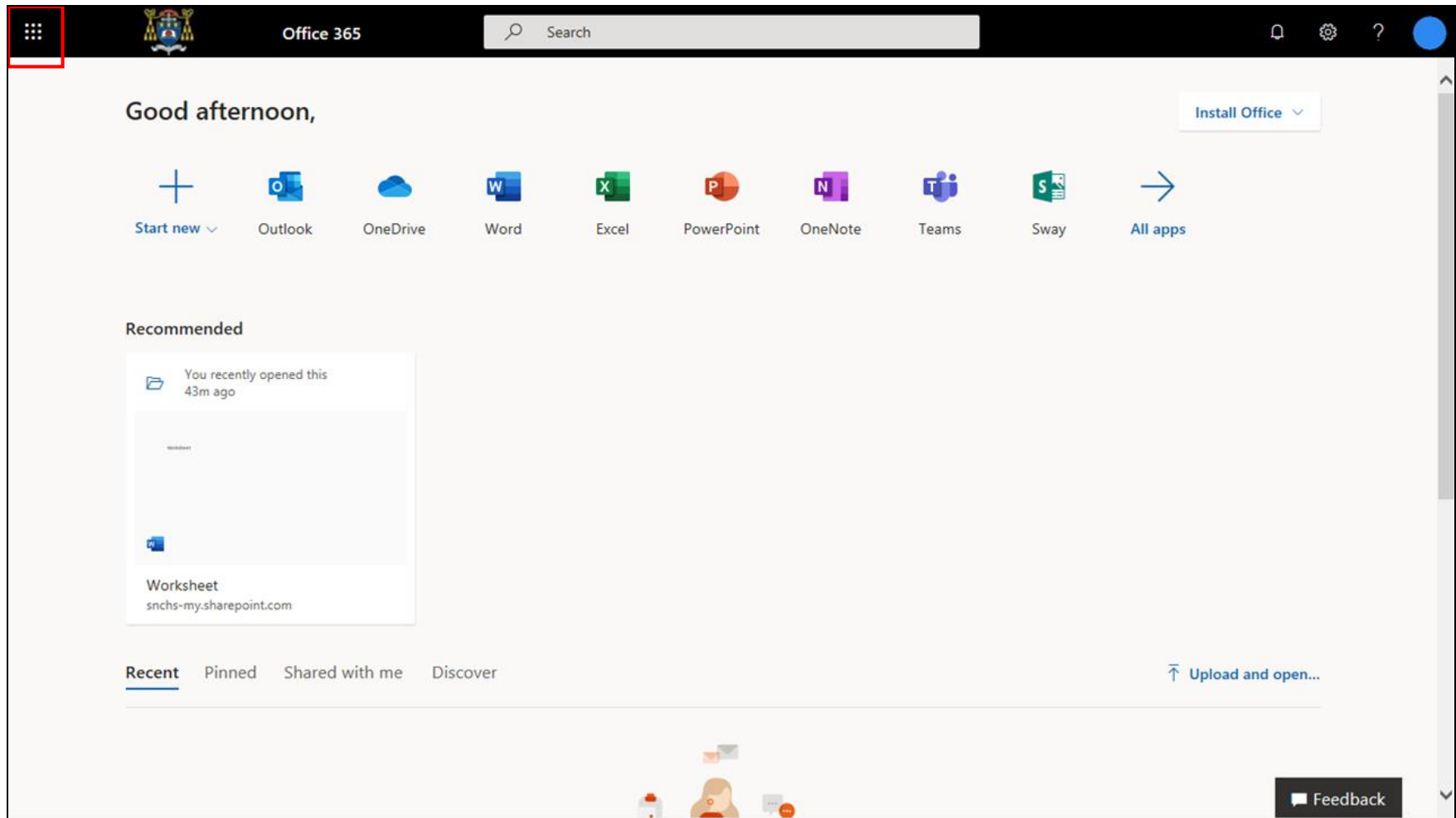# Students' Guide to Ruler

Log on

- Load a web browser (IE, Edge or Chrome)
- Type office.com into the address bar
- Login:
  - Username: NetworkUsername@st-nicholas.cheshire.sch.uk
