ABOUT YOUR CHAPTER (TEACHER PROFILE)

The Teacher Profile is REQUIRED in order to use the AET database to generate State Degrees, Chapter Award applications, Proficiencies, etc.

STEP 1: Go to "The AET" site, select:

- "Teacher"
- "Username" - your chapter number including "AL"
- "Password" - your chapter number including "AL"
- "Profile"
- "Update Your Chapter Contact Information." Complete.
- "Save this Page"
- "Profile"

STEP 2: Add teacher information. Select:

- "Maintain Your List of Teachers." Complete.
- "Save this Page"
- If additional teachers/chapter, select "Add New Person." Complete.
- "Demography." Complete.
- "Save this Page"
- "History." Complete.
- "Save this Page"
- "Annual Data." Complete.
- "Save this Page"
- "Profile"

STEP 3: Creates a list of vendors used by your students and is a useful source of Chapter supporters. Update as needed. SUGGESTED - NOT REQUIRED. Select:

- "Manage Your List of Student Vendors." Complete
- "Add Vendors"
- "Profile"

STEP 4: Creates a useful list of contacts. SUGGESTED - NOT REQUIRED. Select:

- "Maintain the List of your Program Contacts." Complete.
- "Add"
- "Profile"

STEP 5: VERY IMPORTANT! Select:

- "Select Courses Taught at Your School"
- "AET Course Builder"
- "New Course"
- "Teacher"
- "First Day of Class." Choose date from drop-down calendar.
- "Last Day of Class." Choose date from drop-down calendar.
- "AFNR Pathway"
- Most will select "Multiple Pathways-Comprehensive Curriculum"
- "Class Type"
- "Class Name"
- "Lesson Template." CONVENIENT – NOT REQUIRED.
- "Section" and "Period." CONVENIENT – NOT REQUIRED.
- "Save"
- "Profile"

VERY IMPORTANT! Repeat Step 5 for each class taught this year. ALSO, repeat for classes taught since your oldest student started taking Ag classes.

STEP 6: Makes calendar, student accounts and messaging available to students. CONVENIENT – NOT REQUIRED. Select:

- "Manage AET Settings"
- "Student Messaging." Choose either "On" or "Off"
- "Student's Can Create Own Accounts." Choose "On."
- "Hide My Chapter From Scoreboard." Choose "Show" to allow AET to see how many students are using AET.
- "Chapter Portfolio." Add email address. "Save"
- "Publish Calendar." Choose "On" to make calendar visible to anyone logging on to your AET account.

NOW, YOU'RE READY TO BEGIN TO USE AET!

FFA ROSTER EASY AS 1-2-3
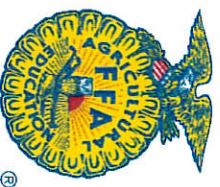
Enter ALL of your students into AET, whether or not they are FFA members. YOU WILL NOT BE CHARGED for students who are listed, as "Ag Ed only", but these students will STILL be able to use AET as a part of classroom activity.

STEP 1: Open INOW. Click:

- "Classroom"
- "Roster"
- A specific class
- "Course Roster"
- Under "Layout", click "Simple"
- Under "Student Number," click "None"
- "Preview," and
- Copy entire class roster.

STEP 2: Open AET. Click:

- "Accounts"
- "Manage All Accounts"
- "Add Multiples," and
- Paste (the entire class roster!)

STEP 3: Review individual student names in the newly pasted class roster:

- Delete the portion of each name that the student does not use (middle names, usually).
- Click "Add to AET".

STEP 4: To find user names and passwords for each student, Teacher selects:

- "Accounts"
- "Manage All Accounts" to view user names and passwords

STEP 5: Provide each student with his or her user name and password. Use classroom time for EACH student to complete his OWN profile! Each student:

- Log into "The AET" as a student and
- Select "Profile", and
- Complete Profile. When complete, the student's version will say "100%" - the teacher version will show a green bar all the way across.

STEP 6: After profiles are complete, Teacher selects:

- "Accounts"
- "FFA Roster Helper"
- Mark each student as either "1 year membership" or "Ag Ed only"
- "Send All to FFA.org"

WAIT 30 MINUTES TO 1 HOUR.

STEP 7: Go to FFA.org and select:

- "Roster Tools"
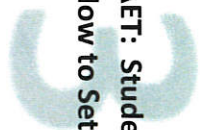- "Manage Roster"
- "Manage Membership"

STEP 8: Your student members' names will be listed here.

- If all students are members, select "Check All"
- Uncheck any students listed who are not members.
- Look it over for errors.

STEP 9: Select "Membership to State"

STEP 10: Email Jacob or Andy and tell them that you have submitted your membership to state.

You are done!

