AET Learn Guide: Managing the Teacher Professional Development Tracker

Purpose of this Guide

This feature allows state and regional staff to create and manage official **professional development (PD) events** within AET. These events serve as an official record for teachers, connecting attendance and credit hours to their AET **journal activities**.

Step 1: Add a Professional Development Event

1. From the **Region/State side** of AET, click **"Add an Event."**
2. Enter the event details, including:
   - **Event Name** (e.g., Summer Ag Teachers Conference)
   - **Host Organization** (e.g., State Association, university, or outside group)
   - **Location** of the event
   - **Date(s)** of the event
   - **Credit Hours** assigned for attendance

Regional Tools

Reports - View summaries of Regional, Chapter, and Student data

AET Message Center - Email/Text key program contacts

Chapter School Contacts - View or Manage school contacts

Program Calendar Tracker & Student Participation Records

Teacher Professional Development Tracker – Official P.D. Events ▶

Regional Sign-Up List (Ag Align) – View and export official list

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Step 2: Manage Event Records

- After saving, the event will appear on your PD tracking screen.
- From here you can:
  - View the **credit hours** tied to the event.
  - Track **attendance records** as teachers are marked present.

| Basic Information | Attendees | QR | Certificates |

Name:	AET Training with Roger Hanagriff
Location:	Tulare County Office of Education
Host:	San Joaquin CDE
Credit Hours:	8.0
Attendance URL:	https://www.theaet.com/pd/Attendees.aspx?ID=da4714da-8ada-48fb-b13c-77d91e7835c8

Beginning Date: 8/28/2025

| All Day Event | Time Event |

Date:

Duration (Days):
2

Details:

Step 3: Connect Attendance to Teacher Journals

Options to take attendance:

1. Manually take attendance by clicking the "attendance" tab and add names to the attendance list via the drop down menu at the top of the page.
2. Click the QR tab and print or show the QR code on a screen at the event. Attendees scan the QR code and are automatically taken to the mobile login page of AET. Once they login with their teacher credentials, the event automatically records in their teacher journal. That's it, all done.
3. Provide the attendance URL to a third-party monitor to take attendance. The third-party person does not need a login to AET. They simply get a management page that allows them to add attendees from the state list of ag teachers and remove any on the list that are there in error.
   - Each teacher who attends the event automatically has the PD activity added to their **Journal Activities** in AET.
   - This ensures:
     - Teachers have a consistent record of their professional development.
     - The hours are accurately tied to the official state/regional event.

Step 4: Teacher vs. State Staff Records

- Teachers may record their own professional development in AET.
- However, **state staff-entered events** are official and **cannot be changed by teachers.**
  - This prevents discrepancies.
  - Ensures all teachers attending receive the same event details and credit hours.

Step 5: Issue Certificates

The last tab in the professional development tracker is "certificates". AET offers automatic, pre-made certificates for all attendees at a state-set up event.

Click "add certificate", enter the information of the PD. State staff can then download one or all certificates for those in attendance, or teachers can download their own certificate in their PD tracker/teacher journal.

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This citation certifies that

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The AET/SAE

Successfully completed SAE/WBL advanced training using advanced SAE Case Studies

Hours: 8.00

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✅ Quick Tips for State Staff

- Always include accurate **credit hours** when creating an event.
- Use clear event names so teachers can easily identify them in their journals.
- Review attendance regularly to ensure records are complete.
- Remind teachers that their **state-entered PD records** are official and locked.