



CALIFORNIA COMMUNITY COLLEGES

**Doing What MATTERS™**  
FOR JOBS AND ECONOMY

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## **Using the CATEMA™ System for Articulated Course, Dual Enrollment, and Credit-By-Exam Information in the LaunchBoard Common Metrics Tab**

A number of initiatives, including Doing What MATTERS™ for Jobs and the Economy, Career Technical Education Pathways Program (SB1070), California Career Pathways Trust, and California Statewide Career Pathways have emphasized the importance of tracking students who take articulated and dual enrollment courses as well as receive credit-by-exam. To meet this demand, the CTE LaunchBoard has established a partnership with the Career And Technology Education Management Application (CATEMA™) System to capture data on these outcomes. This document explains step-by-step the nature of this partnership.

### **What is the CATEMA™ System?**

The Career And Technology Education Management Application (CATEMA™) System provides a comprehensive user-friendly web interface for linking courses, classes, school districts, high schools, teachers, counselors, college registrars, college advisors, and students. The system enables teachers to create records for dual enrollment courses and courses that are linked to articulation agreements and to validate course completion for students who have created accounts that are associated with the courses. Colleges can also record whether students received college credit for a course through dual enrollment or credit-by-exam. This information can then be shared between K-12 institutions and colleges to better understand student performance and support advising.

The CATEMA™ System is managed by STATco, a commercial software and database services company located in Victoria, Texas. This group provides program solutions and web applications for colleges and their secondary school partners. STATco created the CATEMA™ System in the early years of the Tech Prep initiative to accurately record student completions of articulated courses. The system continues to provide record keeping and reporting services for evolving CTE programs. More information on the CATEMA™ System is available at [www.catema.net](http://www.catema.net).

## Are colleges required to use the CATEMA™ System?

The decision to participate in the CATEMA™ System is up to individual institutions. For those that do elect to use the tool, the additional benefit is that the Chancellor's Office will cover the costs of an initial license including site configuration, one day of onsite training, and three years of service/support. Licensing fees cover the cost of participation for students, K-12 partners, and community colleges to track dual enrollment, articulated courses, and credit by exam.

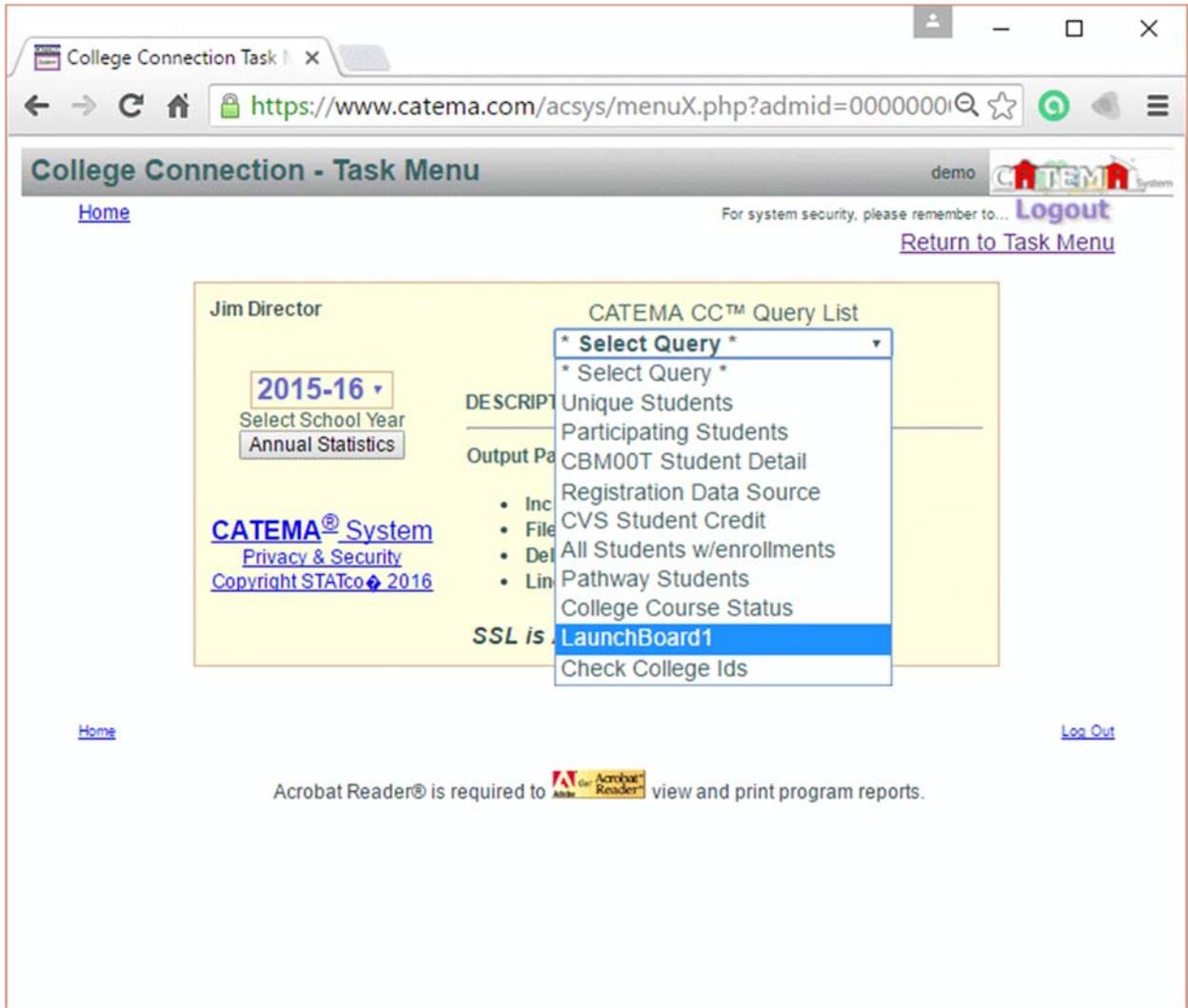
## How will data from the CATEMA™ System be integrated into the LaunchBoard Common Metrics Tab?

