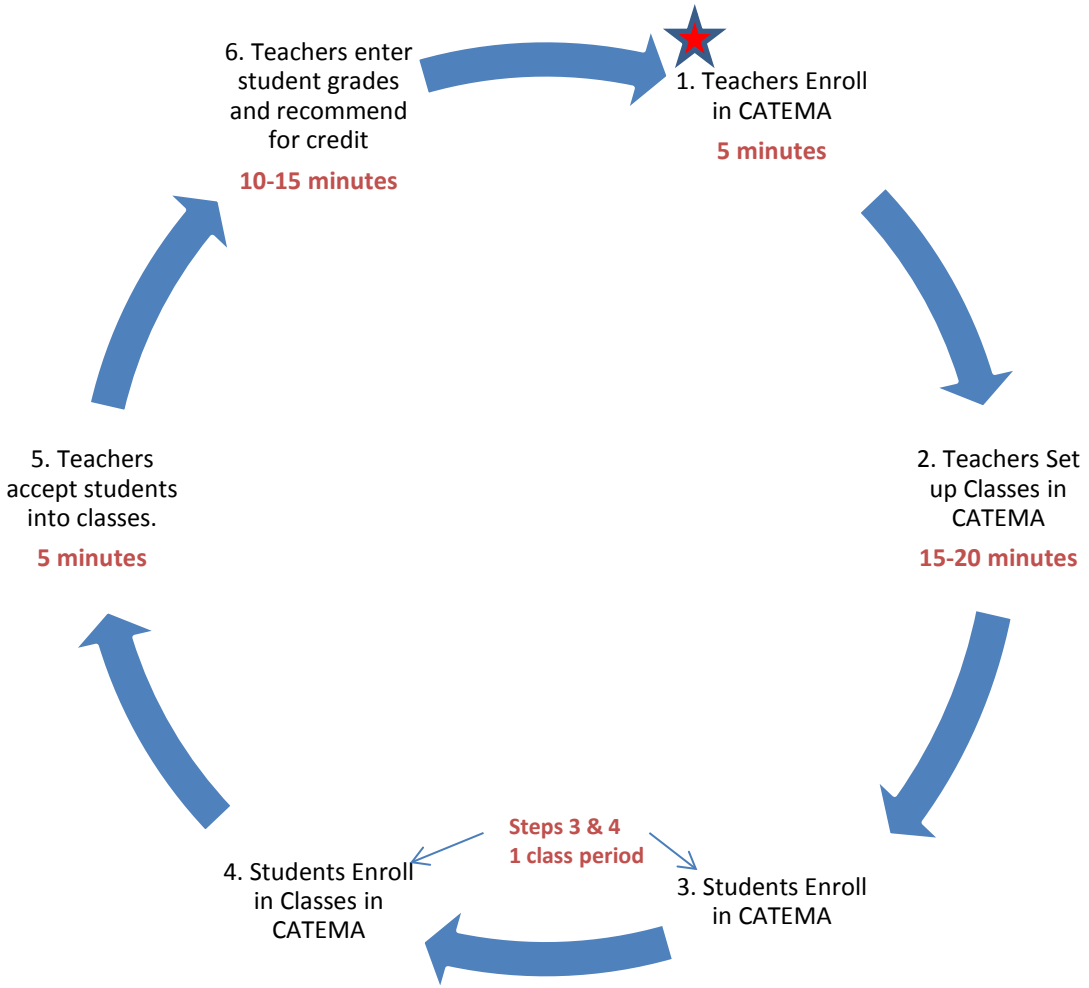
CATEMA

Career & Technology Education Management Application
for managing ACCTech course enrollments

Lesson Plan

CATEMA Flow

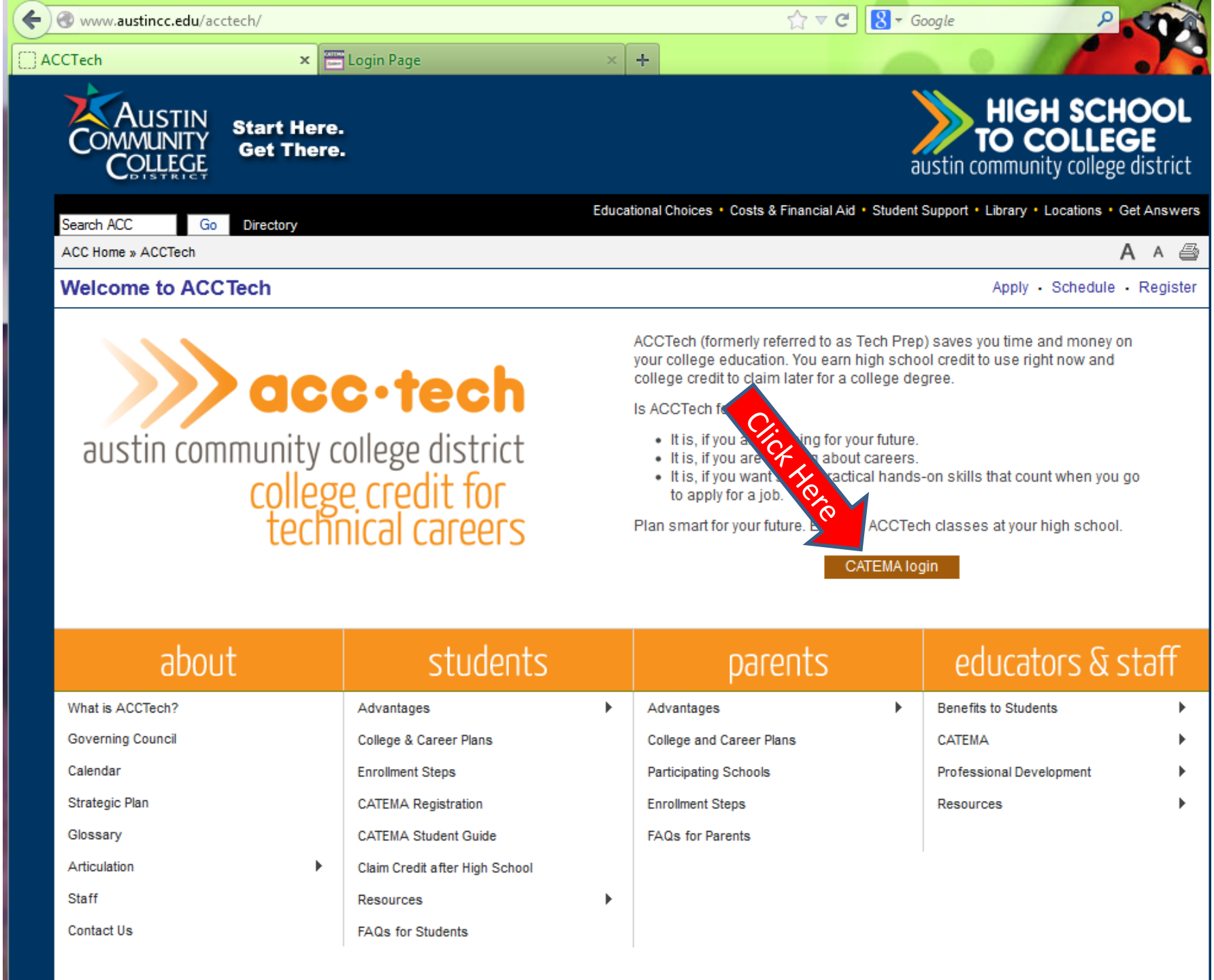


Time Estimate:

