

Phase 2 — Enrollment & Student Engagement

September

Theme: Build Student Participation

Once students have access to AET, attention shifts toward helping every student become actively engaged.

STUDENT ACCESS GUIDE: [Student Profile Checklist and Guide](#)

Teacher priorities include:



AET Program Profile

1. Manage Community Service Groups



[Video Link](#)

- ___ Add official names of community organizations your program will serve
- ___ EDIT student journal entries to correct and compile community organizations

PRO TIP: Use official community group names to improve accuracy in degree applications, as all students will have correct names of organizations served in journal records

2. Check Course Enrollment Rosters



- ___ Click *ENROLLMENT* for each course for student list
- ___ Verify active AET account per student in the course roster
- ___ Add new enrollments in a course, confirm grade level, delete students, export to excel

TIP: *Course enrollment initiates annual access to AET and FFA opportunities*



AET Accounts Tab

1. Confirm AET Roster



- ___ Click Manage All - Use **National Roster Utilities** [Video Link](#)
- ___ Check (o)Pending Transfers or select students to transfer to another program

TIP: *Never delete students who left the program; transfer their AET records to the new program*

2. Monitor Student Forms



- ___ Confirm Emergency and Release Form submissions

3. Use AET Message System



- ___ Send AET website link to parents and stakeholders (includes chapter calendar)
- ___ Sent test message to students per course to identify undeliverables (bottom right)

4. Begin Review of FFA Roster



[Video Link](#)

- ___ Check for completion and missing information in student profiles for membership



[AET Program Tracker](#)

1. Develop Strategic Plan for POA Year



[Video Link](#)

- ___ CLICK Activities Tab to review calendar events for the month/school year
- ___ CLICK calendar event, edit details (appears on website), committee, goals, budget
- ___ PRINT Complete Plan for state submission or month's activities for administration

TIP: Use chapter officers to update and complete

PRO TIP: Establish QR Codes for activity attendance [Guide Link](#)

2. Set FFA Chapter Meeting



[Video Link](#) [Guide Link](#)

- ___ + New Meeting: Enter meeting name, type, date, time, location, chairman, SAVE
- ___ CLICK Invite Guests: Use AET messenger to invite members, alumni, staff, admin
- ___ CLICK Agenda: Enter agenda items, remove unused items of business, add motions for old and new business consideration

3. Create Program Budget/Ledger



- ___ Add New Account if you are a new user OR update summer CTSO spending
- ___ Grant access for chapter treasurer - CLICK Edit on account line, select student

4. Record Teacher Time to Support Contract



[Video Link](#) [Guide Link](#)

- ___ CLICK New Entry to record hours, miles, students, volunteers, funds raised
- ___ Select activity type, activity name, reflection details, and confirm students



TIP: Teacher Journals can be downloaded each month, grading period, or annually for administration submission as Teacher Journal Reports (Reports Tab)



[Program Reports](#)

1. Grade Student Profile and Classroom Activity



- ___ Set start and end dates for entry completion
- ___ Choose student population by grade, course, or teacher
- ___ View student profile contact and FFA info, and resume for classroom grade
- ___ Message students with 0 logins or 0 entries

Classroom Activities Include:

- **Introduce AET Journaling Entries**
[Lesson PLAN - AET Journal Entries](#)

- **Introduce the Mobile AET to Students**

Visit <http://m.theaet.com>

AET Mobile for Students Guide (PDF)

- **Begin SAE Exploratory Activity**

[Lesson 3. SAE Connections to Careers](#)



AET Student Profile

1. Access Student AET Account

___ Watch the student resume video [Video Link](#)

Complete the following Tabs:

___ Review/Edit:

Awards: Honor Roll, Perfect Attendance, Student of the Month,

Certification: First Aid, CPR, Firearm Safety, etc.

Memberships: 4H, FCCLA, DECA, Breed Associations, Scouts, Jr Fair Board

Other Accomplishments: Exhibition honors/wins, scholarships, sports captain

___ Objective: Identify SHORT TERM and LONG TERM educational and training goals

___ References: Identify 3 professional references following the format

TIP: This is a working document that will build over your time in high school and ag. education. As your involvement grows and expands, your resume will need to be regularly updated accordingly.

FFA Officer/Committee Member Activities:



AET Journal

1. Officer or Committee Member - Chapter POA

___ **Secretary:** Confirm all Officer Bios complete with picture

___ **Vice President:** Confirm all committee chairs and members are identified

___ **Vice President/Secretary:** Check September ACTIVITIES and ensure accurate details are included which will appear in the chapter AET website calendar for parents/students

___ **Treasurer:** Check September ACTIVITIES and Click BUDGET to enter estimated and actual income and expense incurred for each event

___ **Other Officers or Committee Chairs:** Check September ACTIVITIES and add the following for each: Click ACTIVITIES TAB/Calendar Activity

1. Goals, Plans, Outcomes

- ___ Draft a specific description of the activity addressing the purpose of the activity
- ___ Write 3 SMART Goals for the activity

Chapter Reflection

Early adoption and use of the Monthly Teacher Checklist can fuel efficiency and give the teacher time back for personal use or other program planning.

Before continuing to Phase 3, consider the following questions:

1. Which monthly checklist item so far would you share with a new or young teacher?
2. Can any of these tools be utilized to support your program with administration and stakeholders?
3. How are you feeling with the utilization of officers for some program logistics?