For 2015-16 reporting, colleges will need to upload their data into the LaunchBoard. The CATEMA™ System includes a feature that exports data in the format needed to report on dual enrollment and articulated courses for the Doing What MATTERS™ Common Metrics.

- 1) From the Systems Administrator "Task Menu", click "CatemaCC"

The screenshot displays the 'System Administrator - Task Menu' interface. At the top, there is a navigation bar with 'Home' and 'Logout' links. Below this, the user's name 'Jim Director' and email 'tpaddr@mymail.net' are shown. A calendar for September 2016 is visible, with the 7th highlighted. The 'System Dates' section indicates the current school year is 2015-16, with Semester 1 from Sep 14 to Jan 15 and Semester 2 from Jan 20 to Jun 30. A notification box at the bottom left states 'Jun 30, 2016 Completion Deadline' and '44 Enrollments pending acceptance!'. The right sidebar contains a menu of options: Teachers, Classes, Find Student, Find Teacher/Admin, Courses, Programs, Course Sequences, High Schools, Districts, Colleges, CatemaCC, Teacher Mailing List, Group Email, and Enrollment Alert. At the bottom, there are links for 'Annual Statistics', 'Annual Summary', 'Annual Detail', and 'Log Out'. A footer note mentions 'Acrobat Reader® is required to view and print program reports.'

2) On the CATEMA CC™ menu, select the query “LaunchBoard 1”



3) Select the “School Year” to report

College Connection - Task Menu

demo Logout

Home For system security, please remember to... Return to Task Menu

Jim Director CATEMA CC™ Query List

LaunchBoard1

School Year 2015-16

DESCRIPTION: List of students meeting the criteria for LaunchBoard momentum point 6 or 6a within the school year selected.

Output Parameters:

- Include Column Names -
- Filename - Demo cclaunchboard1.txt
- Delimiter - tab
- Line End - return \newline

Download Output

SSL is Active

Home Log Out

Acrobat Reader® is required to view and print program reports.

4) Click “Download Output” to download the report file.

site_number	student_id_local	student_id_statewide	birthdate	gender	last_name	first_name	cds_code	top_code
001	6132505		19860306	M	Adlong	Jeff	23456789745125	234800
001	9309007		19940303	F	Agnes	Mary	23456789235602	654300
001	9309007		19940303	F	Agnes	Mary	23456789235602	654300
001	1597538		19930528	F	Alves	Edgar	23456789852136	234600
001	8234567	123987456	19950202	M	Barstow	Frank	23456789852136	150200
001	8234567	123987456	19950202	M	Barstow	Frank	23456789235602	654300
001	8234567	123987456	19950202	M	Barstow	Frank	23456789854578	825000
001	8234567	123987456	19950202	M	Barstow	Frank	23456789235602	654300
001	4894894		19940512	F	Bibb	Veron	23456789235602	654300
001	4894894		19940512	F	Bibb	Veron	23456789852136	150200
001	5988888		19941119	F	Black	Pakita	23456789235602	654300
001	5988888		19941119	F	Black	Pakita	23456789852136	150200
001	4778909		19941229	F	Buggs	Dwayne	23456789235602	654300
001	4778909		19941229	F	Buggs	Dwayne	23456789852136	150200
001	4589551		19860423	M	Caceres	Carlos	23456789745125	234800
001	5192288		19940414	M	Chanell	Craig	23456789235602	654300
001	2392496		19860204	F	DeGarza	Mary	23456789745125	234800

This report can be saved to a hard drive, and then selected as part of the manual data upload process.

To upload locally-collected data, in the LaunchBoard Common Metrics Tab, click the "Upload Data" button at the top of the page. A new page will open in a separate window.

