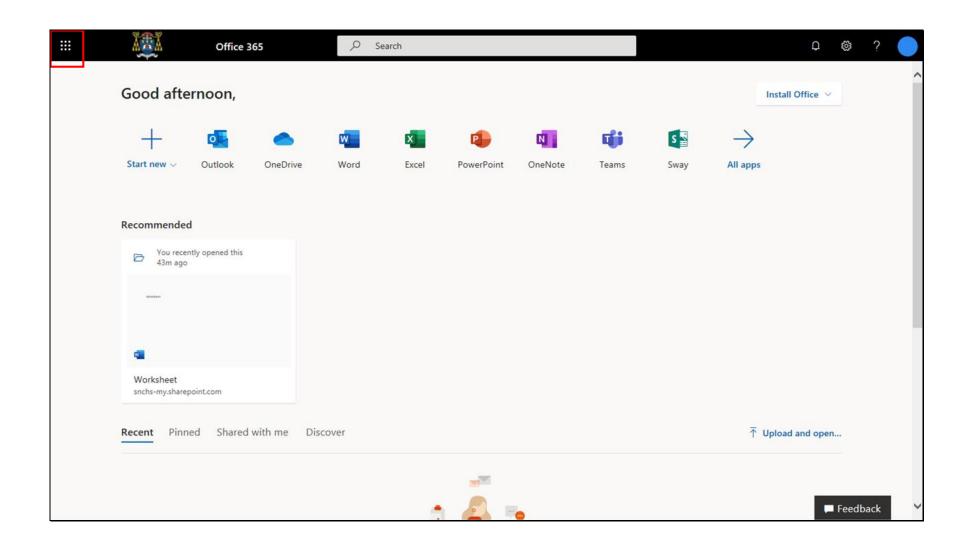
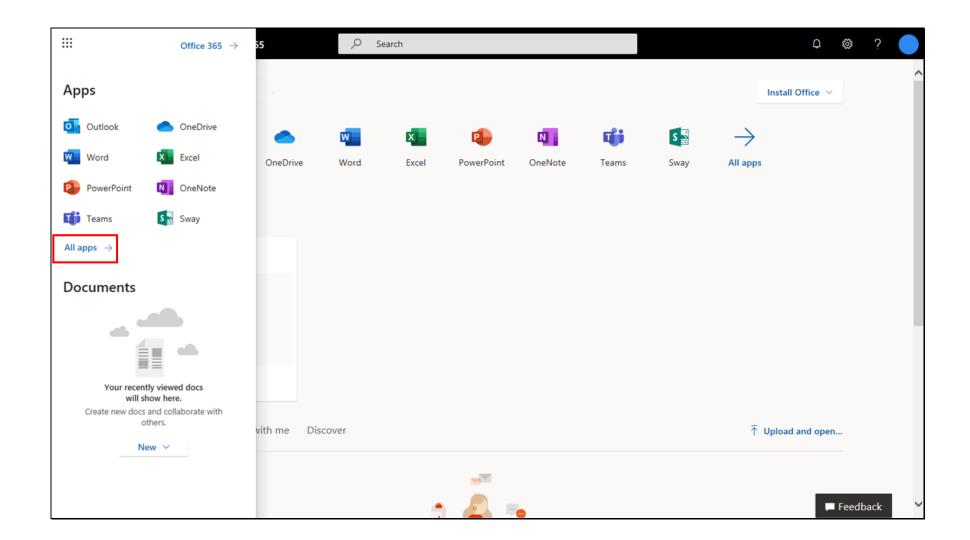
Students' Guide to Ruler