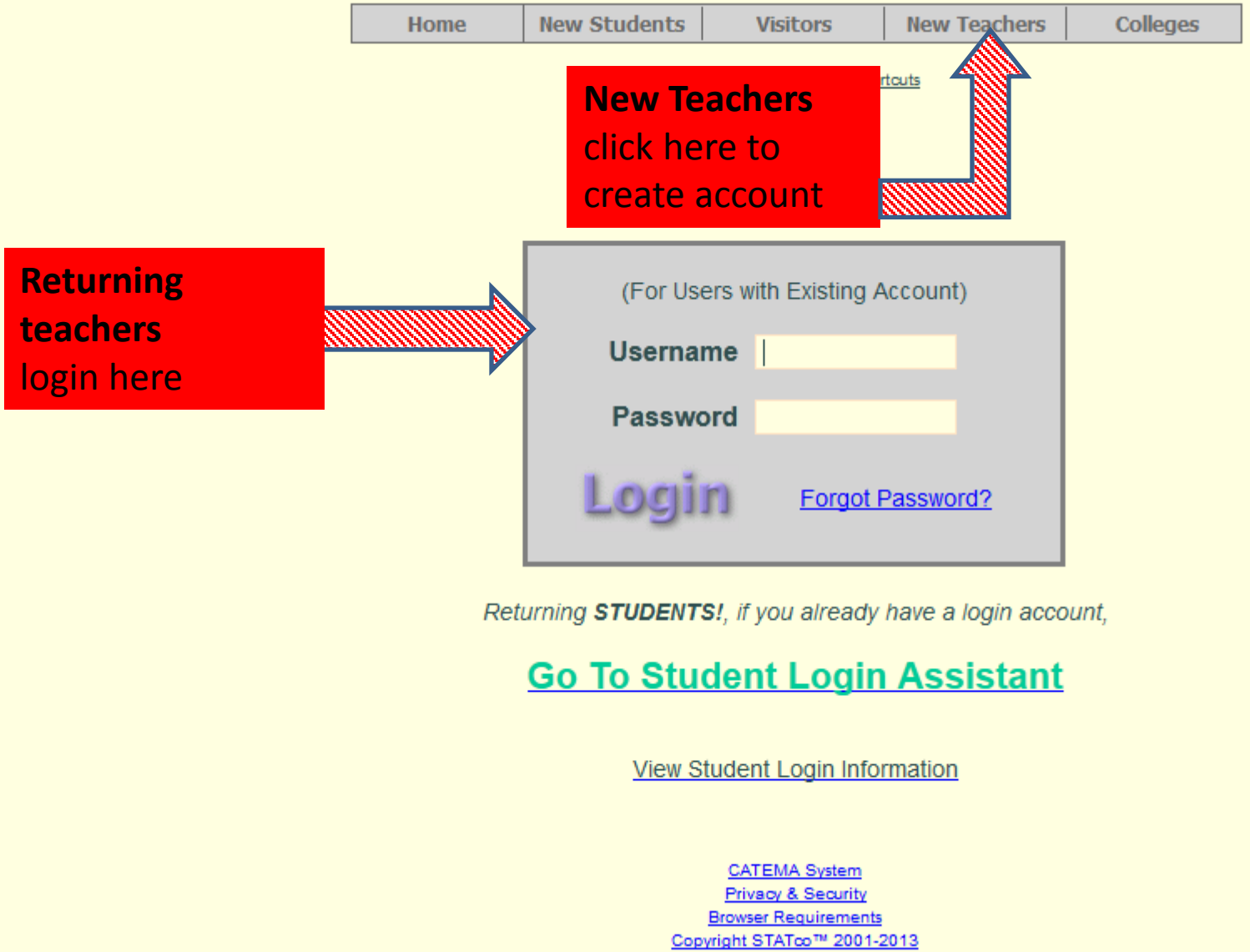
1 Class Period + 45 minutes

Step 1

Click on the following
www.austincc.edu/acctech

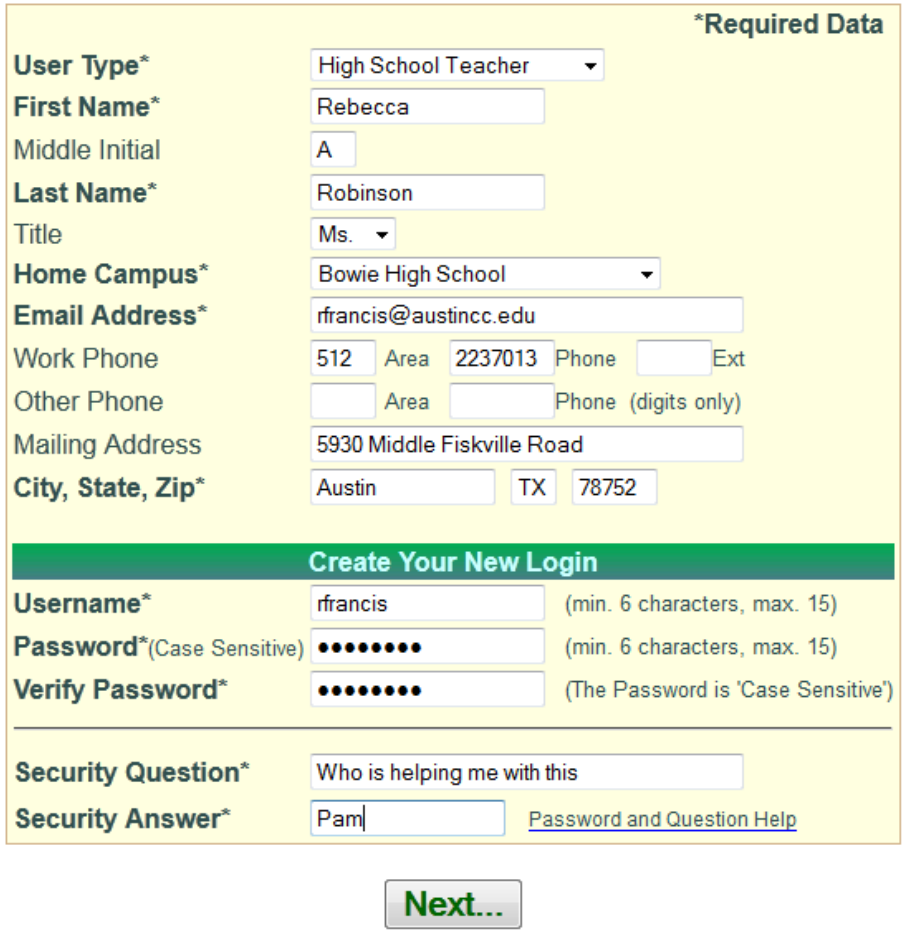

www.austincc.edu/acctech/
Google
ACCTech
Login Page
Austin Community College District
Start Here.
Get There.
HIGH SCHOOL TO COLLEGE
austin community college district
Search ACC
Go
Directory
Educational Choices • Costs & Financial Aid • Student Support • Library • Locations • Get Answers
ACC Home » ACCTech
Welcome to ACCTech
Apply • Schedule • Register
acc·tech
austin community college district
college credit for technical careers
ACCTech (formerly referred to as Tech Prep) saves you time and money on your college education. You earn high school credit to use right now and college credit to claim later for a college degree.
Is ACCTech f
It is, if you a ing for your future.
It is, if you are about careers.
It is, if you want practical hands-on skills that count when you go to apply for a job.
Plan smart for your future. E ACCTech classes at your high school.
Click Here
CATEMA login
about
students
parents
educators & staff
What is ACCTech?
Governing Council
Calendar
Strategic Plan
Glossary
Articulation
Staff
Contact Us
Advantages
College & Career Plans
Enrollment Steps
CATEMA Registration
CATEMA Student Guide
Claim Credit after High School
Resources
FAQs for Students
Advantages
College and Career Plans
Participating Schools
Enrollment Steps
FAQs for Parents
Benefits to Students
CATEMA
Professional Development
Resources

CATEMA Login Page

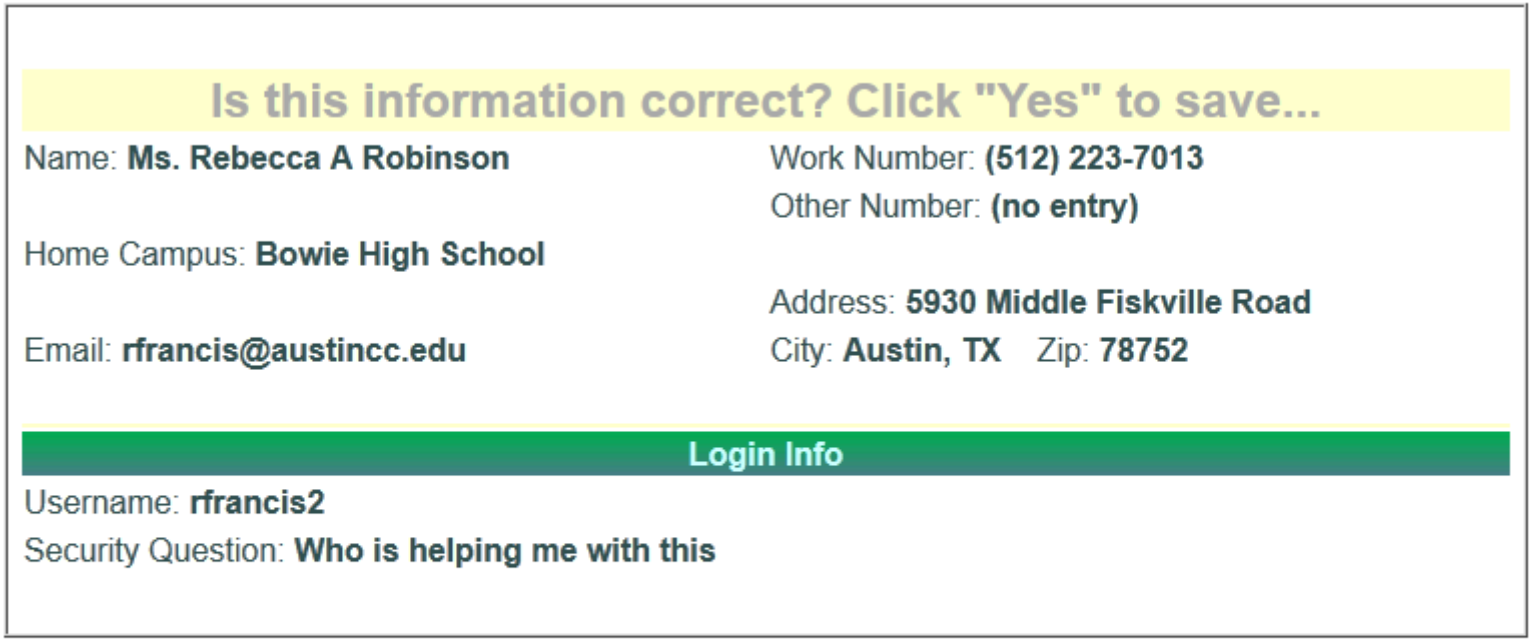


How to create a New Account

Enter your information and click next



Verify New Account Information



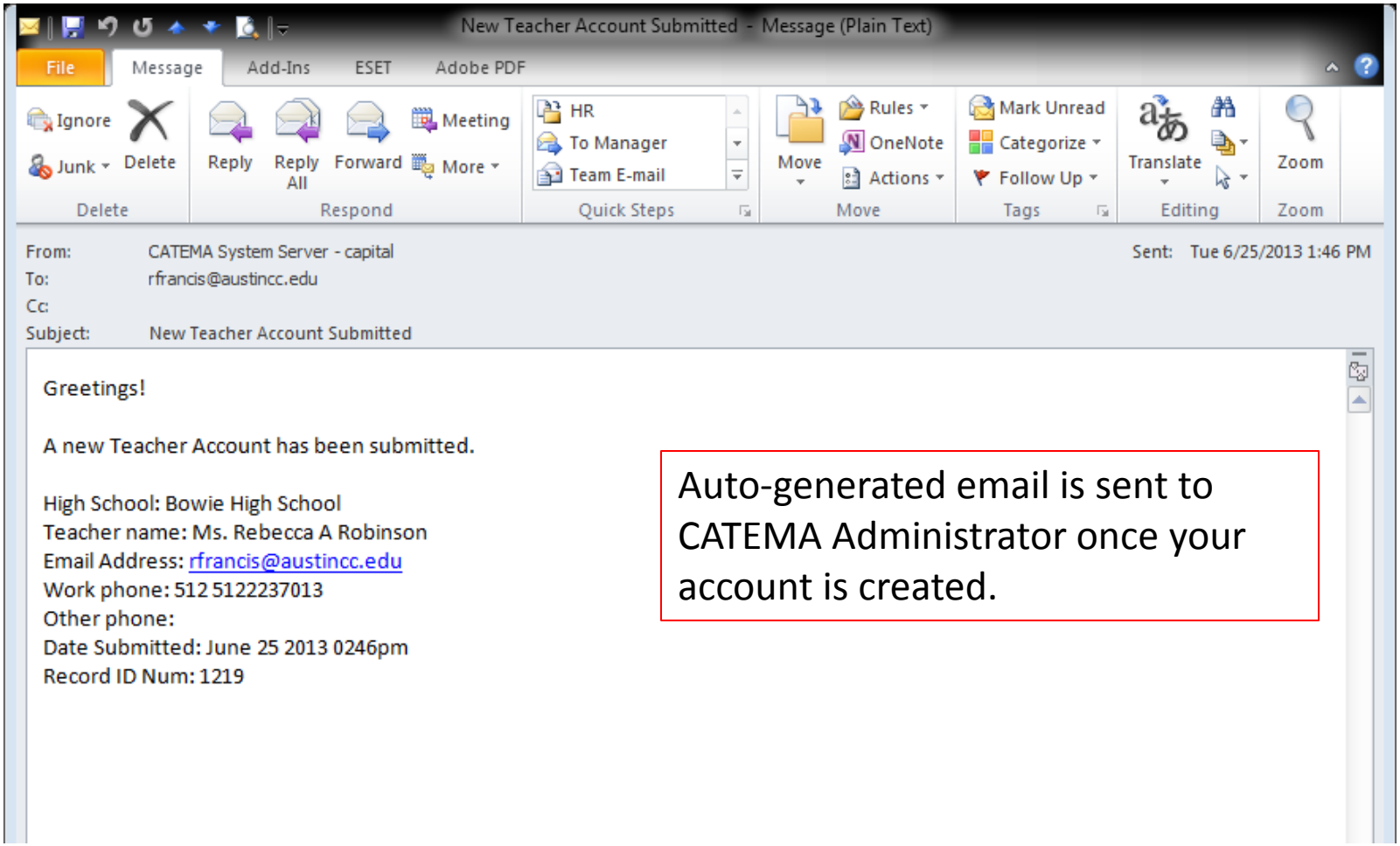
New Account Confirmation Page

Your New Account Has Been Created...

