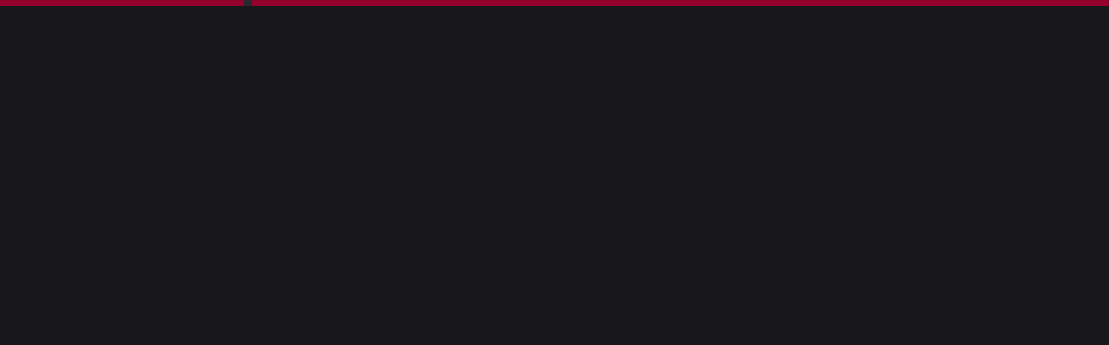




CATEMA How-To Guide for Teachers

High School Articulation





What is CATEMA?

Career And Technology Education Management Application (CATEMA) is the program community college use to track class rosters and award students college credit.

Students will sign up for their classes and teachers will enter grades. At the end of the academic year, Chaffey college will download the grades from CATEMA and award students credit.





How do we use CATEMA in an academic year?