Log on

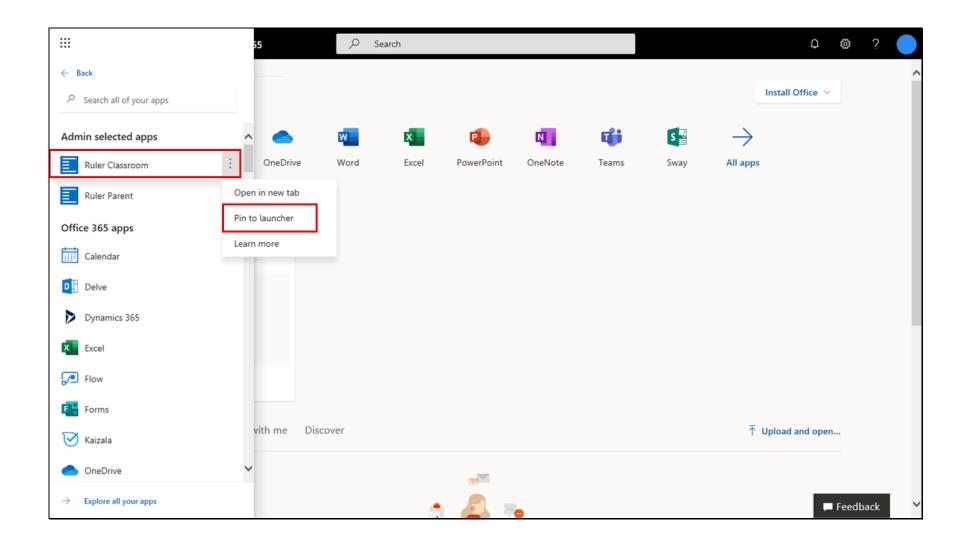
- Load a web browser (IE, Edge or Chrome)
- Type office.com into the address bar
- Login:
 - Username: NetworkUsername@st-nicholas.cheshire.sch.uk
 - Password: Set when logging in recently
- If you have forgotten your password please ask your form tutor to let Mr Hanson know.



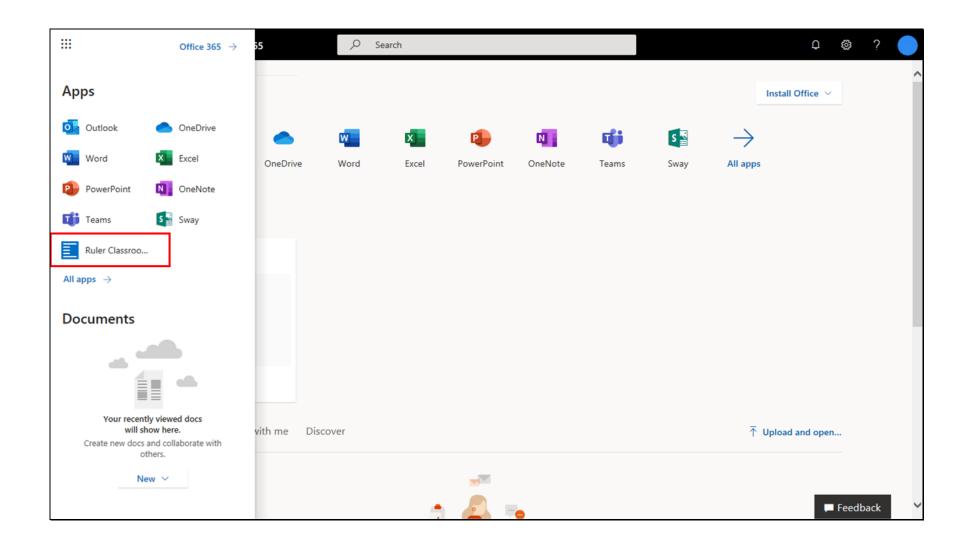
Login to Office 365 and click on the App Launcher at the top-left hand side of the screen.



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 St Nicholas Cath	holic High School Outlook Calendar People Newsfeed OneDrive Sites Tasks
Channel	
Classes Assignments	Homework
Homework	
Notebooks	Class Select Class Status Assigned Search Text:
Behaviour Reports	Homework Class Status Type Location Submit <u>Assigned Due</u> Submitted Completed Mark Comments
Help	Revision 10B-Co1 Assigned Course Home Online 06-Nov-2019 13-Nov-2019

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

Ruler St Nicholas Catholic High School Outlook Calendar People Newsfeed OneDrive Sites T			
J Brown - Computir	ng - 10B-Co1		
Classes Assignments	Revision		
Homework Notebooks	Description:		
Behaviour	Answer the questions on the worksheet.		
Reports	Status Assigned Date Due Date Work Type Work Location Submit Work Marking Estimated Time		
	Assigned 06-Nov-2019 13-Nov-2019 Course Home Online		
	Resources Links Worksheet.docx		
	Assigned Due Date Submitted Completed Mark Comments Folder 06-Nov-2019 13-Nov-2019		
	Complete		

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.

