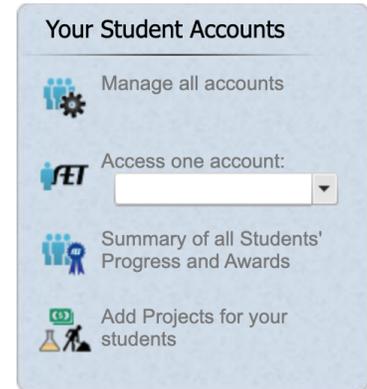


# Adding SAE Projects for Students

**Purpose:** The purpose of this guide is to show teachers how to add SAE project(s) for one or multiple students. This is geared to helping teachers ensure all students have an SAE.

## Step 1: How to add SAEs for students:

- In the ACCOUNTS tab you will see a NEW option called "Add Projects for your Students"



**Add a Project**  
Assist students in building SAEs by class or other Student Finder options. The student will manage the project in their own account.

Last Name Starts With:

Filter for students who don't have a Foundational SAE

Student Finder:  FFA Membership,  Custom Groups,  Classes,  Principles of Agriculture, Food, and Natural Resources

Multi-row Operations: **Add Project**

Unique #	Name	Username	Grade	Last Access	
<input type="checkbox"/>	858679	Breeding-Beef, Example	EBreeding-Beef	never	
<input type="checkbox"/>	1269542	Committee, example	eCommittee	never	
<input checked="" type="checkbox"/>	2951055	Ewell, Russell	rewell	10	10/06/2021
<input checked="" type="checkbox"/>	874867	Farming, Example	EFarming	never	
<input checked="" type="checkbox"/>	1943583	Hanagriff, Boyd	BHanagriff	10	06/20/2018
<input checked="" type="checkbox"/>	5	Hanagriff, Roger	roger	15	06/29/2021
<input type="checkbox"/>	1222295	Hodges, Eric	EHodges	05/31/2016	
<input checked="" type="checkbox"/>	1320316	Kirby, Vanessa	VKirby	11	10/05/2021
<input checked="" type="checkbox"/>	836856	Market Livestock, Johnny	JMarketLivestoc	never	
<input checked="" type="checkbox"/>	2362068	Rutherford, Valerie	VRutherford22	never	

- You will see a list of all active student accounts with a Student Finder option to filter by class, grade or even a custom group.
- The top option allows you to view "All Students that do not have a Foundational SAE". This allows you to create a Foundational for all students (ie freshmen students)

- Once you have student(s) chosen then you will see the SAE Creation page. This allows you to:

- Name the SAE
- Select a Focus
- Choose an SAE top
- Select a Primary Pathway and a Subcategory

**Add a project for 1 student**

<b>Name:</b>	<input type="text"/>	Enter a short descriptive name for this experience.
<b>Experience Focus:</b>	<input checked="" type="radio"/> Individual <input type="radio"/> School Based <input type="radio"/> Service Learning	
<b>Tracking Your Experience:</b>	Basic: <input type="radio"/> Foundational	<input type="checkbox"/> Journal Only
	Agriscience: <input type="radio"/> Research/Experimental	<input type="checkbox"/> Journal and Finances
	Job: <input type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement	<input type="checkbox"/> Paychecks and Journal
	Business: <input type="radio"/> Entrepreneurship/Ownership	<input type="checkbox"/> Journal and Finances
<b>Primary Experience Category:</b>	(Please Choose) <input type="text"/>	<a href="#">Explore AFNR Categories</a>
<b>Primary Subcategory:</b>	<input type="text"/>	

## Step 2: Students Manage their SAE Project

Now that you have the SAE project created the student will login to their account to add journals and/or financial entries (if applicable) to their SAE project