  - Password: Set when logging in recently
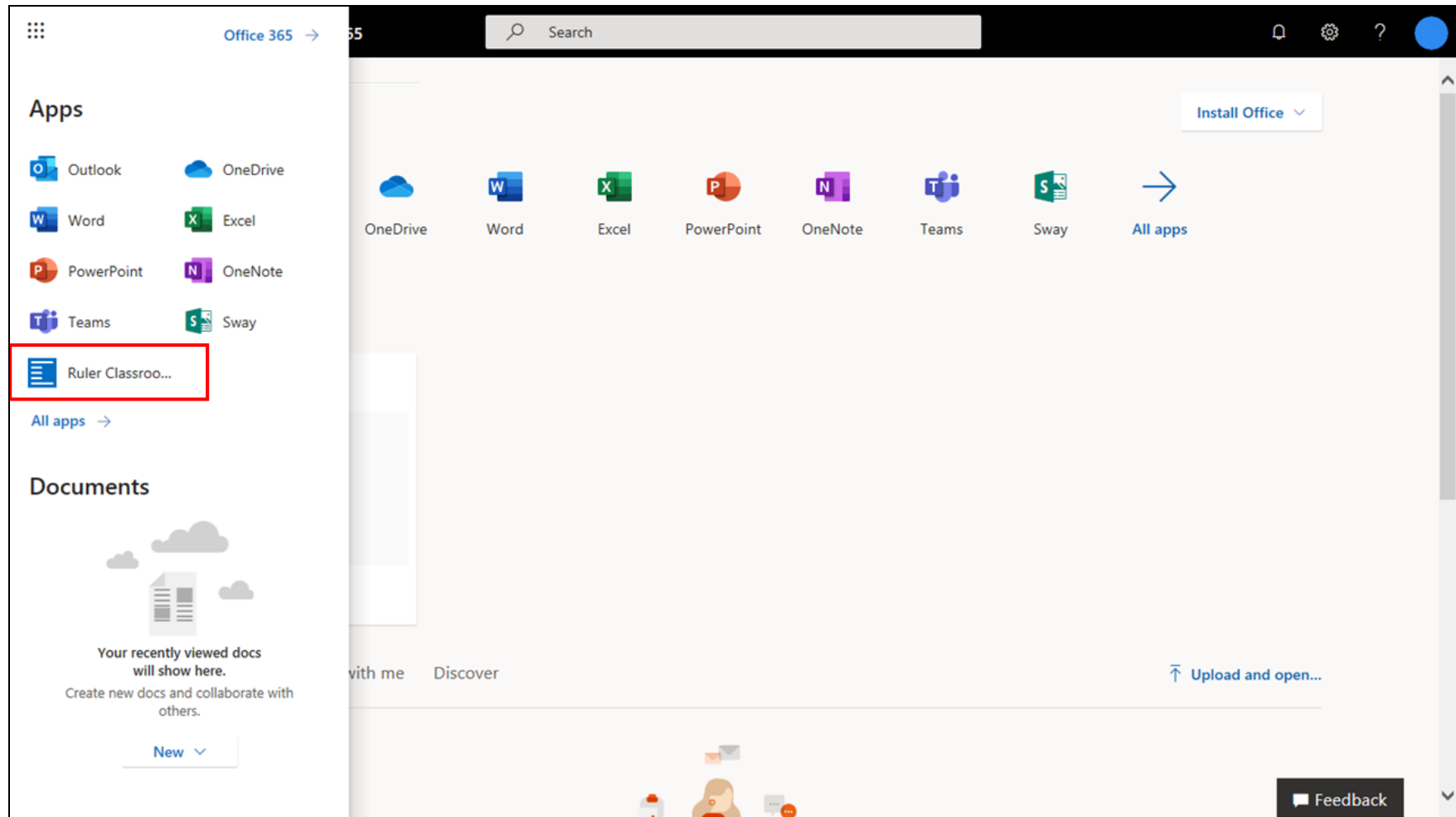- If you have forgotten your password please ask your form tutor to let Mr Hanson know.

Login to Office 365 and click on the App Launcher at the top-left hand side of the screen.
