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

• SIGN-IN
The web address is <u>www.theaet.com</u>
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). 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 4" 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** 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.**	Caption uses complete sentences but does not adequately describe the photo OR uses less than 50 words.	You are not in the picture 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" 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 **ALL OF THE HOURS THAT YOU HAVE WORKED ON YOUR SAE PROJECT (THE MINIMUM IS 10 HOURS).**

- **ENTERING FINANCIAL INFORMATION**
  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 *(remember: You are not allowed to record hours in a checkpoint entry. You may only record hours in a journal time entry. If you have hours recorded in a checkpoint entry they will not count toward your 25 hours.)*
  23. In the "Description" box list everything you purchased for your project. If you made any money, also list your income. **For full credit please refer to the rubric (below) to make sure you are doing everything correctly.**
  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)

  # MAKE SURE YOU CLICK SAVE.

	4	3	2	0
Financial Record	All materials purchased are listed with cost. If money was earned, it is documented in detail.	Materials used are listed but list is incomplete and/or not all costs are listed. Money earned is not documented in detail.	Some materials used are listed but no costs are listed. Money was earned but it was not documented.	No financial information is given for this SAE project.

- ## ENTERING YOUR 50 LEADERSHIP POINTS
  26. You will do this in class, following your teacher's instructions.

- ## WRITING YOUR LEARNING SUMMARY
  27. **Make sure you are back on the "Journal" tab again.**
  28. Under Edit/Review Entries click on **"Experience Manager (SAE)"**
  29. **Click on the pencil and then click on the last tab that says "Learning Objectives"**
  30. **This is where you will type your learning summary**

  Using complete, descriptive sentences in paragraph format reflect on your SAE experience. The summary should be a minimum of 250 words. Additionally, make sure you use proper grammar, spelling, capitalization, punctuation, etc. Use the following questions and refer to the rubric to guide your writing.

  ▪What new skills did you gain?

  ▪What skills did you further develop?

  ▪What problems occurred during this project?

  ▪What would you do differently?

  ▪What did you enjoy about completing this project?

  PLEASE MAKE SURE YOU USE THE SPELL CHECK, PROOFREAD YOUR LEARNING SUMMARY AND HAVE A NEIGHBOR PROOFREAD YOUR LEARNING SUMMARY. CLICK SAVE WHEN YOU ARE FINISHED.

	4	3	2	0
Learning Summary	Summary is very well written in paragraph form using at least 250 words. All 5 questions are addressed with details using well structured, complete sentences, and proper grammar, spelling, punctuation, capitalization, etc.	Summary is written in paragraph form using at least 250 words. All 5 questions are addressed using well structured, complete sentences, and/or has less than three grammar, spelling, punctuation, capitalization errors.	Answers all or some of the 5 questions; does not have complete sentence, has numerous grammar, spelling, punctuation, capitalization errors; and/or is less than 250 words.	No learning summary.