

CATEMA[®] System Workshop

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CATEMA™ System Description

The following is a general description of the STATco™ **Career And Technology Education Management Application** (CATEMA™) for managing Tech-Prep information relating to courses, classes, school districts, high schools, teachers, counselors, college registrars, college advisors, and students.

The web application is designed to provide a simple method to enter, update, display and report Tech-Prep and Career and Technology Education related information. The web-based interface allows students, teachers, counselors, and school administrators to establish and maintain their own user accounts. Teacher recommendations for credit are available to college counselors and registrars.

Tech-Prep staff can manage the web site and database through the web interface. Data access, entry and update can be performed from any web-enabled computer, from any location where the Internet is available such as the school classroom, high school computer lab, local library computer, public Internet kiosk, or from the individual user's home.

Principles implemented in the system

- Make the Tech-Prep program easily accessible to everyone in education**
- Validate all data at the point of entry to reduce entry errors**
- Minimize the tasks necessary for the student, teacher, and Tech-Prep staff**
- Provide easily accessible and printable data in detail & summary reports**
- Assure data is accurate and secure, with separation of student, teacher, and school information**

Security

The application implements the Secure Socket Layer "SSL" security technology with 128 bit encryption to protect information entered and extracted. This technology is currently the preferred method of protection for most web-based transactions. The CATEMA™ application adheres to all regulations and guidelines relating to information privacy. Each user has specific access limitations based on user type, school/district affiliation, and user status.

User Accounts and Login

The system login method is the same as that commonly used for any limited access to a secure server on the web, and should be a familiar process for casual to frequent Internet users.

New student, teacher, and administrative users are responsible for signing in with a user name and password of their choice. They will enter a pass phrase question and answer to help them replace their password if it is forgotten.

Users are able to check their own status and history in the program at any time. The primary responsibility for maintaining current personal information and password will remain with the individual user. School staff and the Tech-Prep staff can assist users if a login problem occurs.

Once users have established an "account" record, they will enter their personal information and SSN. Students may use a nine character state ID number if necessary. The system will check for a duplicate number before accepting the SSN entry.

If they enter a number that already exists in the system, they will be advised that an account has already been created for that number, and asked to contact their teacher for login assistance. If the wrong number has been entered, they will be allowed to re-enter the number. Although state provided student ID numbers can be used, we highly recommend they use their true SSN to facilitate the "electronic verification" and acceptance of their escrowed credit by college registrars.

Teacher Accounts

When a teacher, high school counselor, or district administrator creates a new account, the system sends an email notice to the Tech-Prep staff. The user's account information is reviewed and, if approved, the teacher may be notified (by email if available) that the account has been activated. Following activation, the teacher may log into the teacher menu and begin entering their Tech-Prep course information.

To create a new Tech-Prep "class", the teacher enters the school's descriptive name of the course and selects choices of items in a series of pull-down menus to complete the record. A teacher may create class records at one or more high schools in the same year. The entry sequence is as follows:

- Enter the high school's descriptive name for the course (text box)
- Select semester (1st, 2nd, or full year)
- Select class period (first through eighth, or zero for early period)
- Select high school (school where the class is being taught)
- Select Tech-Prep (college articulated) course to be taught

When the new "class" record is created, an email activation request is sent to Tech-Prep staff. On activation, the class becomes available to student users who have created their online accounts. The teacher is provided access to the list of student applications for each of their courses, and can "accept" or "decline" them individually. A method is also provided for the teacher to edit individual student records.

The system may be configured to include a list of "Competencies" for each of the Tech-Prep courses. Using the online competency form, the teacher can rate a student for each course competency, by selecting a rating value from 1 to 5. The teacher may also enter a number grade for each student enrollment. At the bottom of the competency form, the teacher can select "Yes" or "No" for a recommendation of college credit. The competency form includes a link to the "Scoring Guidelines" page to assist the teacher with competency scoring decisions. Either the number grade, or the course "Competencies", or both may be used to rate a student. Teachers may print class rosters as well as individual student outcome reports.

