SAE RECORDS "How To"

1. **Journal Entries: Hours And Skills**
2. **Financial Entries: Inventory, Income & Expenses**
3. **Evidence: Photos & Your Portfolio**

YOUR SAE PROJECT IS GRADED.

- A <u>Quality</u> SAE Project focuses on the student as a LEARNER. The student…
  - ✔Sets challenging and realistic goals
  - ✔Continually develops and practices new skills
  - ✔Takes advantage of opportunities to learn and grow
  - ✔Communicates with teachers and workplace mentors
  - ✔Maintains accurate and detailed records
  - ✔Meets the hourly requirements
  - ✔Keeps all required paperwork and goals current
  - ✔Documents the project (photographs, portfolios, etc.)
 - ✔Demonstrates the ability to reflect on their learning

YOUR SAE RECORDS ARE ESSENTIAL TO SUCCESS!

- Your SAE is graded based on your records as they are recorded in AET or the Ag Experience Tracker

- We will set up your first SAE Experience in AET today, So you should always be sure that …

  - You update it regularly (weekly) including hours, income and expenses

  - Journal entries are clearly written and specific

  - You upload picture evidence

You will be given time in class to update your records; but it is your responsibility to make sure that your records are always current.

JOURNAL ENTRIES ALLOW YOU TO RECORD TIME IN YOUR SAE

1. Log in to AET

2. Click the JOURNAL tab

3. Click TIME IN YOUR AET PROJECTS/EXPERIENCES (SAE)
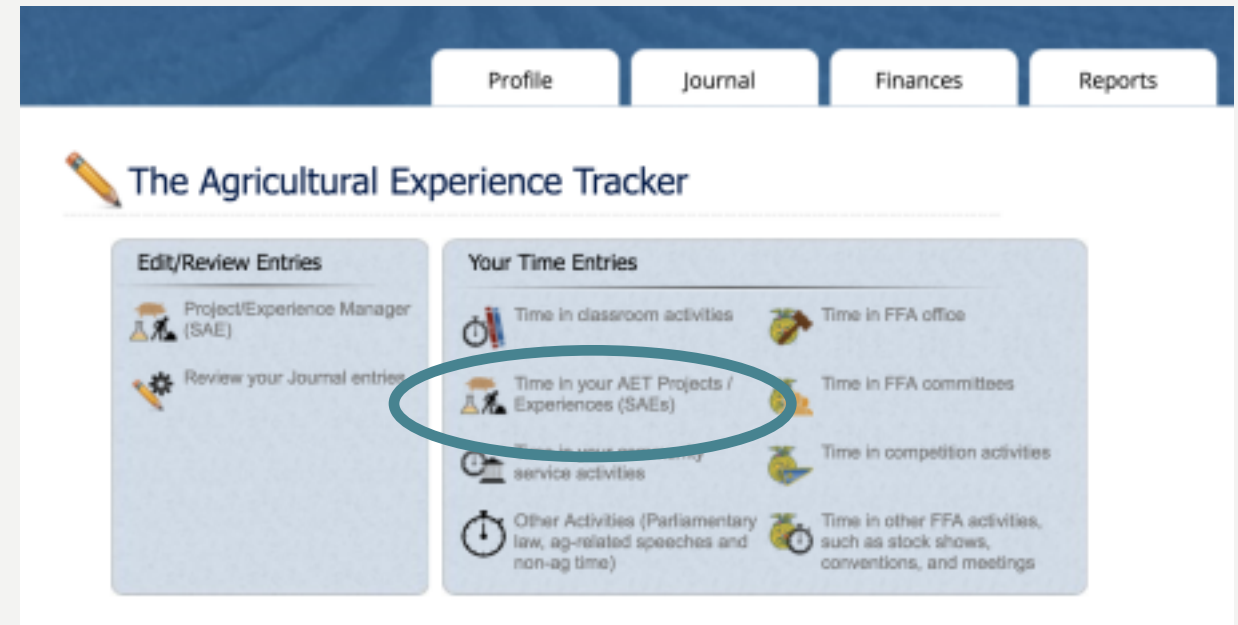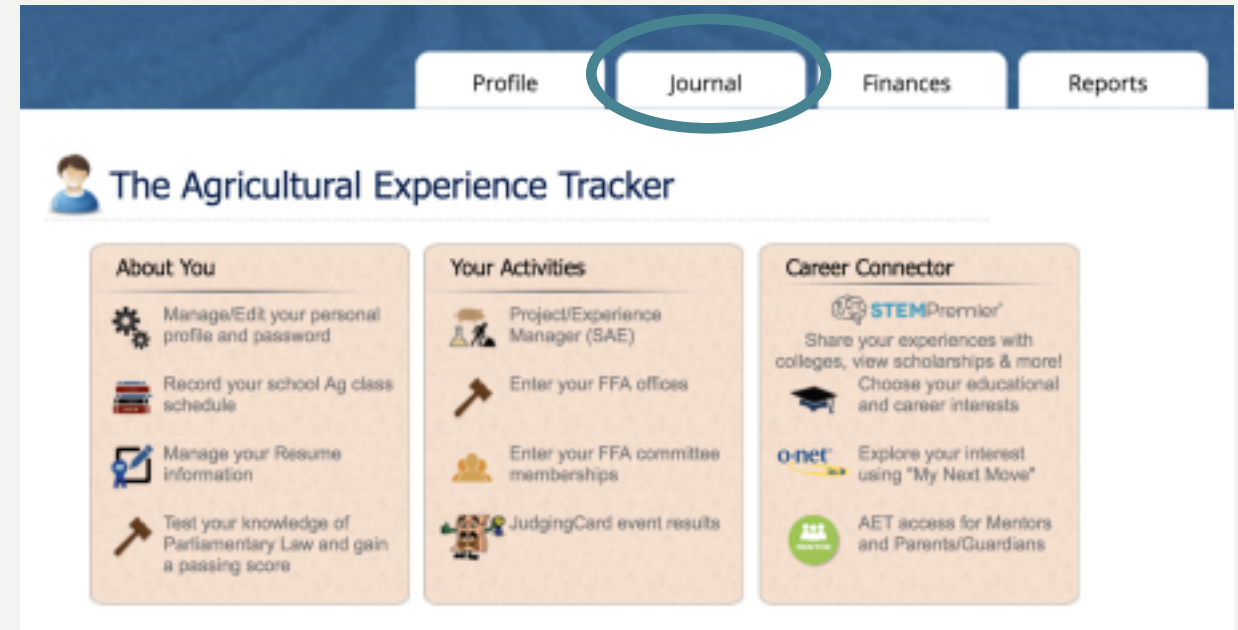
JOURNAL ENTRIES

- **Date** – select any date that your project is active
- **Project** – You may have multiple
- **Skill Area** - aligns with the standards you selected
- **Time**
- **Description**
- **Pictures**

| Profile | Journal | Finances | Reports |

Add/Edit Journal Entry

Date:	12/9/2020
Project:	(Please Choose)
Skill Areas:	Add/Explore Skill Areas
Time:	Hours _____ + Minutes _____
Description of Activity: Check Spelling	
Pictures: (optional)	_____ Select
Supervision:	If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. (None/Unsupervised)
Photos:	

