

## INSTRUCTIONS ON COMPLETING JOURNAL ENTRIES

STEP 1.....

### Welcome to the Student Dashboard

**AET Advisor Alerts:**  
You have messages in your inbox.

### To Complete Journal entries click Journal



The screenshot shows the Student Dashboard with four main sections: Profile, Journal, Finances, and Reports. The Journal section is circled in black, and a black arrow points from the text 'To Complete Journal entries click Journal' to it. In the top right corner, there are two notification boxes: 'Project/Experience Manager (SAE)' and 'Meeting Manager (Read Only)'.

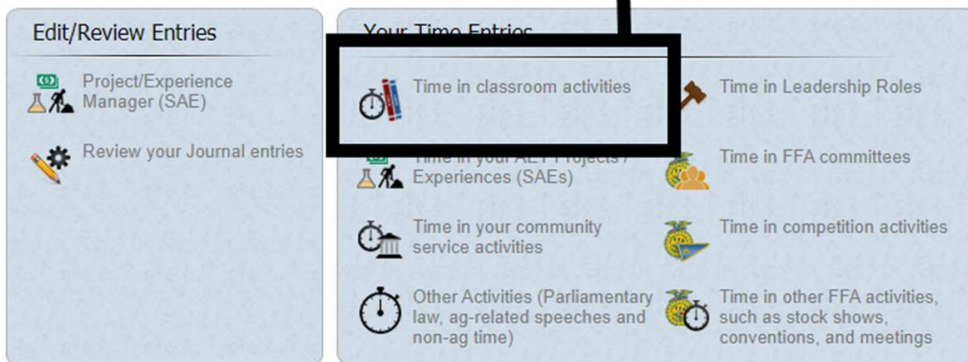
Profile	Journal	Finances	Reports
			
Record your personal information, classes, leadership, and school involvement.	Record your time and academic skills in projects/experiences, professional activities and community service.	Record your investment of money or paychecks for your projects/experiences and other financial records.	Access reports that summarize project/experience results, your resume, and summaries of skills gained, and apply for awards.

2674592 | 5064 | Tuesday, March 17, 2020











STEP 2.....

### AET Journal

### Click on Time in Classroom Activities



The screenshot shows the AET Journal interface. On the left is the 'Edit/Review Entries' section with options for 'Project/Experience Manager (SAE)' and 'Review your Journal entries'. On the right is the 'Your Time Entries' section with a grid of activity categories. The 'Time in classroom activities' category is highlighted with a black box, and a black arrow points from the text 'Click on Time in Classroom Activities' to it.

Edit/Review Entries	Your Time Entries	
 Project/Experience Manager (SAE)	 Time in classroom activities	 Time in Leadership Roles
 Review your Journal entries	 Time in your AET projects, Experiences (SAEs)	 Time in FFA committees
	 Time in your community service activities	 Time in competition activities
	 Other Activities (Parliamentary law, ag-related speeches and non-ag time)	 Time in other FFA activities, such as stock shows, conventions, and meetings

STEP 3....

Chapter Account

Inbox

Calendar

Portfolio

Scoreboard

Sign Off

Cash/Checking: \$0

Current/Projects: \$0

Non-Current: \$0

Liabilities: \$0

Student Help

Teacher Help

AET Classroom

Ask AET a Question

### Add/Edit Journal Entry

<b>Date:</b> 3/17/2020	<b>Category:</b> Course-related Activity
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Class:	(Please Choose)
Unit/Topic:	
Activity/Level:	
Description / Reflection:	<a href="#">Check Spelling</a>
Time Spent:	Hours <input type="text"/> + Minutes <input type="text"/>
Mastery Level:	<input type="checkbox"/> I cannot do this activity. I do not understand this concept. <input type="checkbox"/> I can do this activity with help. I have some understanding of this concept. <input type="checkbox"/> I can do this activity by myself. I completely understand this concept.

Save

Save / Enter Another

Fill Out your Journal Entries HERE.