

# CEDAR How to...

## Use "Your Notes" as an aide memoir

On any page in Cedar you can add a note to yourself.

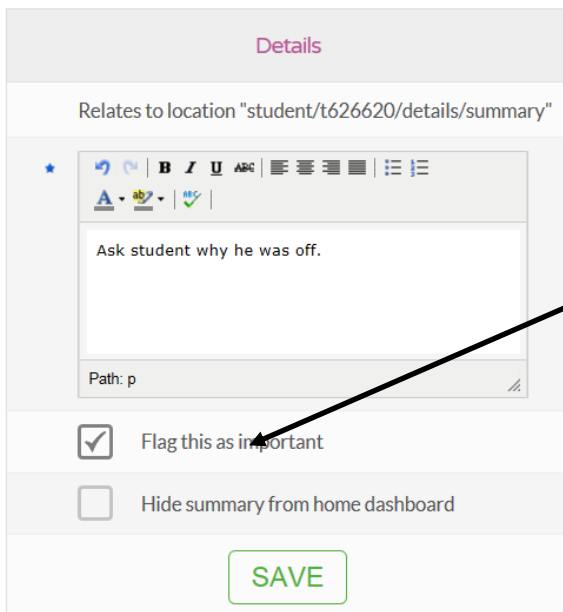
This is like an electronic post it that stays on that page but only you can see it.

If the note is important, you can also make it appear on your home page, very useful as a memory prompt.

On every page in cedar you will see this icon in the top right

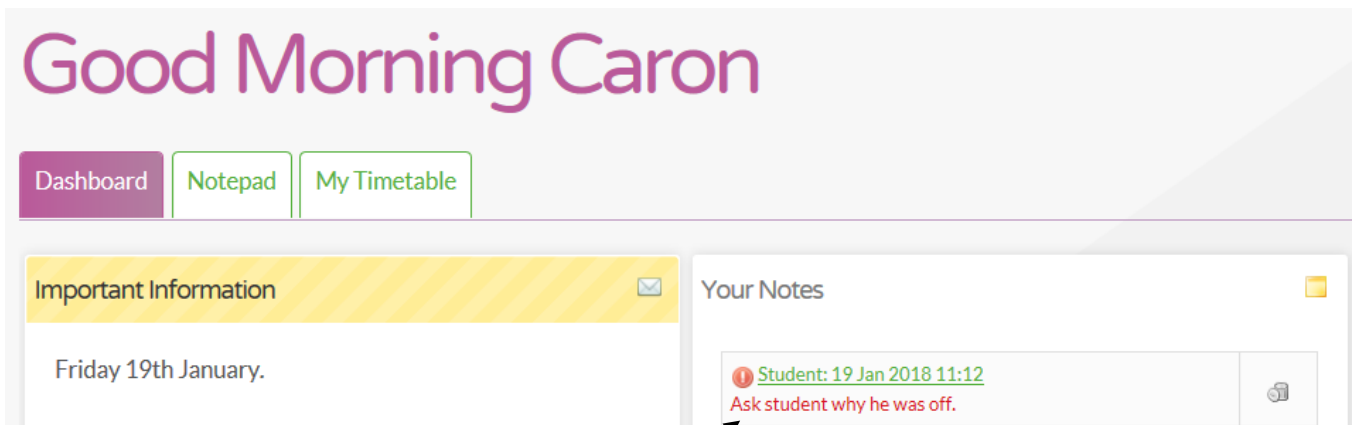


If you click here you can write a note to remind yourself to do something then next time you are there.

A screenshot of the Cedar 'Details' page. At the top, it says 'Details' in pink. Below that, it says 'Relates to location "student/t626620/details/summary"'. There is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, and link. The text area contains 'Ask student why he was off.' Below the text area is a 'Path: p' field. At the bottom, there are two checkboxes: 'Flag this as important' (checked) and 'Hide summary from home dashboard' (unchecked). A green 'SAVE' button is at the bottom right.

If you select this box, a link to this note will then appear on your homepage whenever you log on to Cedar.

This would be ideal for Personal/progress tutors to use as a flag for those students who have cedar logs which need discussing at the next tutorial.

A screenshot of the Cedar homepage. At the top, it says 'Good Morning Caron' in purple. Below that are three buttons: 'Dashboard' (purple), 'Notepad' (green), and 'My Timetable' (green). There are two main sections: 'Important Information' (yellow background) and 'Your Notes' (white background). The 'Important Information' section contains 'Friday 19th January.' The 'Your Notes' section contains a note with a red warning icon, the text 'Student: 19 Jan 2018 11:12' in green, and 'Ask student why he was off.' in red. A black arrow points from the 'Ask student why he was off.' text in the 'Your Notes' section to the 'Ask student why he was off.' text in the 'Details' page screenshot above.

Clicking here will take you straight back to that page.

Once acted upon, the note can be deleted by clicking here.



19 Jan 2018 11:12



[Relates to location student/t626620/details/summary](#)

Ask student why he was off.