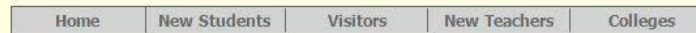


# TEACHERS

## Quick Start Guide

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

- Go to [www.catema.com/rccd](http://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.



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](#)

[CATEMA® System](#)  
[Privacy & Security](#)  
[Browser Requirements](#)  
[Copyright STATop™ 2001-2018](#)


### 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 Menu rccd 


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

Pretend Teacher  
julie.pehkonen@rccd.edu

<< 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](#) [Log Out](#)

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

### 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 rccd 


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

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julie.pehkonen@rccd.edu

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[Add New Classes](#)

[View Class List](#) 

[Courses Offered](#)

[View Class History](#)


[Update Personal Info](#)

Reminder! 1 Enrollments pending acceptance!

**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	

[Riverside Home](#) [Log Out](#)

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** rccd

**View Classes** [Task Menu](#)  
[Add New Class](#)

Text Size: ( - ) | ( + )


**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 Accepted      1 Class Records  
 0 Student Apps Not Rated      0 Credit Recommended

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



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

**Class Roster** rccd

**Student Enrollment** [Class List](#)  
Class ID: 2098

**Survey of Human Anatomy & Physiology - M-AMY-10**    Credits: 3.0    **Period 1**  
[Pretend Teacher](#) - Anatomy and Physiology    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 <a href="#">Student_Pretend B</a>	9876543	<input type="radio"/> Yes <input type="radio"/> No			

You must click the Save button to 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 enter a final grade and make your credit recommendation.

**Class Roster** rccd

**Student Enrollment** [Class List](#)  
Class ID: 2098

**Survey of Human Anatomy & Physiology - M-AMY-10**    Credits: 3.0    **Period 1**  
[Pretend Teacher](#) - Anatomy and Physiology    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 <a href="#">Student_Pretend B</a>	9876543	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="radio"/> Credit <input type="radio"/> No Credit	

You must click the Save button to save changes.

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