Save   Save / Enter Another

Cancel

Journal Entries
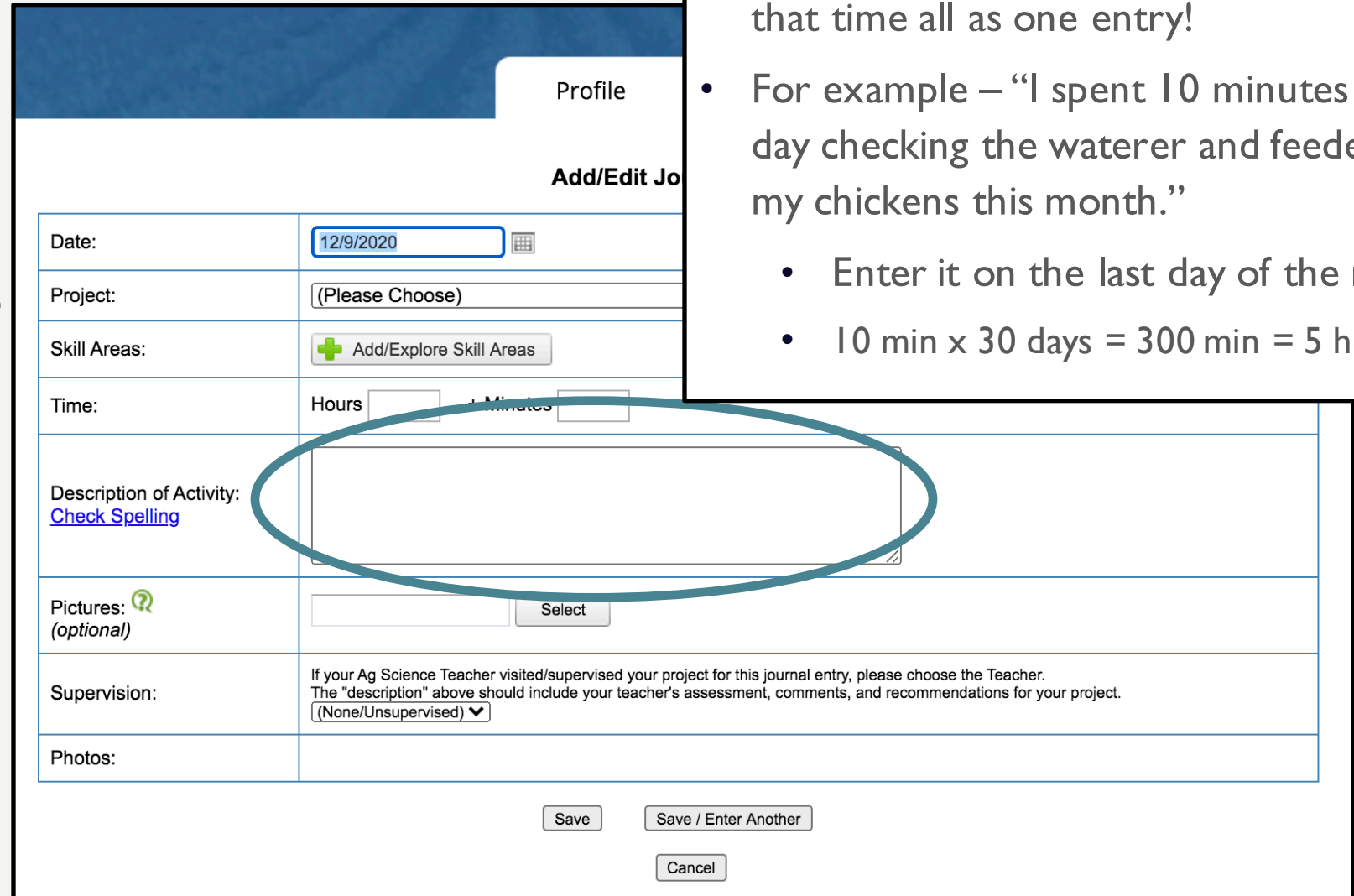
Writing the DESCRIPTION

<u>Be brief, clear and specific!</u>

- Use action words

Teacher look for you to identify <u>skills, activities and accomplishments</u>

- – "I learned…
- – "I practiced…

DO NOT copy the same journal entry multiple times!