THE AGRICULTURAL EXPERIENCE TRACKER – ABOUT YOU

ALL students (FFA member or NOT) must fill out the "Student Profile." Student does this section after teacher enters "Ag Class Schedule". Each student:

<u>STEP 1</u>: Log onto AET. Click:

- "Student Log In to AET"
- "Chapter No." (Ask Teacher)
- "User Name" (First Letter of First Name and Entire Last Name. ex. C Blanton)
- "Password" (First Letter of First Name and Entire Last Name. ex. C Blanton)

<u>STEP 2</u>: "About You", Click "Manage/Edit Personal Profile" and:

- "Demographics"
- "Edit" Complete each item. Note: Year of Graduation is NOT the current year unless student is a senior.
- "Save"
- "Mailing Address"
- "Edit" Complete each item.
- "Save"
- "Contact Information"
- "Edit" Complete each item. Note: Email is NOT required in Alabama.
- "Save"
- "Parents/Guardians"
- "Edit" Complete each item.
- "Save"
- "Profile"

<u>STEP 3</u>: "Record School Ag Class Schedule"

- "My Ag Pathway" Choose from pull-down list
- "Add Class" Choose classes from pull-down list by year,
- "Add"
- "Profile"

<u>STEP 4</u>: "Manage Your Resume Information"

- "FFA Degree Levels Achieved". Complete.
- "Save Degrees"
- Complete remaining categories where applicable
- "Add New"
- "Profile"

<u>STEP 6</u>: "Test your knowledge of Parliamentary Law and gain a passing score", Complete if desired.

<u>STEP 7</u>: "Profile" "Your Activities"

- "Project Experience Manager (SAE)"
- "Add New" Complete each item.
- "Save"
- "Profile"
- "Enter your FFA offices"
- "Add New Office" Complete each item. "Add New Office"
- "Profile"
- "Enter your FFA committee memberships" "Add New" Select and "Add New"
- "Profile"
- "Judging Card Events" Complete if applicable.
- "Profile"

<u>STEP 8</u>: "Career Connector" Not required. Complete at leisure.

You are done!

NEXT STEP: Project Experience Manager
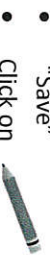
PROJECT EXPERIENCE MANAGER (Journal)

Project Experience Manager **IS** the student journal or record book. Students will use it to record SAE activities. Information from this section will flow directly to **STATE DEGREE, AMERICAN DEGREE** and **PROFICIENCY** applications.

PREREQUISITE: SCHOOL AG CLASS SCHEDULE (STUDENT PROFILE SECTION) for every year Student has been in an Ag class.

STEP 1: Log onto AET. "Welcome to the Student Dashboard" Click:

- "Journal"
- "Edit/Review Entries"
- "Project Experience Manager (SAE)"
- "Add New" Name your Project including calendar year
- Complete each item. Hover mouse over "?" for help making choices.
- "Save"
- Click on
- "Description". Use the *fill-in the blank sentences* provided as a guide to completely describe your project in the box provided.
- "Time Investment" tab. Use the *fill-in the blank sentences* provided as a guide to completely describe the time spent on your project in the box provided.
- "Learning Objectives" tab. Choose from Dropdown menu
- "+ Add New Skill Area" "Skill" Choose from Dropdown menu. Hover mouse over "?" for help making choices.
- "Planned Activities" Use your own words to describe activity in box provided.
- "Add Item"
- "Save all & Return"

STEP 2: "Project Experience Manager". Under "Records" Click:

- "Finances"
- "Review/Edit Finances"
- "Beginning Values" Cash/Checking"
- "Transaction List"
- "Year" Choose correct year from Dropdown menu.

- "Experience" All your earlier-entered projects will be listed in Dropdown menu. Choose the correct one.
- "Accounting Category" (Dropdown menu)
- "Vendor's Name" Insert name
- Choose correct category from buttons provided
- "Date" (Pay period – Important to the accurate!)
- "Total Gross Income" (earnings before taxes)
- "Tax Withholdings"
- "Expenses" (Did you buy a uniform, special shoes, etc.)
- "Pay Check Hours"
- "Save and Return" (will let you add more information about this pay period) **OR** "Save and Enter Another" (will let you add another pay check)
- Go to Finances and Your Financial Entries choose Non SAE income and Personal Expense to show how the student spent the Money.

STEP 4: "Journal Entries", Click: 0

- "Year" Choose from Dropdown menu.
- "Activity Category and Type" (Dropdown menu)
- "Description" Use the box provided to briefly describe the activity.
- Select from the buttons – either "Class Activity", "Project Activity" **OR** "Other Activity"
- "Add/Edit Journal Entry"
- "Date" Important – must be correct! (Do NOT use today's date)
- "Category" (Dropdown menu)
- "Experience" (Dropdown menu)
- "Activity" Choose from Dropdown menu
- "+"
- "Time". Hover over time for hints. Fill in boxes for hours & minutes
- "Pictures" Add pictures here if available.

One journal entry done!

Now, repeat Steps 2-4 for each of your SAE's. Update weekly.
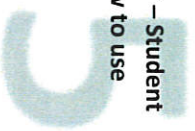
PROJECT EXPERIENCE MANAGER (JOURNAL) CONT.

. . . Records an individual student's time spent serving as an

    FFA officer,

    Committee member,

    Participating in competition activities &

    Helping with various community service projects.

This information will flow directly to State and American Degree Applications and Proficiency Applications.

