



CEDAR

Parent Handbook



Username:

Password:

LOGIN

[Forgotten password?](#)

Parent / Carer Quick Guide

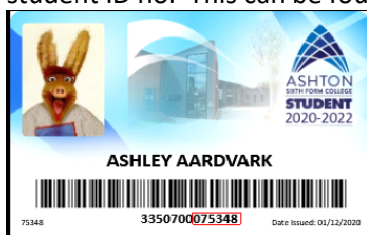
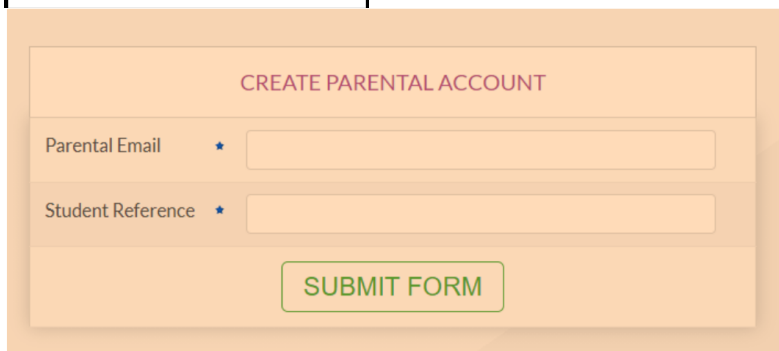
Creating Cedar Parental Accounts

Please see below screen shots and information on how to create your own Cedar account to enable you to log in to view your son/daughters information.

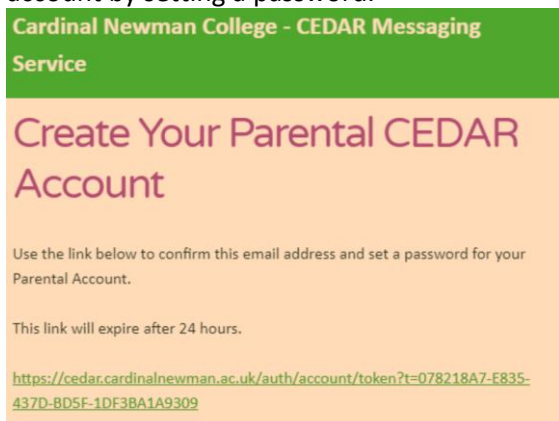
Click the following link

<https://cedar.asfc.ac.uk/auth/account/create>

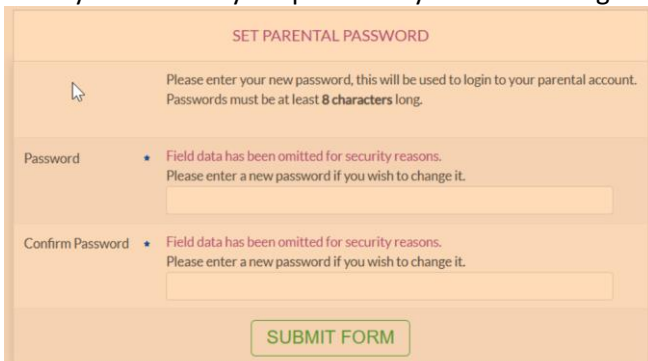
Enter the email address that we have on the system for you and the student reference is your son/daughters student ID no. This can be found on their ID Badge. It is the last 6 digits of the long number.

If the email address and reference match, an email will be sent to you with a link to finalise creating your account by setting a password.



Once you have set your password you can then log into Cedar and view your sons/daughters information.



Enter your CEDAR username and password at <https://cedar.asfc.ac.uk/>

If you have forgotten your password, please email cedarparent@afsc.ac.uk with your son/daughter's name, Student ID no (This can be found on their ID Badge. It is the last 6 digits of the long number) and date of birth. Once logged in you will have access to a range of information about your son/daughter.

The screenshot displays the CEDAR Parent/Guardian dashboard with the following sections:

- Welcome Parent / Guardian Of**: A header area with a search bar.
- Important Information**: A yellow banner containing a welcome message, links to 'UK Safer Internet Centre' and 'Ceop online Protection', and a note about missing Spanish Formal Assessment grades.
- Attendance**: Shows a large '100%' attendance percentage, a sub-note 'This is your overall attendance percentage.', and a link to 'View Attendance Summary'.
- Today's Activities**: A table listing activities for 2022-03-18:

TIME	ACTIVITY	LOCATION
2022-03-18	English Literature A1-A-A (AS-level)	2.6
2022-03-18	History A1-B2-A (AS-level)	3.9
2022-03-18	English Language A1-D-A (AS-level)	2.8

A link to 'View Full Timetable' is provided below the table.
- Pastoral Log**: Shows 'Senior Tutor: Supervisor Tutor:' and a button 'EMAIL YOUR TUTORS'. Below is a table with columns: TYPE, MODULE, OPENED, STATUS.