DO NOT forget to click **'Save'**

Profile

Add/Edit Jo

Date:	12/9/2020
Project:	(Please Choose)
Skill Areas:	➕ Add/Explore Skill Areas
Time:	Hours ___ Minutes ___
Description of Activity: Check Spelling	
Pictures: ❓ (optional)	Select
Supervision:	If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. (None/Unsupervised) ⌄
Photos:	

Save   Save / Enter Another

Cancel

TIME SAVING TIP

- If you have a project where you perform the same task every day, you can enter that time all as one entry!

- For example – "I spent 10 minutes per day checking the waterer and feeder for my chickens this month."

  - Enter it on the last day of the month
 - 10 min x 30 days = 300 min = 5 hours

AET MOBILE
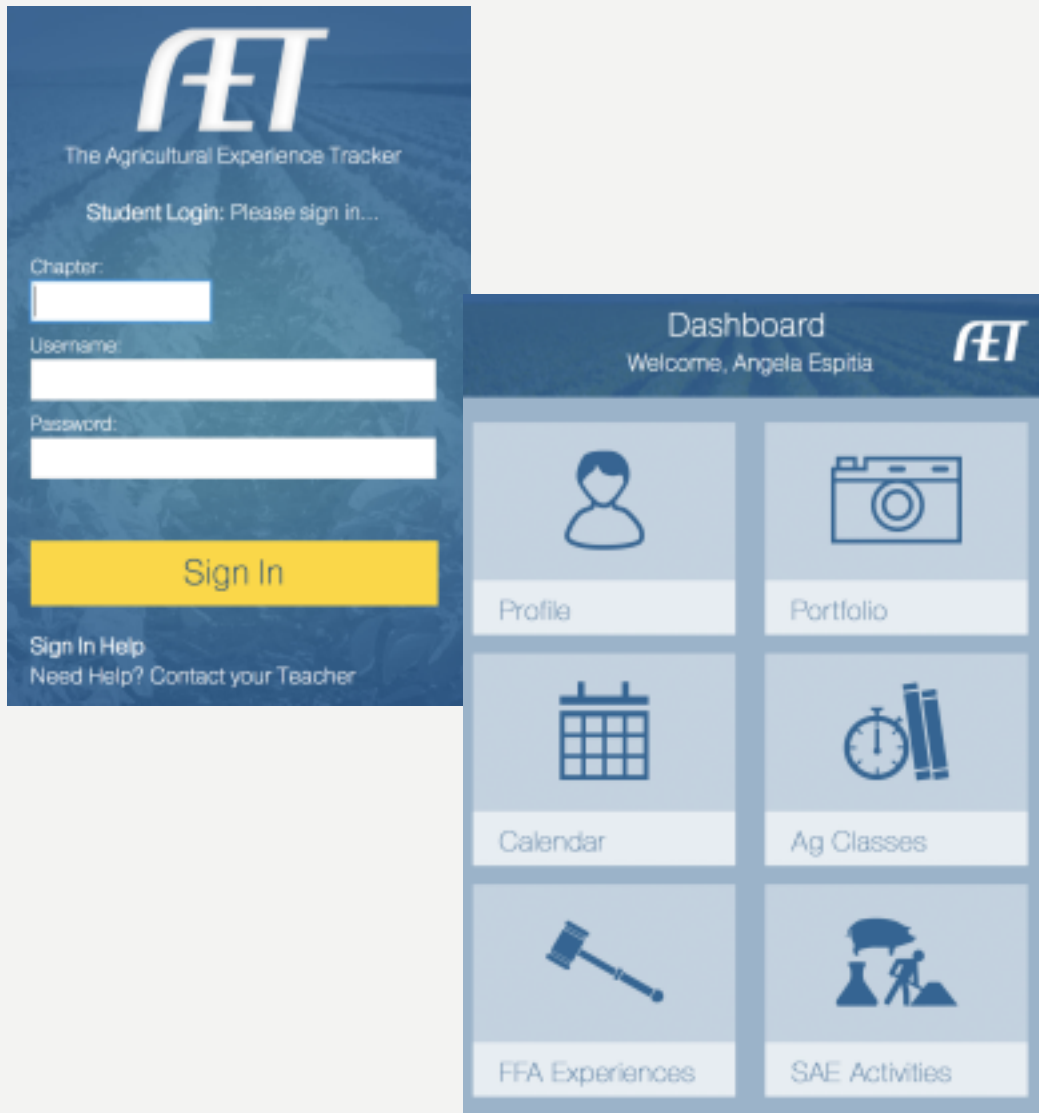
- You can access AET from your phone or other mobile device! This is best for…
  - Entering Hours, Income or Expenses
  - Uploading Pictures
- DO NOT try to create a new SAE or update your SAE Plan from the mobile version, it's very confusing