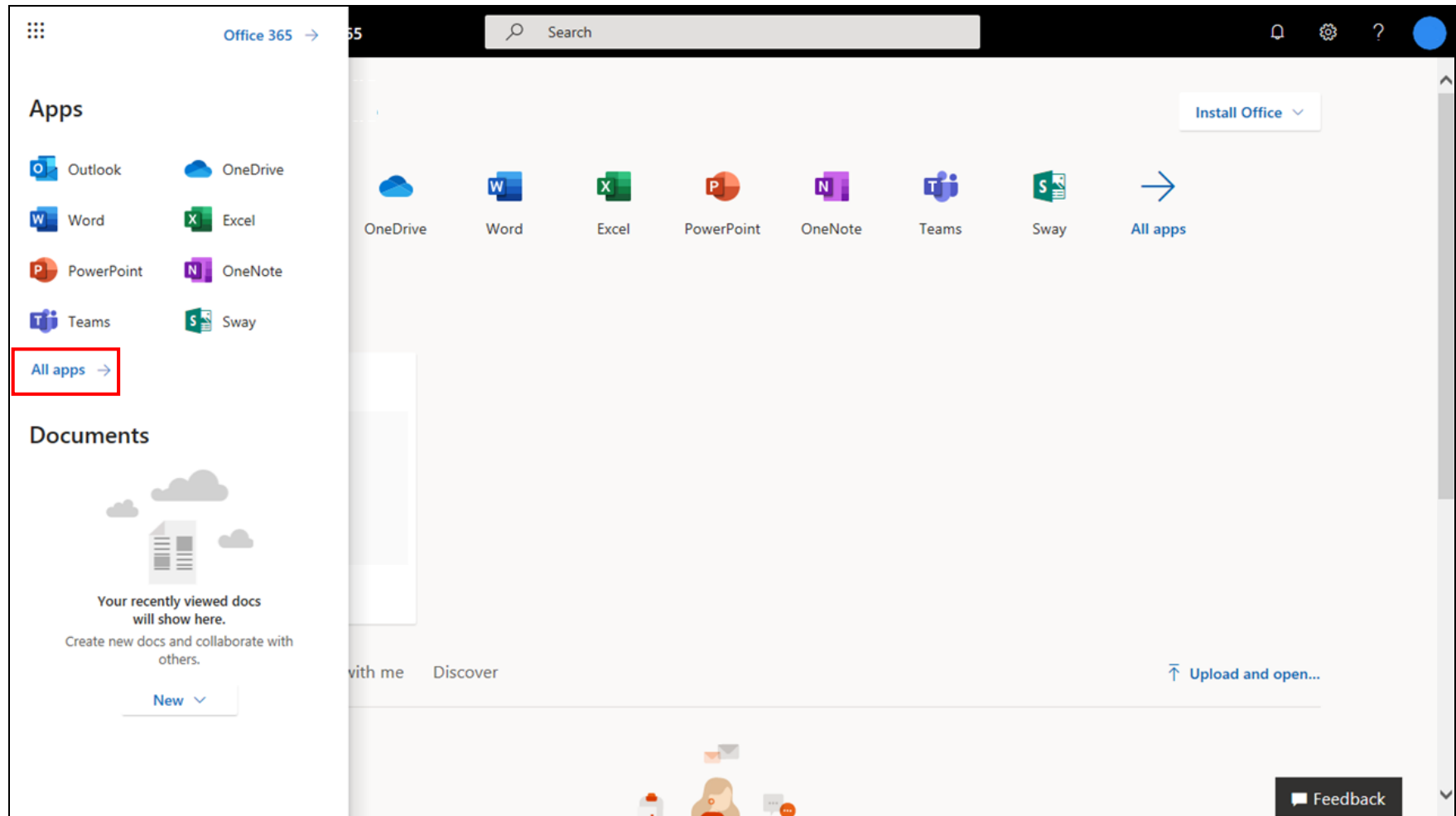
Click on All apps
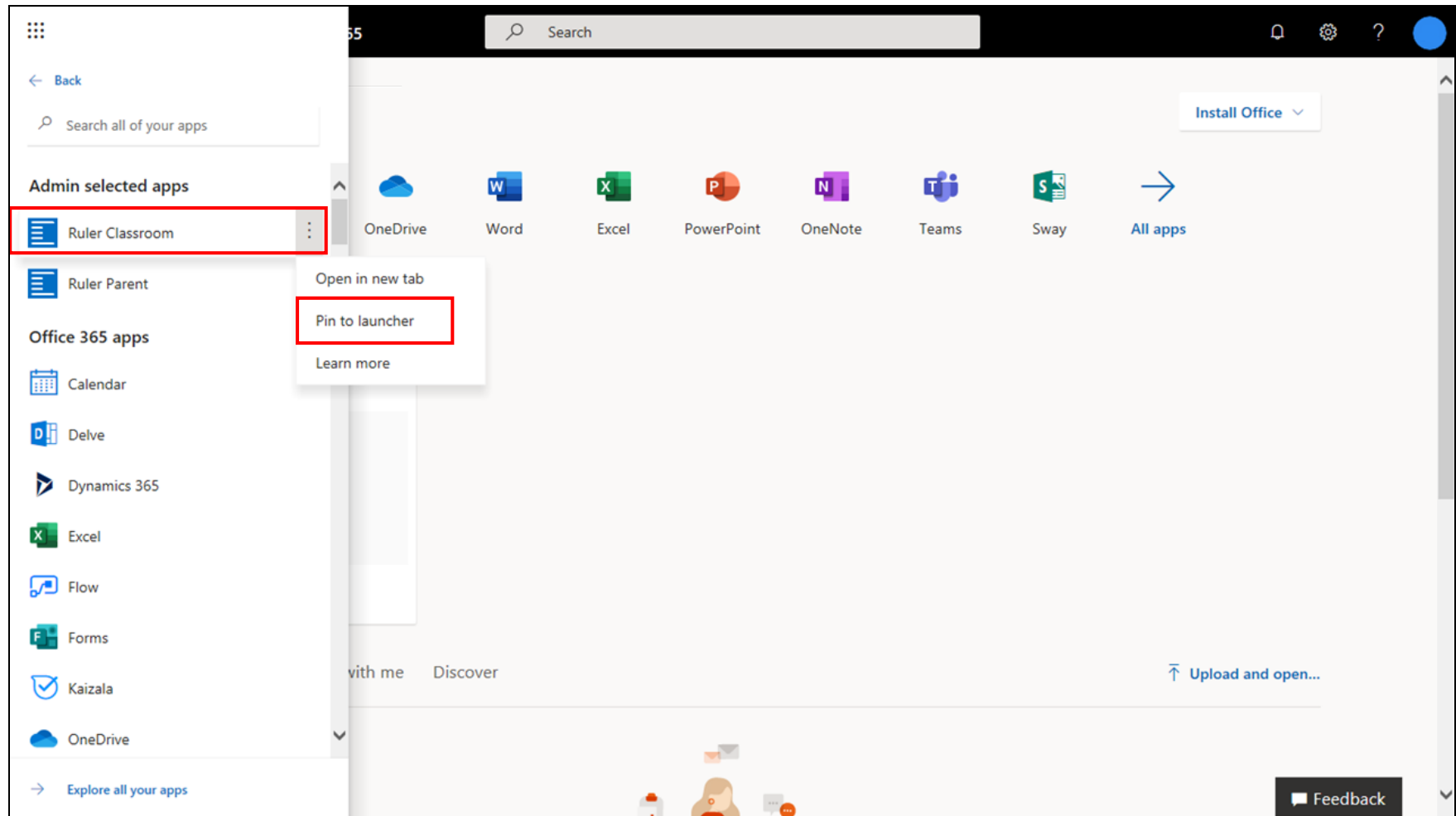
Right click on Ruler Classroom and Select Pin to launcher. You will only need to do this once.

When you return to the App Launcher, Ruler is now there to click on, so it will be quicker to load in future.
Click on Ruler.

