



AGRICULTURAL EXPERIENCE TRACKER

Using the AET Tracker

Questions?
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This is a guide for teachers to learn about using the Tracker; the calendar program for AET. Use this calendar to communicate important dates to students and track how involved your students are in your Program of Activities.

Step 1. – Creating Events / Scheduling Activities – *creating events on the AET calendar*

- A. After logging into Teacher side of AET, select the “Tracker” from the menu at the top of AET.
- B. Select the Date for the event you are planning. The New Activity screen will open.
- C. Choose an Activity Type for event. If your activity does not fit any of the Types, choose “Other.” Enter an appropriate name for the event. You can choose different Background colors to make the calendar more attractive, or to color code different event types on your calendar.
- D. Schedule the event for specific times on one or more days.
- E. Committee Delegation is a really important aspect of AET Tracker. Choose a committee, and selected students on that committee can help you update this event. Selecting students is described in Step 3 below.
- F. You have created an event! Choose save.

Step 2. – You Have the Event Created, Now What? – *you, or your designated students (See Step 3), can enter follow-up information about each event. This detailed information can include goals and objectives, expenses and receipts, results, awards received, and pictures. Not all events need this information, but it may be useful for future planning, chapter awards, or documenting student involvement.*

1. From the Tracker Calendar, select the event by clicking on its Name.
2. The Edit Activity screen will open. The Name and Date of the Activity are at the top of the screen. There are “Tabs” with choices for entering additional information about the event. They are (from Left to Right):
 - a. **Calendar** – takes you back to the Tracker Calendar.
 - b. **General** – The Edit Activity screen. You can change the Name, Type, Date, Committee Assigned.
 - c. **Timeline** – critical dates you need to “meet” to plan or accomplish this event. If you need more lines, enter the most recent date and select save, a new line for another date will be provided below.
 - d. **Budget** – the estimated (for planning) and actual (for evaluation) expenses and receipts of the event. You can enter as many lines as you want. Enter one, save, and another line is provided.
 - e. **Goals** – establishing goals for the activity is an important aspect of program planning. Create event goals, like number of people in attendance, and record the results in this space. Enter one, save, and another line is provided.
 - f. **Portfolio** – Use your Program Portfolio to store pictures or documents (Agenda, Menu, Brochure, Advertising, Newspaper Articles) that you can later use in award application. Select the path and upload pictures you want to save in relation to this event.
 - g. **Outcomes** – this is where you enter the numbers of students and adults involved, miles traveled, hotel rooms used, all of which are very important in calculating total economic impact. Also use this screen to record awards and plans for next year.

Step 3. – Assigning Student Committees to Help Manage Events – *allow students you select / approve to help you manage activities in the AET Tracker.*

1. First, Students must add themselves as members of the committee in their AET Profile
2. Then, you choose the committee responsible for this event (see Step 1 “E” above).
3. Finally, you select/approve individual Students to allow them to make edits on the AET Tracker. To select or approve students, follow these steps.
 1. Choose the Accounts menu at the top of the Teacher AET.
 2. Choose **Chapter Tracker Student Access**. Select the Committee you want to assign to help manage Tracker activities. The names of the Students that have signed up for that committee will be listed.
 3. For each student, Check or Uncheck the box under **PoA Access**. Checking the box allows a student to have access to any Tracker event assigned to that committee.
 4. The students you select, for all events “Delegated” to that committee, will be able to edit the Events in the AET Tracker, entering information before and after the event, like all the information listed in **Step 2**.

Step 4. – Sharing the Tracker & Results with Others – *the Tracker calendar can be shared in several ways:*

- *Printed in a Report, copied, and shared with others*
- *Allow others to view your Program calendar from their AET account, or using the Web.*
- *Print a summary report of all event Outcomes*

To print the Calendar Report:

1. Create all your events
2. Select “Reports” Menu from the Teacher side of the AET.
3. Choose “Activity List” from the Program Wide Reports, and select print.

To Share Your Calendar with others (View or publish on the Web):

1. From the Teacher account, choose “Profile.” Then select **Chapter Homepage Management**.
2. The top two choices are to let any AET user view your AET Homepage and Calendar. They cannot make changes. Selecting these options will allow anyone using the AET to see your Tracker Calendar.
3. The URL provided in the **AET Homepage URL** is the information you provide to your webmaster to create a link on your FFA or Chapter Website. This link will allow public web access to your Tracker Calendar. They cannot make changes; they can just view your Tracker Calendar.

To View Summary Economic Impact Report

1. This report will total all the “OUTCOMES” information you provided in your Tracker, such as student involved in LDE’s, and other activities.
2. Select the “Reports” menu at the top of AET.
3. Choose “Economic Impact” Report in the Program Wide Reports in the bottom menu.
4. The lower section of the report is the total of all the OUTCOMES you entered in the Tracker. Combined with the student investment values in the top section of the report, you have a great report for school administration.

Here are some suggestions for a useful AET Tracker!

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| <input type="checkbox"/> <i>My calendar is up-to-date for all events on the Program of Activities.</i> | <input type="checkbox"/> <i>I have complete all needed “Outcome” tabs for each event and entered all relevant information.</i> |
| <input type="checkbox"/> <i>I have made committee assignments to events as needed.</i> | <input type="checkbox"/> <i>I have my calendar set to publish on my program webpage.</i> |
| <input type="checkbox"/> <i>Students that were supposed to be listed on the committee lists were included, if not, I have asked them to update their profiles.</i> | |