INSTRUCTIONS FOR THE AET – CHECKPOINT <u>THREE</u>

- ## SIGN-IN
The web address is www.theaet.com
1. On the left side, under "Please sign in" click on student and log in.

    Our **chapter number is GA1027**. Enter your username and password. Your username is the capitalized first letter of your first name and then your last name with the first letter capitalized (Ex: Michael Jordan is MJordan). Your password is the same as your user name but with your two digit graduation year at the end (Ex: MJordan22). A few people have a number in their username, if you are one of those people, you should already know this.

- ## TWO PICTURES WITH 50 WORD CAPTIONS
2. At the Student Dashboard, look to the left hand side of the screen and select "Portfolio". The pictures you have sent to your portfolio e-mail address should appear.
3. Select a photo that you want to use and click "Edit."

    You can change the date on the picture to the date that it was taken (if you know the date) or you can leave it set to today's date.

    At the pull down box next to where it says "Experience" make sure you select your current semester project – **THIS IS A VERY IMPORTANT STEP! If your picture is not put in the correct project folder then it will not be graded, and you will receive 0 points on the rubric.**

4. In the text box, you will type your caption. **Begin by typing the words "CHECKPOINT 3" then type your caption.** Please refer to the rubric (below) to make sure you are including everything necessary and that your caption is appropriate length. Make sure you use the spell check option and read over your caption for any spelling/ grammar/ capitalization/ punctuation errors that spell check did not catch. When you are done **PLEASE CLICK SAVE**.
5. This will take you back to your portfolio. Now, select the next photo you want to use and repeat **ALL** of the steps that you just used for your first photo.

	4	3	2	0
Photo Documentation	**You are in the picture (not a selfie)** and the caption describes what is being done in the picture and why, what types of tools/techniques are being used, etc. People in the picture are identified by name. **Complete sentences** are well structured, proper grammar, spelling, punctuation, capitalization is used. **Minimum of 50 words.**	**You are in the photo.** Caption uses complete sentences but does not adequately describe the photo OR uses less than 50 words.	**You are not in the picture, or you use a selfie,** or the caption does not use complete sentences AND uses less than 50 words.	No photo

- ## ENTERING DATES AND HOURS WORKED

  6. **Now click on the "Journal" tab.**
  7. Under "Your Time Entries" click "Time in your AET Experiences (SAEs)"
  8. Select the date for which you would like to enter SAE activity for
  9. Leave the Category set to "Experience-related Activity"
  10. Where it says "Activity" you will select the drop down box and expand the section that matches your project category
  11. Then you will select whichever statement BEST describes the SAE activity for which you are trying to log hours for
  12. Where it asks for hours you will put in how many hours you worked on your SAE project outside of class on that date
  13. In the "Description of Activity" box type specifically what you did for your SAE project on that date
  14. You **DO NOT** upload pictures in the optional picture box found in this section
  15. In the drop down box next to where it says "Supervision" select your ag teacher (if you have multiple ag teachers, just choose one of them)
  16. Click **Save or Save/Enter Another** and continue following these steps until you enter AT LEAST 5,7, or 10 hours of work on your SAE up to this point based on which SAE Level you have chosen.

- ## PROJECT UPDATE PARAGRAPH

  17. Click the Journal tab at the top of the page
  18. Under "Your Time Entries" click "Time in your AET Experiences (SAEs)"
  19. Leave the date set for today's date and category set to Experience-related Activity
  20. In the drop down box next to where it says "Experience" select your current SAE project
  21. In the drop down box next to where it says "Activity" expand the section titled "Career Ready Practices" then select "Apply appropriate academic and technical skills"
  22. In the box next to where it says "Outside Class Hours" type the number 0
  23. In the "Description of Activity" box you will first type in the words **Project Update Paragraph:** Then you will type your update paragraph:
      - Tell me what you have done so far.
      - What you still did to do.
      - If you have had any problems and how did you/are you planning to overcome those problems.
  24. You **DO NOT** upload pictures in the optional picture box found in this section
  25. In the drop down box next to where it says "Supervision" select your ag teacher (if you have multiple ag teachers, just choose one of them)

PLEASE USE THE SPELL CHECK OPTION AND PLEASE CLICK SAVE WHEN YOU ARE DONE ON THIS PAGE.

Rubric for Update paragraph on next page