

STEPS FOR ACCEPTING/APPROVING STUDENTS IN CATEMA

Teacher - Task Menu

SWTJC Local Articulated

demo 

For system security, please remember to... [Logout](#)

Mary A Teacher
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<< February 2007 >>

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Reminder! 4 Enrollments pending acceptance!

- [Add New Classes](#)
- [View Class List](#)
- [Courses Offered](#)
- [View Class History](#)
- [Update Personal Info](#)

On your task menu, Select "View Class List"

Teacher - Classes

Add - View Classes

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[Task Menu](#)
[Add New Class](#)

Classes Scheduled For The 2006-07 School Year

Click Class ID number to view class. [Class Option Guide](#) Click Student column arrow to view students

# High School	Course Name	Sem	Period	Course	Opt?	Students?
351 ABC High School	Accounting II	Year	1	ACNT 1305		0 0 0 0
365 ABC High School	Intro to Automotive Technology	Year	1	AUT112		0 1 1 0
357 ABC High School	Architectural Drafting-Residential	Year	1	DFTG 1317		0 0 0 0
335 ABC High School	Introduction to Welding	Year	1	WLDG 1421		0 2 1 1
349 ABC High School	Introduction to Welding	Year	8	WLDG 1421		1 0 0 0

Select the blue arrow of the class for which you will be approving students

Teacher - Class Roster

Accept & Rate Student Enrollment

Mary Teacher

[View Classes](#)

Introduction to Welding - WLDG 1421 Period 8
1 Enrolled

Welding 1

- For more information, place cursor over each column header -

ID# ? Student?	SS Number / ID# ?	Yes / No ? Grade ?	Recommendation ? Comment?
879 Student, Fred A	666-55-4444	<input type="radio"/> Yes <input type="radio"/> No	

You must click the Save button to save changes.

[Save Changes](#)

SWTJC Local Articulated [Class Competencies](#) [Student List](#) [Log Out](#)

Select "Yes" or "No" for each student in the class. If a student is not in your class, select "No"... Do NOT leave this section blank

Teacher - Class Roster

Accept & Rate Student Enrollment

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[View Classes](#)

Introduction to Welding - WLDG 1421 Period 8
1 Enrolled

Welding 1

- For more information, place cursor over each column header -

ID# ? Student?	SS Number / ID# ?	Yes / No ? Grade ?	Recommendation ? Comment?
879 Student, Fred A	666-55-4444	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Credit <input type="radio"/> No Credit

You must click the Save button to save changes.

[Save Changes](#)

SWTJC Local Articulated [Class Competencies](#) [Student List](#) [Log Out](#)

Once you have selected "Yes" or "No" for each student, select "Save Changes"

NOTE: Each Local Articulation class you teach should be entered into CATEMA. You need to accept/approve students in each of your classes as well. If you have any questions, please feel free to contact the Outreach Department office at 830-591-7262 or e-mail me at csilva@swtjc.edu.