The screenshot shows the LaunchBoard Common Metrics Tab interface. At the top, there are three dropdown menus: 'College' (REGION TOTAL - Central Valley - North), 'Program' (SECTOR - Advanced Manufacturing and Advanced Technology), and 'Academic Year' (2013-2014). To the right of these is a 'Refresh' button. Below the dropdowns are three status indicators: 'BASE FUNDING YEAR' (checked), 'REGION' (checked), and 'STATE' (checked). In the center, there is a blue 'Upload Data' button, which is circled in red. To the right of this button is a blue 'Export' button. Below the buttons is a dropdown menu for 'High School Cluster' with three options: 'High School Cluster', 'Community College Cluster', and 'Community College Transition to Workforce Cluster'. At the bottom of the form, there is a note: '\* In order to protect the identity of individual students, asterisks are displayed when fewer than ten students are in the data set.' The footer of the page contains the address '2300 N Street, Suite 3 Sacramento, CA 95816 | Phone: 916.498.8980', 'Cal-PASS Plus', and 'Privacy Policy'.

When ready, use the drop-down menus under the **Data Submission** heading to identify the Momentum Point and Academic Year for the cohort file you prepared. Your cohort file may contain data for several Taxonomy of Programs (TOP) codes, but can only contain data related to one Momentum Point. In other words, separate files must be created for each Momentum Point.

When the data file is ready, click the "Choose Files" option and select the file to be uploaded from your browser window. An email should arrive shortly afterwards to the address tied to your account confirming receipt of the data upload.

## How will data from the CATEMA™ System be displayed in the LaunchBoard?

CATEMA™ System data will be used to populate Momentum Point 6 in the Common Metrics tab, "completed a CTE articulated course," and Momentum Point 6A, "successfully completed a CTE dual enrollment course or credit by exam, with receipt of transcribed credits." Information will be displayed by academic year and grouped by the subject area. For example, college employees would be able to see that 17 students completed a course that was articulated with their institution in the field of Automotive Technology in 2015–16. To ensure that outcomes information cannot be associated with specific individuals, specific numbers will be visible only if there are more than 10 students in the displayed program. In cases with fewer than 10 students, an asterisk will appear.

## Can existing CATEMA™ System data be imported to the LaunchBoard now?

Before data can be imported to the LaunchBoard, CATEMA™ System sites with existing student enrollment information will need to add a few additional fields of information.

- 1) Each college course articulation listed in the *System Course List* will need its related Taxonomy of Programs (TOP) code entered. (System Manager: Go to *Courses*, click *Course ID*, and enter the TOP code in the *Common Course Number* field).
- 2) An entry must be made to indicate whether students received credit for articulated or dual enrollment courses. This entry process is dependent on your specific site configuration. Contact CATEMA™ System tech support for instructions at [support@catema.net](mailto:support@catema.net).
- 3) Student records will need to include either the local student ID or the student's state ID number (SSID). The SSID field is a new feature in the CATEMA™ system. The SSID can be added to student records through a class roster, or through the *Find Student* utility for existing student records.

If these changes are not made, data will not display in the LaunchBoard because key reference fields will be missing. If changes are made to data from years prior to 2015-16, this information can be included in the LaunchBoard.

## How should CATEMA™ System users enter data for the 2015-16 school year?

Several new data fields and features have been added to the CATEMA™ System to improve record keeping and reporting on student participation and course completion. To ensure accurate and efficient record keeping and to facilitate LaunchBoard reporting, CATEMA™ System users should do the following:

**1) TOP codes:** Make sure that each existing course and any new course articulations added to the System Course List has its related Taxonomy of Programs (TOP) code entered in the *Common Course Number* field. The college offering the articulation should be selected in the *Articulating College* field.

If you are unsure which TOP code to assign, go to the California Community Colleges Chancellor's Office Data Mart and check the course detail information, which includes the assigned TOP code: [http://datamart.cccco.edu/Courses/Course\\_Details.aspx](http://datamart.cccco.edu/Courses/Course_Details.aspx).

**2) CDS ID:** Make sure all high schools, including existing high schools and new participating high schools, have the school's County\District\School (CDS) ID number entered in the *CDS ID* field.

If you are unsure which CDS number to assign, each school's 14-digit CDS ID number can be found at <http://www.cde.ca.gov/re/sd/>.

**3) Student SSID:** Ensure teachers have access either to each student's local ID number or to their unique State Student ID (SSID) number at the time they create their new CATEMA™ System student account. The SSID field is a different field than the existing primary student ID field, which is typically labeled *College ID, Student ID, SSN*, or a customized label that is specific to your site.

If you are unsure of your students' ID numbers, please check with the registrar at your school.

## **Find Out More**

Email [launchboard@cccco.edu](mailto:launchboard@cccco.edu) with any questions about the LaunchBoard or [support@catema.net](mailto:support@catema.net) for questions about the CATEMA™ System.