



MOVING FROM EZ RECORDS TO AET

WHAT PAGES MATCH UP AND HOW DO I FIND THEM?

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PRACTICE AET

- Remember that if you are interested in practicing AET with your students before starting their own SAEs use the Practice AET option to avoid conflicts with homework entries versus real entries in the future.
 - The Practice AET is in the tool bar on the left side of the website homepage.
 - You can create a separate username/password for this account and it is good for 90 days.
-
- This link will take you to the page where you can get practice books for students to enter in Exploratory, Entrepreneurship, and Research enterprises - <http://learn.theaet.com/default.aspx?ID=25113>

Free Tools:

-  Calendars
-  Practice AET

GETTING STARTED WORKSHEET

Students Getting Started "The First Day"



Purpose: This guide covers setting up a student profile, enrolling in courses and developing an SAE. Print and use this guide in the classroom to learn important steps to setup a student account and enter information online.

Student Name: _____

Step 1: Log In

Go to <http://www.theaet.com>, and click "Student" in the left-side Sign In menu.

Enter the following information:

- ✓ **Chapter Number:** Two-letter state abbreviation plus FFA Chapter number.
Ex: TX0765
- ✓ **Username:** Typically first initial and last name, but your teacher will provide.
Ex: TMurphy for Tim Murphy
- ✓ **Password:** Create a custom password in the Student profile.

Student Login Information		
Our Chapter Number is: _____	My username is: _____	My password is: _____

Step 2: PROFILE: Setup & Keep it up to date!

Note: Use the blanks below to check off these important steps as you complete them.

- ☐ "Manage/Edit your personal profile and password"
Complete all parts for a 100% score and a complete FFA Award.

___ Review your FFA Member #



This 2 page worksheet will walk the students through the process of getting started on AET.

It is available in Student Help or at this link:

http://learn.theaet.com/F/learn/Students/7-6-15%20-Students%20Getting%20Started_LW.pdf

GETTING STARTED IN STUDENT VIEW

Profile Journal Finances Reports

Welcome to the Student Dashboard

AET Advisor Alerts:
You have no active experiences (SAEs).
You have no current classes.

 Experience Manager (SAE)

Illinois FFA is proud to provide AET with support from Farm Credit



FARM CREDIT

1st Farm Credit Services - Serving Illinois' northern 42 counties
Farm Credit Illinois - Serving Illinois' southern 60 counties

Profile
Record your personal information, Ag Classes, FFA Offices/Committees, and school involvement.

Journal
Record your time in areas such as class, AET experiences, FFA activities/competitions, and community service.

Finances
Record your investment of money, such as income/expenses, capital items. Access the Livestock Management Modules, and record paychecks.

Reports
Access reports to review all your entries and apply for FFA awards.

Click here to create the student enterprise for the first time.

*Don't forget, students login using the same username and password the first time. They can update their profile to change their password. Student usernames can be found in the Teacher View under Accounts > Manage All Accounts.

EXPERIENCE MANAGER

The screenshot displays the user interface for 'The Agricultural Experience Tracker'. At the top, the title 'The Agricultural Experience Tracker' is shown in a blue banner. Below the title are four navigation tabs: 'Profile', 'Journal', 'Finances', and 'Reports'. The main content area is titled 'Experience Manager (SAE)'. On the left side, there is a sidebar menu for 'Illinois AET Region 3 Jennifer Waters' with options like 'Chapter Account', 'Inbox', 'Calendar', 'Portfolio', 'Scoreboard', and 'Sign Off'. Below the sidebar, financial information is listed: 'Cash/Checking: \$0', 'Current/Projects: \$0', 'Non-Current: \$0', and 'Liabilities: \$0'. In the main content area, there is an 'Add New' button, a link for 'Print All SAE Assessments', and a link for 'View Teacher SAE Assessments' with '0 Unread Assessments'. A message box states: 'There are no existing experiences. Click "Add New" to create one.' A large blue arrow points to the 'Add New' button. At the bottom of the page, the text 'Click "Add New"' is displayed. The footer contains the text '1155295 | 9542 | THURSDAY, JANUARY 28, 2016'.