Thank you for entering your new account online! You will receive notice by email (rfrancis@austincc.edu) within a day or two, confirming your account has been activated.

Once activated, you will be able to log on as an existing user and create new class entries for student online registration.

Email sent to CATEMA Administrator



Auto-generated email is sent to CATEMA Administrator once your account is created.

Account approval email sent to teacher

Subject: New Teacher Account Activated

Ms. Rebecca A Robinson,

========== YOUR ACCOUNT HAS BEEN ACTIVATED ========== Your new Account in the CATEMA™ system has been activated.

< < < PLEASE PRINT THIS MESSAGE FOR FUTURE REFERENCE > > >

Username: rfrancis2 Password: _____ (record your password)

==========

You may now perform the following initial tasks:

LOGIN => Log into the system website...
Enter your username and password on the system 'Login' page at https://www.catema.net/capital

CREATE CLASSES => To Create New Classes...
Select 'Add New Classes' from the Teacher menu
1.) Enter the local course name or description of the course you are adding
2.) Select the Semester and the Class Period of the new class (1 through 8, or 0)
3.) Select the High School and the system Course that this class relates to
4.) Click 'Submit' to save the new class record Repeat the above steps for each class period for each course you want in the system

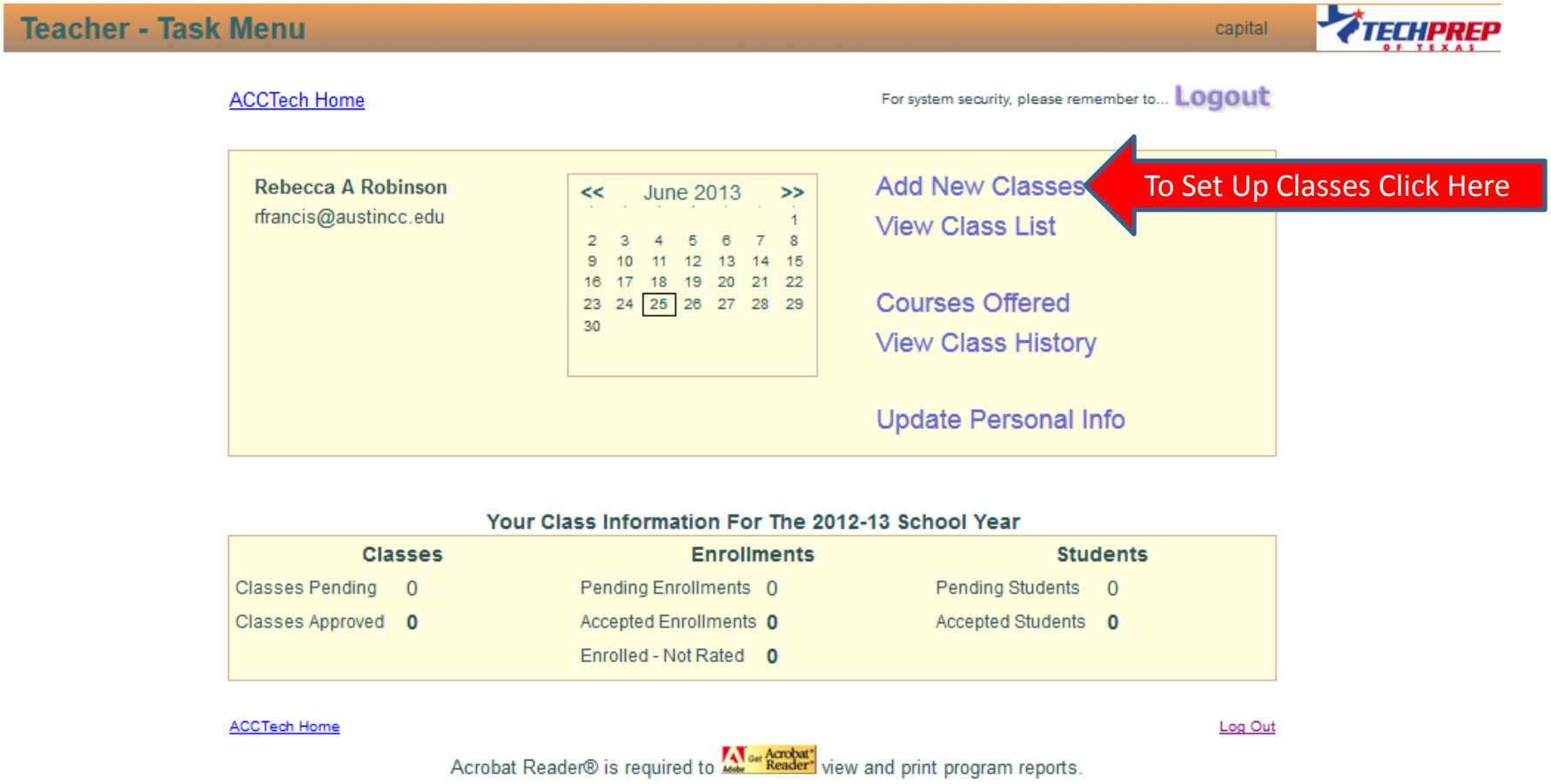
The system will email a notice of your new class(es) to the site administrator for approval.
When notified of class approval, your students may 'Apply' for those classes.

==========

For assistance, you may email us at rfrancis@austincc.edu, or call 512/223-7013 during regular office hours.
Thank you for participating in the online system.

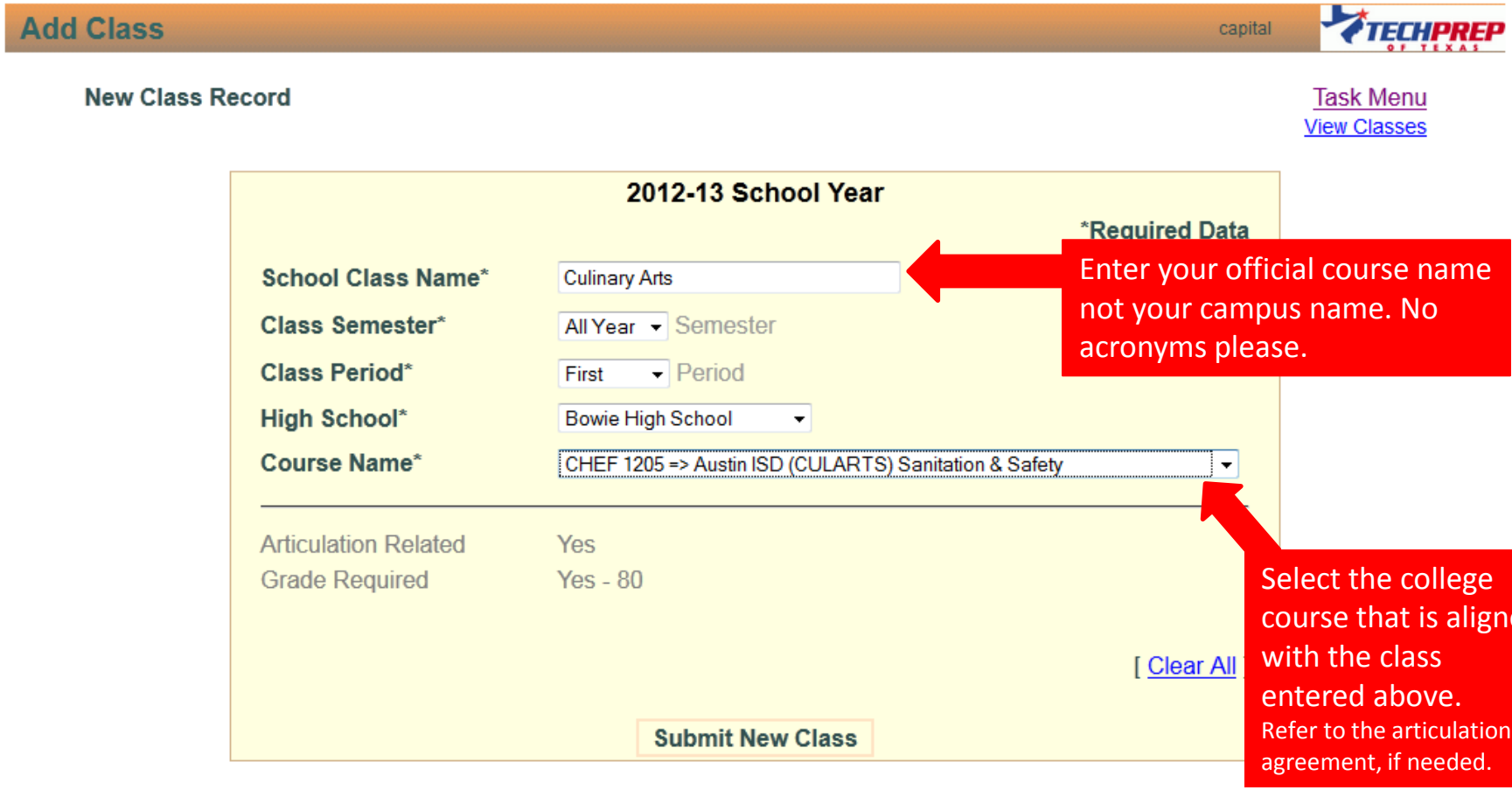
Home Screen

This is the screen you will see when you login for the first time.



