

MODULE 4: Entering Grades

At the end of the school year, **ALL** students will need be recommended “credit” or “no credit”.

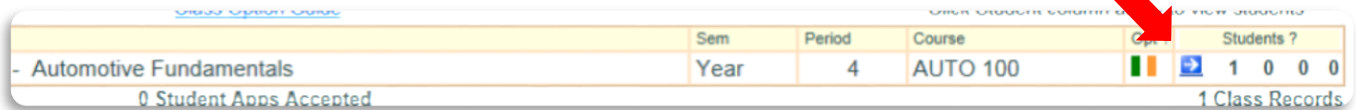
- Only students who have received an average of A or B for the entire year are eligible for credit.
- The course grade needs to reflect a grade for the entire school year.
- **Important:** It is at the teacher’s discretion to award the grade that best reflects the student’s knowledge and proficiency of the course content especially when grades are based by semester and a student received an “A” for one and “B” for another.

Step 1: Go to www.catema.com/saddleback and login to your account.

Step 2: On your teacher homepage, Click “**View Class List**”
You will see a list of all of your current classes.



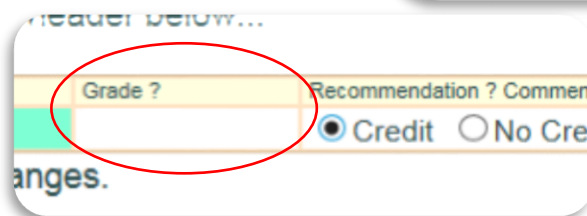
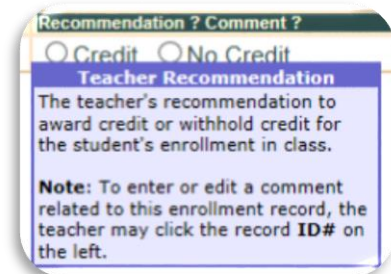
Step 3: Click the blue arrow to view your class roster.
You will need to complete this action for each of your classes.



	Sem	Period	Course	Grade	Students ?
- Automotive Fundamentals	Year	4	AUTO 100		1 0 0 0
0 Student Apps Accepted				1 Class Records	

Step 4: For each student, you will need to select, “**Credit or No Credit**”.

Step 4.5: If you selected credit, you will need to enter a grade for the student.



Step 5: Once you are done, click “**Save Changes**” at the bottom.

