TEACHERS
Quick Start Guide

Step 1: First-time users – Create your account (one time only)

- Go to www.catema.com/rccd.
- Click on **NEW TEACHERS**, found in the gray bar across the top. This will give you the option to **create account** or **information**. Click on **Create Account** to set up your teacher profile. Setting up your account is simple, and should only take a minute or two.
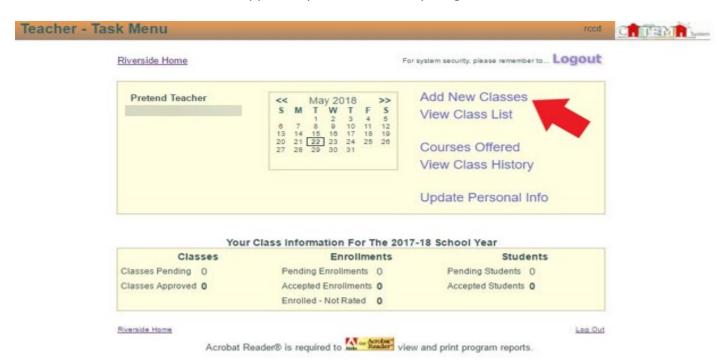
Step 2: Create your classes (this is done every year)

- Log in with your user name and password, select **Add New Classes** from the main menu
- Enter the High School Class Name of the course you are adding
- Select the Semester in which the new class will be held
- Select the Class Period of the new class (1 through 8, or 0 for early period)
- Select the High School where the class is being held
- Select the College Course that this class relates to

Repeat the above steps for each class period for each course you want in the system

- The system will send an email notice of your new class(es) to the website administrator for approval
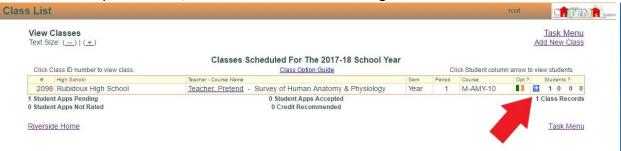- When notified of class approval, your students may "Register" for the class
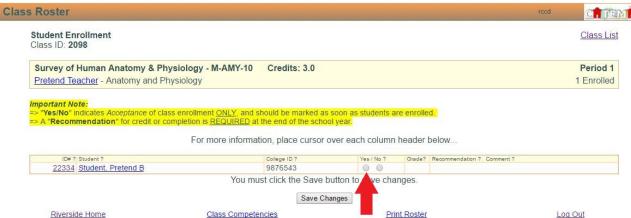
Step 3: Accept Enrollment

- Once students are "enrolled" in a class, teachers must "accept" them in that class. From the Teacher Task Menu, Select **View Class List**. From the Teacher Task Menu, you will also be able to view "enrollments pending".

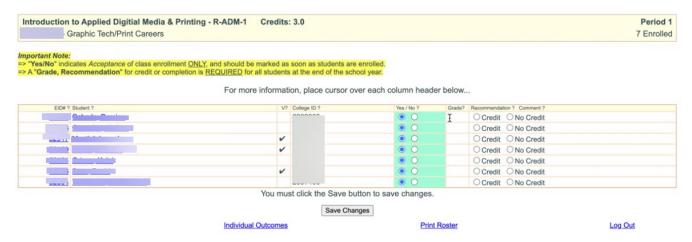- To "Accept" students, click the **blue arrow** on the right side of each class record listed.

- Select **Yes** to accept/approve him/her for that class. Click **Save Changes** when you've approved one or more the students, and then click **Class Link** to return to your list of classes.

Step 4: Enter student's grade and recommend for credit

- Once you have accepted the student's enrollment, you will be able enter a final grade and make your credit recommendation

To enter grade, click on grade box until you see cursor and enter grades:

When entering grades, it is important to indicate the following:

- Students who earned a C or below, only select "NO CREDIT". *Do not enter a grade.*
- Students who earned an A or B, enter the grade and indicate "CREDIT"

Below is an example: