


# STEPS FOR ACCEPTING/APPROVING STUDENTS IN CATEMA

## Teacher - Task Menu

demo 

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

Mary A Teacher  
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<< February 2007 >>


1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28

**Add New Classes**  
**View Class List**  
Courses Offered  
View Class History  
Update Personal Info

Reminder! 4 Enrollments pending acceptance!

On your task menu, select "View Class List"

## Teacher - Classes

demo 

Add - View Classes [Task Menu](#)  
Mary Teacher [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	Year	1	ACNT 1305		0 0 0 0
365	ABC High School	Year	1	AUT112		0 1 1 0
357	ABC High School	Year	1	DFTG 1317		0 0 0 0
335	ABC High School	Year	1	WLDG 1421		0 2 1 1
349	ABC High School	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

demo 

Accept & Rate Student Enrollment [View Classes](#)  
Mary Teacher

Introduction to Welding - WLDG 1421 Period 8  
Welding 1 1 Enrolled

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


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

You must click the Save button to save changes.

[Tech Prep Home](#) [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

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demo 

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Welding 1 1 Enrolled

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

ID# ? Student ?	SS Number / ID# ?	Yes / No ? Grade ?	Recommendation ? Comment ?
<a href="#">879 Student, Fred A</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

[Tech Prep Home](#) [Class Competencies](#) [Student List](#) [Log Out](#)

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

**NOTE:** Each Tech Prep class you teach should be entered into CATEMA. You need to accept/approve students in each of your Tech Prep classes as well. If you have any questions, please feel free to contact the Tech Prep office at 830-591-7390 or e-mail me at [vince.ortiz@swtjc.cc.tx.us](mailto:vince.ortiz@swtjc.cc.tx.us).