TEACHERS
Quick Start Guide

Contra Costa Community College District — *pathways to success*

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

➢ Go to the *Login* page at **https://www.catema.net/contracosta/**
➢ On the *Login* page, click on **New Teacher -> Create Account**.
➢ Follow prompts to create your user account & click **Submit.**

> An email notice will be sent to the **System Manager** 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. (*Your email address will facilitate the process*).

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

➢ Go to your **CATEMA**® System Login page; enter your Username and Password.
➢ On your **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 should have a class record for each 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 and continue until they have created records for each of their Tech Prep classes.
➢ Once students are "enrolled" in a class, teachers must "accept" them in that class. From the Teacher Task Menu, Select **View Class List**.
➢ To "**Accept**" students, click the "Students" link on the right side of each class record listed. (The numbers in the Student column represent the number of students **pending** your acceptance, **accepted**, **not yet rated**, and students **recommended**).
➢ On the class **Roster** 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 click 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 **Credit Recommendation** on the class roster for each class and enter grades. **Records must be rated/completed before the end of the system school year.**