FINANCIAL ENTRIES

- Recording Income and Expenses for your project
  - CASH ENTRIES: When actual money changes hands…
  - NON-CASH ENTRIES: When something of value is exchanged but not actual money…
- ENTREPRENEURS ONLY: You must start with a beginning value
- PAID PLACEMENT ONLY: You must enter your paychecks
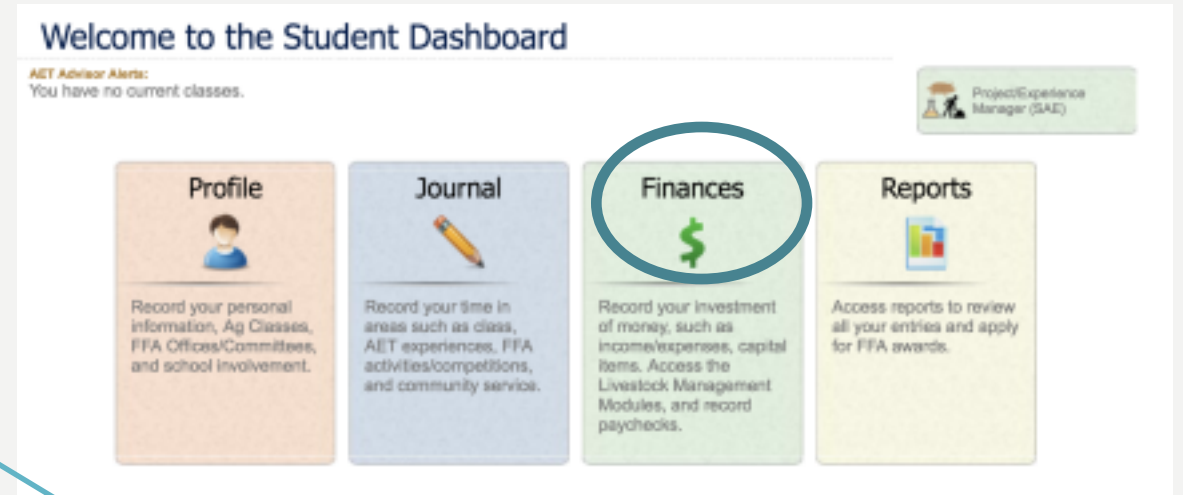
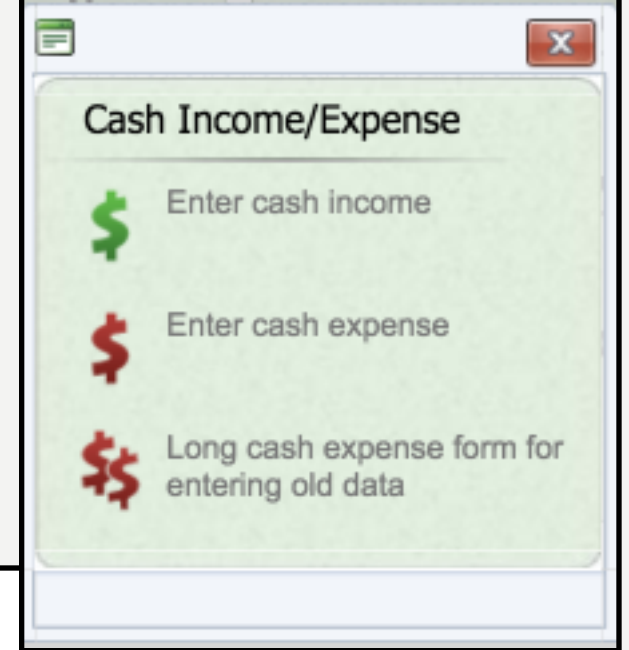# 2 TYPES OF INCOME AND EXPENSES