1. When course is approved for articulation, teachers and students create class rosters



2. Teach class

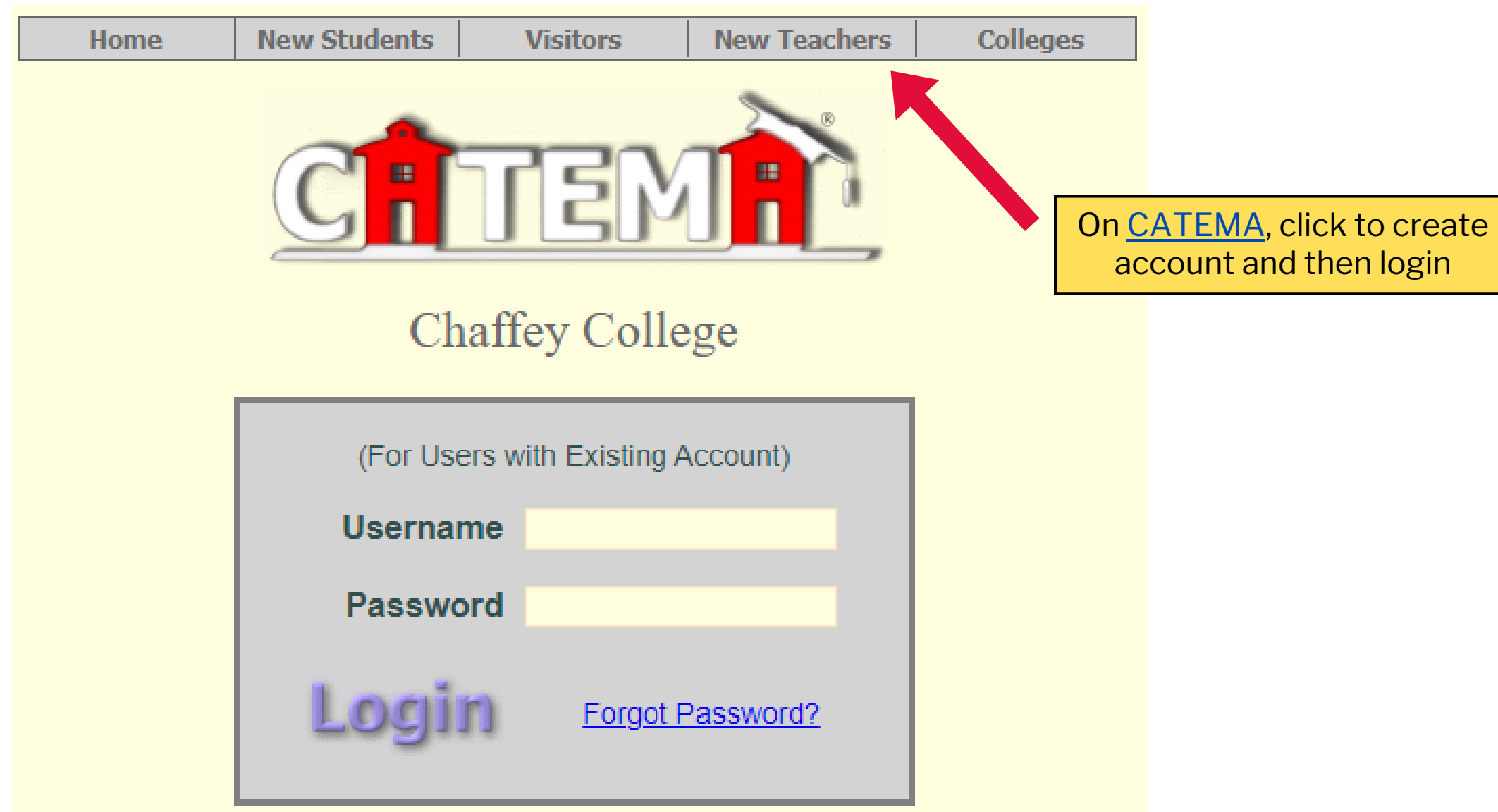


3. At the end of the course, teachers enter grades





Step 1: Create CATEMA account



The screenshot shows the CATEMA website interface. At the top, there is a navigation menu with the following items: Home, New Students, Visitors, New Teachers, and Colleges. Below the menu is the CATEMA logo, which features the word "CATEMA" in a stylized font where the letters 'A' and 'M' are replaced by red house icons. Below the logo is the text "Chaffey College". In the center of the page is a login form with the following fields and options:

- (For Users with Existing Account)
- Username
- Password
- [Login](#)
- [Forgot Password?](#)

A red arrow points from a yellow callout box to the "New Teachers" link in the navigation menu. The callout box contains the text: "On [CATEMA](#), click to create account and then login".

Step 2: Create your classes

2023-24 School Year *Required Data

School Class Name*	<input type="text"/>	<small>(The school's name for this class/course)</small>
Teacher's Name*	*Select* Teacher <input type="button" value="v"/>	
Class Semester*	*Select* <input type="button" value="v"/> Semester	
Class Period*	*Select* <input type="button" value="v"/> Period	
High School*	*Select* High School <input type="button" value="v"/>	
Course Name*	*Select* Course Number/Description <input type="button" value="v"/>	

Select high school to view class options...

[\[Clear All \]](#)

From your home screen, select **Add New Classes** screen and enter:

- School Class Name (your school's name for this class/course)
- Teacher's Name
- Class Semester (All Year, First, or Second)
- Class Period
- High School
- Course Name: The Chaffey course that this class is articulated with

Repeat the above steps for **each class period** and **each articulated course**. You must do this each academic year.

Step 3: Students enroll in classes

After receiving email notification of approval,
direct students to:

- 1) create a Chaffey account**
- 2) create a CATEMA account**
- 3) Register for your class on CATEMA**