Ruler will default to showing your Homework. This is where all of your current homework tasks will be listed.
You will need to click on the title of the Homework to see the task that has been set.
There are other options on the left, but to begin with we are only looking at the Homework

You can now see the description of the task that has been set.

You can also download any worksheet or resource that has been issued as part of the task. When you click on the link you will be given an option to download the file.

Do you want to open **Worksheet.docx** (12.3 KB) from **snchs-my.sharepoint.com**?   Open   Cancel   ✕
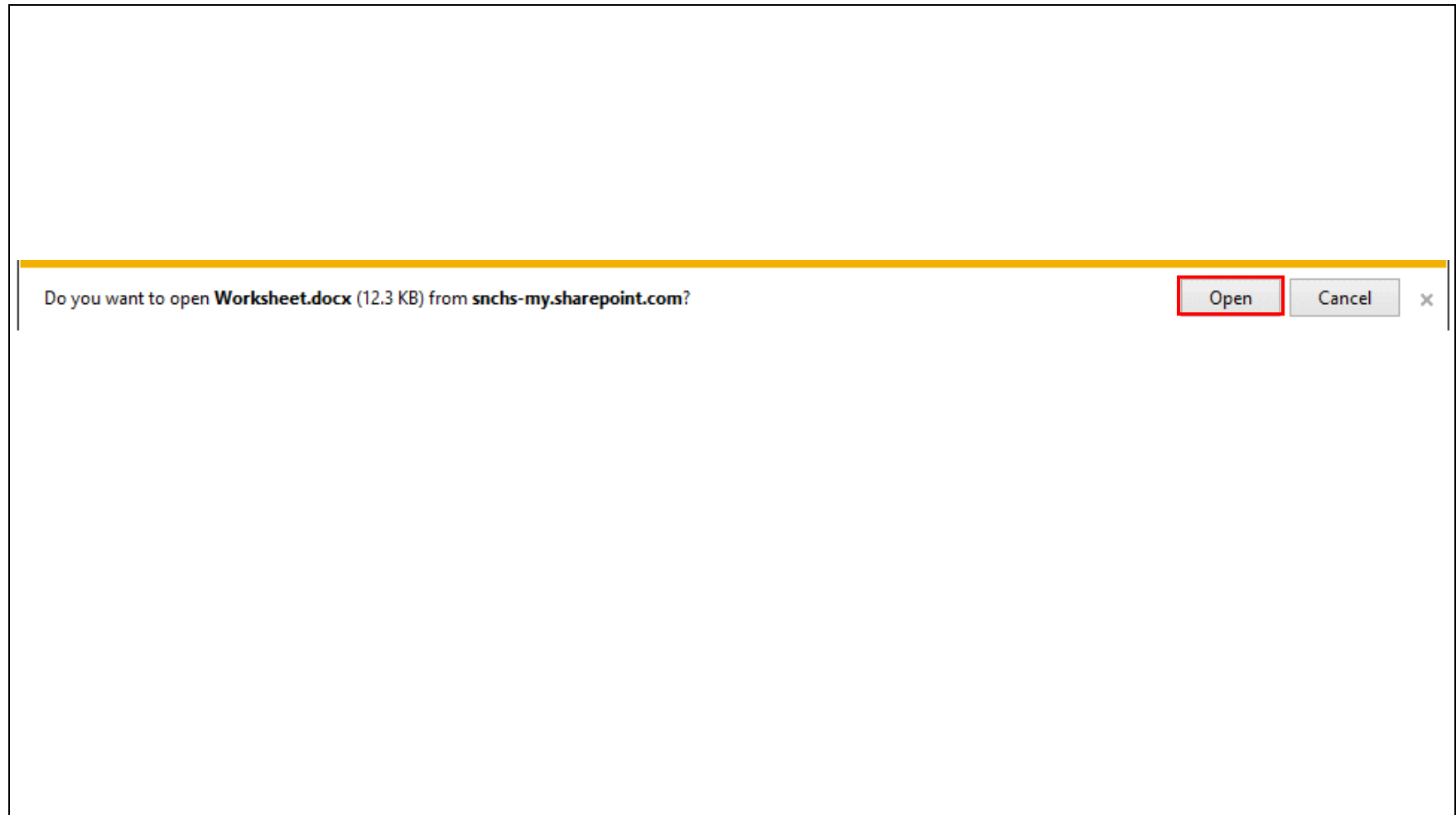
You will need to open the file, but ensure you save it