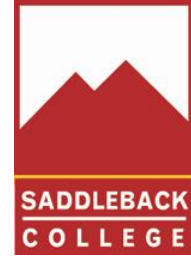


# CATEMA Process for Teachers



## STEP 1

- CATEMA Overview
- Create Account
- Create Classes

### STEP 1

Teacher  
Training

1<sup>st</sup> Semester

## STEP 3

- Accept Students into Class. Click “Yes” or “No”

### STEP 3

Accept  
Student  
Enrollment

2<sup>nd</sup> Semester

## STEP 2

- Permission Form
- Saddleback Application
- CATEMA Registration

### STEP 2

Support  
Student

## STEP 4

- Recommend “Credit” or “No Credit”
- For Credit, Enter Grade of “A” or “B”.

### STEP 4

Rate  
Student  
Enrollment

End of Year