CASH ENTRIES

- Doesn't matter if it is 'Your Money' – if your parents (or someone else) bought it for you it counts!
- Examples:
  - Income from sale of a product/service
  - Feed or shavings,
  - Supplies such as tools, paint or building materials
  - Services from a vet, plumber, etc.

NON-CASH ENTRIES

- You give or receive something of value
  - Supplies are gifted to you such as a livestock, camera or chicken coop
  - Eggs or vegetables you raise are used at your own home

CASH ENTRIES

- Vendor/Payee is the person you exchange money with!
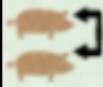- You can do multiple expenses at a time!

NON-CASH ENTRIES

- '**Used at Home**' and '**Receive a Gift**' are the most common!

- **You may not use the SAE Labor Exchange**
  - Violation of child labor laws!

Non-Cash Income/Expense

SAE Labor Exchange - As part of your SAE, you worked in exchange for feed, pen rent, etc.

Non-SAE Labor Exchange - Independently of your SAE, you worked in exchange for feed, pen rent, etc.

Transfer/Barter - Move inventory value between experiences.

Receive a Gift - You get a gift of feed, materials, etc that has cash value, but no money changes hands. Or, you get a Non-Current/Capital Gift.

Used at Home - You give away some of your inventory to your family.

Transfer to Capital Item - Transfer a raised heifer into a non-current (capital) item for a cow/calf operation.

SAE Labor Exchange for Capital Item - As part of your SAE, you worked in exchange for a non-current (capital) item.

UPLOADING PHOTOS

- There are two ways to upload photos…
  - In a journal entry OR in your PORTFOLIO

Inbox
Calendar
Portfolio
Scoreboard
Sign Off

Profile | Journal | Finances | Reports

Add/Edit Journal Entry

Date:	12/9/2020
Project:	(Please Choose)
Skill Areas:	➕ Add/Explore Skill Areas
Time:	Hours [ ] + Minutes [ ]
Description of Activity: Check Spelling	
Pictures: ❓ (optional)	[ ] Select
Supervision:	If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. (None/Unsupervised) ⌄
Photos:	

Save   Save / Enter Another

Cancel

My Portfolio

Experience: (General)

Upload File (jpg, png, docx, xlsx, pptx, pdf):

Choose File   No file chosen   Upload

No records to display.

Be sure to select your SAE project from this drop down menu!

PHOTO QUALITY & CAPTIONS!

- What is an excellent SAE Photo?
  - You are IN THE PHOTO
  - You are ENGAGE IN SKILL OR ACTIVITY related to your SAE
  - It is in well lit and in focus

- Photos must be CAPTIONED
  - You can view your photos in your portfolio, click 'edit'
  - Add your caption in the text box
  - Captions start with a date!
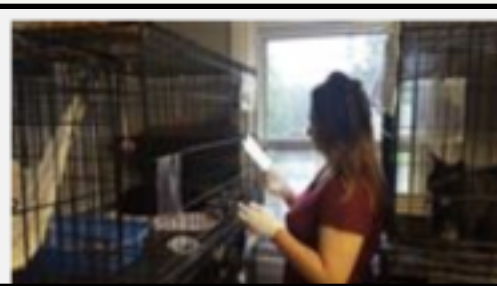
8/6/2018
8/4/2018 before i clean any cages i have to read the cards because some cats have certain things that need to be handle and to also find out there condition
Edit Delete