Setting up a class

Fill in your information and click ‘Submit New Class’ button



Successful Class Creation

The Add Class Operation was Successful!

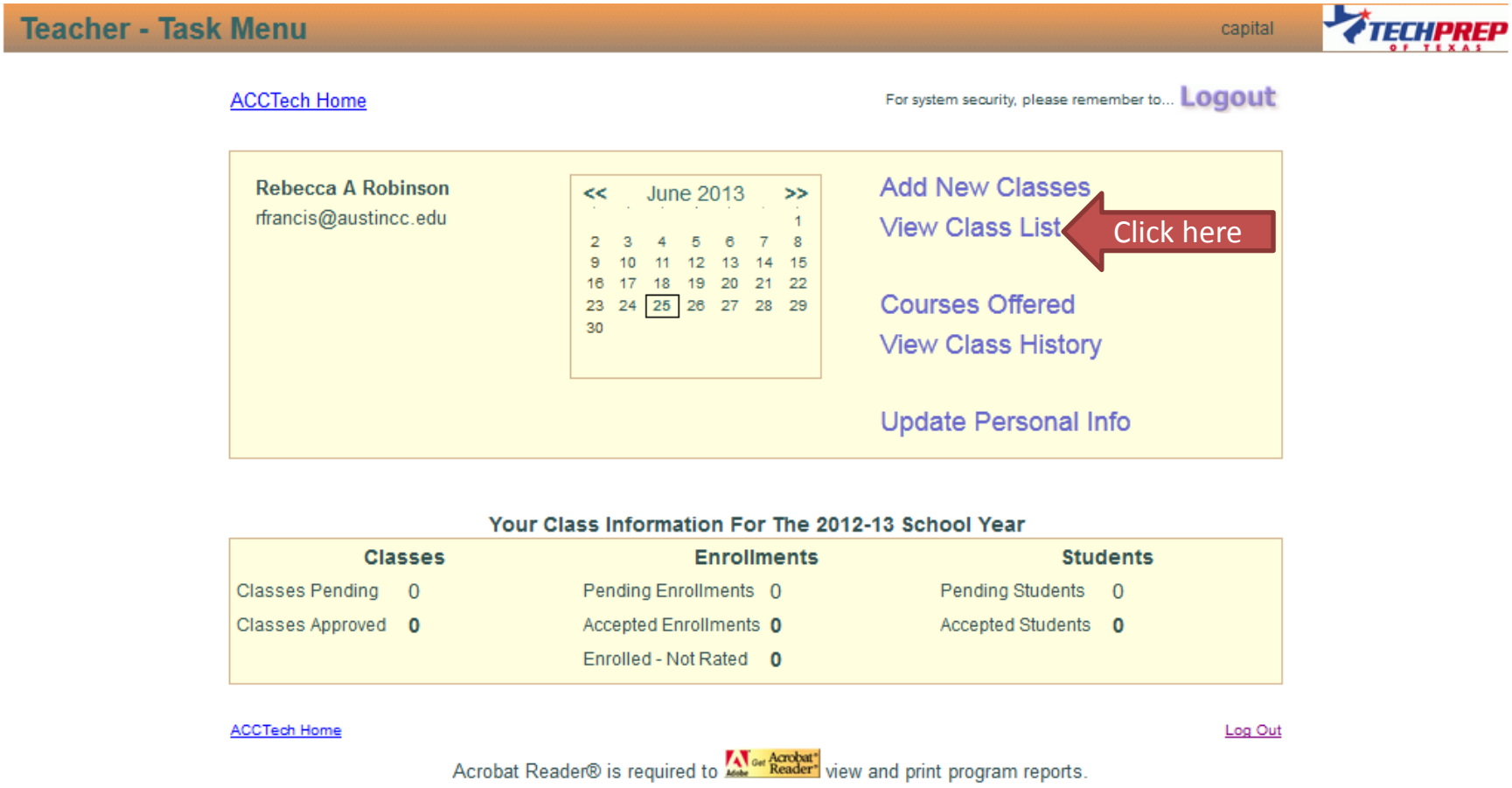
The ID number is 11910 and will appear on the class list.

Back To Class List

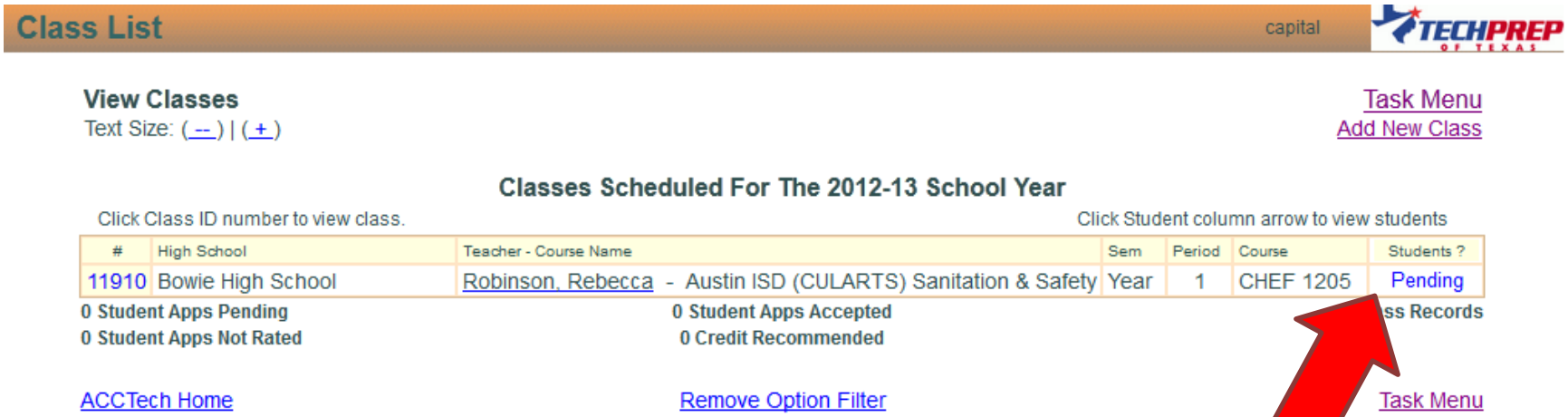
Click here to return to menu

Repeat these steps for each articulated class

Check the status of your classes

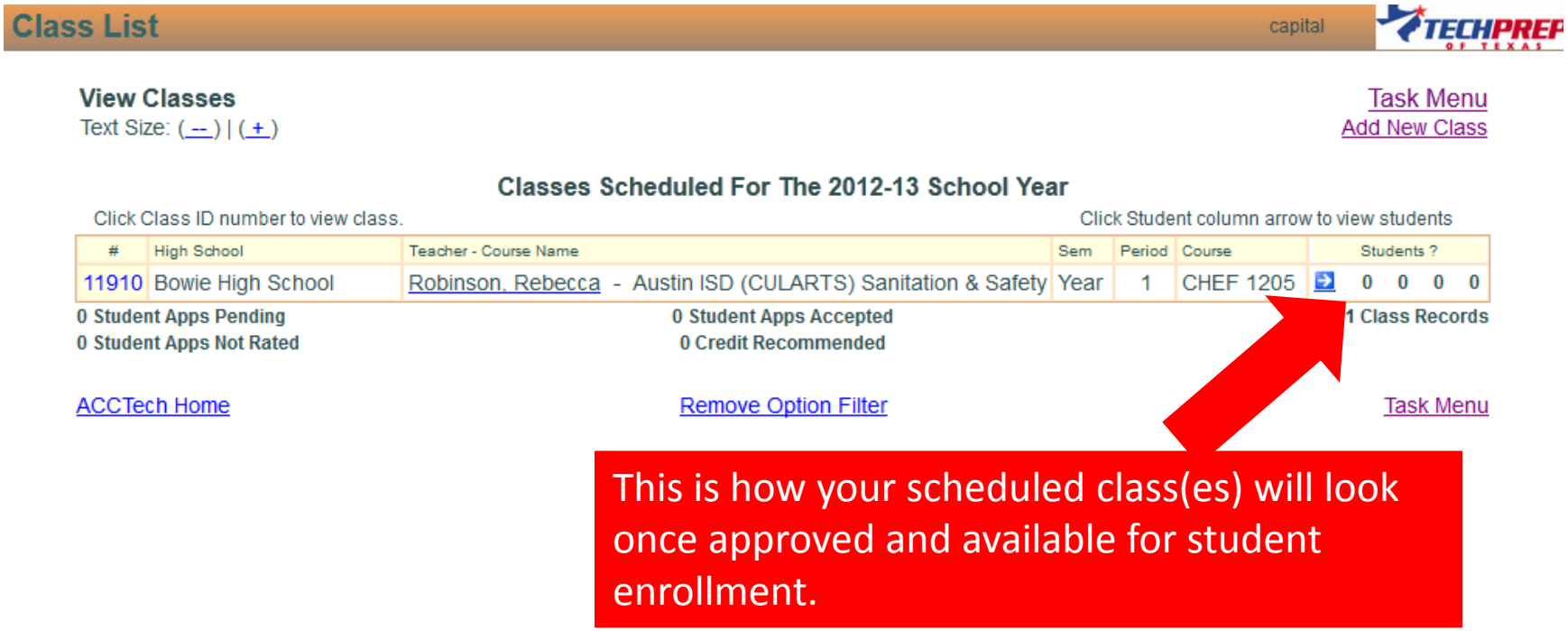


Class Approval Status



The CTE District Administrator will receive an auto-generated email notifying them to approve your class(es). Students cannot enroll until classes are approved.

