Activity Participation Report

AET *learn*

Purpose: *Grading your students' activity in the FFA circle can be beneficial when calculating grades each grading period. This guide outlines how to access and use this report feature of AET.*

Step 1: Check the settings in the AET Calendar

- Choose <u>Calendar</u> in the Tracker Tab `Calendar - Program of Activities`
- Select an event on your chapter calendar
  - Make sure any activity you want to include is marked as <u>activity type</u>:
    - ✓ FFA Activity
    - ✓ FFA Competition
    - ✓ Community Service
  - Click Save
- Click "Participants" on the blue bar

Friday Night Football Game Concession Worker **Friday, October 18, 2024**							
Calendar	**General**	Goals, Plans & Outcomes	Deadlines & Dates	Results & Evaluation	Photos Portfolio	Budget	**Participants**

  - Set the Participation Value at the desired value for the activity
  - <u>NOTE:</u> This should be done at the time of creating the calendar event and may be locked to the initial value or default of 1 after students have participated

Hover over the green question marks for clarification and guidance

Hours: 0.00   Participation Value: 1.00

Some events have more value of participation than others, so this allows each event to be assigned a value. The default value is 1, so any value higher assigns more weight to being a participant in this event.

Student Barcode/Name: ▼ [Enter]

  - If desired, the teacher can validate or delete student entries in the participation list.
  - OR the teacher can delete the student entry, reset the value, and ADD the student back from the dropdown.
  - Students will also appear on the list by making journal entries from the calendar.

Step 2: Choose Program/Teacher Reports in the Report TAB of AET

`Program/Teacher Reports`
 `calendar, teacher journal, POA, directory & Student ID cards`

- Select <u>Activity Participation Report</u>

Start Date: 8/15/2024
 End Date: 10/15/2024

  1. Set a date range for the grading period
     - Dates should reflect the 1st and last dates in a grading period
  2. Choose a measure to show in the report: Journal Hours <u>or</u> Participation Value
  3. Click Activity Type to include
  4. Check box to include ONLY validated records <u>OR</u> uncheck to include all records
  5. Student Finder Box
     - Sort students for the report
       - ➢ All grades, teacher, course, or custom group
  6. Export to Excel
     - Can further manage data with the features of Excel

NOTE: *The teacher or officer team can establish participation benchmarks for each grading period for FFA Competitions, FFA Activities, and Community Service for FFA grade value in the three-circle model.*