to a location on your home computer before you start working on it, so that you know where to access the file from in future.
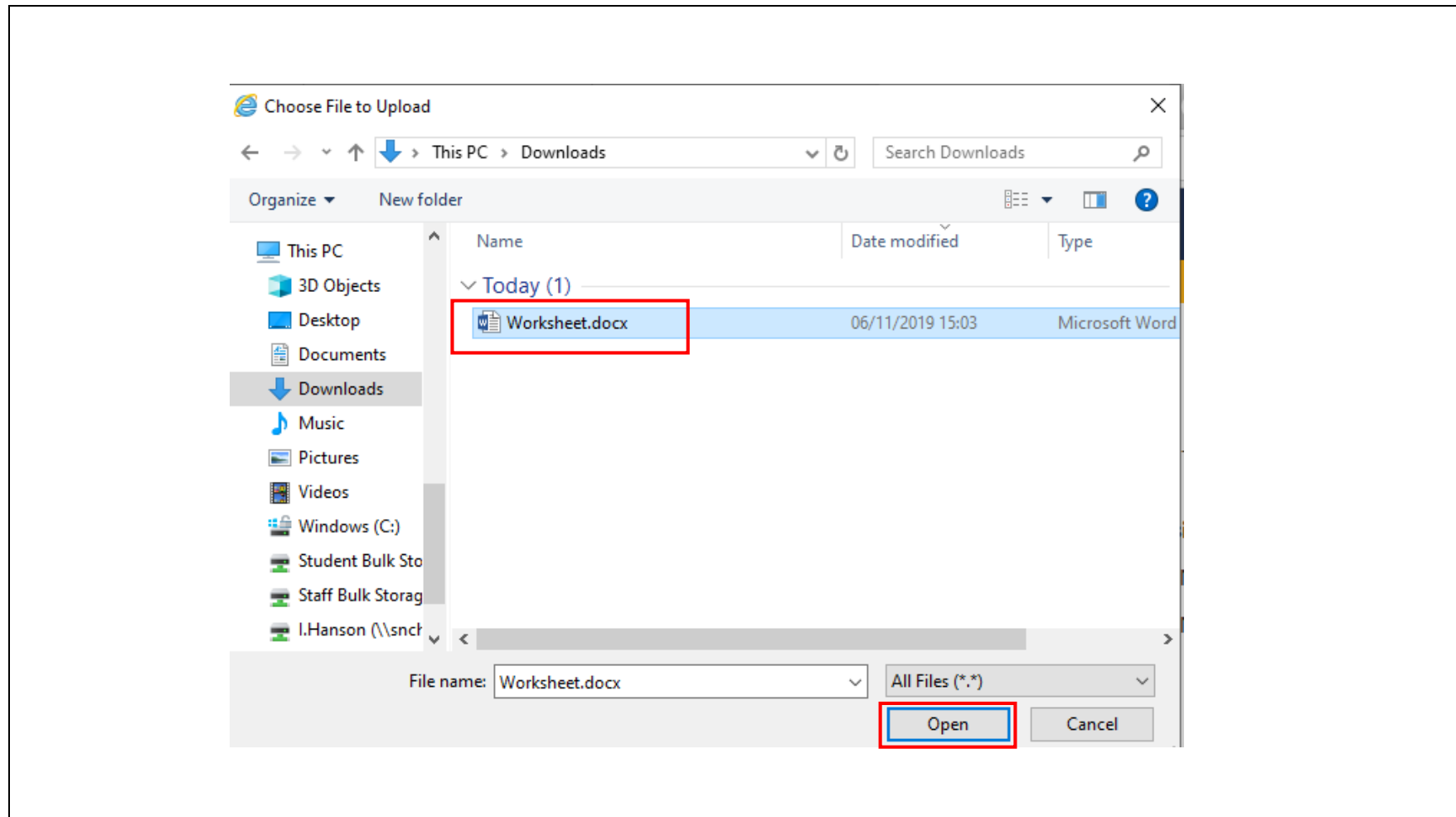
In the future some of your teachers may want you to hand in resources by uploading to Ruler. To do this click on the homework folder. This will take you to a folder that has been automatically created on your OneDrive
