

Rutlish School



Rutlish 365 Student Guide

Step 1:

Access the Rutlish school website via your browser. <https://www.rutlish.merton.sch.uk>

Click on the Rutlish 365 link which can be found on the right hand side at the top of the website.

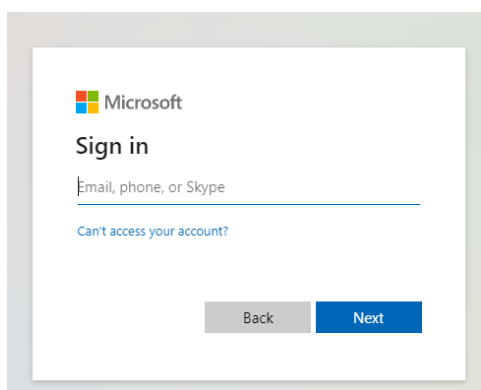


Step 2:

Sign in to Rutlish 365 with your Rutlish e-mail address for example:

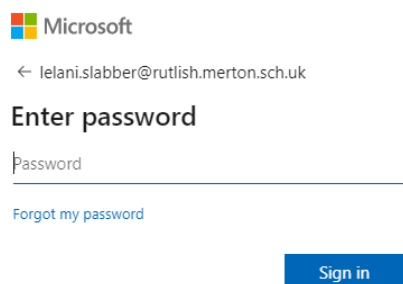
22AlcarazC@rutlish.merton.sch.uk

If you are not sure what your e-mail address is, it is the username you use to log onto the school computers. For example if you log onto your school computer as 22AlcarazC – just add the rest of the e-mail address @rutlish.merton.sch.uk to form your e-mail address.



Enter your password in the next window. This is the password that you use to **log onto your school computers**.

Please note: You cannot reset your password by clicking on “Forgot my password” from home. You need to do this on the computers in school. If you need assistance to do this, please see the IT technicians in the 6th Form Building or your Computer Studies teacher during your lesson.



Do you have problems signing in?

If you have trouble signing in, please check that your computer is not trying to log you in using previously auto saved / cookies for your password and username. The .315 and o365 username used in previous years will **not sign you in** to Rutlish 365, as we are not using Fronter anymore and have new usernames for MS Teams, which is now called Rutlish 365. Below is an example of an error message you will get if you are trying to sign in with the wrong username.

That didn't work

We're sorry, but [REDACTED]006.315@o365.rutlish.merton.sch.uk can't be found in the rutlishmerton.schuk.sharepoint.com directory. Please try again later, while we try to automatically fix this for you.

Step 3:

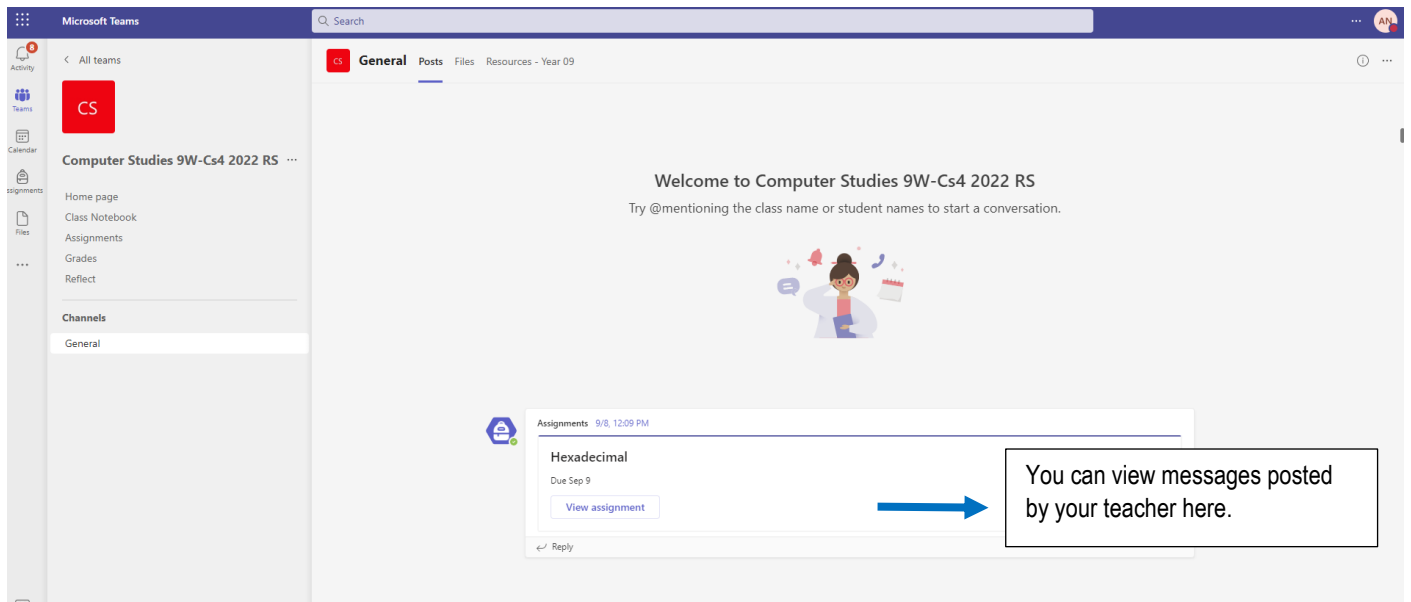
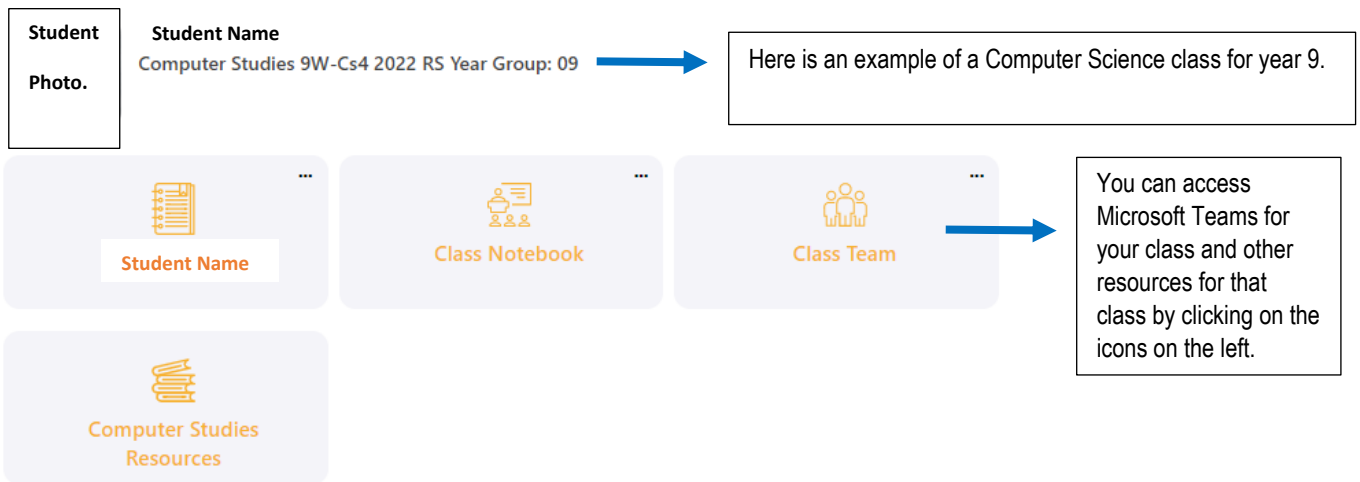
Once you are logged in you can access all your classes and news from school.

The screenshot shows the 'School Home' page of the Rutlish School SharePoint site. The page includes a header with the school name, a navigation bar with links to 'OneDrive', 'My Classes', and 'My Assignments', and a main content area with sections for 'Important Links', 'News', and 'My Assignments'. A 'Student photo' placeholder is visible on the right. Annotations with arrows point to specific features:

- A box on the left says: "Click on the More options icon to access all your classes." with an arrow pointing to the 'More' icon in the left sidebar.
- A box on the right says: "Your assignments are listed here with the due date and the subject. You can click on the assignment for more information." with an arrow pointing to the 'My Assignments' section.
- A box at the bottom right says: "Click on a class to access the resources." with an arrow pointing to the 'Classes 2022-2023' section.

The 'Classes 2022-2023' section lists various classes and their resources, including:

- Class Dashboard
- Art 9K-Ar 2022 RS
- Computer Studies 9W-Cs4 2022 RS
- DesTech 9W-Dt4 2022 RS
- Drama 9K-Dr 2022 RS
- English La 9W-En5 2022 RS
- French 9W-Fr3 2022 RS
- Geography 9K-Gg 2022 RS
- History 9K-Hi 2022 RS
- Kelts House 2022 RS
- Maths 9W-Ma5 2022 RS
- Music 9W-Mu4 2022 RS
- Physical E 9K-Pe 2022 RS
- PSHEE 9K-Ps 2022 RS



Other useful information:

Click on the Home button to return to the main page below.

Scroll down the main page to find hyperlinks to educational websites used in various lessons.

My Outlook Events

Mon 12 Sep Today Next Previous

Open My Calendar

Pages 1

Word of the day

“

Nexus

”

A means of connection; a link or tie: The nexus between the mob and gambling.

House Points

Title	Points	AnonID
Argonauts	2725	
Carthaginians	2925	
Kelts	3425	
Parthians	4175	
Romans	2400	
Spartans	3825	
Trojans	2400	
Vikings	2650	

GCSEPod	Century	VIVOedge
MyMaths	Linguscope	thisislanguage
Kerboodle	Integral Maths	Collins Connect
SketchUp for School	BBC Bitesize	Scholastic Learning Zone

Educational websites used in various subjects.

Click on the Apps icon to access online software for example Word, Excel, PowerPoint and One Drive.

One Drive – you can use this app to save work - it is your cloud storage.

When you are in your Microsoft Teams app - click on Activity. Here you can also see a list of assignments posted by your teachers.

Click on the Calendar icon to access your calendar.