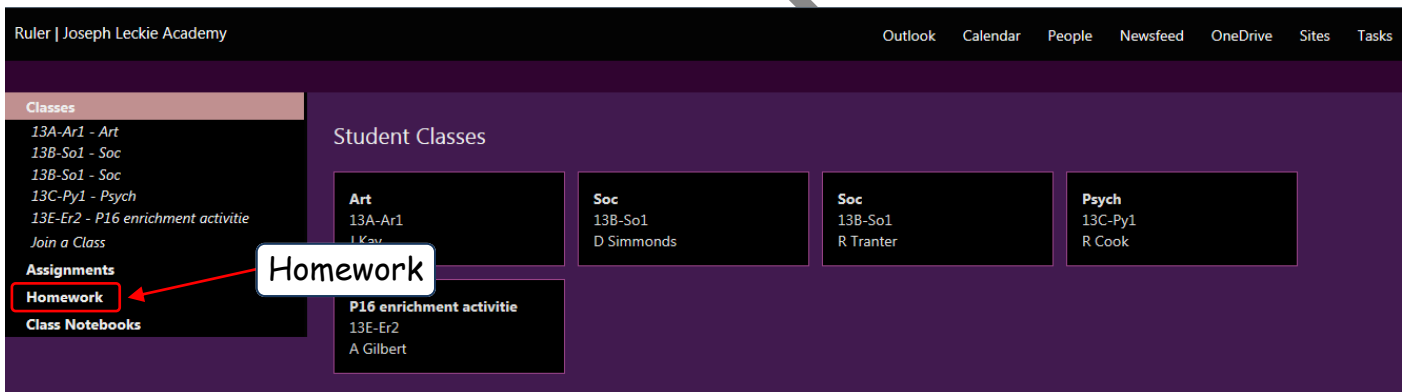




How to find, complete and submit homework.

Once you have opened Ruler Classroom, follow these steps to find, complete and submit homework.

1 Select 'Homework' from the menu on the left of the screen.



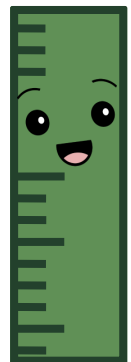
2 In 'Homework' you will be able to see all of the homework that is currently assigned to you. Select the homework that you would like to work on by clicking on its title.

Homework	Class	Status	Type	Location	Submit	Assigned	Due	Submitted	Completed	Mark	Comments
Practice Paper Question	13C-Py1	Assigned	Course	Home	Online	27-Jun-2017	04-Jul-2017				
Stress Inoculation Therapy	13C-Py1	Assigned	Course	Home	Online	12-Jun-2017	19-Jun-2017				
Gender Development	13C-Py1	Assigned	Course	Home	Class	01-Jun-2017	08-Jun-2017				

In 'Homework' you'll also be able to see:

- Which class the homework is for
- When the homework was set
- When the homework is due
- The type of homework
- Where you should complete the work (remember 'home' means outside of your lesson, so at home, in the library, on the bus, in the park, are all places where you could complete your homework 😊)
- How you should submit the homework (online, in class, etc...)

If you have lots of homework you can search for specific homework by selecting a class, the status of your homework (choose from: All, Assigned, Submitted or Completed) or searching the text using a keyword.



3 If your teacher has provided resources, you will be able to find links to them under 'Resource Links'. When you are ready to complete your homework, click on the folder.

Ruler | Joseph Leckie Academy

Outlook Calendar People Newsfeed OneDrive Sites Tasks

R Cook - Psych - 13C-Py1

Classes

Assignments

Homework

Class Notebooks

Help

Stress Inoculation Therapy

Description:

Explain one or more limitations of stress inoculation therapy

Status	Assigned Date	Due Date	Work Type	Work Location	Submit Work	Marking	Estimated Time
Assigned	12-Jun-2017	19-Jun-2017	Course	Home	Online	1/16	30 Mins

Resource Links

<https://www.mentalhelp.net/articles/stress-inoculation-therapy/>

Assigned	Due Date	Submitted	Completed	Mark	Comments	Folder
12-Jun-2017	19-Jun-2017					

Submit Cancel

Resource Links

Due Date

Folder

4 Your OneDrive will then open in a new tab. You should be able to see the homework that you need to complete. If there are no documents in your OneDrive go to Step 7

Office 365 OneDrive

Search

+ New Upload Share Get link Sync

Burhan Bhutta

Files > Ruler > 13C-Py1 - Psych > Practice Paper Question - 27Jun17

Name	Modified By	File Size	Sharing	
Practice Paper Question - Burhan Bhutta.docx	About an hour ago	SharePoint App	10.1 KB	Only you

Homework

5 Click to the left of your homework and click in the grey circle, it will then turn blue with a tick in the middle. Next click the 'Open', then select 'Open in Word Online'.

