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Chapter 1

The Purpose of AET

Welcome

Agricultural education is unlike any other subject taught in today's schools. While many disciplines focus primarily on classroom instruction, agricultural education integrates classroom learning, leadership development, and career preparation through authentic, hands-on experiences. This comprehensive approach prepares students not only for academic success but also for lifelong careers, leadership roles, and informed citizenship.

The Agricultural Experience Tracker (AET) was developed to support this unique educational model. More than a record book or student database, **AET is a comprehensive program management system that connects every aspect of an agricultural education program into one organized platform.**

For teachers, AET serves as the operational hub for planning instruction, managing students, documenting activities, tracking Supervised Agricultural Experiences (SAEs), monitoring FFA participation, and generating reports that demonstrate program quality and student growth.

This guide is designed to help teachers use AET as a year-round management tool, making it easier to organize their programs, support students, and document the impact of agricultural education.

The Complete Agricultural Education Model

Agricultural education is built upon a nationally recognized three-component model. Each component complements the others, creating a comprehensive learning experience that prepares students for careers and lifelong success.

These three components are:

- Classroom and Laboratory Instruction
- FFA Leadership Development
- Supervised Agricultural Experience (SAE)

Rather than functioning independently, these components work together. Concepts introduced in the classroom are reinforced through leadership activities in FFA and applied through authentic experiences in students' SAEs. AET provides the structure to connect these components into one cohesive program.

Component One:

Classroom and Laboratory Instruction

The classroom serves as the academic foundation of agricultural education. Here, students develop technical knowledge, scientific understanding, and employability skills through instruction, discussion, laboratory activities, and project-based learning.

Students may study topics such as:

- Animal Science
- Plant Science
- Agribusiness
- Agricultural Mechanics
- Food Science
- Natural Resources
- Biotechnology
- Environmental Systems
- Agricultural Communications
- Agricultural Power and Technology

Instruction should emphasize both technical competencies and transferable workplace skills, including communication, collaboration, critical thinking, problem-solving, and professionalism.

Teachers use AET to document instructional activities, monitor student participation, organize curriculum-related events, and generate reports that demonstrate instructional effectiveness.

Component Two:
FFA Leadership Development

FFA extends learning beyond the classroom by providing opportunities for leadership, personal growth, and career exploration.

Participation in FFA allows students to:

- Develop leadership skills
- Practice public speaking
- Build teamwork and collaboration
- Participate in Career and Leadership Development Events
- Serve their communities
- Network with agricultural professionals
- Explore career pathways
- Build confidence through authentic experiences

Teachers coordinate many FFA activities throughout the year, including chapter meetings, officer planning sessions, conferences, contests, banquets, community service projects, and award applications.

AET helps teachers organize these activities, document participation, maintain historical records, and generate reports that demonstrate chapter engagement.

Component Three:
Supervised Agricultural Experience (SAE)

The SAE is often described as the "laboratory of life." It allows students to apply classroom learning in authentic agricultural settings while developing career-ready skills.

Every student's SAE should be individualized based on interests, career goals, available resources, and opportunities.

Examples of SAEs include:

- Placement (employment or internships)
- Entrepreneurship (student-owned businesses)
- Research
- School-Based Enterprise
- Agricultural Communications
- Exploratory experiences
- Service-Learning
- Agriscience projects

An effective SAE encourages students to:

- Set goals
- Develop technical skills
- Manage finances
- Solve problems
- Build responsibility
- Reflect on learning
- Document accomplishments

AET serves as the primary record-keeping system for these experiences, allowing students to record hours worked, financial transactions, inventories, journals, skills, competencies, and achievements while providing teachers with tools to monitor progress and provide meaningful feedback.

How the Three Components Work Together

The greatest strength of agricultural education lies in the integration of classroom instruction, FFA, and SAE.