Approved Class



Class List capital TECHPREP OF TEXAS

View Classes
Text Size: (--) | (+)

Task Menu
Add New Class

Classes Scheduled For The 2012-13 School Year

Click Class ID number to view class. Click Student column arrow to view students

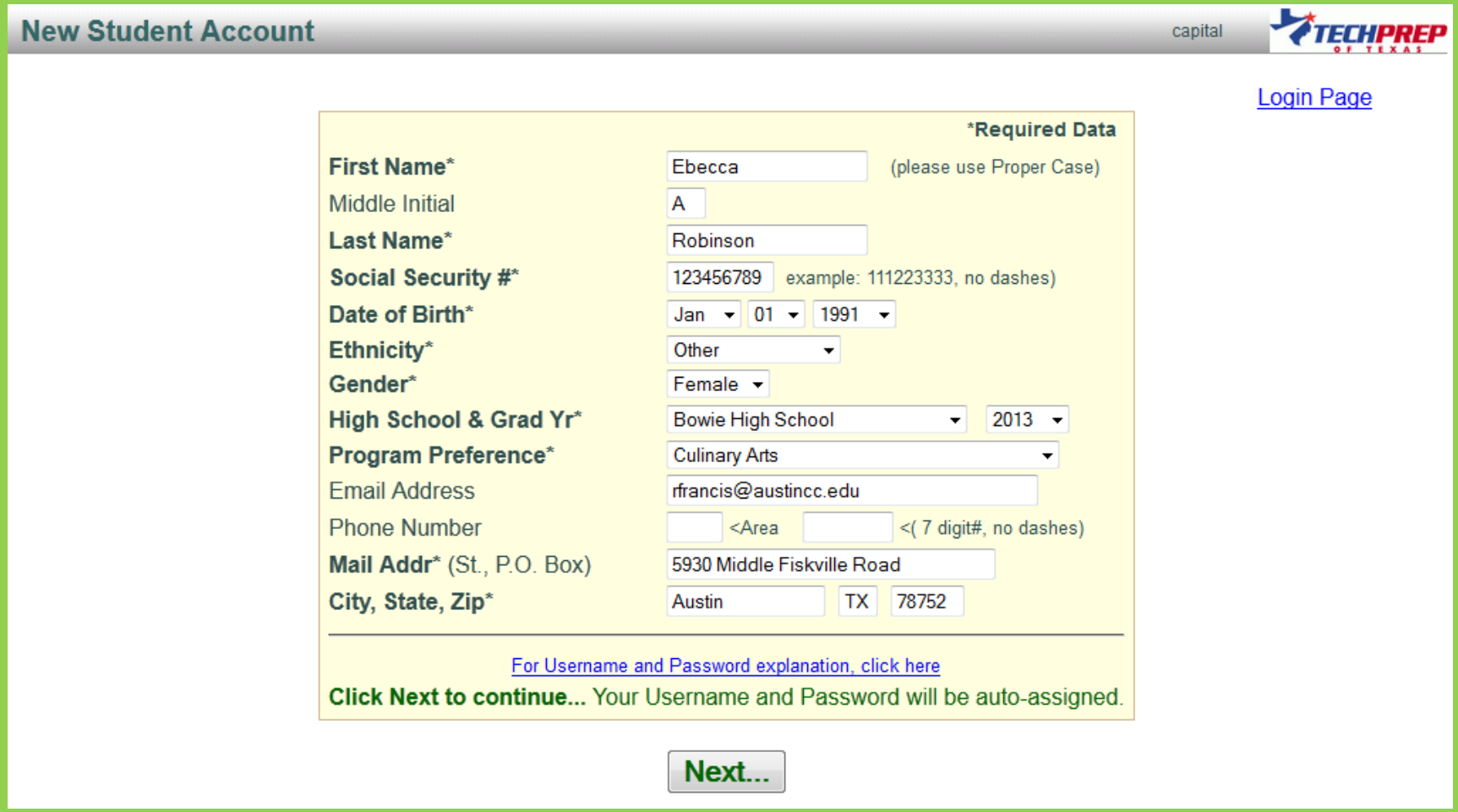
#	High School	Teacher - Course Name	Sem	Period	Course	Students ?
11910	Bowie High School	Robinson, Rebecca - Austin ISD (CULARTS) Sanitation & Safety	Year	1	CHEF 1205	0 0 0 0

0 Student Apps Pending
0 Student Apps Not Rated
0 Student Apps Accepted
0 Credit Recommended
1 Class Records

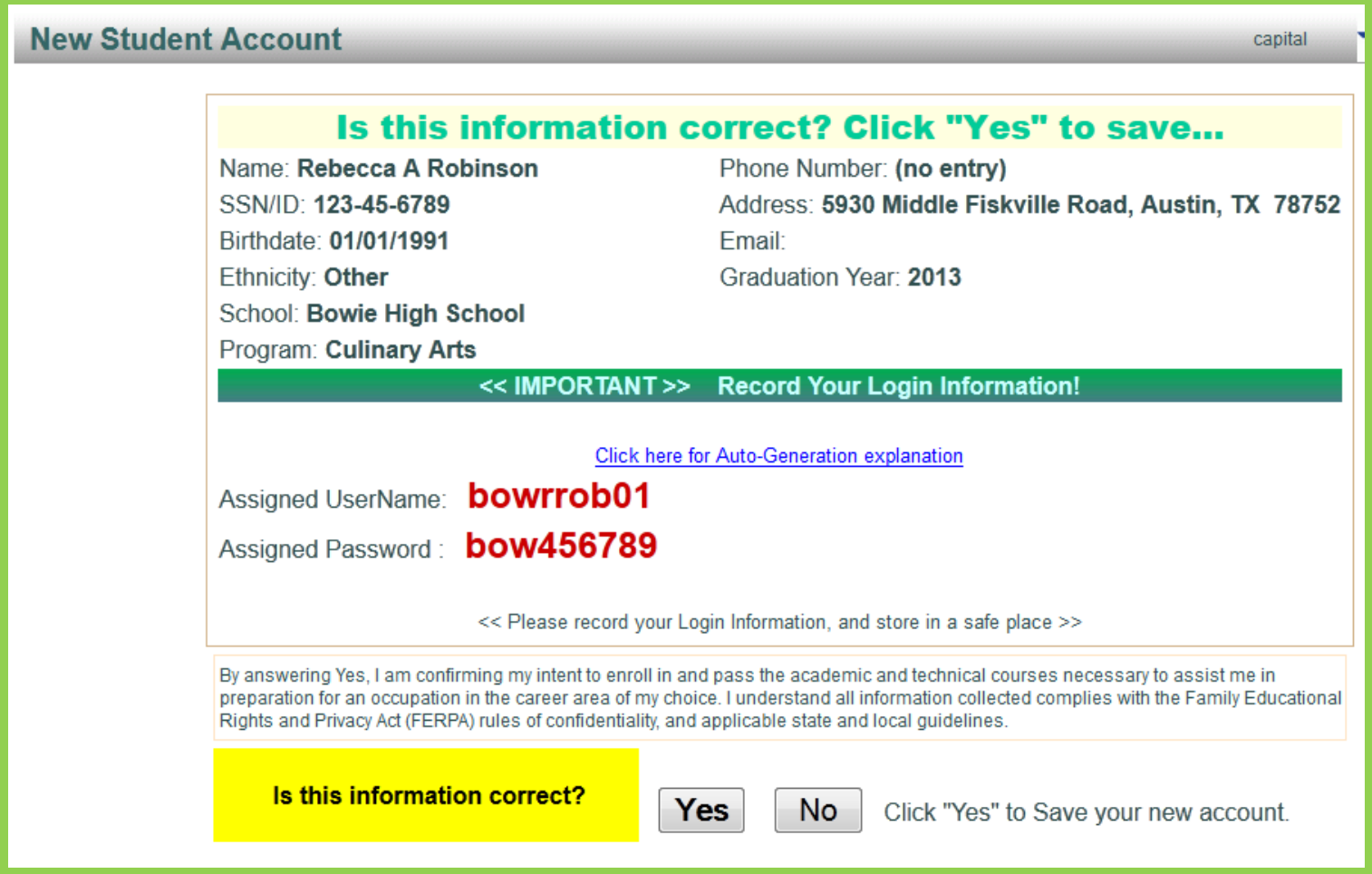
ACCTech Home Remove Option Filter Task Menu

This is how your scheduled class(es) will look once approved and available for student enrollment.