Office 365 OneDrive

Search

Open Share Get link Download Delete Move to Copy to Rename

Burhan Bhutta

Files > Ruler > 13C-Py1 - Psych > Practice Paper Question - 27Jun17

Name	Modified	Modified By	File Size	Sharing
Practice Paper Question - Burhan Bhutta.docx	About an hour ago	SharePoint App	10.1 KB	Only you

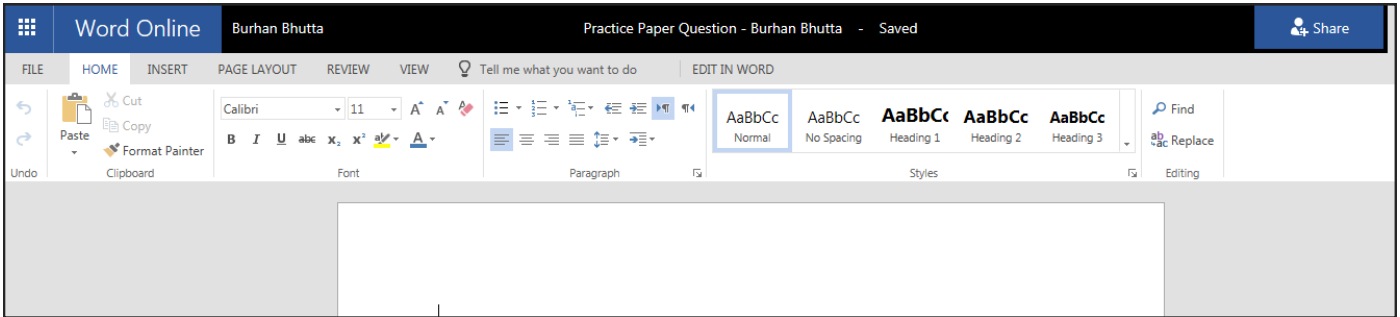
Open in Word Online

Open in Word



Your teacher may set homework to be completed in any of the Microsoft Office programs. To open your homework in any of the online software, follow the steps from 5 but in stead you'll be able to select 'PowerPoint Online', 'Excel Online', etc...

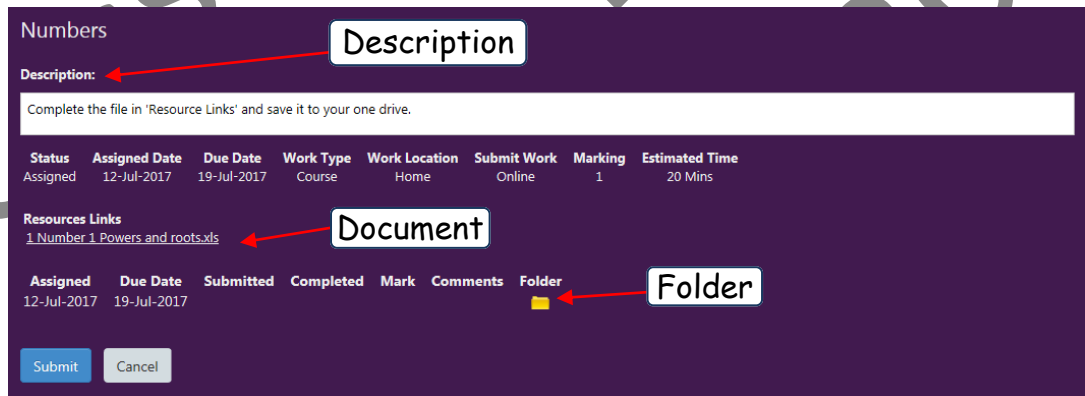
6 You will then be able to complete your homework using the selected Office Online program. Once you are finished, close the browser tab. Any changes you have made to your homework will automatically be saved.



You don't have to complete your homework all at once, you can keep editing the document until you are happy with your work. Just remember to submit it before the 'Due Date' (see the images in step 2 and step 3 to see where you can find the 'Due Date').

