

Teacher Journal

Purpose: *The purpose of this guide is to help teachers use the teacher journal tool in AET. It features our new tool of adding a file or photo to the entry that saves in their individual portfolio.*

Teacher Journal on the Desktop Version

In the TRACKER tab you will choose *Record teacher activities to support your contract* and then choose *New Entry*. Complete the following fields:

- Choose a teacher from the dropdown menu
- Enter the date (time optional)
- In or Extended Contract Hours
- # of Students Involved
- Miles Traveled
- # Volunteers Involved
- Funds Raised
- Choose an Activity type from our extensive dropdown list
- Name the Activity whatever you would like (once the name is added once it will save for future entries)
- Add a Description
- Choose to upload a file or photo that will save to your individual portfolio

New Individual Teacher Portfolio Folder

If you are logged in using your chapter login (Chapter ID for the username) then you will see a list of all teachers in the folder menu of the portfolio.

- (AST - Ewell, Clay)
- (AST - Hanagriff, Roger)
- ✓ (AST - Kirby, Vanessa)
- (AST - Murphy, Tim)
- (AST - Teacher, RussellTest)

If you are logged in using your individual teacher login (Email for the username), then you will only see your name in the Portfolio Folder dropdown menu.

You can add files and photos directly to your individual folder OR you can add these items when making a teacher journal entry and they will save here automatically!

Teacher Journal on the Mobile Version

You can also add a teacher journal on the go from your phone using m.theaet.com!

It follows the same steps as the desktop version (steps listed above) and also allows you to upload a file or photo from your mobile device.

Check out the REPORTS tab under Program/Teacher Reports and then choose Teacher Journal Report to see how all of your daily/weekly entries flow into a seamless report that can be generated into a PDF and shared with your school leaders.