

# **CHAPTER OFFICER LIST INSTRUCTIONS**

## STEP 1: LOGGING IN

### LOG INTO AET

The screenshot shows the FET website homepage. At the top, there is a navigation bar with links for About, Resources, Curriculum, Contact, and Pricing. Below this, there are two main categories: "All other CTE Career fields & WBL" with buttons for "CTE Log In" and "Learn More", and "Ag Education, FFA & SAE/WBL" with a prominent yellow "Ag Log In" button. An arrow labeled "Log in" points to this button. The main content area features the title "The Academic Experience Tracker (AET)" and a subtitle "A complete solution for tracking educational CTE experiences." Below this, there are six statistics: 116,631 Students, 5,641 Schools, 34,909 Active Projects (SAE, WBL), 425,677 Skills Journalled, 1,969,506 Experiential Learning Hours, and \$ 40,817,630 Financial Experience Value. At the bottom, there is a banner for "STUDENT LEARNING EXPERIENCES" with images of students in various settings.

### HOME SCREEN

The screenshot shows the FET home screen after logging in. The top navigation bar includes the FET logo, "Region Account | New Jersey FFA Assoc, NJ |", and icons for calendar, email, chat, and user profile. Below the navigation bar, there are four main menu items: Profile, Accounts, Tracker, and Reports. The "Tracker" menu item is highlighted with a green background and a pencil icon. An arrow labeled "After you log in, click, 'Tracker.'" points to this menu item. Below the menu items, there are four cards: "Profile" (orange background), "Accounts" (blue background), "Tracker" (green background), and "Reports" (yellow background). Each card contains a description of its function and a small icon.

**STEP 2:**

**AET Program Tracker**

Calendar Items: **28**    FFA Meetings: **12**    Teacher SAE Evaluations: **0**    External SAE Evaluations: **0**    Teacher Journal Entries: **0**

[Scoreboard](#)

### Program Activities

- Calendar - Program of Activities
- Student Leaders (POA, Meetings & AETweb)
- Manage your Program Budget
- Manage your Strategic Plan and Program of Activities
- Meeting Manager

### Teacher Activities

- Record teacher activities to support your contract
- SAE Evaluation (Teacher) / Project Grading Report
- Employer/Supervisor Evaluation (External)

### Exam Administration

- Create/Manage Exams for your students to take
- View Results for Exams

**Click "Manage your Strategic Plan and Program of Activities (POA)"**

**STEP 3:**

**Program Strategy Manager**

[Guides/Videos](#)

Select Plan: Jun 2024 - Jun 2025

Start Date: 6/3/2024    End Date: 6/2/2025

[Create New Strategic Plan \(PoA\)](#)    [Print Complete Plan](#)    **Save Dates**    **Delete this Plan**

Strategic Planning    Student Leadership    Activities    Program Budget

Below are long-term strategy ideas, which transfer from your previous plans. Edit as needed for each new POA year. Use the green question marks or see the [Guides/Videos](#) for help. This form saves as you go.

**Enter Dates and Click "Save Dates"**

**STEP 4:**

Click on the "Student Leadership" tab.  
 Add FFA Officers (click "New Officer")  
 Click the pencil to add officer's bio and addresses as shown below.  
 \*This is due October 1, 2024.

The screenshot shows the AET Region Account interface for New Jersey FFA Assoc, NJ. The navigation bar includes Profile, Accounts, Tracker, and Reports. The main content area is titled "Program Strategy Manager" and includes a "Select Plan" dropdown set to "Jun 2024 - Jun 2025", "Start Date" (6/3/2024), and "End Date" (6/2/2025). The "Student Leadership" tab is selected, showing a list of student officers. The entry for Niccolo Conte, State President, is highlighted, and a pencil icon is visible next to it, indicating where to click to add or edit the officer's bio and addresses.