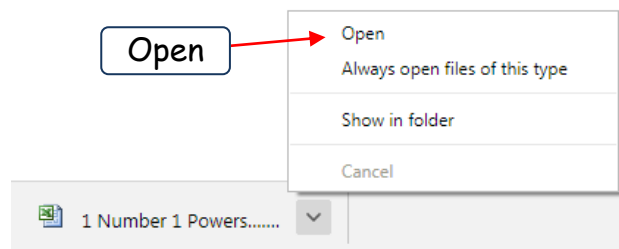


7 Your Teacher may have given you a document to edit in 'Resource Links'. Click on the document to download it. Make sure you read the instructions that your teacher has given in the 'Description'.



Open the downloaded file and complete your homework and save it to 'Documents'. Make sure to follow the instructions given by your teacher in the 'Description', they may need you to give the file a specific name.

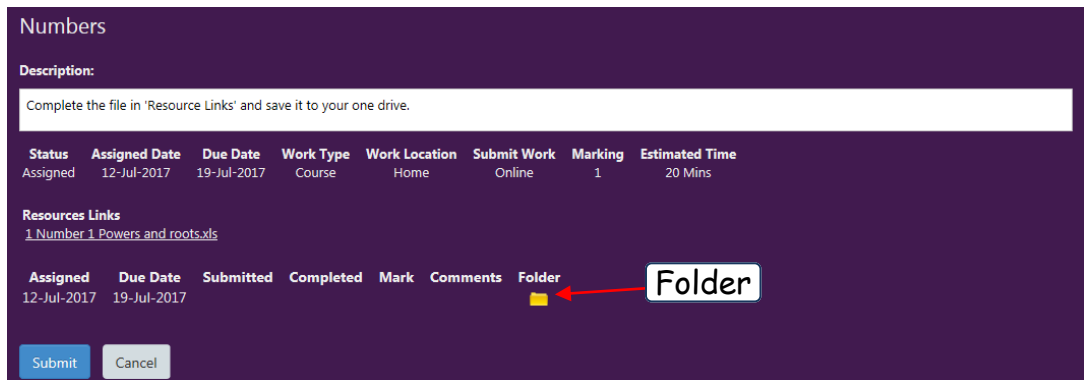
 In Google Chrome



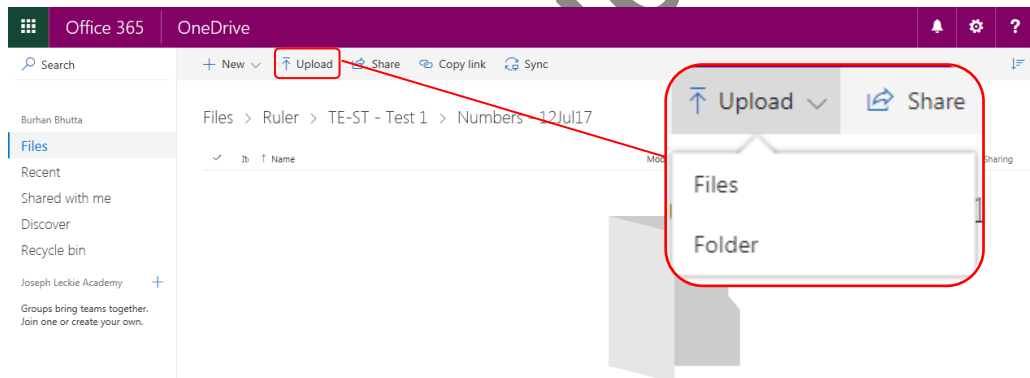
 In Internet Explorer:



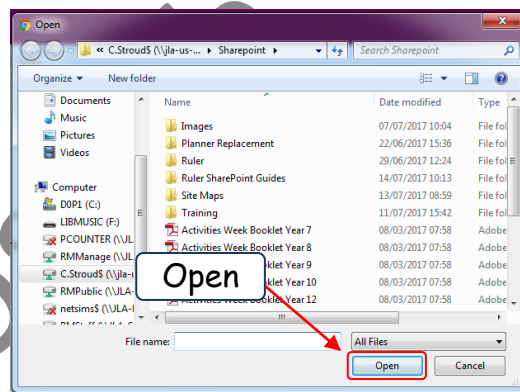
8 Click on the 'Folder' in the homework you are completing, this will open the folder in your OneDrive.



