



# REGION I TECH PREP CONSORTIUM

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The CATEMA<sup>®</sup> {Career and Technical Education Management Application} System is an online student registration system. Students, teachers, and other group users input their own data online, counselors can readily view reports, download data, or look up any individual with little effort.

Using the CATEMA<sup>®</sup> System, you can:

- View current class and student data as well as history organized by school year
- View a list of all teachers at your school
- Help students with any password related issues, if necessary
- View a list of all current classes. See what's being taught and how many students are enrolled and accepted into each class.
- Search for students individually using a social security number, last name, or first name
- Print out student list and mailing labels
- View annual summary statistics, including number of approved and pending classes, number of approved and pending enrollments, and number of approved and pending students.
- Download an annual detailed report of all students and their enrollments
- Review Tech Prep completer data

## User Accounts:

There are several different types of users that can access the CATEMA<sup>®</sup> system. These include:

- High School Students
- High School Teachers
- High School Counselors and Administrators
- School District Staff

High School accounts include Students, Teachers, School Counselors and Administrators, and School District Staff. Each of these account group types has their own customized access to the system, base on their specific needs.

**High School Students** create their own user account from the system's online login page, entering their own personal information. They may then register the Tech Prep courses that they are currently enrolled in.

**High School Teachers** create their own user account, and log in to create their classes for each year. Once their students sign up for those classes, the teacher will "accept" them into the class. At the end of each year, High School Teachers record students' grades and competencies. Teachers can print class lists, and view personal contact information for each student. They also maintain their own accounts and can change their personal information at any time.

**High School Counselors/Administrators** have the ability to view all classes and student information in their school, after creating their own account. They can do a search by student, download reports and other statistics for their school. They can also view the list of teachers, classes and student rosters. They may view student registration, grades, and recommendations, but may not enter or change that information.

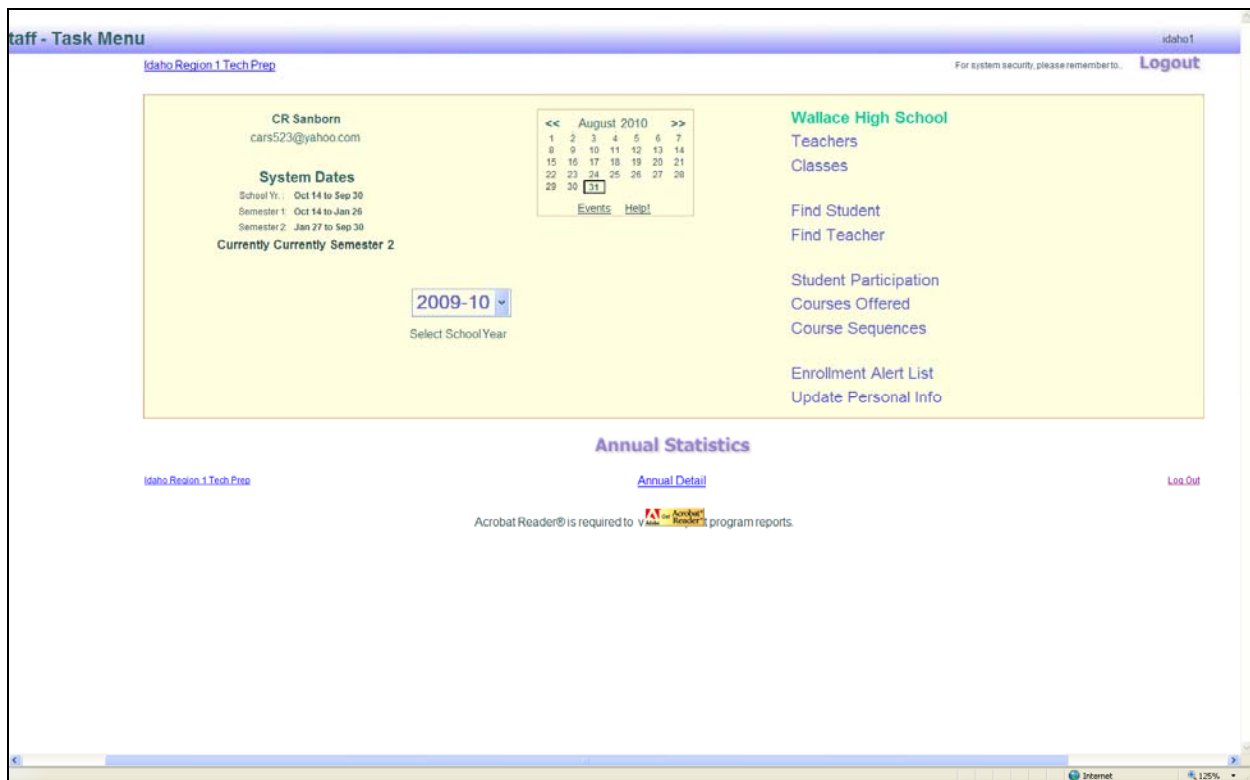
**School District Staff** can view all information for each school in their district. They can also view student information and rosters, download reports, and see statistics for their district. Like the High School Counselor account, the District Staff users can't enter or change grades and recommendations.

New user accounts for Teachers, High School Counselors and Administrators, and District Staff must be approved by the Site Administrator before they may use the system. The system will notify the Site Administrator when a new user account has been created and is pending approval.

A Counselor log-in has access to reports for one high school.

To access student data for your school:

- 1) Go to <http://www.nic.edu/techprep> (or directly to [www.catema.net/idaho1](http://www.catema.net/idaho1))
  - Log in using your user name and password.



Above screen shot shows your Staff Task Menu

**Find Student:** Use to find an individual student. You can view and print classes and credit recommendations.

**Student Participation:** Use to print mailing labels for currently enrolled students by school, class or completion status (credit recommended). Chose a school from the drop down menu, or click View All. Click on a number in the *Students* column to obtain a list of all students who registered for that particular class. Click on a number in the *Rec Credit* column to obtain a list of all students who were recommended for credit for that particular class. You can print mailing labels directly from the report output page.

**Courses Offered:** A list of all courses in the Region I CATEMA system, including hosted courses for other post-secondary institutions. No enrollment information available.

**Course Sequences:** Mailing labels and student lists for specific programs. For all Tech Prep students, select \*\*Tech Prep Students from \*Select\* Program of Study drop down menu; change 4 yr Report Period to 1 yr Report Period.

Detail or summary – Show student/course detail

Sort Order – Sort by High School, Student Name

Filter Option – Include pending and completed/rated enrollments

Click Submit

**Course Sequence Completers** [Staff Menu](#)  
[Clear-Reset](#)

[Category 1](#) [Category 2](#) [Category 3](#) [Category 0](#)

**Program of Study:** \*Select\* Program of Study  
**High School:** << All Participating High Schools >>  
**4 yr Report Period:** School Years 2002-03 to... 2005-06

**Detail or Summary**

- Show student/course detail
- Summary totals - All programs

**Sort Order (Detail)**

- Sort by Grad Year, High School, Student Name
- Sort by Student Name Only

**Filter Option**

- Omit pending/un-rated enrollments
- Include pending and completed/rated enrollments

(click Submit to view results)

From the next screen you can print a student list, or mailing labels. You can copy the report to a Word or Excel file or an Access data table.