High School Counselor/Administrator Accounts

High School counselors and administrators have similar access to data as the teachers, but there are two significant differences. The counselor/admin Account is read only. They may not add or edit system data, however, they can update their own personal record information. While a teacher is limited to viewing only their own classes and the student applications for those classes, the counselor may view all teacher, class, and student application records related to the school

they are affiliated with. School counselors may print class rosters and individual student outcome reports, and assist with forgotten passwords.

Student Accounts

After new students have created their own account, they will be able to log in to the system with their own user name and password. Students will be allowed to apply/register for a "Class" which represents a specific Tech-Prep course, taught at a specific school, by a specific teacher, for a specific semester and school year.

The student's application record will remain in "limbo" until "accepted" or "rejected" by the class teacher. This provision allows the system to ignore erroneous entries or "bogus" applications. Students may apply for classes at one or more high schools in the same year.

To apply for a Tech-Prep "class" the student selects choices of items in a series of interrelated pull-down menus. Each selection narrows the available items in the next menu. The selection sequence is as follows:

- High School**
- Teacher**
- Course (Class)**
- Class Period (by semester or full year)**
- Career Interest**

If a student creates an application for the wrong class, the teacher can usually correct the record. Occasionally, it may be necessary for Tech-Prep staff to intervene.

Students may log into their account at any time to view their application status, to update their personal information, or to create a new application record for another course. The system will confirm that a student has not already applied for the same Tech-Prep course in the same semester of a school year. They will have access to apply for classes for the "current" school year only.

Students are also able to view their entire enrollment history in the Tech-Prep program, and can print the competency/outcome form for each class they have enrolled in.

Tech-Prep Staff Accounts

The Tech-Prep staff's primary tasks in the management of the online application system are to approve new teacher applications and new classes, and to assist users as needed. The staff has read and write access to all areas of the system.

The Tech-Prep staff's primary tasks

- Approve new teachers "accounts"**
- Approve the new "classes" for the current school year**
- Review and close classes from the previous school year**
- Update "Courses Available", "Participating Districts/Schools" lists**
- Run routine summary and detail reports**
- Occasionally assisting with forgotten user names and pass phrases**

Tech-Prep staff users have immediate access to detailed, as well as summary information for the current school year and all previous years.

College Staff Accounts

College counselors, coordinators, advisors and registrars may look up students by social security number, and/or by student name. Their user account allows them to check for/verify a student's recommendation for college credit. They can view a student's complete Tech-Prep course history, and the registrar can record whether the student was awarded credit by the college.

The system described above represents the core functions and features of the STATco *Career And Technology Education Management Application™*. System support, hosting solutions, and custom application development is also available.

[CATEMA™ Home](#)

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CATEMA® System
TEACHERS
Quick Start Guide

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

- Log on to our Tech-Prep Home Page at www.techpreprgv.com
- Click on the **CATEMA logo** on the bottom left hand side of the page
- Click on **Proceed to Secure Registration**
- Click on **New Teacher -> Create Account**.
- Follow prompts to create your user account & click **Submit**.

An email notice will be sent to the **System Manager** notifying us that you are registering online as a new teacher. 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 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 your CATEMA® System Login page; use your Username and Password to log in.
- On the **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’d like to add. You should have a class record for each of your 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

- 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. Ask the students to **Note their Username and Password, and Save it** in a safe location. **This is a permanent account**.
- On the **New Enrollment** page, students “enroll” in their classes. They should continue until they have created records for each of their Tech Prep (and/or CATE) 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. If applicable, complete student competency profile ratings, and enter grades. **Records must be rated/completed before the end of the system school year.**

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CATEMA® System STUDENTS

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

- Log on to our Tech-Prep Home Page at www.techpreprgv.com
- Click on the **CATEMA logo** on the bottom left hand side of the page
- Click on **Proceed to Secure Registration**
- 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, you may “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, ... 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**"

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CATEMA® System

HIGH SCHOOL

COUNSELORS/ADMINISTRATORS

Quick Start Guide

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

- Log on to our Tech-Prep Home Page at www.techpreprgv.com
- Click on the **CATEMA logo** on the bottom left hand side of the page
- Click on **Proceed to Secure Registration**
- 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 **System Manager** 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. *(Your email address will facilitate the process)*

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 the 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 program of study.
- **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).

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