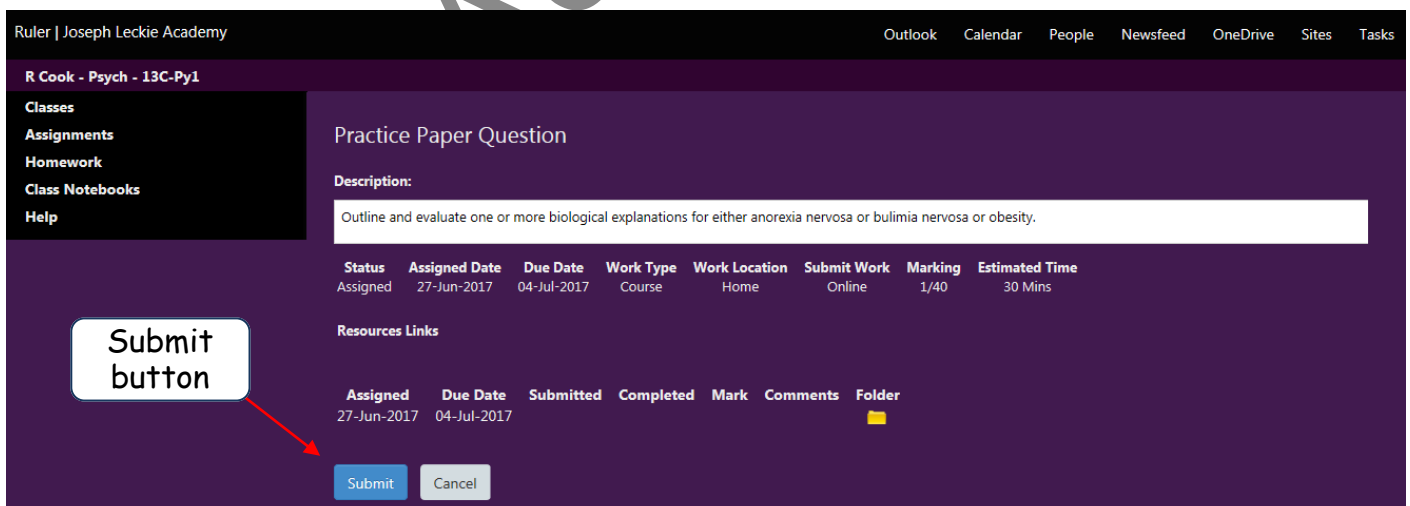
Once the folder in your OneDrive is open, click on Upload and choose 'File'.



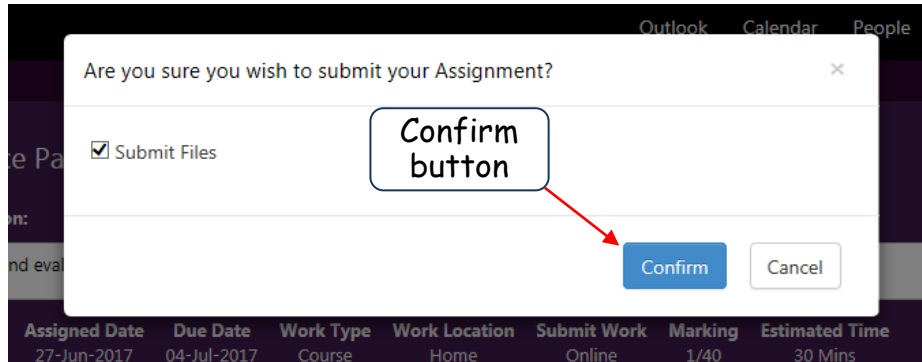
A pop up will open, select the file that you wish to upload and click 'Open'. The file will be uploaded to your OneDrive.



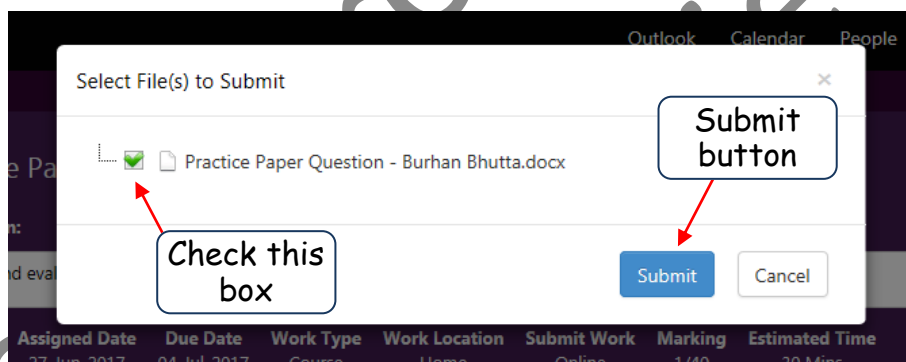
9 Once you have completed / uploaded your homework close your OneDrive and return to Ruler Classroom. You can then submit your homework to your teacher. Start by clicking the **Submit** button.