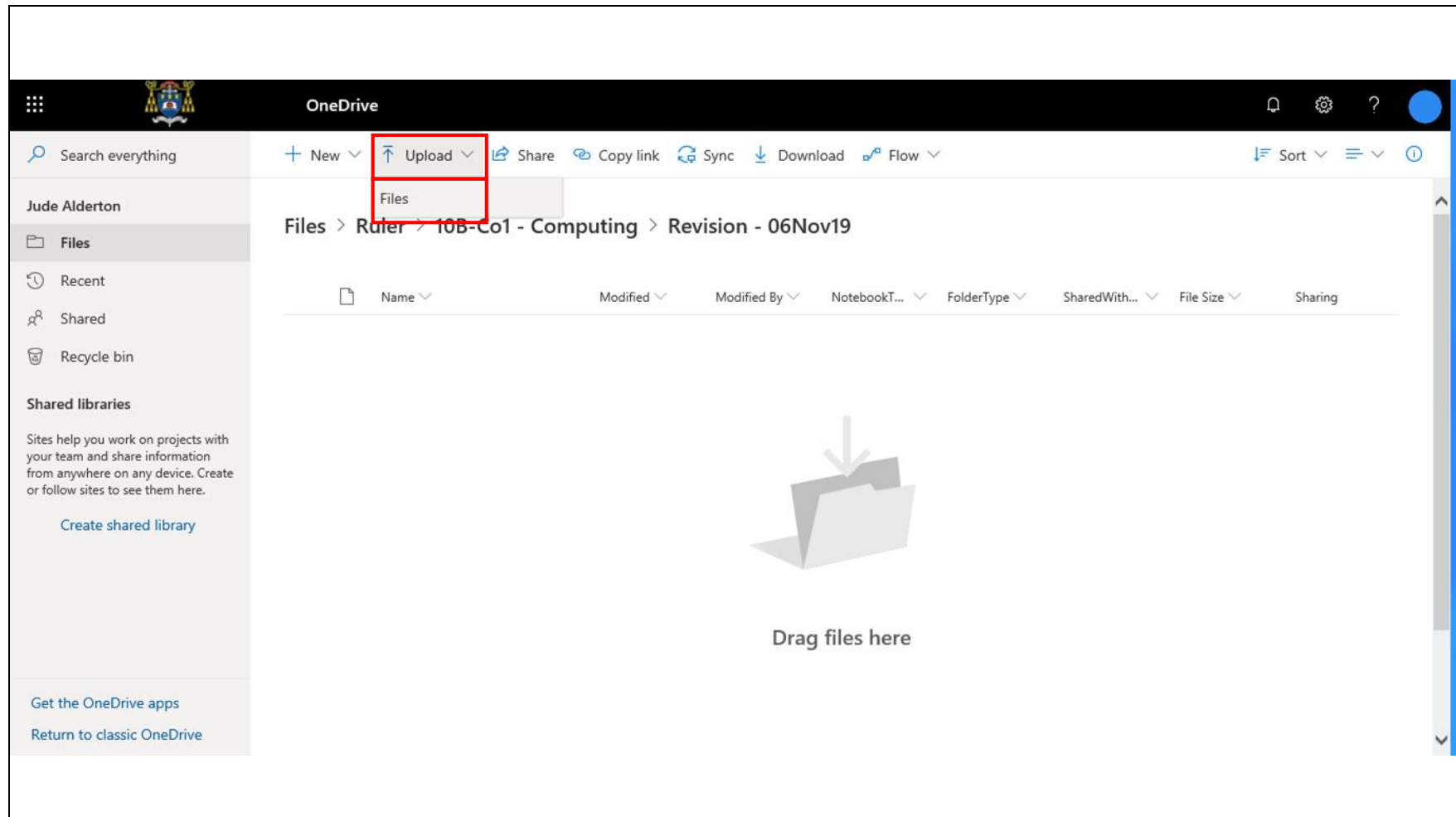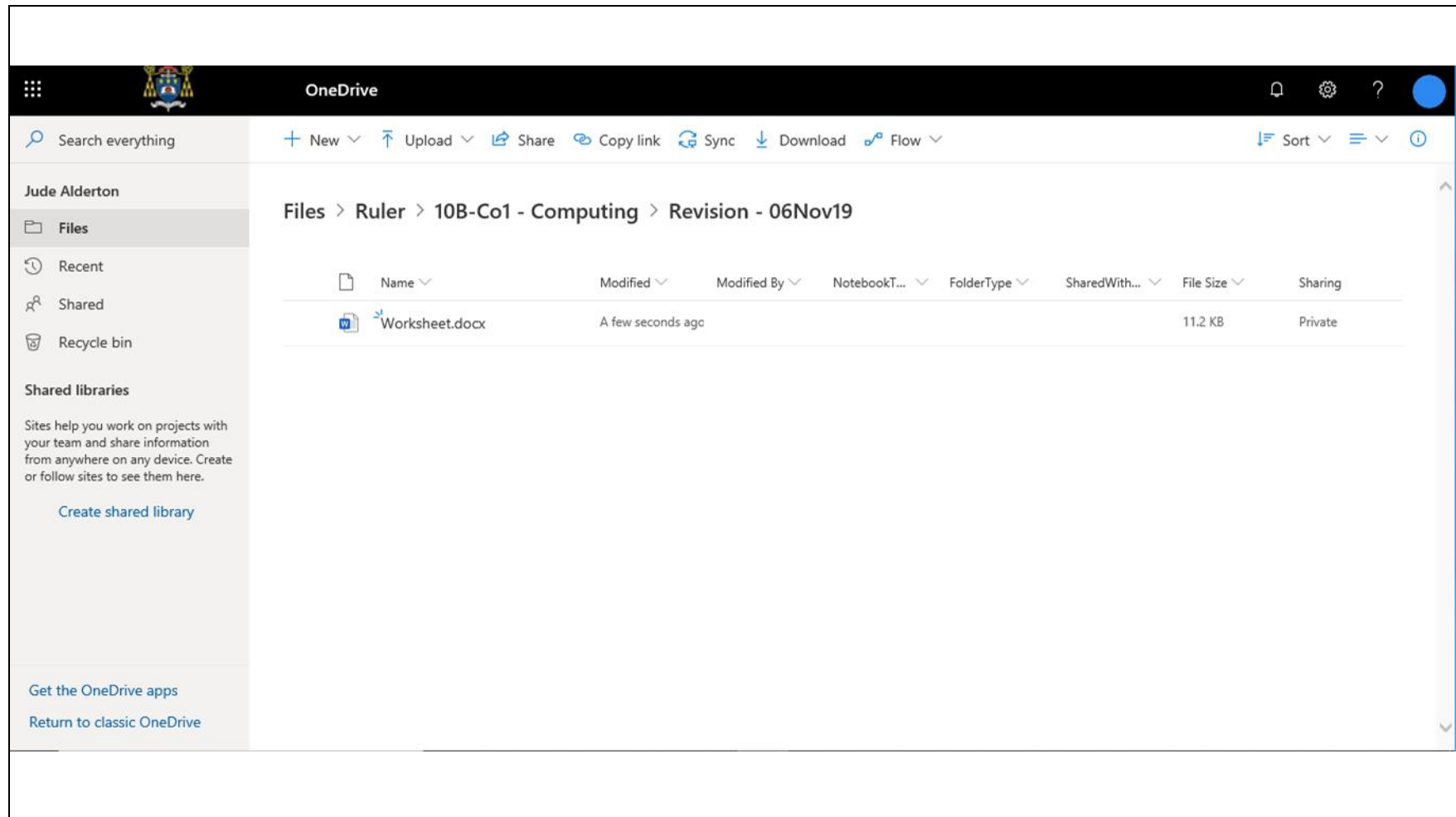
You will need to click Upload

And then click on Files

You then need to browse to the folder on your computer where you saved your homework
Click on the file
Then click Open

The file is then available in your OneDrive folder.

