

Table of Contents

Section 1 – Getting Started

Chapter 1

The Purpose of AET

Page 2

- The Complete Agricultural Education Model
 - Classroom
 - FFA
 - SAE
 - Why AET Matters
-

Chapter 2

Understanding the Teacher Dashboard

Page 8

Overview of:

- Program Profile
- Accounts
- Tracker
- Reports

How these four modules work together.

Chapter 3

The Teacher's Annual Workflow

Page 16

Illustration of the entire school year August → July

Phase 1 Beginning of the Year Tasks

Page 18

- beginning of school
- enrollment
- SAE development
- record keeping
- award season
- graduation
- summer supervision

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
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
- ___ 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.

Before continuing to Chapter 4, consider the following questions:

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?