

American Degree Submission Information for Teachers (updated Feb 2022)

Make sure the candidate is on the FFA roster and has had continuous FFA membership.

Review their Experience Manager and make sure there is no Red.

******The member “saves” a pdf of the application. This must be done each time after edits are made to save a new version to be reviewed.

Advisor: Go to Reports tab: FFA Awards Degree/App Manager

Click on the word “Application” to review each page in the application

Check the cover page and be sure the Primary Advisor Contact is checked and the email is current.

Carefully read over each page, making sure the entries are reflected with the project type.

Once you have reviewed the application and it meets your approval:

Return to the Application Manager:

Then, choose: State Submission Lists and Feedback box/button

Find PA2022 American Degree Candidates: Choose: Edit list

Find the “Browse” button

Under the “Add to Submission List” column, Click “Add” Button

“Adding” the application to the list makes it visible to the State Reviewer: Carole Fay

Once it is reviewed by the state, it may be “Removed” from the state list with edits noted.

The student and teacher will see those notes in Deg/App Manager in the “State Submission Lists and Feedback Box”

When the edits are made, the student “saves” a new version, the teacher reviews the edits and “Adds” the new version to the list and the state will review it again. (in other words go back to ****** in this document)

When the application is approved at the State level, it will be submitted to National FFA. If there are issues found, they will “remove” it, and make notes for edits. Carole, the teacher, and the candidate will all see the notes for edit. If there are any questions, feel free to email Carole Fay for clarification. When the edits are cleaned up and then a new version will be made and submitted.