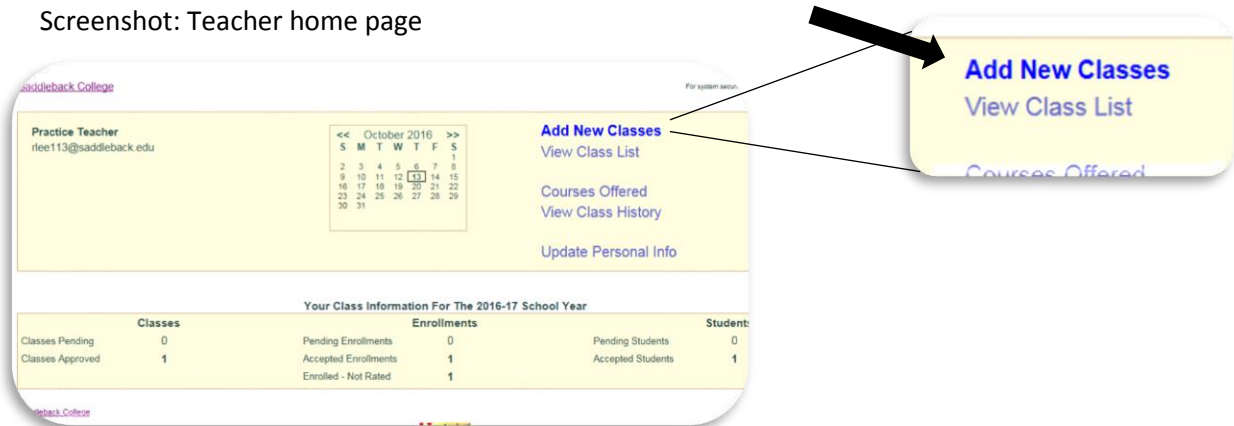


Module 2: Creating a Class in CATEMA

Once your account is approved, you can now create your classes which will need to be done for every school year.

Step 1: Log-in to CATEMA. On your homepage, Click 'ADD New Classes'.

Screenshot: Teacher home page



Step 2: You will need to create a class for each of your articulated classes and class periods. Complete the following fields for each class.

2016-17 School Year

***Required Data**

School Class Name* (The school's name for this class/course)

Class Semester* Semester

Class Period* Period

High School*

Course Name*

Submit New Class

High School*: Please list the location of the where the class is being taught.

Course Name*: Select the Saddleback College Course Name and Number your class is articulated with. (For Example, you will select "AUTO 100 – Automotive Fundamentals")

Step 3: Once submitted, a System Manager will need to approve your class in order for it to be ACTIVE. (Note: students cannot enroll into a class that is not ACTIVE).