TYPE	MODULE	OPENED	STATUS
Commendation	EL/YR1AS/21	18-Oct-2021	✓
IL Actions		23-Sep-2021	✓

Different pages throughout CEDAR are available from the green menu on the left side of the screen. Click/tap the top-left CEDAR logo to expand this menu.

- **'Current Timetable'** shows your son/daughter's class timetable. This shows all the student's current classes by time. Including teacher and room information.
- **'Curriculum and Achievement'** shows your son/daughter's pastoral log that details any comments concerns and commendations from college staff. This section also shows all formal assessment points (please do not use the second option Formal Assessment Points (FAPS) as this link does not work).

The screenshot shows the 'My Formal Assessments' page with a breadcrumb trail: **My Home** > **Formal Assessments**. The main heading is 'My Formal Assessments'. Below the heading are three links:

- [Formal Assessment Point 1 Year 12 & Point 6 Year 13](#)
- [Formal Assessment Point 2 Year 12](#)
- [Formal Assessment Point 3 Year 12](#)

- **'Presence'** your son/daughter's attendance and absences. This includes **'My Attendance'** which shows a 'Week Grid' for each subject taken and **'Absence List'**, where you can view all reported absences. Use **'Absence Entry'** directly underneath to notify College of any absences using CEDAR. Please follow the on-screen directions.
- **Current Register Mark Codes:**

Mark	Name	Present/Absent or Neutral Mark
A	Authorised Absence	Authorised Absence
C	College Closed	Neutral
D	Self- Isolating	Present
E	Exam	Present
F	Study Leave	Present
G	Barred Suspended from College	Absent
H	Holiday	Absent
M	Absent (Medical Appointment)	Authorised Absence
N	Student Notification of Absence	Absent
P	On Placement	Present
R	Religious Festivals	Authorised Absence
S	Sign out	Absent
U	Not expected in Lesson	Neutral
V	Trip or college approved visit	Present
W	Exceptional circumstances studying from home	Present
#	Enrichment Day	Present
Y	Mock Week	Present
/	Present	Present
O	Absent	Absent
L	Late	Present
I	Other Class Activity	Present
T	Taught Remotely	Present
X	Lesson Not Held	Neutral

- **'Email Teachers'** offers an easy way to communicate directly with your son/daughter's teachers.
- **'Exams'** comprises of an exam timetable and a Mock Exam timetable. This information is subject to change. Check back regularly for updates.
- **'Planning ahead'** offers 'My Careers Log Summary' where your sons/daughters can put in place their future plans.
- **'Surveys'** offers the chance for your son/daughter's to have their opinion on subjects and experience at college.

Updating Contact/Medical Details

Please also take the opportunity to review the contact information that the College has on file and ensure that it is up to date. The College will use this information to update you on the progress of your son/daughter and by Achievement Tutors who may need to contact you.

If any information requires updating, please use the two links in the CEDAR menu **'Update Contact Details'** and **'Update Medical Details'**, or ask your son/daughter to report to main reception.

Update My Details

It's important to keep your contact details and emergency contact information up to date.

If any of your details have changed, please use the form below to let us know. You only need to fill in the boxes for information that has changed.

Student's Contact Details

Student's mobile number, email address, home telephone number and home address.

Mobile Telephone Number	<input type="text"/>
Email Address	<input type="text"/>
Home Telephone Number	<input type="text"/>
Home Address	<input type="text"/>

First Next Of Kin's Contact Details

Parent / Guardian's daytime telephone number and email address.

Relationship to Student	<input type="text"/>	?
Name	<input type="text"/>	
Mobile / Work Number	<input type="text"/>	
Email Address	<input type="text"/>	

Second Next Of Kin's Contact Details

Parent / Guardian's daytime telephone number and email address.

Relationship to Student	<input type="text"/>	?
Name	<input type="text"/>	
Mobile / Work Number	<input type="text"/>	
Email Address	<input type="text"/>	

Additional Information

Any additional information that you would like to share.

Any Additional Information

SUBMIT FORM

Update Medical Details

Medical details must be kept up to date.

Please inform us of any changes regarding your/the student's health or learning needs by using the form below.

Detail Medical Conditions

Details of any medical conditions

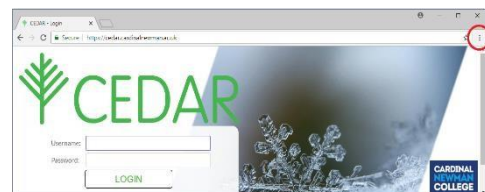
SUBMIT FORM

Adding CEDAR to your Mobile Device Home Screen

Swiftly access CEDAR from your phone or tablet's home screen as you would any other mobile app.

Android & Chrome

1. Browse to <https://cedar.asfc.ac.uk/>
2. Select the ellipsis in the top right hand corner
3. Choose **'Add to Homescreen'**



iOS & Safari

1. Browse <https://cedar.asfc.ac.uk/>
2. Select the 'Action Button' at the bottom of the screen
3. Choose **'Add to Homescreen'**