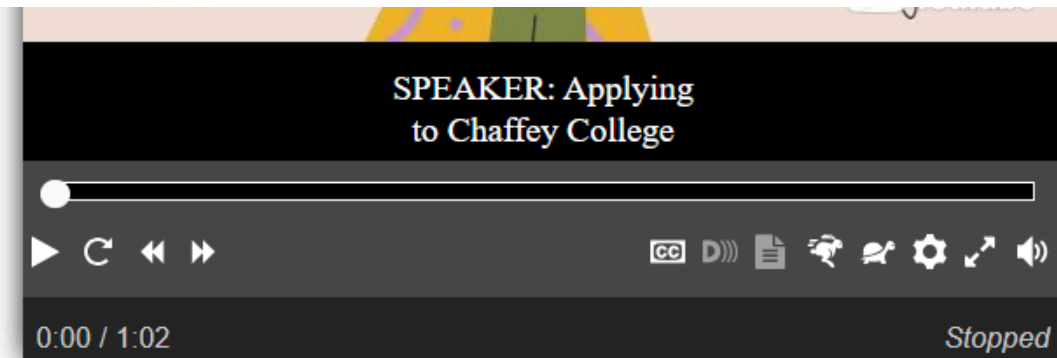
See the next set of slides for student-facing
instructions.



Step 0: Apply to Chaffey

Student-facing slide

- You need a Chaffey ID to create a CATEMA account. [Apply here.](#)
- You can find how-to guides on the [Chaffey HS Articulation website.](#)



Steps to Becoming a Panther

Apply Now

You will receive a confirmation email within 24 hours that will include your Chaffey College ID number and instructions for logging into the **MyChaffey portal**.

If you are an international student, visit the **International Student Center** webpage for a separate application link.

If you encounter an issue with your application processing, you may email us at **applications@chaffey.edu** and we will connect with you.

Apply now



Students create CATEMA account

Student-facing slide

NOTE: Only create an account after you applied to Chaffey

On [CATEMA](#), click to create account and then login

Home | New Students | Visitors | New Teachers | Colleges

CATEMA

Chaffey College

(For Users with Existing Account)

Username

Password

Login [Forgot Password?](#)

Step 1: Use Chaffey ID to create account

Enter required information marked by an asterick*

First Name*
 Middle Initial
Last Name*
College ID* (enter your 7 digit Chaffey College ID only)
Date of Birth* Month Day Year
Ethnicity* *Select*
Gender* *Select*
High School & Grad Yr* *Select* Your High School Year
Email Address*
 Phone Number <Area <(7 digit#, no dashes)
Mail Addr* (St., P.O. Box, and Apt.#)
City, State, Zip* CA

IMPORTANT: Enter your **CHAFFEY ID**, not your high school ID.

Haven't applied to Chaffey? Go back to the [HS Articulation site](#) and look for resources on how to apply.

[For Username and Password explanation, click here](#)
Click Next to continue... Your Username and Password will be auto-assigned

Next...

IMPORTANT: Write down your username & PW. **You will not be able to change them.**

Is this information correct? Click "Yes" to save...

Name: Alexandra Allen	Phone Number: (no entry)
College ID: 1007588	Address: 7001 Pasadena, CA 91107
Birthdate: 05/11/2002	Email: alexandra.allen@chaffey.edu
Ethnicity: American Indian	Graduation Year: 2020
School: A.B. Miller High School	

<< IMPORTANT >> Record Your Login Information!

[Click here for Auto-Generation explanation](#)

Assigned UserName: **alexandra11**

Assigned Password: **alex1007588**

<< Please record your Login Information, and store in a safe place >>

By clicking Yes, I am confirming my intent to enroll in and pass the academic and technical courses necessary to assist me in preparation for an occupation in the career area of my choice. I understand and agree to the Chaffey College Student Handbook and Privacy Act (FERPA) rules of confidentiality, and all applicable state and local guidelines.

Is this information correct? Click "Yes" to Save your new account.

Add your courses

Student-facing slide

Enrollment Application
Alexandra Ahn

[Student Task Menu](#)

2023-24 School Year

*Required Data

High School*

Teacher's Name*

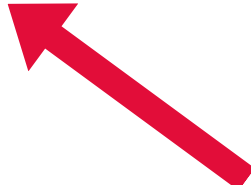
Course Name*

H.S. Class Period*

[Clear All] [Submit]

My Classes For This School Year

ID#	High School	School Class Name,(Teacher)	Sem	Period	Course ID	Status
No Class Enrollment Applications Yet For This Year!						



