| **Task** | **Deadline** |
| --- | --- |
| **Create CATEMA Course** | October 1st |
| **Remind Students to Apply to Palomar College and Enroll in CATEMA Course** | Upon CATEMA Course Approval – June 1st |
| **Enter Final CATEMA Grades** | June 15th |

**Teacher - Step 1: Create CATEMA Class**

**STEP 1A: LOG INTO YOUR ACCOUNT**

**For New Users:**

* This step is required only once.
* Go to the Login page: [**https://www.catema.com/palomar/**](https://www.catema.com/palomar/)
* Click on “New Teacher” and select “Create Account.”
* Follow the prompts to create your user account and click “Submit.”
* Wait for approval from the CTE Articulation Credit by Exam program

**For Returning Users:**

* Go to the Login page: [**https://www.catema.com/palomar/**](https://www.catema.com/palomar/)
* If you are having trouble logging in, please contact the CTE Articulation Credit by Exam program.

**STEP 1B: CREATE YOUR CLASSES**

* Create system class records each school year.
* Go to the CATEMA System Login page and 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 this process for each class period.
* Wait for approval from the CTE Articulation Credit by Exam program

**Teacher – Step 2: Direct Students and Manage CATEMA Accounts**

**STEP 2A: DIRECT STUDENTS TO APPLY TO PALOMAR COLLEGE**

* New students should create their user account by selecting “New Student” and then “Create Account” on the Login page.
* Usernames and passwords will be generated using the students’ personal information. Students should note their Username and Password and keep them safe, as this is a permanent account.

**STEP 2B: DIRECT STUDENTS TO CREATE CATEMA ACCOUNTS**

* New students should create their user account by selecting “New Student” and then “Create Account” on the Login page.

**STEP 2C: DIRECT STUDENTS TO ENROLL IN CATEMA CLASS**

* Students will enroll in their classes on the New Enrollment page, creating records for each of their Tech Prep classes.

**STEP 2D: APPROVE STUDENT ENROLLMENT**

* Teachers must accept students into their classes. From the Teacher Task Menu, select “View Class List.”
* To accept students, click the “Students” link next to each class record. The numbers in the Student column show pending, accepted, not yet rated, and recommended students.

**Teacher – Step 3: Closing Out the CATEMA Class**

**STEP 3A: MAKE CREDIT RECOMMENDATIONS FOR EACH STUDENT**

* For each student enrollment record, make your Credit Recommendation and enter grades on the class roster.

**STEP 3B: COMPLETE ALL RECORDS**

* Ensure that all records are rated and completed before the end of the system school year.