**SIDE NOTE: IF STUDENT NAMES DON'T PREPOPULATE...**

1. Click Accounts tab
2. Click #1. Manage all accounts
3. Click National Roster Utilities (in lime green box)
4. Click Add to AET tab
5. Add all students that need to be on AET

The screenshot shows the AET Region Account interface for New Jersey FFA Assoc, NJ. The navigation bar includes Profile, Accounts, Tracker, and Reports. The main content area is titled "Student Accounts" and includes an "Active Status" section with radio buttons for Active, Inactive, Practice AET, and Pending Transfers. A "Last Name Starts With" search box is present. The "Automatic Operations" section is highlighted in lime green, showing links for "Add Accounts: Onq / Writing C/P", "Reset All Student Passwords", and "National Roster Utilities". A "Student Finder" dropdown menu is open, showing options for "All Students", "Grade Levels", "FFA Membership", and "Custom Groups". Below this, a table lists student accounts with columns for Unique #, Name, Statewide Student ID, Username, Grade, and Last Access.

Unique #	Name	Statewide Student ID	Username	Grade	Last Access
<input type="checkbox"/> 4595630	<a href="#">Conte, Niccolo</a>		niccolo	never	
<input type="checkbox"/> 913969	<a href="#">Hanagriff, Roger</a>		RHanagriff	never	

**CHAPTER  
CONSTITUTION  
SUBMISSION  
INSTRUCTIONS**

**STEP 1:**

The screenshot shows the top navigation bar with the AET logo and the text "Region Account | New Jersey FFA Assoc, NJ |". On the right side of the bar are icons for a calendar, email, chat, and a user profile. Below the bar is a horizontal menu with four tabs: "Profile", "Accounts", "Tracker", and "Reports". Below the menu are four large, colored boxes representing the main sections: "Profile" (orange), "Accounts" (blue), "Tracker" (green), and "Reports" (yellow). Each box contains an icon and a brief description of its function. An arrow points from the text "Click on the 'Profile' tab" to the "Profile" tab in the navigation bar.

Click on the "Profile" tab

**STEP 2:**

This screenshot shows the top navigation bar and the main menu, identical to the one in Step 1. The "Profile" tab is highlighted, indicating it is the active section.

The "AET Program Profile" section displays five key metrics in a row, each with a small icon and a large numerical value:

- AET/JudgingCard Balance Due: **\$0.00**
- Current Ag Classes: **0**
- Unduplicated Enrollment (School Yr): **0**
- Active Teachers: **1**
- AET Subscription Days Remaining: **9,551**

The main content area is divided into four columns of information:

- About Your Program:** Includes options to update program contact info, maintain teacher lists, manage student vendors, and manage community service groups.
- Your School:** Includes options to maintain program contacts, set up courses, set NCES campus code, and manage Chapter and Student Portfolios. An arrow points to the "Chapter and Student Portfolios" option.
- Your AET Account:** Includes options to manage special settings, manage the NEW AET website, and view invoices.
- Partners and Links:** Includes links to JudgingCard.com and the National FFA Organization.

Select "Chapter and Student Portfolios"

**STEP 3:**

**Chapter Portfolio**

Source: (Chapter Portfolio) ▾

Class:	File Type:	Content Type:	Search:
(All) ▾	(All) ▾	(All) ▾	Description: <input type="text"/>
			File Contents: <input type="text"/>

Upload File (JPG, DOC, XLS, PDF, PPT):

No file chosen

1. Select your chapter's constitution.

2. Upload your chapter's constitution by December 1<sup>st</sup>.

**WHAT YOUR SCREEN WILL LOOK LIKE AFTER YOU UPLOAD YOUR CHAPTER'S CONSTITUTION.**

**Chapter Portfolio**

Source: (Chapter Portfolio) ▾

Class:	File Type:	Content Type:	Search:
(All) ▾	(All) ▾	(All) ▾	Description: <input type="text"/>
			File Contents: <input type="text"/>

Upload File (JPG, DOC, XLS, PDF, PPT):

No file chosen

8/21/2024 New Jersey FFA Assoc, NJ



138 KB