



# CEDAR

## Student Handbook



**ASHTON**  
SIXTH FORM COLLEGE

Username:

Password:

**LOGIN**

[Forgotten password?](#)

## Student Quick Guide

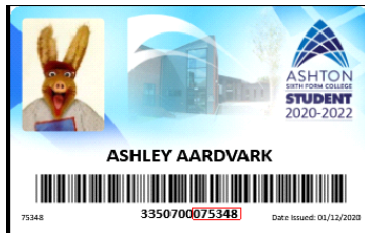
### Creating Cedar Student Accounts

Please see below screen shots and information on how to create your own Cedar account to enable you to log in to view your 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 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 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](mailto: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.

## My Home

Welcome

**Important Information**

Welcome to a new year at Ashton Sixth Form College.

[UK Safer Internet Centre](#)

[Ceop online Protection](#)

**Attendance**

**97%**

This is your overall attendance percentage.

[View Attendance Summary](#)

**Subject Target Grades**

SUBJECT	TARGET GRADE
Art & Design: Fine Art (Year1)	B
Art & Design Graphics (Year1)	B
History (Year1)	B

[View Markbook Summary](#)

**Today's Activities**

TIME	ACTIVITY	LOCATION
2022-03-22	Art & Design (Graphic Communication) A1-C-A (AS-level)	AD2.3
2022-03-22	Art & Design (Fine Art) A1-A-A (AS-level)	AD1.1
2022-03-22	History A1-B1-A (AS-level)	3.7

[View Full Timetable](#)

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.

## My Details

- **'My Personal Details'** - shows you a summary of your current classes, your personal details (eg: date of birth), and in the **'documents'** tab student documents and signed agreements.

## Current Timetable

- **'My Timetable'** shows you your class timetable in calendar view and table view. This shows all the student's current classes by time. Including teacher and room information.

Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00	A	C	D	B	E
10:00					
11:00	B	D	E	C	A
12:00	C	E	A	D	B
13:00					
14:00	D	A	B	E	C
15:00	E	B	C	A	D
16:00					

## Curriculum and Achievement

This area shows you if you are on target, what you have already accomplished and what assignments you have upcoming. It shows you any pastoral details and your Formal Assessment points.

- **'My Mark book'** contains:
  - **'My Mark book overview'** - which gives you an overview of all modules and shows you the statistics whether you are above target, on target or below target.
  - **'BTEC Tracker'** – here you are able to view your Criteria results including distinction total, merit total, pass total and lower level pass total.
- **'Pastoral Log'** - Shows your pastoral log that details any comments concerns and commendations from college staff.
- **'My Upcoming Assignments'** – this area includes any assignments that are upcoming.
- **'Prior Achievements'** – here you can see all your previous achievements e.g: G.C.S.E. results attained at your previous school.
- **'Formal Assessments'** - 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).

► [My Home](#) ► [Formal Assessments](#)

# My Formal Assessments

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

## Presence

This area includes attendance and absences.

- **'My Attendance'** which shows an overall **'Summary'** of attendance. A **'Period Grid'** to indicate the individual sessions attended. A **'Week Grid'** for attendance in each subject taken and **'Mark Meanings'** here you can see what each individual mark represents.
- **'Absence'** here 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

- **'Exams'** comprises of an **'Exam Timetable'** and a **'Mock Exam Timetable'**. This information is subject to change. Check back regularly for updates.
- **'Planning ahead'** comprises of **'My Individual Learning Plan'** where you can enter your future plans by clicking on the individual tabs to enter your details.
  - **'Targets'** – here you can add a target to work towards.
  - **'Date'** – Enter a deadline date here.
  - **'Future Plans'** – Enter here details of any long term career plans and which member of staff you discussed them with.
  - **'Personal Statement'** - Write your personal statement here and view the UCAS personal statement writing guidelines to help you.
  - **'Careers and Employability & Destination'** – This area indicates what type of career you may be interested in and you can enter your aspirations here.
  - **'Work Experience'** – in this tab you can enter any work experience you have achieved.
  - **'Activities'** – This tab provides the opportunity to log any enrichment activities you have participated in (e.g. Duke of Edinburgh).
  - **'Programme'** – This area shows your current classes.
  - **'Overview'** – This area shows how you are progressing through your individual learning plan.
- **'Surveys'** offers you the chance to have an opinion on subjects and experience at college.

## Updating Contact 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.

If any information requires updating, please use the link in the CEDAR menu **'Update Contact Details'** or to report to main reception.

Only submit this form if details have changed.  
[Check your details here.](#)

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

Email Address

Home Telephone Number

Home Address

**Additional Information**

Any additional information that you would like to share.

Any Additional Information

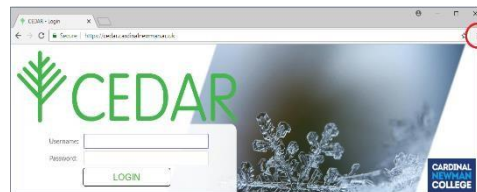
**SUBMIT FORM**

# 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**'

