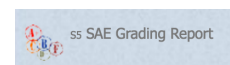# SAE Grading Report

Purpose: *Grading your students work involves reviewing the naming of their SAE, their plan, records, photos and annual review. This guide provides the details of this process.*

Step 1: Choose SAE Grading Report Teacher REPORTS

A few important options are:

- Choose a date range of SAE involvement
  - Date range needs to be set to include SAE you plan to review
  - Filter for FFA award SAE projects
  - Use the student selector to define specific students to review

- Review each student's work by selecting their name:
  - Review their type of SAE project or category
  - Review their date of activities
  - Review their SAE plan details (or 🖍 if incomplete)
  - Review their SAE transactions (journals or financials)
  - Review their number of SAE photos
  - Review their SAE Annual Review (Review)
- Develop an online grade and share comments with the student (🅐🅑)

Step 2: Access their work (SAE Plan, annual review, photos and transactions)

Name	Experience/Enterprise Name	Type	Sub-Type	Active	Overall Date Range	Plan	Journal (Hrs/#)	Financial ($/#)	# Photos	Annual Review / SAE Report / Evaluate
American, example	test	RE	Beef	🟢	11/21/2016 11/21/2016	🖍	4.0 / 1	$0 / 0	0	
Ewell, Clay	Breeding Cattle Herd	EN	Beef	🟢	12/10/2011 10/14/2016	🖍	1.0 / 1	$0 / 0	0	
Ewell, Clay	Manure Spreader	PL	Beef	🟢	8/31/2014 11/27/2016	🖍	0.0 / 0	$1,500 / 2	0	
Ewell, Clay	my Job - Repair	PL	Repair/Maintenance	🟢	11/27/2016 11/27/2016	🖍	1.5 / 1	$0 / 0	0	
Ewell, Clay	My New SAE 2 - Plant	PL	Grain Crops	🟢	9/11/2016 10/14/2016	🖍	1.0 / 1	$0 / 0	0	
Hanagriff, Roger	Breeding herd Beef	EN	Beef	🟢	8/25/2008 10/14/2016	🖍	51.0 / 2	$0 / 0	0	
Rutherford, Vanessa	TEST MARKET	EN	Beef	🟢	10/19/2016 10/19/2016	🖍	0.0 / 0	$2,000 / 2	0	

*Select each students name and see their SAE details &

*Select their SAE Report PDF and grade their efforts (See SAE Rubrics in Teacher Help)

Step 3: Provide Student Feedback

- *Select each student "grade icon and share comments 🅐🅑*
  - *Select a date of evaluation, hours and other information*
  - *Choose their SAE and provide an evaluation & recommendations*
  - *Save to send them the results:*
    - *Student will get an email of your information &*
    - *The record also saves into your Teacher SAE Assessment Journal to have a record of your SAE supervision.*