CATEMA System

Quick Start User Guides

For

- **System Managers**
- **Teachers**
- **Students**
- **High School Counselors**

User Guides

The "Quick Start" guides are designed to give your users a concise reference to set up their own login account for their specific system group, and provide general instructions to start using the system.

We encourage you to make copies of the Quick Start Guides and distribute them during training and in-service sessions.

Each of the user Quick Start guides includes an address to your system Login page. Before copying or distributing these guides, you must change the link from…

  https://www.catema.net/change_to_your_site_suffix/
to your system site "suffix".

As an example the CATEMA Demonstration Site is…

  https://www.catema.net/demo/

System Manager
Quick Start Guide

Create a ***Registration*** link from your existing website homepage to your **CATEMA®
System** site. The *Registration* link is **https://www.catema.net/ozarks/**

Create an ***Email Account*** (or designate an existing account) to receive system auto-
generated email notices to you when new teacher accounts and new class records have
been created, and are waiting for your approval. You may want to set up a new email
account specifically for receiving these notices.

The **CATEMA® System** is hosted, and technical support is provided by…
STATco™
4241 Wood Hi
Victoria, TX 77905
(361) 578-0389
statco@dbstatco.com

https://www.catema.net/

Your System Manager (you and/or your staff) of the CATEMA® System site may contact
STATco™ for technical assistance, training information, to resolve any problems, or to
make suggestions for new features and options.

Procedure:

At the beginning of each school year, the appropriate contact at each school (CATE
Coordinator, etc.) should familiarize new teachers with the process of creating their own
user accounts, creating class records, and explain the student registration process.

The System Manager should remind the school contact persons when registration is to
begin and of any task deadlines. Ideally, a staff person should be available to visit
schools if necessary to help with the process. *(see instructions for each user group).*

Once registration begins, **the System Manager should do the following at least
once *daily*:**

➤ Check the site's "**notification email account**" as frequently as necessary to
insure that **new teacher accounts** and **new classes** are reviewed and
approved promptly. The long term efficiency of your system will be closely
related to your prompt responses.

➤ Log on to the CATEMA® System and perform the following tasks...
  a. Click ***Teachers*** -> Click the ID# of the Pending teachers to open their
     account record; if appropriate, check ***Approve*** & click ***Submit***.
  b. Click ***Classes*** -> Click the ID# of the Pending classes to open the class
     record; if appropriate, check ***Approve*** & click ***Submit***.

IMPORTANT: It is essential that site accounts are managed carefully. Approve only teachers that you know are actively teaching, and only approve school counselors and administrators that you know are actively working at that school. IF IN DOUBT, CONTACT THE SCHOOL.

➤ When you approve new teacher accounts**, the system will automatically email the teachers to let them know their new accounts are active and that they can log in and add their classes**. Returning teachers (and all other system users) may log on to the system using their existing accounts from the previous year.

➤ As teacher's classes are approved, the **system will send an automatic email notification to the teachers advising that their students may begin registration** for those classes. The teachers should check their class list regularly, and "accept" (approve) the new students enrolled in their classes. **IMPORTANT**: Teachers must accept enrolled students and make credit recommendations <u>within the current school year</u>.

Fall Registration (start of the school year):

➤ Keep up with the registration process and **remind teachers** who are not registering their students in a timely manner.
➤ Remind teachers to evaluate students, make recommendations, and **post online grades** if applicable, for any single semester classes by the necessary deadline.
➤ End of semester - Print out the **Annual Summary** and **Annual Detail** reports (on the Staff – Task Menu).

Spring Registration (if applicable):

➤ Send reminders to the school contact persons about registration and deadlines. Follow the same procedures as above for any new second semester classes.
➤ End of semester and school year - Remind teachers to enter end-of-course exam grades online or student's final grade, or to complete competency forms (if applicable), by deadline you have posted.
➤ End of school year - Print the **Annual Summary** and **Annual Detail** reports as needed.

Teacher Passwords:

If teachers forget their Username, the System Manager or a staff member can retrieve a username and 'pass answer' by viewing the teacher's account information. If a teacher knows the Username, but has forgotten the Password, she may click the "Forgot Password?" link on the Login page. After entering the Username, the system will present the user's "pass phrase". If the user provides the correct "pass answer", he will be allowed to create a new password. (If students forget their username and/or password, refer to the "Auto-Generated" username and password "formula") and the "**Student Login Assistant**". All passwords and pass answers are case sensitive.

