



Teacher CATEMA Checklist (timeline)

Beginning Of School Year:

- Receive CATEMA System training
- Create CATEMA Account
- Create “Classes” for each class period

After CATEMA Training:

- Distribute CATEMA Parent/Student Permission Forms
- Collect CATEMA Parent/Student Permission Forms
- Distribute Student Checklist

One month after CATEMA training (must be complete by the end of 1st semester):

- Guide students to create (or sign into) an OpenCCC account
- Guide students to submit a current term application to Saddleback College
- Students have received (or retrieved) their Saddleback College ID# through email
- Guide students in creating their CATEMA account
- Guide students in enrolling into their teachers’ “Class”

One month after 2nd semester has begun:

- Accept (Approve) Students into Class

End of Year:

- In CATEMA, Recommend (Select): “Credit” or “No Credit” for each student
- If Credit is recommended (Student Received an “A” or “B”), Input Grade
- Press “Submit”