## 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

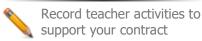
Complete each tab with info that you are comfortable sharing. This info is only seen by teachers in your program and is used by National FFA for demographic info on teachers.

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**



## Find the New Entry button

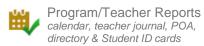
			Profile	•	Accounts	Track	er Reports	
Region Account	Teacher Journal Ledger							
Inbox Portfolio	Year:	Year: Week:		Teacher:		Activity Type:		
Scoreboard	2021 🗸	(All)	*	(All)	~	(All)	Ŷ	
Explore SAE				New Entry				
Classroom Resources	No journal entries match your filter criteria.							
Sign Off								
2020-2021								
SAEs: 1								
Fin Entries: 2								

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

Just like in SAE journals 😊

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	Profile Accounts Tracker	Repo									
	Add/Edit Journal Entry										
Teacher:	(AII) V										
Starting Date:	2/7/2021 Starting Time (optional):										
Data:	In Contract Hours: # Students Involved:										
	Hours: Miles Traveled:										
	# Volunteers Involved:										
	Funds Raised: \$										
Activity Type:	Adult Education Programs										
Subject/Name:											
Description:	▽ の・0・1 4 4 6 ■ 2 2 単著著篇 (2 2 注注)										
	Save Save / Enter Another										
	Cancel										

## REPORTS (tab)



Teacher Journal Report extended contract support

	Teacher Journal Report Detailed Summary of Extended Contract Days and Work Detail										
	START Date: END Date:		Teacher:	Activity Type:							
	9/1/2020	8/31/2021	(All)	(All)							
	9/1/2020	8/31/2021	(////)	Include Student Supervision Details							
	Journal Hours Summary										
	No journal entries match your filter criteria.										
Generate PDF Close this Window											
No journal entries match your filter criteria.											
Student Supervision Details											
	Number of Students Supervised: 0										
	Total Number of Projects Supervised:	0									
	Total Number of Visits:	0									
	Hours Logged:										
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