ľ	Do you want to open Worksheet.docx (12.3 KB) from snchs-my.sharepoint.com ?	Open	Cancel	×
				I

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.

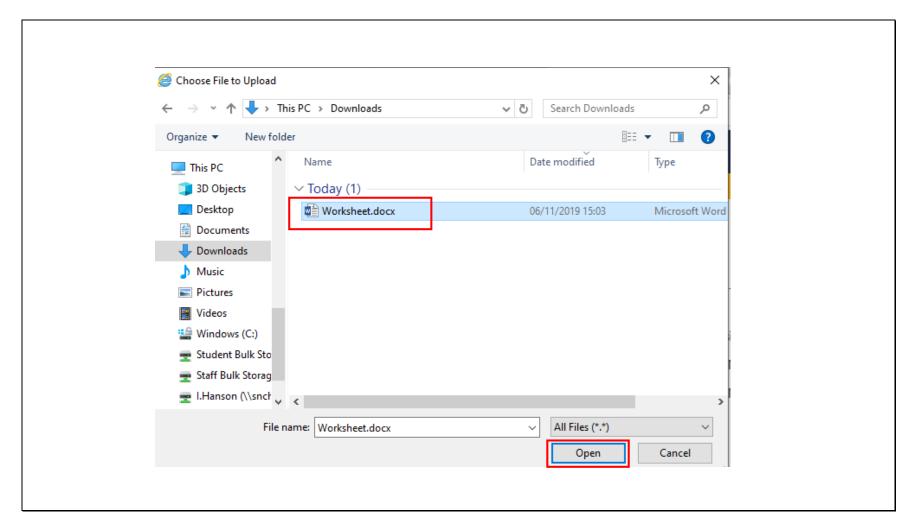
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Brown - Computin	ng - 10B-Co1
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ports	Status Assigned Date Due Date Work Type Work Location Submit Work Marking Estimated Time Assigned 06-Nov-2019 13-Nov-2019 Course Home Online Resources Links Worksheet.docx Assigned Due Date Submitted Completed Mark Comments Folder 06-Nov-2019 13-Nov-2019 13-Nov-2019 Completed Mark Comments Folder 06-Nov-2019 13-Nov-2019 Completed Mark Comments Folder
	Complete

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

	OneDrive	p @ ? 🤇
Search everything	+ New ∨ 〒 Upload ∨ 🖻 Share 🐵 Copy link 🤤 Sync 🞍 Download 🖋 Flow ∨	$\downarrow = \text{Sort} \lor = \lor ()$
Jude Alderton	Files > Rater > 10B-Co1 - Computing > Revision - 06Nov19	
 Recent ג^q Shared Recycle bin 	Name ∨ Modified ∨ Modified By ∨ NotebookT ∨ FolderType ∨ SharedWith ∨ File Size	 ✓ Sharing
Shared libraries Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here. Create shared library		
	Drag files here	
Get the OneDrive apps Return to classic OneDrive		

You will need to click Upload

And then click on Files



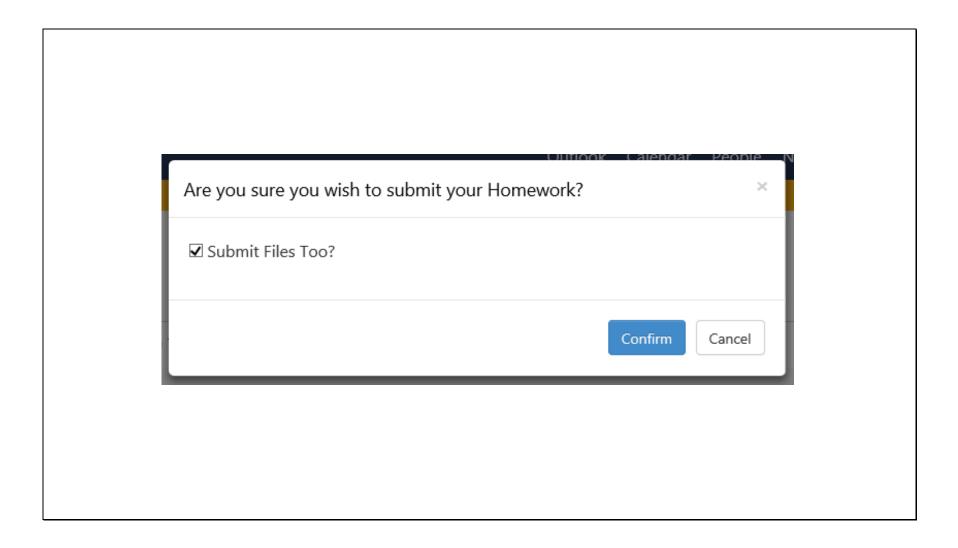
You then need to browse to the folder on your computer where you saved your homework Click on the file Then click Open