Step 1: Log onto AET. Click:

- "Journal"
- "Your Time Entries"
- "Time and Community Service"
- Choose correct date from calendar
- Choose from Dropdown menu

    "Course-Related Activity"

    "Experience-Related Activity"

    "Other FFA-Related Activity"

    "FFA Office Activity"

    "FFA Competition Activity"

    "Program of Activities Committee Activity"

    "Community Service"

    "Other Activities""

- "Group that You Served" Enter new group information in the space provided or choose from existing group in Dropdown menu.
- Describe Activity in box provided.
- "Time" Fill hours and minutes in space provided
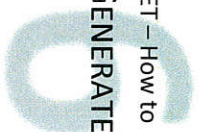
- "Pictures" Choose.
- "Save"

Step 2: Repeat for each activity and/or office held.

You are done!

Update weekly to make sure you don't forget an activity and to give yourself . . .

Credit where credit is due!

DEGREE APPLICATION MANAGER

You've used AET and "Project Experience Manager" as a record book. Now it's time to flow all those DETAILED records to an award application!

STATE DEGREE APPLICATION.

<u>STEP 1</u>: Log onto AET. Click:

- "REPORTS"
- "Annual Reports & FFA Apps"
- "Degree Application Manager"
- Choose from Dropdown Menu – "Alabama State FFA Degree"
- "Add New"

<u>STEP 2</u>: Review application as Generated. Make sure information in the following-categories is complete and accurate. Click on:

- "Cover Page".
- "Basic Set-up".
- "Beginning Date". <u>DO NOT CHANGE</u> "Ending Date"
- "SAE Type"
- "SAE Placement & Fndl". (Generated from Experience Manager)
- "Assets" (Generated from Experience Manager)
- "Community Service"

If needed, make corrections and/or additions. Click "Review in AET" to go back to "Project Experience Manager".

- Make corrections. Click "Save".

<u>STEP 3</u>: "Checklist", Review and correct any item marked "Not Met". Click:

- "Review in AET" to go back to "Project Experience Manager".
- Make corrections. Click "Save"

<u>Step 4</u>: "Print Application" This can only be done after all items are "Met"

AMERICAN DEGREE APPLICATION.

Choose "American Degree Application" from Dropdown menu and follow the same steps as for State Degree Application.

PROFICIENCY AWARD APPLICATION.

<u>STEP 1</u>: Log onto AET. Click:

- "REPORTS"
- "Annual Reports & FFA Apps"
- "Degree Application Manager"
- Choose from Dropdown Menu – "Proficiency Award Application"
- "Add New"

<u>STEP 2</u>: Review application as Generated. Make sure information in the following-categories is complete and accurate. Click on:

- "Cover Page".
- "Basic Set-up".
- "Choose AET Experiences"
- "Beginning Date". <u>DO NOT CHANGE</u> "Ending Date"
- "SAE Type"
- "SAE Placement & Fndl". (Generated from Experience Manager)
- "Assets" (Generated from Experience Manager)
- "Community Service

If needed, make corrections and/or additions. Click "Review in AET" to go back to "Project Experience Manager".

- Make corrections. Click "Save"

<u>STEP 3 & STEP 4</u> follow as to State Degree.

Congratulations!

Make sure it is SMART:

1. **Specific** - Consider who, what, when, where, why and how in developing the goal.
2. **Measurable** - Include a numeric or descriptive measurement.
3. **Achievable** - Consider the resources needed and set a realistic goal.
4. **Relevant** - Make sure the goal is consistent with the mission.
5. **Time-bound** - Set a realistic deadline.

Is It Specific?

Sample Goal: Increase revenue from my personal chef business.

This typical goal of any business lacks specificity. The author needs to detail how the increase will occur, quantify the increase and set a deadline that can be measured.

SMART Goal: Increase revenue by 25% each month by catering 2 parties a month.

Is It Measurable?

Sample Goal: Gain more clients for my consulting business by participating in a networking group.

This is a worthy goal. But, how would you know if the networking group actually helped you get more clients? Include a metric to measure progress in meeting the goal.

SMART Goal: Gain 2 clients each quarter for my consulting business by participating in a monthly networking group.

Is It Achievable?

- **Goal:** Offer compilation services to my bookkeeping clients by September 30th.

The goal is specific and measurable and is pretty SMART if there are employees available with the skills to provide the service. If not, then the deadline might need to be extended.

- **Is It Relevant?**

Sample Goal: Write a fiction novel about my experience helping build houses in Costa Rica.

It sounds like a very interesting book and possibly a worthy personal goal. But, if you just started an advertising agency and most of your time is spent building your clientele, then this goal may not be relevant to your current mission. It may have to go on the back-burner for a while.

Is It Time-bound?

Sample Goal: Create a website to sell jewelry from my store.

Of course, this goal needs a deadline. Otherwise the author may never get around to creating it.

Checking off that a deadline is included in a goal is fairly straightforward. Making sure that it is realistic may be an entirely different matter. Consider all of your priorities and time constraints and set a realistic deadline. If outside pressures are making the deadline unrealistic, then look at ways to change the strategy for completion. For example, can you outsource some tasks associated with the goal?

SMART Goal: Create a website to sell jewelry from my store by December 31st. Utilize a website development company to create the site and payment interface.