TEACHERS
Quick Start Guide

STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time only)
- ➤ Go to the *Login* page at **https://www.catema.net/ozarks**
- ➤ 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; use your 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 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. If applicable, complete student competency profile ratings, and enter grades. **Records must be rated/completed before the end of the system school year.**

STUDENTS
Quick Start Guide

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

- ➢ Go to the *Login* page at **https://www.catema.net/ozarks**
- ➢ Click on **New Student =>** select **Create Account.** Follow the prompts to create your user account & click **Submit**. Your "Username" and "Password" will be automatically generated, based on your personal information (See the explanation below).

> After your new student account has been created, make **note** of your **username** and **password**, and save it in a safe location. You must then "enroll" in your Tech-Prep/CATE classes. Please **DON'T LOG OUT YET!** => **Enter your class enrollment records...**

==**STEP 2: CREATE CLASS ENROLLMENT RECORD(S)**==

- ➢ **Create an enrollment record** for each Tech Prep/CATE class you are taking. Select the following from the drop-down lists and **click Submit**...
    - o **High School**
    - o **Teacher**
    - o **Class Name**
    - o **Class Period**
    - o **Career Interest**

> Once your new account has been created, and you have "enrolled" in each class, you may "Log Out". Since you may be returning to the site to register for more classes in high school, **remember your Username and Password**. While logged in, you can view your class history and teacher recommendations, and update personal information.

Auto – Generated Username and Password

The **Username** is created by combining the following characters...

- **=> First 3 letters of the high school name (lower case)**
- **=> First letter of the first name (lower case)**
- **=> First 3 letters of the last name (lower case)**
- **=> Birth day - 2 digits (01, 02, 03, … 31) ; example - birthday July 9th - use 09**

EXAMPLE: For Central High School student Barry Jones, born on July 9th...

==The **Username** will be "**cenbjon09**"==

The **Password** is created in a similar manner...

- **=> First (3) three letters of the high school name (lower case)**
- **=> Last (6) six digits of your social security number OR student ID#**

EXAMPLE: Barry Jones from Central High School with a SS# 215-61-0121

==The **Password** will be "**cen610121**"==

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or, use the "**Go To Student Login Assistant**" link on the Login page.

HIGH SCHOOL COUNSELORS/ADMINISTRATORS
Quick Start Guide

➢ Go to the *Login* page at **https://www.catema.net/ozarks**

➢ Click on **New Teacher => Create Account**.

➢ Follow prompts to create your log-in account, making sure to use the first drop-down box to select **School Counselor/Admin. (**or **District Administrator).**

> An email notice will be sent to the **System Manager** notifying us that you are registering online as a new School Counselor or Administrator. 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 view the information related to your school or district

AREAS AVAILABLE TO COUNSELORS AND ADMINISTRATORS

➢ **Teachers:** Use this link to view teachers at your school, along with their contact information.

➢ **Classes:** This page lists teachers, the courses they teach, and class periods. The college course ID is listed to the right. The Student column shows how many students have registered online for the course. The numbers students **pending** enrollment acceptance, **accepted**, **not yet rated,** and **recommended**. By clicking on the link in the column, you can view the class **roster** and print out class lists with teacher recommendations.

➢ **Find Student:** Search by student's social security number, name, or username to view their personal information or course information. Using the "Find Student" utility, you may perform the following tasks…

- Locate a student account record using a first name and/or last name, social security/id#, or account username
- Correct or update a student account record
- Assist students with problems or questions related to their username and password
- View individual student enrollment records, ratings, grades and credit recommendations for counseling and student assistance

➢ **Find Teacher**: Search for teachers at your school. (Similar to student search)

➢ **Student Participation**: View and print student lists by course enrollment

➢ **Course Sequences**: Create reports based on a student's course sequences

➢ **Statistics:** Create day to day and annual statistical reports; create school or district summary and detail reports on courses, classes, enrollments, and credit recommendations; create Coherent Sequence reports for system programs

➢ **Enrollment Alert:** Determine which teachers have not yet accepted or rated students

➢ **Update Personal Info:** Update contact information, preferences, username/password

You may also change the "School Year" to view and create reports for the previous year(s).