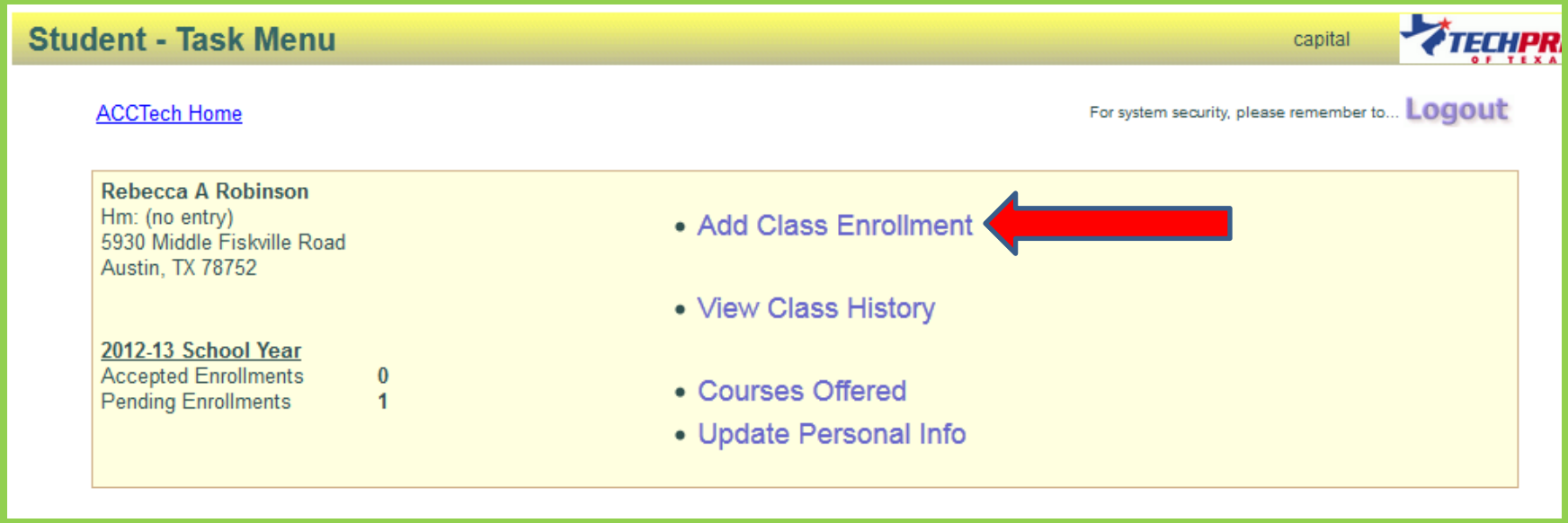
New Student Account



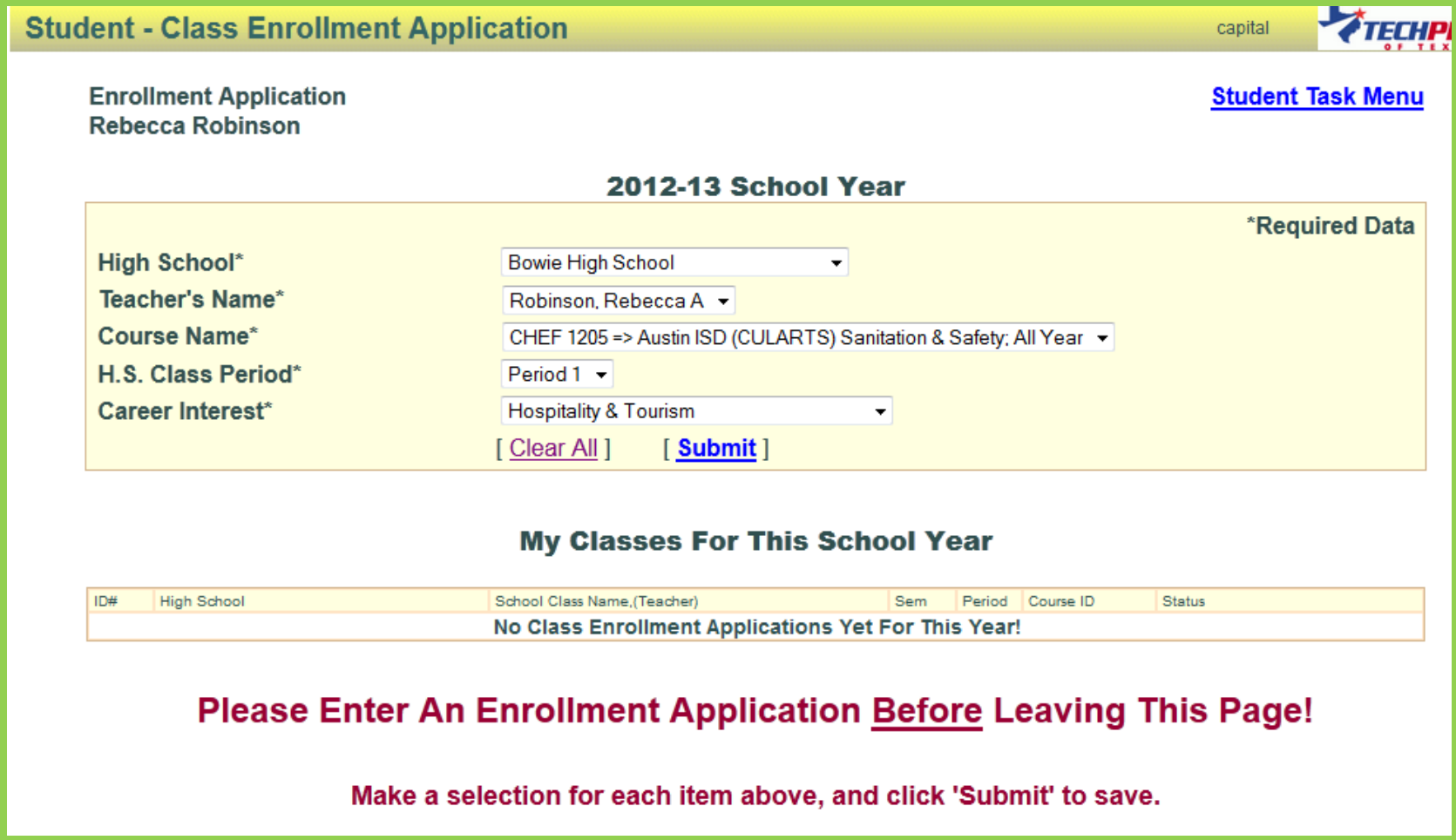
Student Confirmation Page



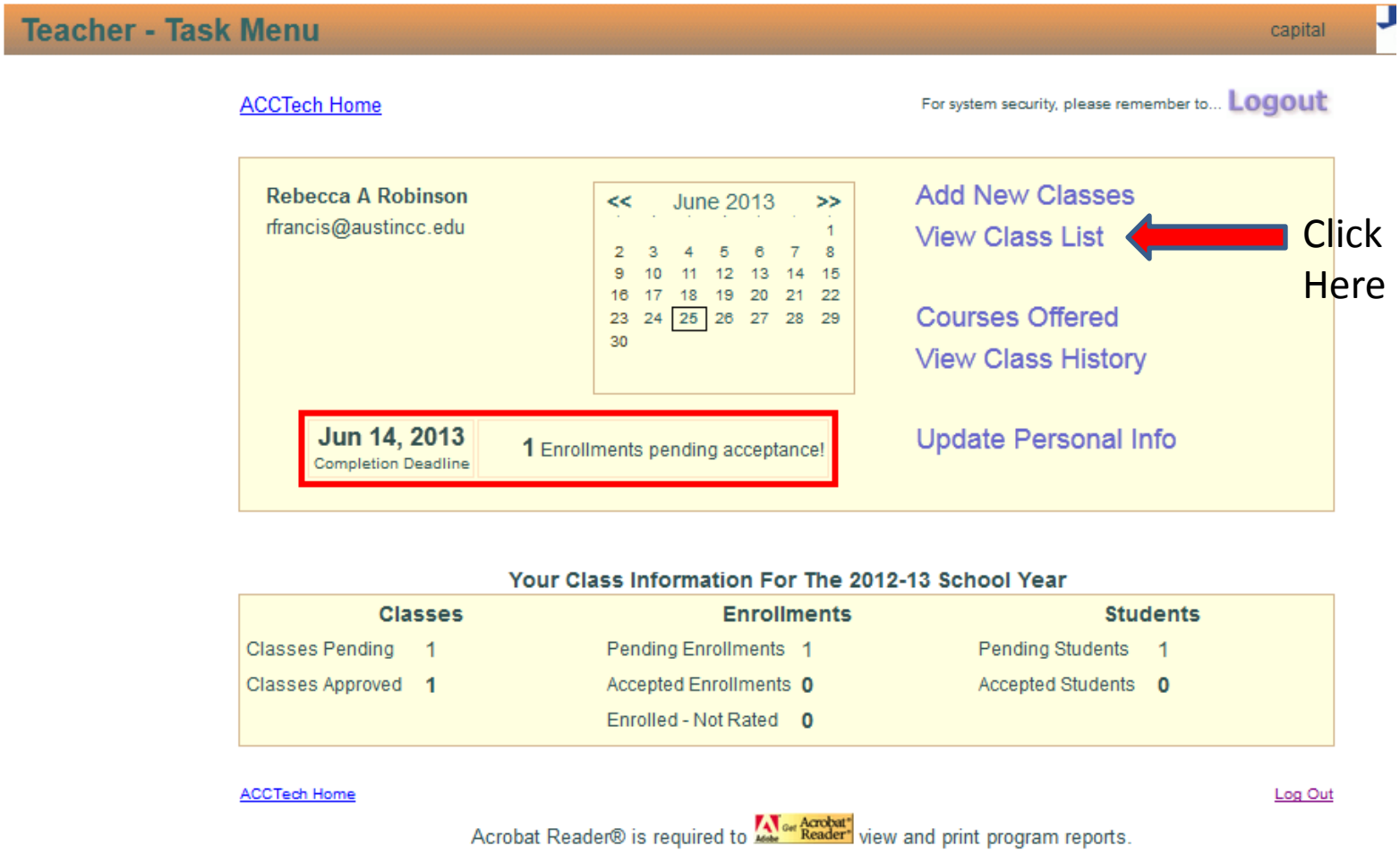
Student Home Screen



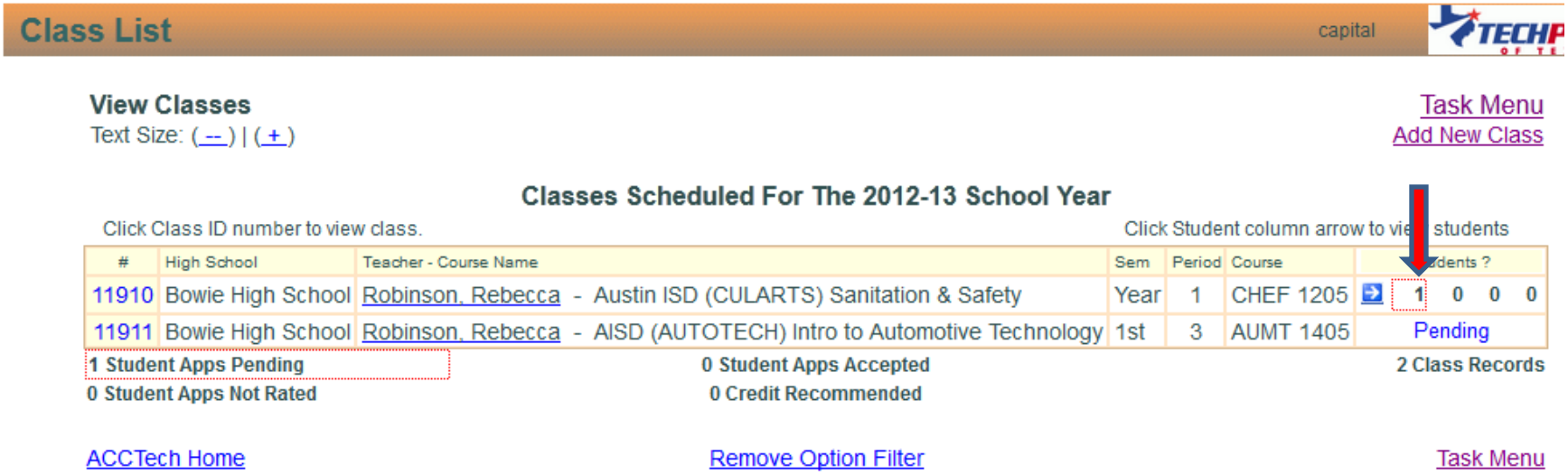
Student Class Selection Screen



Notification of Pending Students



Class enrollment status



Class List

capital

View Classes

Text Size: (--) | (+)

Task Menu

Add New Class

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#	High School	Teacher - Course Name	Sem	Period	Course	Students ?			
11910	Bowie High School	Robinson, Rebecca - Austin ISD (CULARTS) Sanitation & Safety	Year	1	CHEF 1205	1	0	0	0
11911	Bowie High School	Robinson, Rebecca - AISD (AUTOTECH) Intro to Automotive Technology	1st	3	AUMT 1405	Pending			

1 Student Apps Pending

0 Student Apps Not Rated

0 Student Apps Accepted

0 Credit Recommended

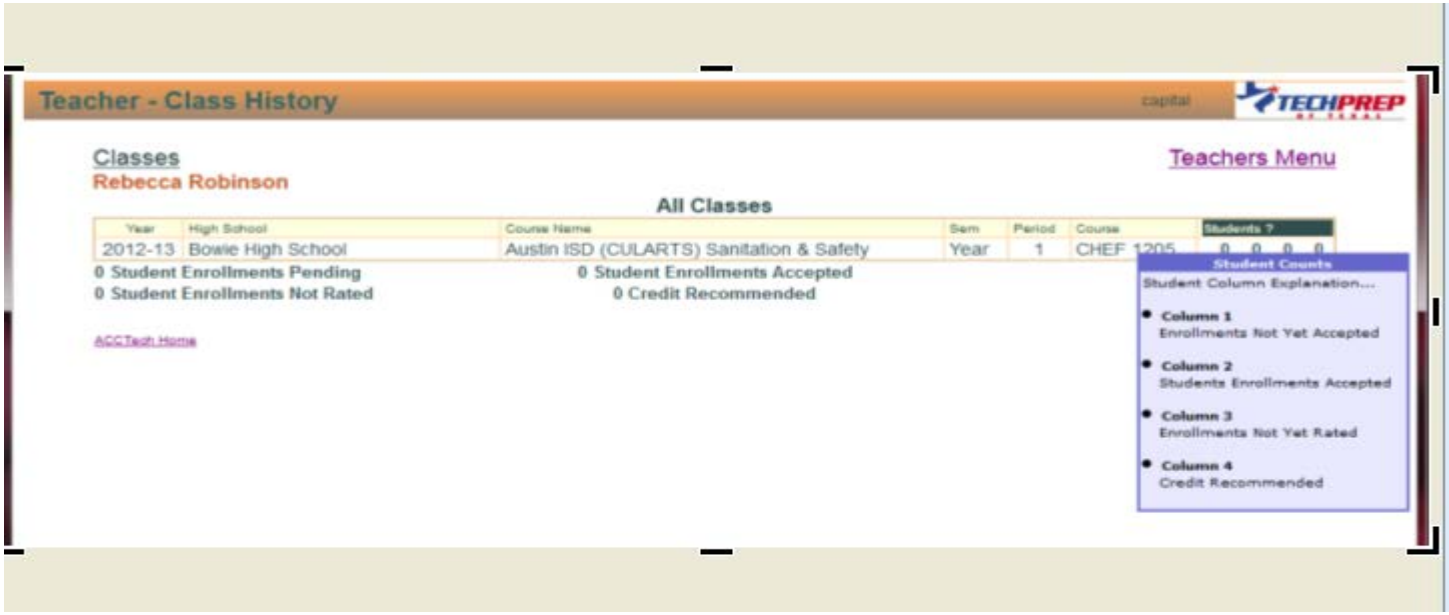
2 Class Records

ACCTech Home

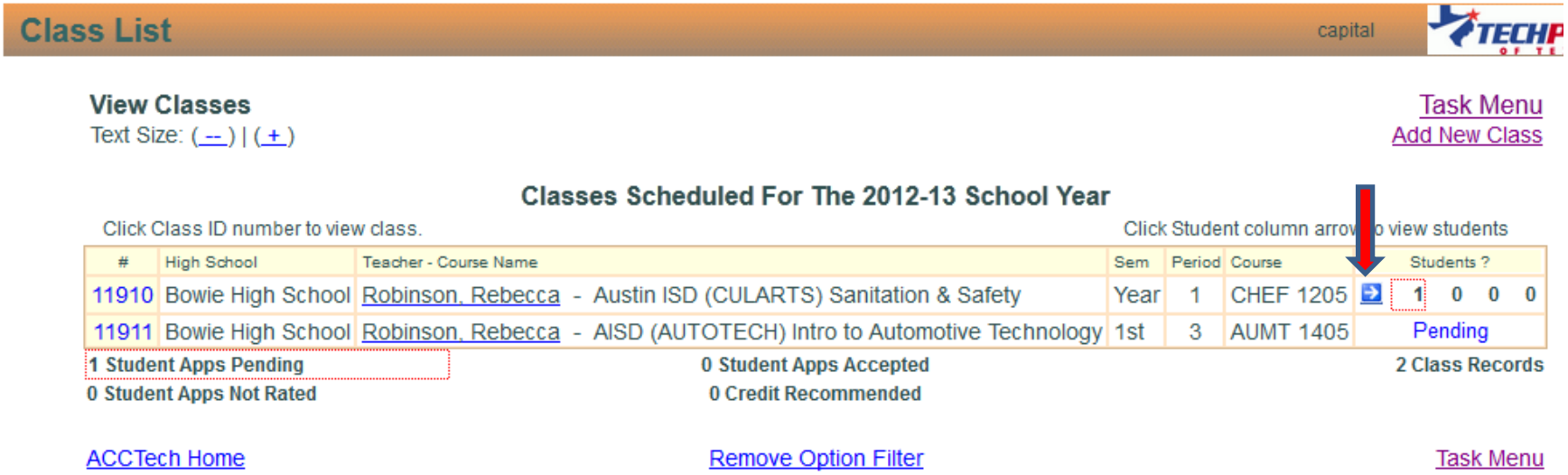
Remove Option Filter

Task Menu

Student? Descriptors



Class enrollment status



Class List

capital

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0 Student Apps Not Rated

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0 Credit Recommended

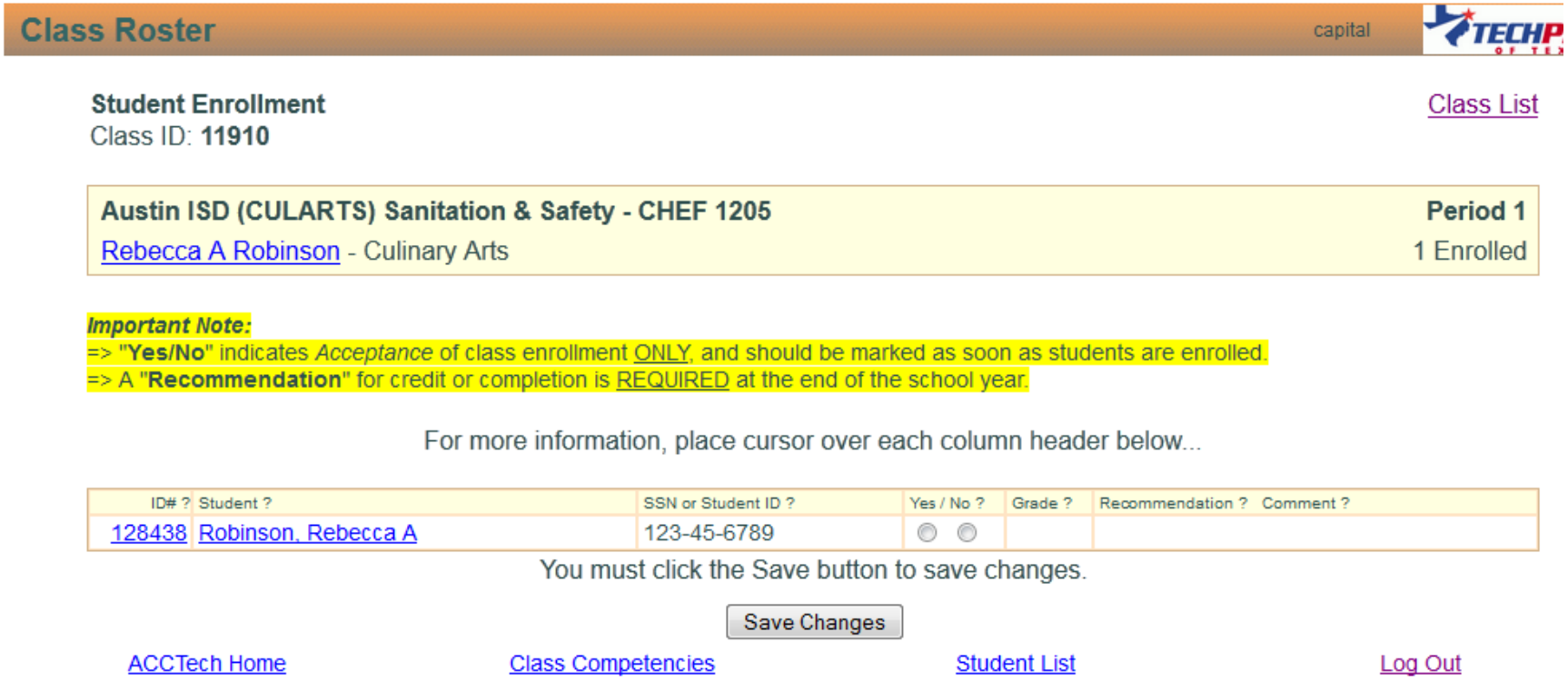
2 Class Records

ACCTech Home

Remove Option Filter

Task Menu

Verify Student Class Enrollment



Class Roster capital TECHP

Student Enrollment
Class ID: **11910**

Class List

Austin ISD (CULARTS) Sanitation & Safety - CHEF 1205 **Period 1**
Rebecca A Robinson - Culinary Arts 1 Enrolled

Important Note:
=> "**Yes/No**" indicates *Acceptance* of class enrollment ONLY, and should be marked as soon as students are enrolled.
=> A "**Recommendation**" for credit or completion is REQUIRED at the end of the school year.

For more information, place cursor over each column header below...