SETTING UP YOUR ENTERPRISE

The AET

The Agricultural Experience Tracker

Profile Journal Finances Reports

Add/Edit Experiences

Name: ?	<input type="text"/>	Enter a short descriptive name for this experience.
Level / Focus: ?	Individual ▾	
SAE Type: ?	Exploration: <input type="radio"/> Exploratory	? Journal Only
	Agriscience: <input type="radio"/> Research/Experimental	? Journal and Finances
	Job: <input type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement	? Paychecks and Journal
	Business: <input type="radio"/> Entrepreneurship/Ownership	? Journal and Finances
Primary Experience Category: ?	(Please Choose) ▾	
Primary Subcategory:	▾	

Save Cancel

1155295 | 9542 | THURSDAY, JANUARY 28, 2016

Illinois AET Region 3
Jennifer Waters

Chapter Account
Inbox
Calendar
Portfolio
Scoreboard
Sign Off

Cash/Checking: \$0
Current/Projects: \$0
Non-Current: \$0
Liabilities: \$0

Student Help
Teacher Help
Curriculum
Ask AET a Question

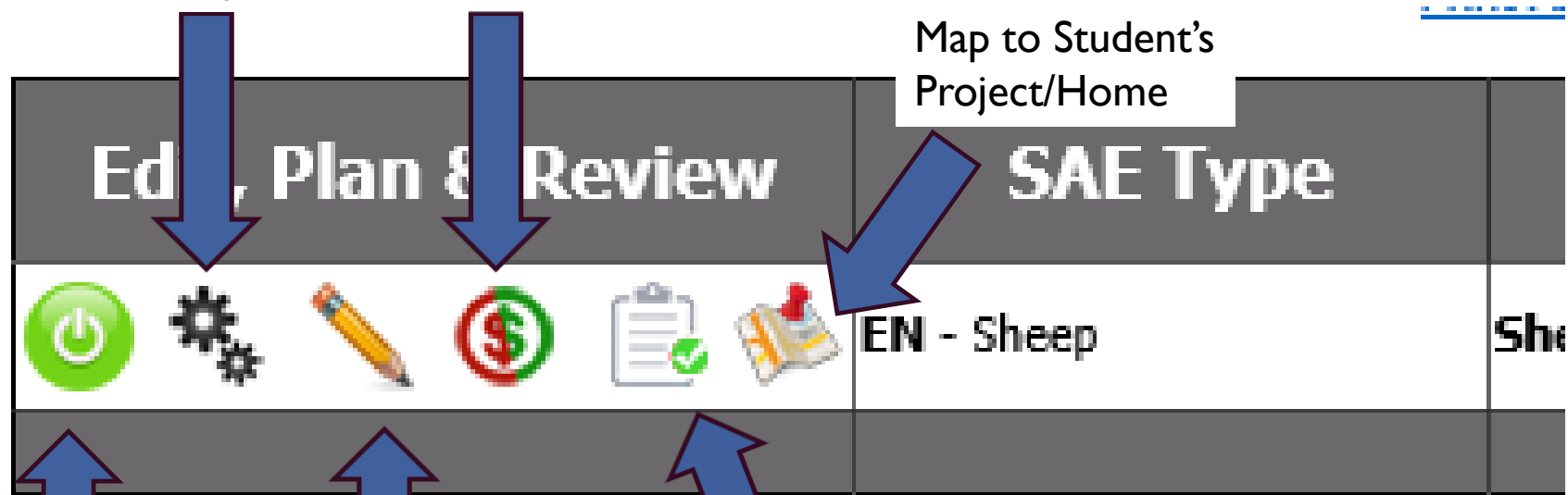
Complete each box and be sure to reference the green question marks if you have questions about the selections you are making.

THE ICONS

Edit information about your enterprise

Same as the Budget in EZ Records

Map to Student's Project/Home



Make project Active/Inactive.
Ex: A detasseling project would become inactive at the end of summer.

Same as Business Agreement and Efficiency Pages

Annual Review of Project – will be blank in the beginning

A CLOSER LOOK



SAE Plan - Sheep - Maisy ([PDF Agreement](#))

Every SAE requires planning and reflection. The SAE Plan (or "SAE Agreement") is where you will describe how you planned your SAE, the goals and benchmarks you set, and how close you came to accomplishing your goals. This becomes part of your Complete Record Book Report and ends up in many FFA Award Applications. **Each section should be carefully written using complete sentences in grammatically correct paragraphs.** [Click here](#) for a list of suggested Skills, Competencies, and Knowledge that your SAE might help you grow.

