

Phase 3 — SAE & FFA Development

October

Theme: Growth Through Experience

This period is when students begin actively participating in SAEs and FFA activities. The teacher will model AET use and guide students to quality expectations.

SAE: Sophomores, Juniors, and Seniors should be entering records from summer work experiences or exhibition projects from summer county and state fairs.

Freshmen should be exploring SAE types and opportunities that support their interests.

FFA: All students should use the [AET Journal Rubric](#) to guide quality journal entries for all FFA, CDE, and community service activities throughout the school year.

Teacher priorities include:



AET Program Profile

1. Manage AET Subscription



- ___ Enter PO number for annual subscription
- ___ **OR** Pay by Credit Card

TIP: Subscription renewal rolls on **10/15/26**. *If no PO # is on file, subscription is paused*



AET Accounts Tab

1. Organize Student Groups



[Video Link](#)

- ___ Add a National Convention Group and select students (use SMS group for messaging)

2. Final Review of FFA Roster



[Video Link](#)

- ___ Check for completion and missing information in student profiles for membership
- ___ Select One: Send ALL, Send MEMBERS, Send CHECKMARKED

TIP: *Check with your state staff if confirmation is needed in FFA.Org (Process Batch)*



AET Program Tracker

1. Review October Calendar Events



- ___ Review details of chapter activities for student and parent access
- ___ Create QR Codes for each October activity for student check-in [Guide Link](#)

2. Create/Manage Student Exams

- ___ Streamline your course tests by uploading test questions
- ___ System will grade assessments
- ___ Questions can use photos, graphs, and links for scenario-based assessment

3. Record Teacher Time to Support Contract

- ___ CLICK Add New to enter October teacher activities

TIP: Be specific and include hours, miles, contract hours, students, volunteers



Program Reports

1. Complete Student Grading for 1st Grading Period

- ___ Set start and end dates for entry completion
- ___ Choose student population by grade, course, or teacher
- ___ Grade Profile & Classroom Entries, FFA Entries, and SAE Entries

TIP: Use these as benchmarks for grading or completion

NOTE: Profile 100%, 1 FFA Activity, 1 Community Service Activity, and 1 SAE Entry

Pro TIP: SAE entries end in December of the calendar year - grades applied at the semester

2. Print AET Badge & Streak Awards

A. USE *Student Badge Details* TAB

- ___ CHOOSE Badge Type, School Year, and Select Student Population
- ___ DOWNLOAD Badge Certificates and award students

B. USE *Student Recordkeeping Streaks* TAB [Video Link](#)

- ___ Review and award recognition as desired

3. Print Program/Teacher Reports

A. Use Activity Participation Report

- ___ Set dates for 1st grading period, select students, export "point sheet"

TIP: Participation Value is generated from the Calendar Activity QR Codes

B. Use Teacher Journal Report

- ___ Set date range for 1st grading period, select teacher and ALL Activities
- ___ Generate either PDF or Excel document
- ___ Submit Teacher Journal Report to administration and program advisory

Classroom Activities Include:

1. Introduce AET to 1st Year Ag 1 Students

- ___ TEACH AET Lesson Plan 1 - [Welcome to AET](#)

RESOURCES:

- a. [Lesson PowerPoint](#) [PowerPoint PDF Slides](#)
- b. [Student Notes with Blanks](#)
- c. [Agriculture Education Terms Quiz](#)

2. Introduce SAE Role and Grading Policy to Ag Students

___ Explain SAE in the 3 circle model and discuss SAE policy in your program/course

RESOURCES: [SAE Policy Guide](#)

3. Guide Upperclassmen to begin Record Quality Reviews

___ Use the [AET Student Check Sheet](#) to improve student records for award ready status

___ Help students catch up past years records - [Entering Previous Years Records](#)

FFA Officer/Committee Member Activities:

1. Set October FFA Chapter Meeting



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

___ Enter Meeting Date, Invite Guests (SMS Messenger), Create Agenda, Create/Print QR Code with participation value

PRO TIP: Use the Meeting Manager to host FFA Officer and FFA Committee Meetings



[AET Journal](#)

1. Officer or Committee Member - SELECT Chapter POA

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

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

___ **Other Officers or Committee Chairs:** Check October 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

Chapter Reflection

AET comprehensive use can improve confidence and management of program activities and student records, especially when moving toward award season. USE the Monthly Teacher Checklist to identify essential tasks and stay on track

Before continuing to Phase 4, consider the following questions:

1. Are you using the checklist to improve your efficiency or are old habits conflicting efficiency?
2. Which tool do you find yourself using the most?
3. Are you anxious knowing award season is approaching and have you established a system for eligibility and application submission?