10 Once you have clicked 'Submit', you will see the following pop-up. If you are ready to submit your homework click the **Confirm** button.

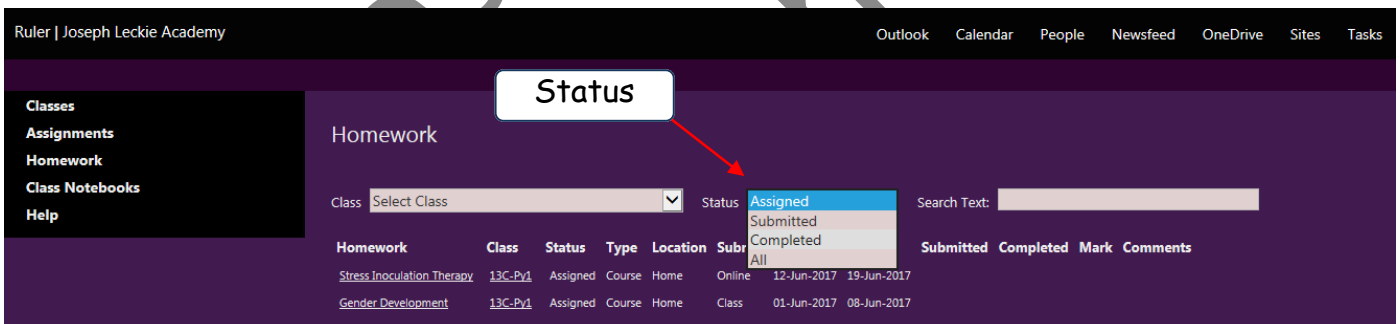


11 Select the file you'd like to submit by checking the box next to the file name, a green tick will appear to show it has been selected. Then click the **Submit** button.

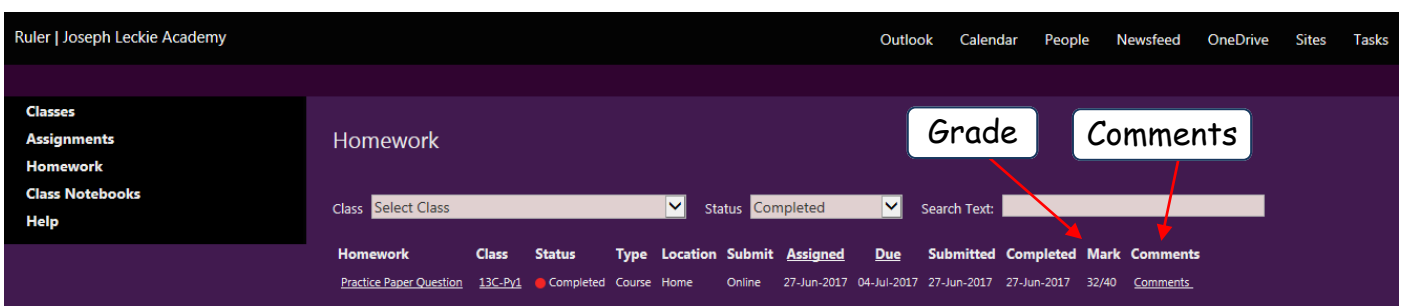


12 Once submitted the homework will no longer show on your homework list.

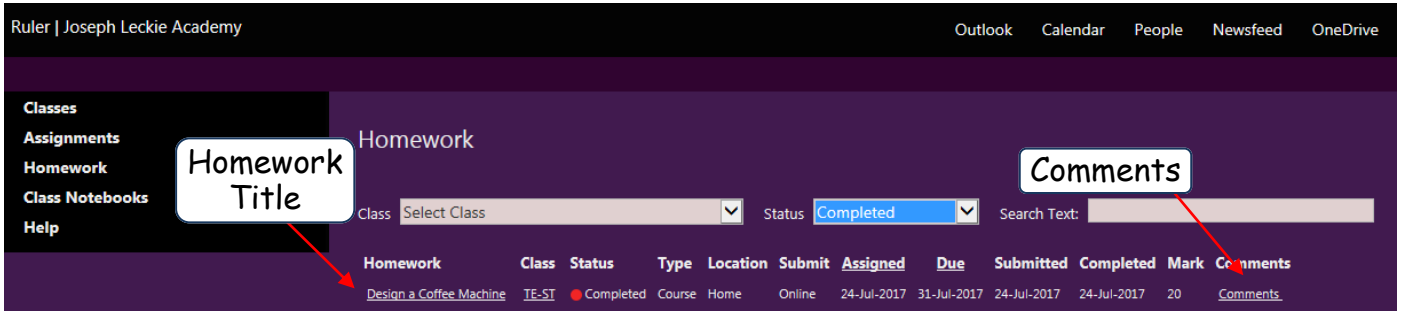
13 When your homework has been graded by your teacher, it will be returned to you with a grade and comments. To see your completed homework, click on the next to 'Status' and change the selection to 'Completed'.