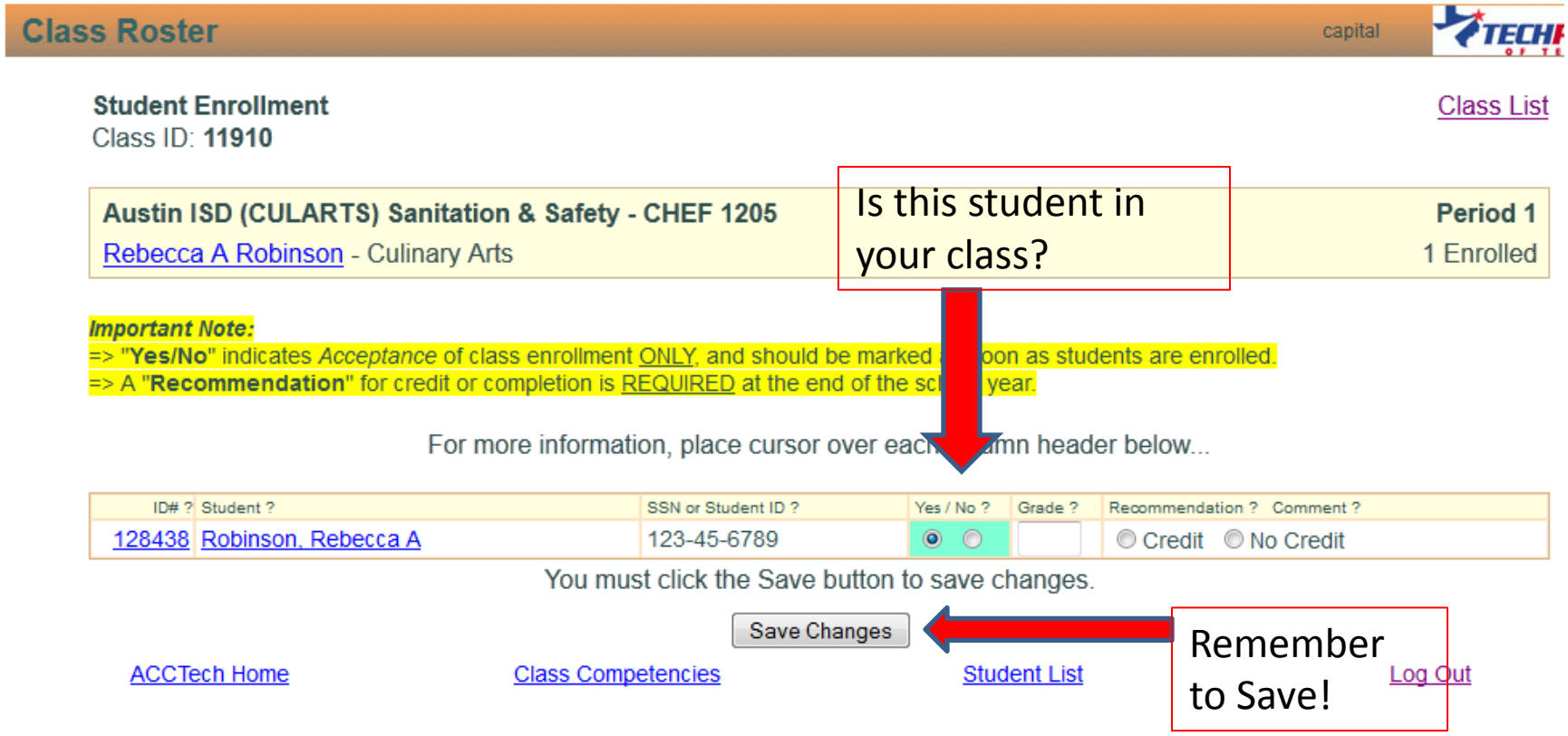
ID# ?	Student ?	SSN or Student ID ?	Yes / No ?	Grade ?	Recommendation ? Comment ?
128438	Robinson, Rebecca A	123-45-6789			

You must click the Save button to save changes.

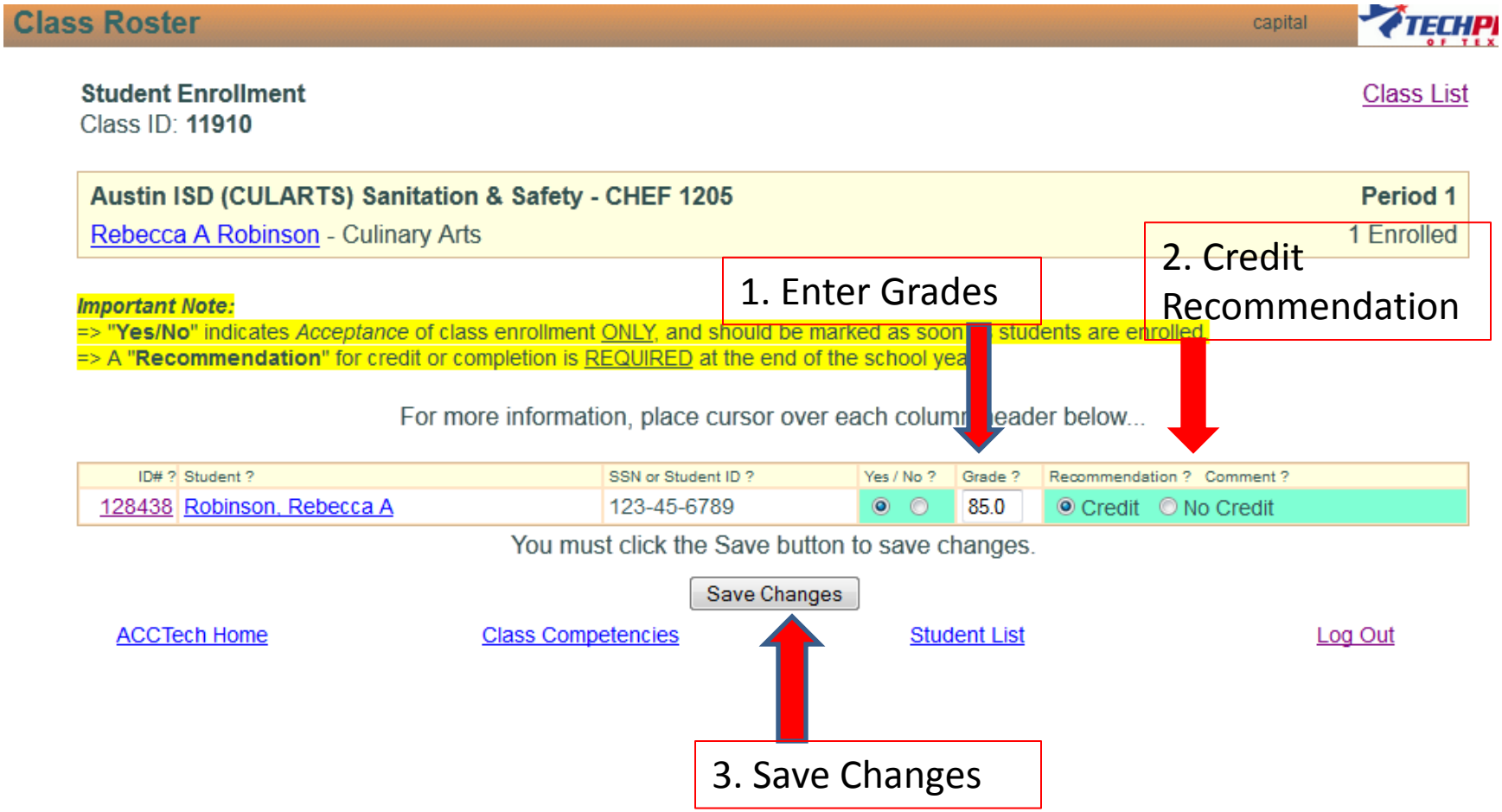
Save Changes

ACCTech Home Class Competencies Student List Log Out

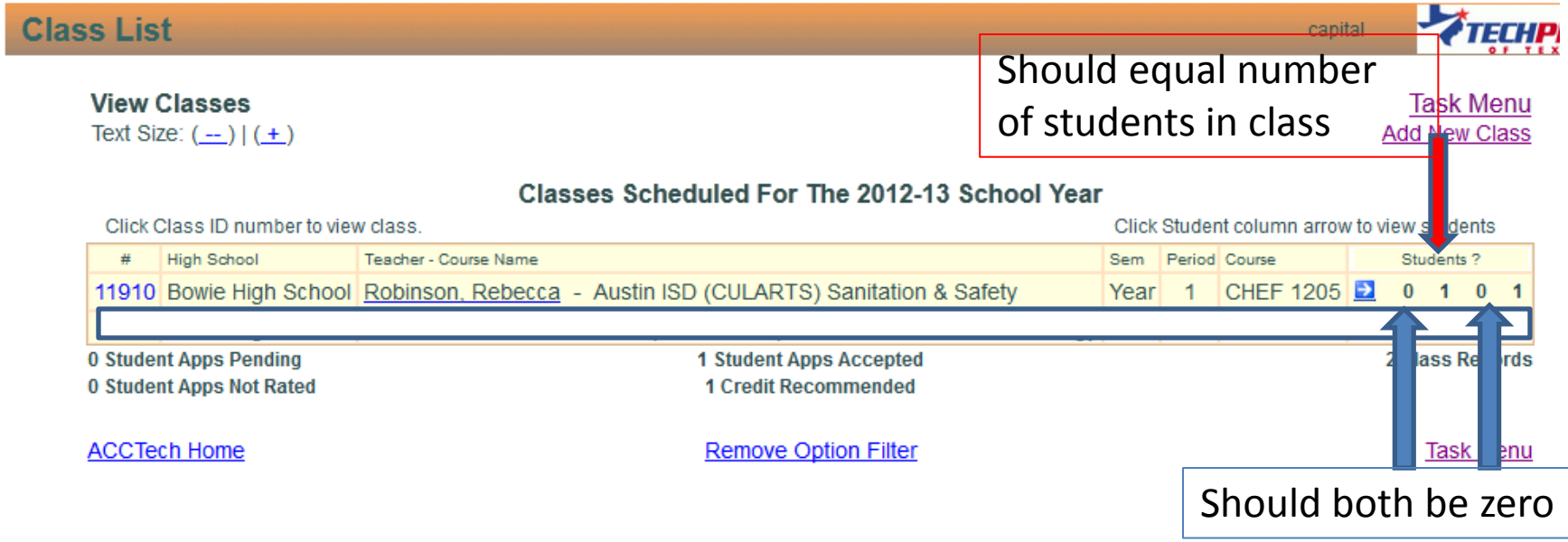
Confirm Class Enrollment



End of Year Entries



Finished Class



ACCTech End of Year

Student Enrollment Alerts For The 2012-13 School Year

Click a column header to sort the column.

Student enrollment record status.

High School	Teacher	Email Address or Phone	Classes	Pending	Accepted	Not Rated	Credit Rec
[redacted]			6	**1**	64	**0**	62
			3	**1**	39	**0**	39
			5	**2**	58	**0**	58
			1	**1**	0	**0**	0
			6	**0**	153	**2**	135
			1	**1**	9	**9**	0
			5	**1**	11	**0**	11
			5	**1**	4	**0**	4
			5	**1**	11	**0**	11
			2	**1**	23	**0**	19
			6	**1**	126	**0**	108
Totals:	**11 Teachers**	**totals are for the teachers listed above only =>**		**11**		**11**	

Deadlines

- Accepting Students into Class
  - Fall Semester only classes before November 1st
  - For Year long or Spring only classes - Spring Break
  - Senior Letters are run in April and delivered in May

ACCTech Contact Information

- Rebecca Robinson-Francis

  512-223-7013

  rfrancis@austincc.edu