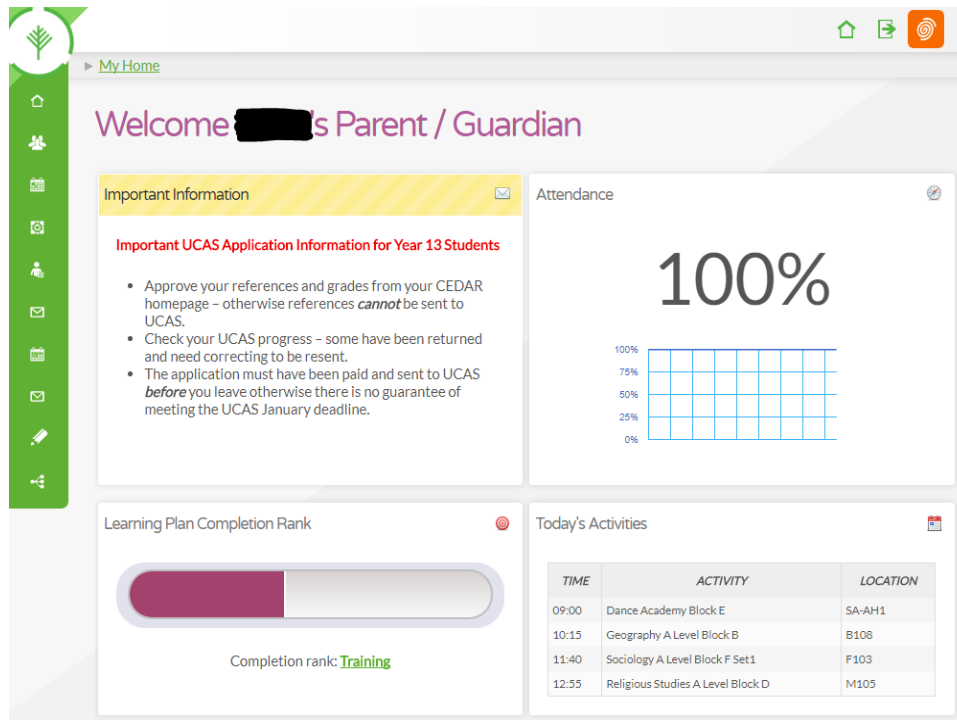


## Parent / Guardian Quick Guide

Once logged in you will have access to a range of information about the student.



The screenshot shows the CEDAR Parent/Guardian dashboard. On the left is a green navigation menu with icons for home, user profile, calendar, messages, and other functions. The main content area is titled 'Welcome [redacted]s Parent / Guardian'. It features several widgets: 'Important Information' with a yellow header and a message about UCAS applications; 'Attendance' showing 100% with a grid chart; 'Learning Plan Completion Rank' with a progress bar and the text 'Completion rank: Training'; and 'Today's Activities' with a table of classes.

TIME	ACTIVITY	LOCATION
09:00	Dance Academy Block E	SA-AH1
10:15	Geography A Level Block B	B108
11:40	Sociology A Level Block F Set1	F103
12:55	Religious Studies A Level Block D	M105

The different areas available will be listed on the left side of the screen, such as 'Current Timetable', attendance 'Week Grid', etc.

- With '**Absence List**', you can view all reported absences. Use '**Absence Entry**' directly underneath to notify us of any absences using CEDAR. Just follow the on-screen directions.
- '**Current Timetable**' offers a timetable of the student's classes.
- '**Email Teachers**' offers an easy way to communicate directly with the student's teachers.
- '**My Attendance -> Week Grid**' provides a full overview of attendance at timetabled sessions.

More information will become available at key dates throughout the academic year; for example, progress reports will be available to view online when ready.

## 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. This information will be used by the College to update you on the progress of your son / daughter, and also by personal tutors at the college to contact you.

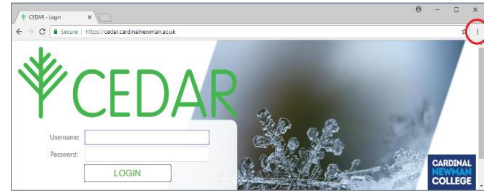
If any information requires updating, please use the two links in the CEDAR menu '**Update Contact Details**' and '**Update Medical Details**', or ask the student to report to main reception at the College.

# 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.cardinalnewman.ac.uk\**
2. Select the ellipsis in the top right hand corner
3. Choose '**Add to Homescreen**'



## iOS & Safari

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