👼	OneDrive	₽ @ ?	
Search everything	+ New 🔨 🛧 Upload 🗸 🖄 Share 🐵 Copy link 📿 Sync 🞍 Download 🖋 Flow 🗸	↓≓ Sort ∨ = ∨	0
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S Recent	Name ∨ Modified ∨ Modified By ∨ NotebookT ∨ FolderType ∨ SharedWith ∨ File Size	✓ Sharing	
ද ^R Shared ම Recycle bin	Worksheet.docx A few seconds ago 11.2 KB	Private	
Shared libraries Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here. Create shared library			
Get the OneDrive apps Return to classic OneDrive			~

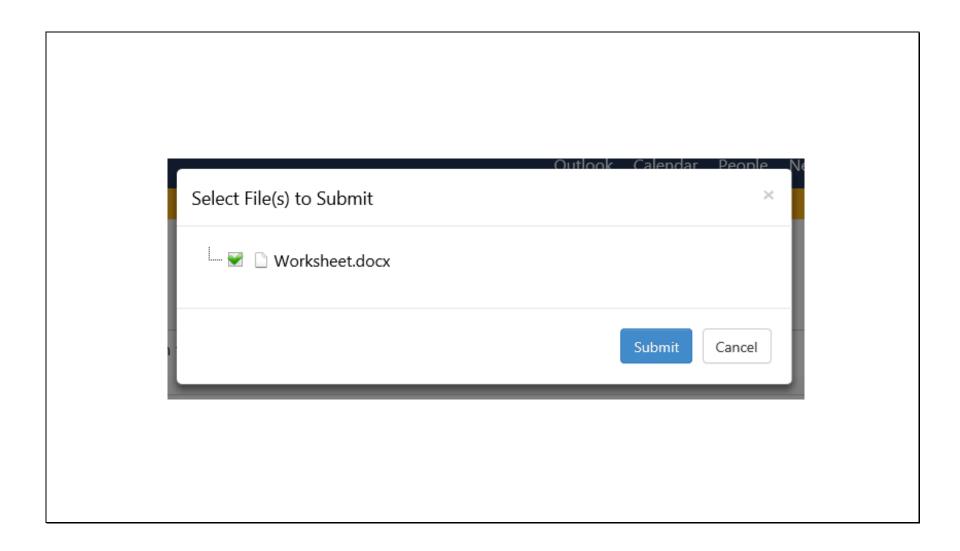
The file is then available in your OneDrive folder.

Ruler St Nicholas Catholic High School Outlook Calendar People Newsfeed OneDrive Sites		
J Brown - Computi	ng - 10B-Co1	
Classes Assignments	Revision	
Homework Notebooks	Description:	
Behaviour	Answer the questions on the worksheet.	
Reports	Status Assigned Date Due Date Work Type Work Location Submit Work Marking Estimated Time	
	Assigned 06-Nov-2019 13-Nov-2019 Course Home Online	
	Resources Links Worksheet.docx	
	Assigned Due Date Submitted Completed Mark Comments Folder 06-Nov-2019 13-Nov-2019	
	Complete	

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

Ruler St Nicholas Cath	nolic High School Outlook Calendar People Newsfeed OneDrive Sites Tasks
Classes Assignments	Homework
Homework	
Notebooks	Class Select Class Status Stat
Behaviour	Completed
Reports	
Help	Revision 10B-Co1
L	

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.