For example, a student studying animal nutrition in class may:

- Learn nutrient requirements during instruction.
- Apply that knowledge by managing a sheep SAE.
- Demonstrate mastery through a livestock evaluation Career Development Event.
- Reflect on the experience in an AET journal.
- Present findings at a chapter meeting or proficiency interview.

Each experience reinforces the others, resulting in deeper learning and stronger career preparation.

AET captures evidence of this learning across all three components, helping teachers and students see the connections between instruction, leadership, and experiential learning.

Why AET Matters

Agricultural education generates a tremendous amount of information throughout the school year. Teachers manage class rosters, lesson activities, FFA events, SAE visits, financial records, journals, awards, reports, and communication with students and stakeholders.

Without a centralized system, maintaining accurate records can become time-consuming and inconsistent.

AET provides a single platform that helps teachers:

- Organize program information
- Manage student accounts
- Track instructional and extracurricular activities
- Monitor SAE development
- Record FFA participation
- Document teacher responsibilities
- Generate reports for administrators and stakeholders
- Measure student growth over time

For students, AET provides a digital portfolio that documents experiences, skills, accomplishments, and career readiness. These records can support scholarship applications, degree applications, proficiency awards, resumes, interviews, and future educational or employment opportunities.

Benefits for Teachers

Using AET consistently throughout the year allows teachers to:

- Save time through organized record-keeping.
- Monitor student engagement.
- Identify students needing additional support.

- Track progress toward awards and degrees.
- Prepare reports for administrators and advisory committees.
- Document instructional effectiveness.
- Maintain historical records from year to year.
- Demonstrate program impact to school and community stakeholders.

Rather than recreating information at the end of the year, teachers build their records continuously, resulting in more accurate documentation and less stress during busy reporting seasons, utilizing Strategic Planning, a built-in chapter website, and messaging system.

Building a Culture of Record Keeping

Successful agricultural education programs establish record-keeping as a routine expectation rather than an occasional assignment.

Students should understand that maintaining accurate records is a professional skill used by employers, entrepreneurs, producers, researchers, and agricultural businesses every day. Journals, financial records, inventories, and time logs are not merely school assignments—they reflect the documentation practices expected in the agricultural industry.

When teachers integrate AET into regular classroom instruction, students begin to see record-keeping as part of professional practice. Consistent use encourages responsibility, organization, reflection, and continuous improvement.

Looking Ahead

Throughout this guide, you will learn how to use AET to manage every aspect of your agricultural education program—from setting up student accounts in August to evaluating program outcomes after the school year ends.

By developing consistent routines and using AET throughout the year, you can streamline administrative tasks, strengthen instruction, support student success, and document the full impact of your agricultural education program.

The chapters that follow provide a month-by-month roadmap for accomplishing these tasks, along with detailed operational guidance for every major teacher function within AET.

Chapter Reflection

Before continuing to Chapter 2, consider the following questions:

1. How does your current program integrate classroom instruction, FFA, and SAE?

2. Which component of your program is strongest? Which could be strengthened?
3. How could more consistent use of AET improve your ability to monitor student growth and document program success?
4. What routines can you establish this year to make record-keeping a regular part of your students' learning experience?

As you begin using AET with purpose and consistency, you'll find that it becomes more than a record-keeping system—it becomes a management tool that helps tell the story of your agricultural education program and the success of your students.

The next chapter naturally builds on this foundation by introducing the AET interface and explaining how the **Program Profile, Accounts, Tracker, and Reports** modules work together to support the entire agricultural education program.

Chapter 2

Understanding the Teacher Dashboard

Welcome to the Teacher Dashboard

The AET Teacher Dashboard is your program's command center. Whether you are beginning a new school year, supervising SAEs, preparing degree applications, conducting classroom instruction, or generating reports for administrators, nearly every task begins from the Teacher Dashboard.

While AET contains many tools and features, successful teachers quickly learn that their daily work centers around four primary program management modules:

 **AET Program Profile**

 **AET Accounts**

 **AET Program Tracker**

 **AET Reports**

Think of these four modules as the foundation of your agricultural education program. Each serves a unique purpose, yet all work together to provide a complete picture of your students, your chapter, and your instructional program.

The Four Pillars of AET

Imagine building a successful agricultural education program as constructing a barn.

- **Program Profile** is the foundation.
- **Accounts** are the people who work inside.
- **Tracker** records everything happening during the year (Chapter, Student, Teacher)
- **Reports** demonstrate the results.

If one pillar is neglected, the effectiveness of the entire system is reduced.



Program Profile

Your Program's Identity

The Program Profile contains the information that defines your agricultural education program. It is the first module teachers should review at the beginning of every school year because many other AET features rely on the accuracy of this information.

Program Profile Includes

- School information
- Agriculture Department Information
- Teacher information
- Course offerings
- Class schedules
- Graduation years
- Agricultural pathways
- Advisory committee information
- Community partners
- School calendar settings
- Program contact information

Why It Matters

The Program Profile provides the framework for all student records and reports. Incorrect program information can affect student enrollment, reporting accuracy, and historical program data.

AET Best Practice

Review and update your Program Profile each July or August before importing students for the new school year.



Accounts

Managing Students and Users

The Accounts module is where teachers manage everyone who accesses the program. It serves as the enrollment and user management center for AET.

Accounts allow teachers to:

- Import student rosters
- Create new student accounts
- Archive graduating seniors
- Remove withdrawn students
- Assign students to courses
- Reset passwords
- Verify email addresses
- Monitor account activity

- Manage teacher and advisor access

Why It Matters

Accurate student accounts ensure that every learner has access to classroom assignments, SAE records, journals, financial entries, and FFA participation.

Without accurate accounts, students cannot fully participate in the AET.

AET Best Practice

Review student accounts during the first week of school and again after any schedule changes.



AET Program Tracker

Recording the Story of Your Program

The Tracker is often considered the heart of AET because it documents everything happening throughout the year for ALL users.

While students maintain their own SAE records, teachers use the Tracker to record program activities, instructional events, leadership experiences, and professional responsibilities, while chapter leadership can record chapter meetings, strategic plans, and chapter finances.

Examples of Activities Recorded in the Tracker

Classroom

- Lessons taught
- Laboratory activities
- Guest speakers
- Field trips
- Assessments
- Work-based learning

FFA

- Chapter meetings
- Officer/Committee meetings
- Community service
- Leadership conferences
- Banquets

- CDE/LDE practices
- Competitions
- Fundraisers

SAE

- SAE visits/evaluations
- Placement supervision
- Entrepreneurship visits
- Research project supervision
- Livestock evaluations
- Fair visits

Teacher Responsibilities

- Advisory committee meetings
- Professional development
- Parent conferences
- Administrative meetings
- Recruitment activities
- Summer supervision
- Student activity documentation

Why It Matters

Every activity entered into the Tracker becomes documentation of your agricultural education program. These records provide evidence of student engagement, teacher workload, community involvement, and program quality.

AET Best Practice

Update the Tracker weekly rather than waiting until the end of the month or semester.



Reports

Turning Data into Evidence

The Reports module transforms the information entered throughout AET into meaningful summaries that support decision-making, program evaluation, accountability, and recognition.

Reports allow teachers to answer questions such as:

- How many students have active SAEs?

- Which students need journal entries?
- How many SAE visits have been completed?
- Which students qualify for awards?
- How many leadership activities has the chapter completed?
- What instructional activities occurred this semester?
- How has the program grown over time?
- What impact does the program have on the local economy?
- Where are students in completing records in the Resume, FFA, SAE?
- What skills/competencies have students shown mastery?

Common Reports

- Student Participation Reports
- SAE Reports
- Journal Reports
- Financial Reports
- Degree Eligibility Reports
- Proficiency Reports
- Chapter Activity Reports
- Classroom Reports
- Teacher Activity Reports
- Annual Program Reports

Why It Matters

Quality reports help communicate the value of your agricultural education program to administrators, advisory committees, parents, school boards, and community stakeholders.

Best Practice

Generate reports monthly to monitor progress—not just at the end of the year.

How the Four Modules Work Together

Although each module performs a specific function, the real strength of AET comes from how they work together.

Step 1 – Build Your Program

Begin with the **Program Profile**, where you establish the structure of your agricultural education program.

Step 2 – Enroll Your Students

Use **Accounts** to add students, assign classes, and prepare them for participation.

Step 3 – Document Learning
Throughout the school year, use the **Tracker** to record instruction, leadership activities, SAE supervision, meetings, and program events.

Step 4 – Measure Success
Finally, use **Reports** to evaluate student progress, demonstrate program impact, identify areas for improvement, and celebrate accomplishments.

A Year in the Life of an AET Teacher

The dashboard supports teachers throughout the school year. A more detailed monthly task list is included in Chapter 3.

August
- Update Program Profile
- Import student accounts
- Create beginning-of-year Tracker entries
- Run enrollment reports
- Populate the AET Calendar with Chapter Activities

Fall
- Introduce students to AET and expectations
- Monitor student participation
- Record chapter activities
- Conduct SAE visits
- Track classroom instruction
- Implement accountability measures

Winter
- Review journals
- Prepare degree reports
- Evaluate student engagement
- Monitor award eligibility

Spring
- Prepare proficiency applications
- Document banquets and conventions
- Generate annual reports
- Archive graduating seniors
- Finalize annual accountability and student performance

Summer

- Record SAE visits
- Track fairs and exhibitions
- Participate in professional development
- Prepare for the next school year

By following this annual cycle, teachers maintain accurate records without the stress of trying to recreate months of activities at the end of the year.

The Teacher Dashboard Workflow

Successful AET teachers develop a consistent routine. A simple weekly workflow might look like this:

Weekly Task	AET Module
Review program updates	Program Profile
Verify new or withdrawn students	Accounts
Record classroom, FFA, and SAE activities	Tracker
Run participation and progress reports	Reports
Maintain teacher journals	Tracker

Completing these tasks regularly keeps your records current and reduces end-of-year workload.

Key Takeaways

The Teacher Dashboard is more than a collection of menus—it is the operational center of your agricultural education program.

Remember these four essential functions:

- The **AET Program Profile** defines your program.
- The **AET Accounts** connect students to your program.
- The **AET Tracker** documents what happens every day.
- The **AET Reports** demonstrate the impact of your work.

When used together, these modules provide a complete picture of student learning, leadership development, SAE growth, and program success.

Chapter Reflection

Before moving to Chapter 3, consider the following questions:

1. Which dashboard module do you use most frequently?
2. Which module would benefit from more consistent attention?
3. How could establishing a weekly dashboard routine improve your efficiency?
4. Which reports would be most valuable to share with your administrator or advisory committee?

AET Best Practice

Weekly and comprehensive use of the AET Teacher Dashboard improves teacher efficiency and effectiveness of program and student management.

In the next chapter, you'll learn how to establish a year-long AET management routine that aligns with the agricultural education calendar, helping you use the dashboard proactively rather than reactively.

Chapter 3

The Teacher's Annual Workflow

Managing Your Agricultural Education Program Year-Round

Successful agricultural education programs are not built during one busy week before awards are due or at the end of the school year when reports must be submitted. Instead, they are built one day, one week, and one month at a time through consistent management, thoughtful planning, and accurate documentation.

The Agricultural Experience Tracker (AET) was designed to support this continuous process. Rather than viewing AET as simply a record-keeping system, think of it as the operating system for your agricultural education program.

Every school year follows a predictable cycle. While individual schools and state associations may have different calendars, the responsibilities of an agriculture teacher remain remarkably consistent from year to year.

Understanding this annual workflow helps teachers anticipate upcoming tasks, avoid last-minute stress, and ensure that students receive the greatest benefit from their classroom instruction, FFA participation, and Supervised Agricultural Experiences (SAEs).

The Annual Cycle of Agricultural Education

The agricultural education year extends well beyond the traditional school calendar.

Unlike many teaching assignments, agriculture teachers continue supervising students, conducting SAE visits, supporting fairs and exhibitions, attending professional development, and preparing for the next school year throughout the summer months.

The AET Teacher Dashboard supports this twelve-month cycle.

Annual Workflow Overview

Month	Primary Focus	Primary AET Module
August	Program Setup & Enrollment	 Program Profile  Accounts
September	Student Engagement & SAE Planning	 Accounts  Tracker
October	Leadership & SAE Growth	 Tracker

Month	Primary Focus	Primary AET Module
November	Record Keeping & Reflection	Tracker, Reports
December	Mid-Year Review	Reports
January	New Semester & Goal Setting	Accounts, Tracker
February	Leadership Development	Tracker
March	Awards & Applications	Reports
April	Program Evaluation	Reports
May	Graduation & Year-End Reporting	Accounts, Reports
June	Summer SAE Supervision	Tracker
July	Planning for the New Year	Program Profile

Phase 1 — Beginning the School Year Tasks

August

Theme: Build the Foundation

The new school year establishes systems and expectations that guide students the next 12 months.

Teachers Getting Started GUIDE

Teacher priorities include:

AET Program Profile

1. Maintain Current List of Teachers & Info

___ *Add, Inactivate, Transfer (AET Request)*
___ *Complete Teacher Profile Tabs* Teachers Getting Started Guide Link
___ *Reset User Password w/Email Login*

2. Set up your Ag Ed Courses

Video Link

___ *Add each course for each program teacher*
___ *Add 1st/last day of class*
___ *Add pathway, class type, name, bell period, credit info*

3. Check Subscription Status

___ *Enter PO #*
___ *Add 1st/last day of class*
___ *Add pathway, class type, name, bell period, credit info*

4. Secure School Admin AET Approval

___ *Complete Teacher Acknowledgement*
___ *Request school admin approval*

5. Update Important Program Contacts

Video Link

___ *Enter Building staff/admin, alumni, proctors, advisory, CTE personnel*
___ *Add/Edit name, title, email, phone*

6. Manage your Chapter AET Website

Video Link

___ *Claim/Activate web address*
___ *Link chapter social media*
___ *Populate website using review links*

AET Accounts Tab

1. Manage/Update All Student Accounts

Video Link

___ *Click INACTIVATE, TRANSFER, EDIT student accounts - Guide Link*
___ *Add NEW student accounts Video Link*

2. Organize Student Groups

Video Link

___ *Add a new group and select students (Officer team, CDE teams, committees, etc.)*

3.

Send AET SMS Messages, Emails, & AET

Video Link

___ *Send student and parent welcome text (incoming students not available)*

AET Program Tracker

1. Enter Calendar - Program of Activities

___ *Enter program activities and details for the school year (details linked to website)*

*****NOTE** The AET calendar can be pushed to any Google or iCalendar***

2. Identify Student Leader AET Access

Video Link

___ *Add/Remove (X) student from dropdown, assign access Guide Link*

3. Use Strategic Plan for Administrative Support

Video Link

___ *Print strategic plan pdf for program awareness and administration*

___ *Introduce chapter officers - Print/send bio link in AET Msg to staff*

Classroom Activities Include:

- **Establish classroom expectations**
- **Introduce AET to students**
  - Lesson 1. Getting Started with AET and Important Terms
  - Lesson 2. Setting up a Student Profile in AET

Students should:

AET Student Profile

1. Access Student AET Account

___ *Complete student profile -* Student Profile Checklist & Guide

___ *Add Ag Ed Class for current school year*

___ *Complete Student Agreement/Parent Approval & Emergency Info*

FFA Officer/Committee Member Activities:

AET Journal

** Teacher must designate student access to the Chapter Tool Box

1.

Officer and Committee Member Bios

___ *Secretary: Add all officers in the Strategic Plan (+ New Officer)*
___ *Vice President: Edit committees by adding Chair, Co-Chair, and Objectives*
___ *Vice President/Secretary: Add committee members to each committee*
___ *Officers: Write your bio in your respective office found in the Strategic Plan*
**Include year in school, SAE and other school activities*

Chapter Reflection

The time invested in August greatly reduces problems later in the year.

Getting the AET comprehensively up and running early can improve time management for both the teacher and students

Here is an opportunity to reflect on the use of the AET tools:

1. Which August task did you find the most contributing to school preparations?

2. Will you utilize student officers/committee members to assist in AET use for the chapter?

3. How will you streamline chapter communications using AET during the school year?

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 - SELECT 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?

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

Video Link Guide Link

___ 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?

Phase 4 — Record Keeping and Award Season

November

Theme: Building Quality Records and Strengthening Student Engagement

November is an important transition month in the agricultural education calendar. Students have established their AET accounts, begun identifying SAE opportunities, and started participating in classroom and FFA activities. Now the focus shifts to consistent record-keeping, SAE development, student accountability, and monitoring program progress.

The goal for November is to make sure students are documenting their experiences as they happen, r ather than trying to recreate records at the end of the semester.
For teachers, November is an ideal time to evaluate participation, identify students who need assistan ce, and establish strong record-keeping habits before the busy winter and spring award seasons.
November focus: Record it. Review it. Reflect on it. Improve it.

Teacher priorities include:

 AET Program Profile

1. Manage Important Program Contacts  Video Link

___ Add advisory committee and community partner contacts in the directory
Note: *This will allow the contacts to be used in the SMS messaging system*

AWARD SEASON PRO TIP:

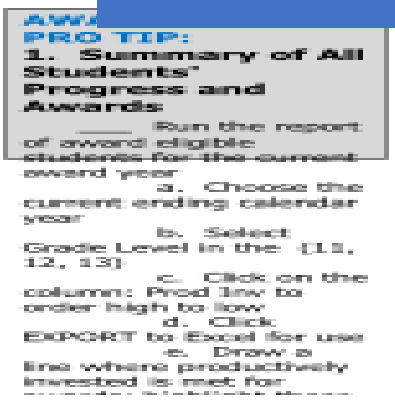
2. Manage List of Student Vendors

___ Add local vendors that students commonly use in securing SAE resources
___ EDIT: Spelling and capitalization of vendors which automatically corrects in the records
Note: *This will improve record quality in ALL student records for awards and applications*

3. Manage Community Service Groups Video Link

___ Review official names of community organizations set up at the start of school
___ EDIT: Spelling and capitalization of groups which automatically corrects in the records
Note: *Use official community group names to improve accuracy in degree applications, as ALL students will have correct names of organizations served in journal records*

 AET Accounts Tab


AWA
PRO TIP:
1. Summary of All Students' Progress and Awards
___ Run the report of award eligible students for the current award year
a. Choose the current ending calendar year
b. Select Grade Level in the (11, 12, 13)
c. Click on the column: Prod Inv to order high to low
d. Click EXPORT to Excel for use
e. Draw a line where productively invested is met for

Check FFA Membership/AET Roster - Manage All Accounts

___ Click Manage All - Use National Roster Utilities Video Link
___ Click all tabs: Roster Problems - AET Problems - Matching Records - Add to AET - Remove from AET

NOTE: *If student names appear, follow instructions on the page to correct. These errors may cause complications with award applications*

AET Program Tracker

1. Review November Calendar Events

___ Review details of chapter activities for student and parent access
___ Create QR Codes for each November activity for student check-in Guide Link
___ Begin updating National Chapter components: goals, plans, outcomes, results

2. Record Teacher Time to Support Contract

Video Link Guide Link

___ CLICK Add New to enter November teacher activities
TIP: Be specific and include hours, miles, contract hours, students, volunteers

