

TEACHERS

Quick Start Guide

Step 1: First-time users – Create your account (one time only)

- Go to www.catema.com/rccd.
- Click on **NEW TEACHERS**, found in the gray bar across the top. This will give you the option to **create account** or **information**. Click on **Create Account** to set up your teacher profile. Setting up your account is simple, and should only take a minute or two.

Home	New Students	Visitors	New Teachers	Colleges
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Riverside Community College District

(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](#)

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Step 2: Create your classes (this is done every year)

- Log in with your user name and password, select **Add New Classes** from the main menu
- Enter the High School Class Name of the course you are adding
- Select the Semester in which the new class will be held
- Select the Class Period of the new class (1 through 8, or 0 for early period)
- Select the High School where the class is being held
- Select the College Course that this class relates to

Repeat the above steps for each class period for each course you want in the system

- The system will send an email notice of your new class(es) to the website administrator for approval
- When notified of class approval, your students may "Register" for the class

Teacher - Task Menurcod

[Riverside Home](#)For system security, please remember to... [Logout](#)

Pretend Teacher

<< May 2018 >>

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

[Add New Classes](#)
[View Class List](#)

[Courses Offered](#)
[View Class History](#)

[Update Personal Info](#)

Your Class Information For The 2017-18 School Year

Classes	Enrollments	Students
Classes Pending 0	Pending Enrollments 0	Pending Students 0
Classes Approved 0	Accepted Enrollments 0	Accepted Students 0
	Enrolled - Not Rated 0	

[Riverside Home](#)Acrobat Reader® is required to  view and print program reports. [Log Out](#)



Step 3: Accept Enrollment

- Once students are “enrolled” in a class, teachers must “accept” them in that class. From the Teacher Task Menu, Select **View Class List**. From the Teacher Task Menu, you will also be able to view “enrollments pending”.

Teacher - Task Menu

[Riverside Home](#) [Logout](#)

Pretend Teacher

<< May 2018 >>

1 Enrollments pending acceptance!

[Add New Classes](#)
[View Class List](#)
[Courses Offered](#)
[View Class History](#)
[Update Personal Info](#)

Your Class Information For The 2017-18 School Year

Classes	Enrollments	Students
Classes Pending: 0	Pending Enrollments: 1	Pending Students: 1
Classes Approved: 1	Accepted Enrollments: 0	Accepted Students: 0
	Enrolled - Not Rated: 0	

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Acrobat Reader® is required to view and print program reports.

- To “Accept” students, click the **blue arrow** on the right side of each class record listed.

Class List

[View Classes](#)
Text Size: (-) | (+)

[Task Menu](#)
[Add New Class](#)

Classes Scheduled For The 2017-18 School Year

Click Class ID number to view class. [Class Option Guide](#) Click Student column arrow to view students

#	High School	Teacher - Course Name	Sem	Period	Course	Opt ?	Students ?
2098	Rubidoux High School	Teacher: Pretend - Survey of Human Anatomy & Physiology	Year	1	M-AMY-10		1 0 0 0

1 Student Apps Pending
0 Student Apps Not Rated

0 Student Apps Accepted
0 Credit Recommended

1 Class Records

[Riverside Home](#) [Task Menu](#)

- Select **Yes** to accept/approve him/her for that class. Click **Save Changes** when you’ve approved one or more the students, and then click **Class Link** to return to your list of classes.

Class Roster

[Class List](#)

Student Enrollment
Class ID: 2098

Survey of Human Anatomy & Physiology - M-AMY-10 Credits: 3.0
[Pretend Teacher](#) - Anatomy and Physiology **Period 1**
1 Enrolled

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

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

ID# ? Student ?	College ID ?	Yes / No ?	Grade?	Recommendation ?	Comment ?
22334 Student: Pretend B	9876543				

You must click the Save button to save changes.

[Save Changes](#)

[Riverside Home](#) [Class Competencies](#) [Print Roster](#) [Log Out](#)

Step 4: Enter student's grade and recommend for credit

- Once you have accepted the student's enrollment, you will be able to enter a final grade and make your credit recommendation

To enter grade, click on grade box until you see cursor and enter grades:

Introduction to Applied Digital Media & Printing - R-ADM-1 Credits: 3.0
Period 1
7 Enrolled

Graphic Tech/Print Careers

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...

EID# ? Student ?	V? College ID ?	Yes / No ?	Grade?	Recommendation ?	Comment ?
		☒ Yes ☐ No		☐ Credit ☐ No Credit	
		☒ Yes ☐ No		☐ Credit ☐ No Credit	
		☒ Yes ☐ No		☐ Credit ☐ No Credit	
		☒ Yes ☐ No		☐ Credit ☐ No Credit	
		☒ Yes ☐ No		☐ Credit ☐ No Credit	
		☒ Yes ☐ No		☐ Credit ☐ No Credit	
		☒ Yes ☐ No		☐ Credit ☐ No Credit	
		☒ Yes ☐ No		☐ Credit ☐ No Credit	

You must click the Save button to save changes.

[Individual Outcomes](#)
[Print Roster](#)
[Log Out](#)

When entering grades, it is important to indicate the following:

- Students who earned a C or below, only select "NO CREDIT". **Do not enter a grade.**
- Students who earned an A or B, enter the grade and indicate "CREDIT"

Below is an example:

Computer Art-Introduction - N-ART-36A Credits: 3.0
Period 8
6 Enrolled

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 ?	Credit Status ?	College ?
		☒ Yes ☐ No		☐ Credit ☒ No Credit		-	
		☒ Yes ☐ No	A	☒ Credit ☐ No Credit		Awarded ▼	NC ▼
		☒ Yes ☐ No	A	☒ Credit ☐ No Credit		Awarded ▼	NC ▼
		☒ Yes ☐ No	A	☒ Credit ☐ No Credit		Awarded ▼	NC ▼
		☒ Yes ☐ No	A	☒ Credit ☐ No Credit		Awarded ▼	NC ▼
		☒ Yes ☐ No	A	☒ Credit ☐ No Credit		Awarded ▼	NC ▼

If not eligible indicate "no credit"