

# TEACHERS

## Quick Start Guide

### STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time only)

- Go to [www.navarrocollege.edu](http://www.navarrocollege.edu)
- Click on **Areas of study**
- Scroll down and click on **Tech Prep**, click Tech Prep again
- Under important links click on **CATEMA**
- On the **Login** page, click on **New Teacher -> Create Account** (top tool bar).
- Follow prompts to create your user account & click **Submit**.

An email notice will be sent to the **Navarro College Tech Prep** notifying us that you are registering online as a new teacher. We will reply via email as soon as possible to let you know that your account has been **approved**. You may then log in and start entering your class information. (*Your email address will facilitate the process*).

### STEP 2: CREATE YOUR CLASSES (Create system class records each school year)

- Go to [www.navarrocollege.edu](http://www.navarrocollege.edu)
- Click on Areas of study
- Scroll down and click on Tech Prep, click Tech Prep again
- Under important links click on CATEMA
- Enter your Username and Password.
- On your **Teacher Task Menu**, click '**Add New Classes**'.
- Follow the prompts to create a class record and click **Submit**. Repeat the process for each class. You should have a class record for each class periods.

An email notice will be generated for the class records you are creating. You will be notified when your classes have been approved and students can begin to register for them.

### STEP 3: DIRECT STUDENTS TO CREATE THEIR ACCOUNTS & CLASS RECORDS

- Go to [www.navarrocollege.edu](http://www.navarrocollege.edu)
- Click on Areas of study
- Scroll down and click on Tech Prep, click Tech Prep again
- Under important links click on CATEMA
- New students first create their user account by selecting '**New Student**' => '**Create Account**' on the Login page. "Usernames" and "Passwords" will be automatically generated, using the students' personal information. **This is a permanent account**.
- On the **New Enrollment** page, students "enroll" in their classes and continue until they have created records for each of their Tech Prep classes.
- Once students are "enrolled" in a class, teachers must "accept" them in that class. From the Teacher Task Menu, Select **View Class List**.
- To "**Accept**" students, click the "Students" link on the right side of each class record listed. (The numbers in the Student column represent the number of students **pending** your acceptance, **accepted, not yet rated**, and students **recommended**).
- On the class **Roster** of students, you may (1) click the student **ID#** to correct student applications if necessary, (2) click the **Student** name to view/edit personal information, and (3) select "**Yes**" to accept/approve him/her for that class. Click **Submit** when you've approved one or more the students, and then click the **Review Classes** link (top right) to return to your list of classes.

### STEP 4: RATE STUDENTS/MAKE END-OF-CLASS RECOMMENDATIONS

- For each student enrollment record, make your **Credit Recommendation** on the class roster for each class and enter grades. **Records must be rated/completed before the end of the system school year.**



# STUDENTS

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- Click on **Areas of study**
- Scroll down and click on **Tech Prep**, click Tech Prep again
- Click on link **CATEMA** to system **Login**
- Click on **New Student** => select **Create Account**. Follow the prompts to create your user account & click **Submit**. Your "Username" and "Password" will be automatically generated, based on your personal information (See the explanation below).

After your new student account has been created, make **note** of your **username** and **password**, and save it in a safe location. You must then "enroll" in your Tech-Prep/CATE classes. Please **DON'T LOG OUT YET!** => **Enter your class enrollment records...**

### STEP 2: CREATE CLASS ENROLLMENT RECORD(S)

- **Create an enrollment record** for each Tech Prep/CATE class you are taking. Select the following from the drop-down lists and **click Submit...**
  - **High School**
  - **Teacher**
  - **Class Name**
  - **Class Period**
  - **Career Interest**

Once your new account has been created, and you have "enrolled" in each class, please "**Log Out**". Since you may be returning to the site to register for more classes in high school, **remember your Username and Password**. While logged in, you can view your class history and teacher recommendations, and update personal information.

### Auto – Generated Username and Password

The **Username** is created by combining the following characters...

- => **First 3 letters of the high school name (lower case)**
- => **First letter of the first name (lower case)**
- => **First 3 letters of the last name (lower case)**
- => **Birth day - 2 digits (01, 02, 03, ... 31) ; example - birthday July 9th - use 09**

EXAMPLE: For Central High School student Barry Jones, born on July 9th...

**The Username will be "cenbjon09"**

The **Password** is created in a similar manner...

- => **First (3) three letters of the high school name (lower case)**
- => **Last (6) six digits of your social security number OR student ID#**

EXAMPLE: Barry Jones from Central High School with a SS# 215-61-0121

**The Password will be "cen610121"**

or use the "**Go To Student Login Assistant**" link on Login page.



# HIGH SCHOOL COUNSELORS/ADMINISTRATORS Quick Start Guide

## FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time task)

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- Click on **Areas of study**
- Scroll down and click on **Tech Prep**, click Tech Prep again
- Under important links click on **CATEMA**
- Click on **New Teacher => Create Account.**
- Follow prompts to create your log-in account, making sure to use the first drop-down box to select **School Counselor/Admin. (or District Administrator).**
- Click **Submit**

An email notice will be sent to the **Navarro College Tech Prep** notifying us that you are registering online as a new School Counselor or Administrator. We will reply via email (or phone, if no email address was entered) as soon as possible to let you know that your account has been **approved**. You may then log in and view the information related to your school or district

## AREAS AVAILABLE TO COUNSELORS AND ADMINISTRATORS

- **Teachers:** Use this link to view teachers at your school, along with their contact information.
- **Classes:** This page lists teachers, the courses they teach, and class periods. The college course ID is listed to the right. The Student column shows how many students have registered online for the course. The numbers students **pending** enrollment acceptance, **accepted**, **not yet rated**, and **recommended**. By clicking on the link in the column, you can view the class **roster** and print out class lists with teacher recommendations.
- **Find Student:** Search by student's social security number, name, or username to view their personal information or course information. Using the "Find Student" utility, you may perform the following tasks...
  - Locate a student account record using a first name and/or last name, social security/id#, or account username
  - Correct or update a student account record
  - Assist students with problems or questions related to their username and password
  - View individual student enrollment records, ratings, grades and credit recommendations for counseling and student assistance
- **Find Teacher:** Search for teachers at your school. (Similar to student search)
- **Student Participation:** View and print student lists by course enrollment
- **Course Sequences:** Create reports based on a student's course sequences
- **Statistics:** Create day to day and annual statistical reports; create school or district summary and detail reports on courses, classes, enrollments, and credit recommendations; create Coherent Sequence reports for system programs
- **Enrollment Alert:** Determine which teachers have not yet accepted or rated students
- **Update Personal Info:** Update contact information, preferences, username/password

You may also change the "**School Year**" to view and create reports for the previous year(s).