3. Review Award-Ready Student Records - SAE Evaluation

Video Link

___ Set up parameters: Start/End Date, SAET Type, Award Students in ALL dropdown
___ Confirm ALL GREEN: Plan, Budget, Signatures, Annual Review and Skills
___ CHECK: Journal and Financial entries, CLICK SAE report for full SAE review
PRO TIP: Click EVALUATE to rate competencies and provide record feedback

4. Set Up Employer Evaluations

Guide Link

___ ADD New Employer/Supervisor - add all contact information, Click Add New Supervisor
___ ASSIGN student(s) to new employer for SAE evaluations
___ SEND REQUEST when ready for evaluations to occur
___ CLICK Positions to add job opportunities for employer/supervisor

Program Reports

1. Print Program/Teacher Reports

A. Use Activity Participation Report
___ Set dates for October Chapter Participation, 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 October, select teacher and ALL Activities
___ Generate either PDF or Excel document
___ Submit Teacher Journal Report to administration and program advisory

2. Monitor Student Mid-Grading Period Performance

A. Student Grading Report
___ Set date range, select students, review progress, message students or export

B. Standards-Based Activity Report
___ Run Competency Reports for applicable credential/certification submissions

Classroom Activities Include:

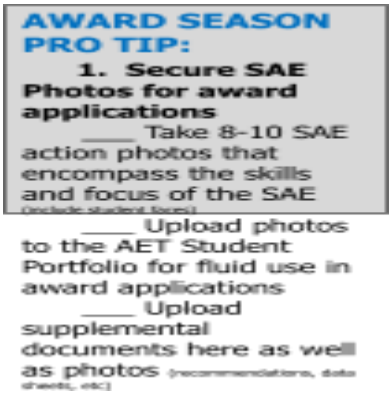
1. Introduce SAE to 1st Year Ag 1 Students
___ Teach Lesson 4: SAE Opportunities through Explore SAE.com

2. Introduce Career Exploration to Year 2 Ag Students
___ Teach Lesson: Exploring Educational and Career Interests

3. Begin close-out of current year records
___ Students should use the AET STUDENT CHECK SHEET

November AET Suggested Classroom Activity
November is an excellent opportunity to dedicate classroom time to record keeping and SAE development

Activity	Student learning outcome	Suggested time
AET Record Book Checkup	Identify missing or incomplete records	20 min
SAE Journal Workshop	Write quality journal entries	25 min
Financial Record Workshop	Practice income, expense, and inventory entries	30 min
SAE Goal Review	Evaluate progress toward individual goals	20 min
Career Skills Reflection	Identify skills gained through SAE experiences	20 min



FFA Officer/Committee Member Activities:

AET Journal

1. Officer or Committee Member - SELECT

Chapter POA

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

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

**New* ___ *Write summary and objectives for each committee*

___ ***Vice President/Secretary:*** *Check November 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. Enter November estimates.*

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

1. Goals, Plans, Outcomes

___ Draft/Edit specific description of the activity addressing the purpose of the activity

___ Write/Edit 3 SMART Goals for the activity

*New ___ Complete evaluation and outcome for each of the 3 activity goals for September and October

PRO TIP: Completing these 3 tasks as events occur, the National Chapter Application becomes easier to tackle late in the school year for submission.

Chapter Reflection

1. Does every student have an active AET account?
2. Have students established an SAE experience?
3. Are students consistently documenting their SAE activities?
4. Are students recording financial transactions?
5. Are FFA activities being documented?
6. Are classroom activities being tracked?
7. Have students demonstrated an understanding of record-keeping expectations?

AET Resources for November - resources to help teachers implement November activities:

- AET Teacher Help — Teacher management, grading, program reports and record management.
- AET Classroom Resources — Lesson plans, SAE instruction, and classroom activities.
- AET Student Help — Student record keeping, journals, financial records and SAE resources.
- SAE Journaling Guide — Instructions for documenting student time and SAE activities.