When you have finished a piece of homework you need to mark it as complete. This will help you keep track of your outstanding pieces of work and lets your teacher know that you think you have done the task.
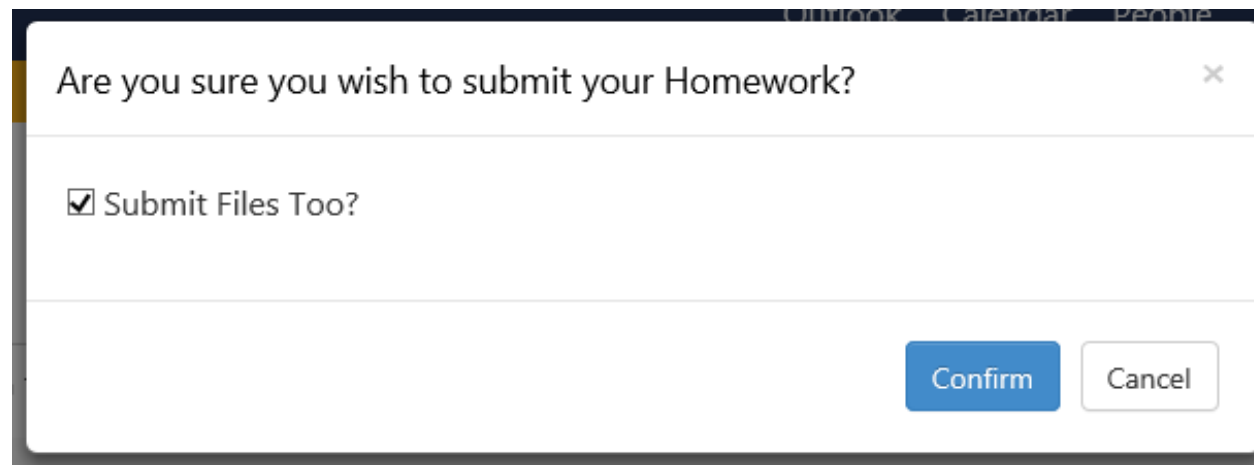
If you are expected to submit files to your teacher you will be prompted to do this.
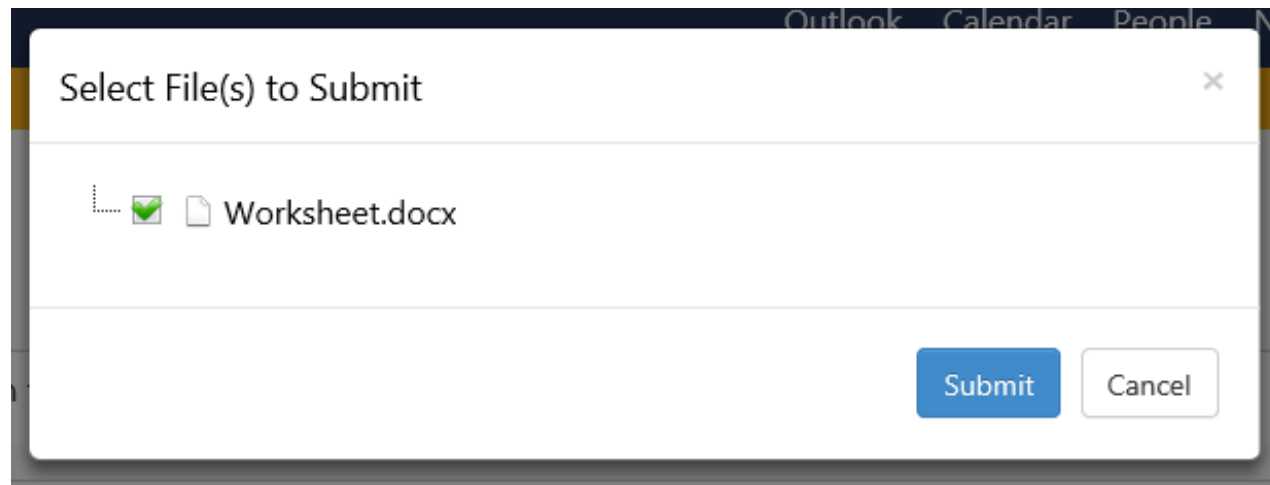
You will then need to choose the file you previously uploaded and then click on Submit

The task is now removed from your list of current tasks. Current tasks are known as **Assigned** tasks.
You can view your previous tasks by changing the status the drop down menu and choose the relevant status from the list.