

Using Teacher Tracker to Journal Activities to Support Your Contract in AET

This section of AET is useful for teachers who have an extended contract or who want to request more hours/days in their contract. It provides very professional looking reports that you can give to your administration to support/validate the time that you spend in providing support to your students and their projects. If you are in a multiple teacher program, you can set up your own account in AET which will let you make an individual activity report.

Log in to your Chapter's AET account

Profile Tab:



Maintain your list of Teachers and their contact information

Complete each tab with info that you are comfortable sharing. This info is only seen by teachers in your program and is used by National FFA for demographic info on teachers.

Tab: User Account

Set your personal password, here. You will still have access to the entire AET account for your chapter, just another way of logging in.

To Journal your activities: choose Tracker tab and find the box labeled Teacher Activities:

Teacher Activities



Record teacher activities to support your contract

Find the New Entry button

Year:	Week:	Teacher:	Activity Type:
2021	(All)	(All)	(All)

[New Entry](#)

No journal entries match your filter criteria.

Complete your journal entry: remember, the more information, the better!

Just like in SAE journals 😊

The screenshot shows a web-based form titled "Add/Edit Journal Entry". At the top, there are navigation tabs: Profile, Accounts, Tracker, and Reports. The form fields are as follows: Teacher: (All) dropdown; Starting Date: 2/7/2021 with a calendar icon; Starting Time (optional): empty with a clock icon; Data: In Contract Hours, Extended Contract Hours, # Students Involved, Miles Traveled, # Volunteers Involved, and Funds Raised \$; Activity Type: Adult Education Programs dropdown; Subject Name: empty dropdown; Description: a large text area with a rich text editor toolbar; and buttons for Save, Save / Enter Another, and Cancel at the bottom.

REPORTS (tab)



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



Teacher Journal Report
extended contract support

The screenshot shows a report titled "Teacher Journal Report Detailed Summary of Extended Contract Days and Work Detail". It features several filter fields: START Date (9/1/2020), END Date (8/31/2021), Teacher (All), and Activity Type (All). There is a checkbox for "Include Student Supervision Details" which is checked. Below the filters, there are two sections: "Journal Hours Summary" and "Student Supervision Details". The "Journal Hours Summary" section shows "No journal entries match your filter criteria." and a "Generate PDF" button. The "Student Supervision Details" section shows a table with the following data:

Student Supervision Details	
Number of Students Supervised:	0
Total Number of Projects Supervised:	0
Total Number of Visits:	0
Hours Logged:	0

At the bottom, it states "No Student Journal entries match your filter criteria."

You can generate an awesome PDF report of your recorded activities that you can share with your administration. There are several filters to choose from, so you can select the information that feeds into the report.

As always if you have any questions, drop me a note! Cfay1212@gmail.com