

# Getting Started With CEDAR

To sign in to CEDAR visit <https://cedar.colchsf.ac.uk/auth/parent> and enter your username (email address) and password that you have previously setup. If you have forgotten your password the use the *Reset Password* button.

Once signed in to CEDAR you should see the Dashboard as shown in the image below.

1. The *Important Information* box may update to reflect any new changes that we'd like to make you aware of.
2. The large attendance percentage is the student's overall attendance across all timetabled classes.
3. The *Today's Activities* box shows the student's timetable for today.
4. Hover over the left hand *CEDAR menu* to see more detailed menu options, including:
  - *My Home* – Link back to the Dashboard.
  - *Current Timetable* – The students full weekly timetable.
  - *Curriculum and Achievement* – Not currently in use.
  - *Presence* – View detailed attendance information under *My Attendance* and any notified *Absences*.
  - *Exams* – View *Prior Achievements* or upcoming exams in the *Exam Timetable*.
  - *Planning Ahead* – Not currently in use.
  - *Update Details* – a place to report any **changes** in the medical details of the student. No need to report issues if we are already aware of them.
  - There is also a search box at the top of the CEDAR menu which will look for menu items.
5. In the top left there is a *Back* button and in the top right you'll find:
  - *Home* – Return to the Dashboard.
  - *Logout* – Sign out of CEDAR.

## The CEDAR Dashboard

The screenshot shows the CEDAR Dashboard interface. At the top left, there is a 'Back' button and a 'My Home' label. The main heading reads 'Welcome Parent / Guardian Of [blurred name]'. The dashboard is divided into three main sections:

- Important Information:** A box with an orange header containing a welcome message and a list of notes about new parts of CEDAR and systems not currently in use.
- Attendance:** A box showing a large '98%' attendance percentage, a sub-header 'This is your overall attendance percentage.', and a 'View Attendance Summary' button.
- Today's Activities:** A box containing a table of activities for the day, with a 'View Full Timetable' button below it.

| Time  | Activity                                       | Location  |
|-------|--|-----------|
| 09:05 | Environmental Science A Level Group 1 D1 Yr1   | 205       |
| 09:40 | Environmental Science A Level Group 1 D1 Yr1   | 205       |
| 11:50 | [blurred]                                      | [blurred] |
| 13:25 | Economics A Level Group 1 B1 Yr1               | 306       |
| 14:00 | Economics A Level Group 1 B1 Yr1               | 306       |
| 14:50 | Criminology Level 3 Certificate Group 4 A4 Yr1 | 504       |
| 15:25 | Criminology Level 3 Certificate Group 4 A4 Yr1 | 504       |

Screenshot of the CEDAR Dashboard