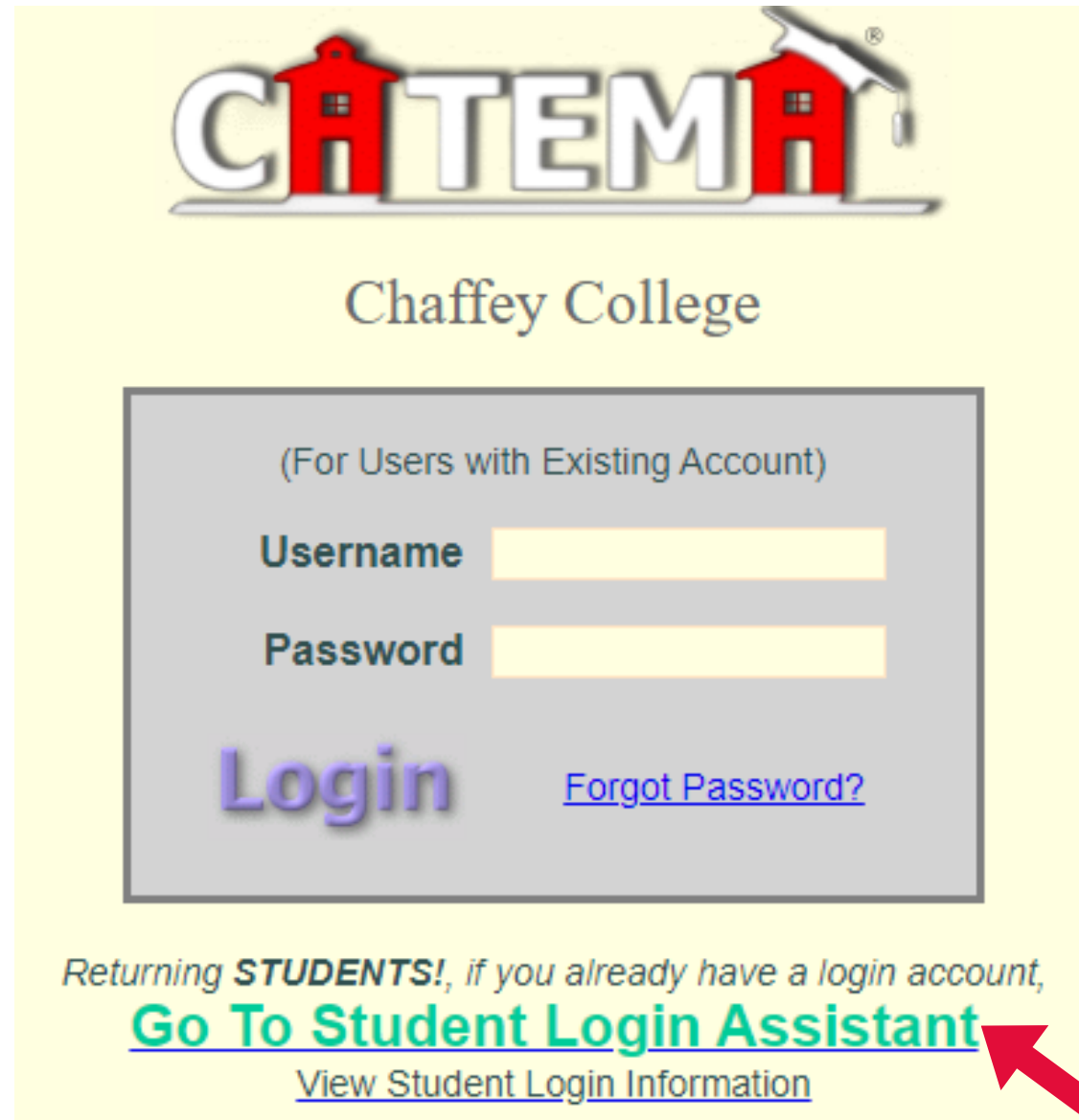
Submit info for every course you're taking this school year, and they will appear in the bottom section if you successfully added.