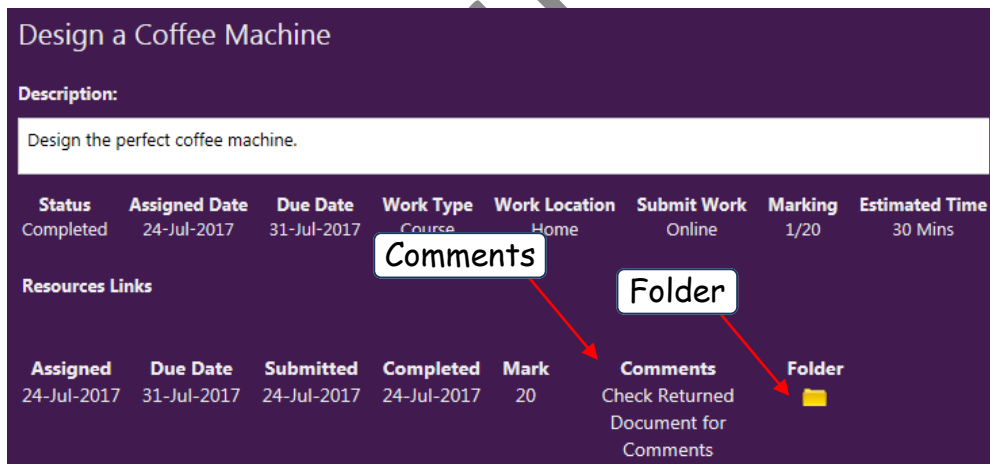
14 You will then be able to see all your completed homework along with the grade that you have achieved. To view comments click on 'Comments', if any comments are available they will appear in a pop-up.



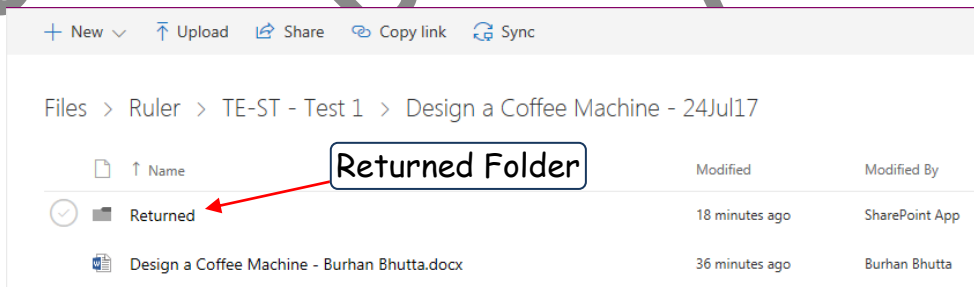
15 You can check to see if your homework has been returned to you. To see if your teacher has returned your homework to you, click on the homework title.



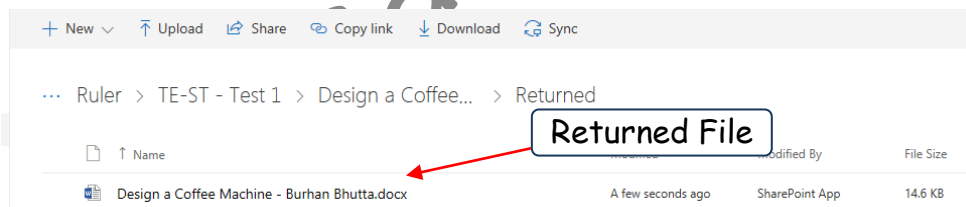
16 You will then be able to see the homework description. Your teacher may have left instructions in the comments. To check if your homework has been returned click on the folder.



17 You will then be able to see your OneDrive, open the 'Returned' folder to see the document your teacher has returned to you.



Click on the file to open it.



You will now be able to see your teacher's comments.