Description

Time Investment

Financial Investment

Capital Investment

Learning Objectives

Description and Overview of Your SAE - In this section, provide a general description of your project. Include the name of the project, your interest in this area of agriculture, the planned beginning and ending dates of the experience, classes you have taken in this area, and the learning and financial outcomes you plan to achieve.

Save

Return to AET

A screenshot of a rich text editor toolbar. It includes icons for undo, redo, link, unlink, bold, italic, underline, bulleted list, numbered list, indent, outdent, text color, and font name. The font name dropdown is set to 'Real...'. Below the toolbar is a vertical scrollbar on the right side of the text area.

Students type information into each tab. This is similar to what would be found on the Business Agreement pages in EZ Records. When completed you can click on the linked PDF Agreement and you will be able to print a complete document with signatures at the bottom.

THE TABS: STUDENT PROFILE

The screenshot shows a web interface for a 'Student Profile'. At the top, there are four navigation tabs: 'Profile', 'Journal', 'Finances', and 'Reports'. Below the tabs is a header area with a student icon and the text 'Student Profile'. The main content is organized into three columns:

- About You:**
 - Manage/Edit your personal profile and password (gear icon)
 - Record your school Ag class schedule (calendar icon)
 - Manage your Resume information (resume icon)
- Your Activities:**
 - Experience Manager (SAE) (SAE icon)
 - Enter your FFA offices (gavel icon)
 - Enter your FFA committee memberships (group icon)
 - JudgingCard event results (judging icon)
- Your Interests:**
 - Choose your agriculture career pathway (flag icon)
 - Explore your educational and career interests (graduation cap icon)

You must enter a course to be able to pick a start date for your records.



Make a resume. This is included when you print the completed record book.



Similar to Core Pages 10 & 11

THE TABS: JOURNAL

The screenshot shows the 'Student Journal' interface. At the top, there are tabs for 'Experiences' and 'Reports'. Below the title 'Student Journal', there are two main sections: 'Edit/Review Entries' on the left and 'Your Time Entries' on the right. The 'Edit/Review Entries' section includes an 'Experience Manager (SAE)' icon and a link to 'view your Journal entries'. The 'Your Time Entries' section lists six categories of activities, each with an icon: 'Time in classroom activities', 'Time in your AET Experiences (SAEs)', 'Time in your community service activities', 'Time in FFA office', 'Time in FFA committees', and 'Time in other FFA activities, such as stock shows, conventions, and meetings'. Annotations with arrows point to these categories: 'Students can record their activities in the classroom' points to 'Time in classroom activities'; 'This tracks community service for degrees.' points to 'Time in your community service activities'; 'Same as Page 5 Experiences' points to 'Time in your AET Experiences (SAEs)'; 'Same as Core Page 10 FFA Leadership' points to 'Time in FFA office' and 'Time in FFA committees'; and 'Same as Core Page 10 FFA Participation' points to 'Time in competition activities'.

Students can record their activities in the classroom

Students can record their activities in the classroom

Experiences Reports

Student Journal

Edit/Review Entries

Experience Manager (SAE)

view your Journal entries

Your Time Entries

- Time in classroom activities
- Time in your AET Experiences (SAEs)
- Time in your community service activities
- Time in FFA office
- Time in FFA committees
- Time in competition activities
- Time in other FFA activities, such as stock shows, conventions, and meetings

Same as Page 5 Experiences

Same as Core Page 10 FFA Leadership

Same as Core Page 10 FFA Participation

This tracks community service for degrees.

JOURNAL: TIME IN YOUR AET EXPERIENCES (SAES)

Add/Edit Journal Entry

Date: <input type="text" value="1/28/2016"/> ×	Category: <input type="text" value="Experience-related Activity"/> ▼
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Experience: ?	<input type="text" value="(Please Choose)"/> ▼
Activity: ?	<input type="text"/>
Outside Class Hours: ?	<input type="text"/>
Description of Activity: ? Check Spelling	<input type="text"/>
Pictures: ? <i>(optional)</i>	<input type="text"/> <input type="button" value="Select"/>
Supervision: ?	<p>If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project.</p> <input type="text" value="(None/Unsupervised)"/> ▼

When making journal entries you have the option to upload photos. These photos will appear in the document that is created when you print the record book.

THE TABS: FINANCES

Beginning Inventories from Page 13 and beginning cash/checking/savings values from Core Page 6-1 and Liabilities/Loans from Core Page 6-2.

