

CAUTION

The grades you enter in CATEMA **MUST MATCH** the report card and high school transcript grades you enter for your students.

Students receiving grades based on an amended grade scale are not eligible for EITC credit.







Accurate academic records uphold the integrity of the Advanced Opportunity program.

ENTER GRADES

- Go to the Eastern Idaho Technical College Home Page at <http://www.cei.edu/high-school>
- Click on the High School Tab
- Under Helpful Links: Click **CATEMA**.
- **Logon** using your *username* and *password* you created in your profile.
- On **Teacher-Task Menu** click **View Class List**.



- Click the **blue arrow** located under the Student column at the right of your screen. The corresponding class list will come up.

3976	Butte County	<u>Tracy, Tonya</u> - Introduction to Health Professions	Year	0	HCT 100			0	0	0	0
3977	Butte County	<u>Tracy, Tonya</u> - Medical Terminology	Year	0	HCT 101			0	0	0	0
3990	Challis	<u>Tracy, Tonya</u> - Introduction to Health Professions	Year	0	HCT 100			0	0	0	0

- **Enter letter grades.** Acceptable entries are **A, B, C, D** or **F**.

CATEMA student grade entries **MUST MATCH** student high school report card grades. Students receiving grades based on an amended grade scale are not eligible for CEI credit. You **must enter** the following **for all students** enrolled in your classes:

- **Grade**
 - **Credit recommendation**
 - **Recommend credit.** Click “**credit**” for those students that earn an **A** or **B**. Click “**no credit**” for students earning a **C** or below.
 - Click **Save Changes**.
 - **Comments** (instructions on reverse).
 - ✚ **If you do not issue credit to a student that earned an A or B in your class, please enter a comment explaining why credit was not granted (Course competencies not met, DJT).**
 - ✚ Enter and initial drop dates (Drop 00/00/00, DJT). Do not issue credit to a student that drops a class before completion.
 - ✚ **CNA instructors** must enter and initial state testing results (Written=pass/fail and
 - Skills=pass/fail, DJT) and HCT 100 course grades (HCT 100=A or B, DJT).
 - Click **Class List**, upper right on your screen. This will take you back to your class lists.
- Repeat the process for each of your classes.

For questions or assistance:

