**CATEMA**

 Giving Your Students Credit

### RATE STUDENTS/MAKE END-OF-CLASS RECOMMENDATIONS

This process must be done prior to the end of each semester:

* Go to your Login page at **https://www.catema.net/swc/**
* 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 Semester.
* Once you are logged into the system go to your classes and click on the blue arrow under the **“students”** column.
* **If you haven’t already accepted students into your class** (this should have been done at the beginning of the semester) **you will need to click “Yes” under the “Yes/No” column**.
* Next, put the grade in the **“Grade”** column. Your student must have at least an “80” in order to get credit for the class. Some classes don’t keep grades but the student has met the competencies. To give the student credit you must put the **“80”** in for the grade..**there is no Pass/Fail option.**
* Click **“Credit”**
* **DO NOT MARK STATUS** – That will be completed by Southwestern College
* Click **“Save Changes”** at the bottom of the screen