Student Finances

Review/Edit Finances

- Experience Manager (SAE)
- Review/edit your financial entries
- Beginning Values
- Year-end SAE Adjusted value

Same as Page 7 Wage/Labor Summary

Same as Receipts/Expenses Pages but they are combined on the same page.

Your Financial Entries

- SAE Cash entries (Entrepreneurship Research)
- SAE Non-cash entries (Entrepreneurship)
- SAE paycheck (Placement)
- Non-Current items (new items & usage of Capital Items)
- Loan Manager (new loans and payments)
- Non-SAE entries (personal & educational)

Same as Core 1-1

Same as Core 6-2

Same as Core 1-2 Misc. Income and Core 1-3 Personal Expenses

Livestock Managers

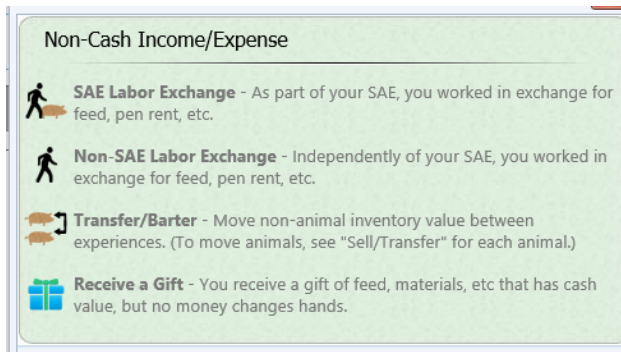
- Market Manager (market & young breeding animals)
- Breeding Herd Manager (breeding age animals & offspring)

See Next Slide for information on this box

THE TABS: FINANCES > LIVESTOCK MANAGERS



Enter NonCash Entries (see below), Add Animals, Sell Animals in Current Inventory.



Enter Non-Current Breeding Inventory, Add Dams/Sires, Enter Breeding & Birth Records. Same as Page 3A-I Production Records.

***Note:** You can only enter breeding records if you indicate you have a breeding herd on the "Experience Manager" page and vice versa.

THE TABS: REPORTS

The screenshot shows a navigation bar with tabs for Profile, Journal, Finances, and Reports. The Reports tab is active, displaying a 'Student Reports' section with three columns:

- Journal & Resume Reports** (blue background):
 - Journal Summary
 - Journal Details
 - Journal Summary (In & Out of Class)
 - Resume Report (DOC)
 - Competency/Master Reports
- SAE & Profit Reports** (green background):
 - Single Experience (SAE) Reports
 - A detailed review of your financial entries by date
 - Profit/Loss by Experience (PDF) (HTML)
 - Monthly Statement of Cash Flow (PDF)
 - Analysis of animal Experiences
 - Export your entries to Excel
- Annual Reports & FFA Apps** (yellow background):
 - Degree/Application Manager
 - Complete Recordbook Report
 - Overall Profit/Loss by Year (PDF) (HTML)
 - Balance Sheet by Year (PDF)
 - Report of Capital Items (HTML)

At the bottom left of the screenshot, it says 'Traditional View'. At the bottom right, it says '1155295 | 9542 | THURSDAY, JANUARY 28, 2016'.

Journal summary for officer, SAE, community service, in class journals, and CDEs.



Prints Student Resume




See next slides for SAE & Profit Reports and Annual Reports & FFA Apps Information


THE TABS: REPORTS SAE & PROFIT REPORTS


Look at SAE enterprises individually on an annual or monthly report basis in pdf or html.





SAE & Profit Reports





 Single Experience (SAE) Reports

 A detailed review of your financial entries by date

 Profit/Loss by Experience (PDF) ([HTML](#))

 Monthly Statement of Cash Flow (PDF)

 Analysis of animal Experiences

 Export your entries to Excel

See all transactions for this project.



Send your journal entries or your financial entries to Excel.







THE TABS: REPORTS > ANNUAL REPORTS & FFA APPS

Currently you can gain access to the American Degree, Proficiency Application, SAE Grant Application, and the Star Application.



Annual Reports & FFA Apps



-  Degree/Application Manager
-  Complete Recordbook Report
-  Overall Profit/Loss by Year (PDF) ([HTML](#))
-  Balance Sheet by Year (PDF)
-  Report of Capital Items (HTML)



Print your SAE as a pdf or in a Word document. This includes the resume, all entries and photos.