Status will show as "pending acceptance". When class is completed and grade is issued status will show as "awarded"



Student forgot username or PW

Student-facing slide



CHATEMA
Chaffey College

(For Users with Existing Account)

Username

Password

Login [Forgot Password?](#)

Returning **STUDENTS!**, if you already have a login account,
[Go To Student Login Assistant](#)
[View Student Login Information](#)

For students with existing accounts only...

Find My Username

Your High School

Your First Name

Your Last Name

Your Date Of Birth

[Clear](#)

Enter your info

Click here



Enter back into your account

Student-facing slide

For students with existing accounts only...

Found Your Username...

Your High School	A.B. Miller High School
Your First Name	Alexandra
Your Last Name	Ahn
Your Date Of Birth	05/11/2002

a.baahn11 < Your Username

You may now...

or

[Clear](#)

Click either of these buttons to get back into your account



Step 4: Accept students

NOTE: Only accept students after they create their account

Teacher - Course Name	Sem	Period	Course	Opt ?	Students ?
- Introduction to Logistics Management	1st	7	BUSMGT-436		0 2 0 2 2
- Introduction to Logistics Management	2nd	7	BUSMGT-436		0 6 0 6 6



1. From your home screen, click **“View Class List”** to see your courses. Click the blue arrow to open the class roster.

Introduction to Logistics Management - BUSMGT-436 Credits: 3.0
 - Transportation, Distribution and Logistics

Important Note:
 => "Yes/No" indicates *Acceptance* of class enrollment ONLY, and should be marked as soon as students are enrolled.
 => A "Grade, Recommendation" for credit or completion is REQUIRED for all students at the end of the school year.

For more information, place cursor over each column header below...

Student ID Validation - Uncheck/Check All

EID# ? Student ?	V?	College ID ?	Yes / No ?	Grade?	Recommendation ?	Comment ?
	<input checked="" type="checkbox"/>		<input type="radio"/> <input type="radio"/>			No Credit
	<input checked="" type="checkbox"/>		<input type="radio"/> <input type="radio"/>	A	<input type="radio"/> Credit <input type="radio"/> No Credit	

You must click the Save button to save changes.

Save Changes



2. Select **Yes** to accept/approve the student for the class. Click **Save Changes**.



Step 5: Enter students' grades and recommend for credit

NOTE: Complete this at the end of the course

Introduction to Logistics Management - BUSMGT-436 Credits: 3.0
Transportation, Distribution and Logistics

Important Note:

=> "Yes/No" indicates Acceptance of class enrollment ONLY, and should be marked as soon as students are enrolled.
=> A "Grade, Recommendation" for credit or completion is REQUIRED for all students at the end of the school year.

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		<input checked="" type="checkbox"/>		<input checked="" type="radio"/> <input type="radio"/>	A	<input checked="" type="radio"/> Credit <input type="radio"/> No Credit	
		<input checked="" type="checkbox"/>		<input checked="" type="radio"/> <input type="radio"/>	A	<input checked="" type="radio"/> Credit <input type="radio"/> No Credit	

You must click the Save button to save changes.

Save Changes

1. Enter grade

2. Students who earn an A or B, select **Credit**
Students who earn a C or below, select **No Credit**

3. Save changes



Step 6: Chaffey College staff posts articulated grades

Chaffey College staff will download information from CATEMA at the end of the high school academic year to post articulated credit.

Please note: **Processing and posting grades can take 2-3 months after grades have been submitted.** If students have a conditional college acceptance letter, they can contact their high school articulation representative to request their grade to be expedited.

While credits earned through high school articulation are widely accepted at many colleges and universities, **the decision to accept these credits ultimately lie with each institution.** Please ensure students check with institutions they are interested in transferring credit to.

Questions?

Visit the Chaffey HS Articulation site for resources and staff contact info.

Thank you, and we look forward to partnering with you!