



# CATEMA<sup>®</sup> System

## TEACHERS

### Quick Start Guide

Version 1.00

#### STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time only)

- Log on to the Home Page at ... [<http://www.catema.net/capital>].
- Click on **Registration**.
- Click on **New Teacher -> Create Account**.
- Follow prompts to create your user account & click **Submit**.

An email notice will be sent to the Site Administrator notifying us that you are registering online as a new teacher. We will reply via email (or phone, if no email address was entered) as soon as possible to let you know that your account has been approved. You may then log in and start entering your class information.

#### STEP 2: CREATE YOUR CLASSES (Create system class records each year)

- Log on to the website, click **Registration**, and use your new Username and Password to log in.
- On the Teacher Task Menu, click ‘**Add New Classes**’.
- Follow the prompts to create a class record and click **Submit**. Repeat the process for each class you’d like to add. You should have a class record for each of your class periods.

An email notice will be generated for the class records you are creating. You will be notified when your classes have been approved and students can begin to register for them.

#### STEP 3: DIRECT STUDENTS TO CREATE THEIR ACCOUNTS & CLASS RECORDS

- New students first create their user account by selecting ‘**New Student**’ => ‘**Create Account**’ on the Login page. “Usernames” and “Passwords” will be automatically generated, using the students’ personal information. Ask the students to **Note their Username and Password, and Save it** in a safe location. **This is a permanent account**.
- On the **New Enrollment** page, students “enroll” in their classes. They should continue until they have created records for each of their Tech Prep (and/or CATE) classes.
- Once students are “enrolled” in a class, teachers must “accept” them in that class. From the Teacher Task Menu, Select **View Classes/Competency**.
- To approve students, click the “Students” link on the right side of each class record listed. (The numbers in the link represent a ratio of students with applications pending, to students you have approved).
- On the class list of students, you may (1) click the student **ID#** to correct student applications if necessary, (2) click the **Student** name to view/edit personal information, and (3) select “Yes” to accept/approve him/her for that class. Click **Submit** when you’ve approved one or more the students, and then use the **Review Classes** link (top right) to return to your list of classes.

#### STEP 4: RATE STUDENTS/MAKE END-OF-CLASS RECOMMENDATIONS

- For each student enrollment record, make your final **Credit Recommendation** on the student list for each class. If applicable, complete any student competency profile ratings, and enter grades.