

North Carolina FFA Association

National Chapter Award Application Instructions



Advisors can set up the National Chapter Award application through their AET account.

Once they log in, they should go to their teacher dashboard. From there, click on the "Reports" block.

Region Account
Inbox
Portfolio
Scoreboard
Explore SAE
Classroom Resources
Sign Off

Student Help
Teacher Help
AET Classroom
Ask AET a Question

Welcome to the Teacher Dashboard

AET Advisor Alerts:
Enrollment data in your Program Profile is incomplete.

Profile

Manage your AET settings, and manage information about you and your Program.

Accounts

Set up new accounts, reset passwords, send messages, and organize your students.

Access Student Account:

Tracker

Manage your Program of Activities Calendar and your Program Finances. Also, maintain your Teacher Journal.

Reports

Retrieve summarized data about your Program activities.

Once the "AET Reports" page is open, click on the "Degree/Application Manager" link in the "Reports and Submissions" block.

Region Account
Inbox
Portfolio
Scoreboard
Explore SAE
Classroom Resources
Sign Off

Student Help
Teacher Help
AET Classroom
Ask AET a Question

Program Reports

Student Engagement Reports

- Student Grading Report
- AET Student Badge Summary
- Student Financial Reports
- Student Detail Reports
journal & financial listings
- Project Grading Report
- Standards-based Activity Reports
- AET Quiz/Assessment Report

Program Reports

- Economic Value Reports
SAE & vendor values
- Project Involvement
maps & reports
- Program/Teacher Reports
calendar, teacher journal, POA, directory & Student ID cards
- Graphical Reports

Reports & Submissions

- FFA Awards Degree/Application Manager
- Career Pathways Report
- Educational Interest Report

When the Degree/Application Manager page opens, there is a drop-down menu for “Add New Chapter-level Application.” Select "National Chapter Award" from the drop-down menu and click “Add.”

EAST WAKE

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask AET a Question
Sign Off

(Choose Application to Add)

✓ National Chapter Award

Add

Review Existing Applications by Type:

(All)

or Ending Date: (All)

Student Finder

Reset

✓ All Students

Grade Levels

FFA Membership

Custom Groups

State Submission Lists & Feedback

To add students to the application, click on the application from the list.

EAST WAKE

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask AET a Question
Sign Off

Add New Chapter-level Application:

(Choose Application to Add)

Add

Review Existing Applications by Type:

(All)

or Ending Date: (All)

Student Finder

Reset

✓ All Students

Grade Levels

FFA Membership

Custom Groups

State Submission Lists & Feedback

Interactive Application				Last Saved		
Application	Created	Student	Type	Version #	Date	Not Mets
Application Delete	2/4/2020	(Chapter Application)	National Chapter Award 2020	1044027	5/1/2020	10

Once you are in the application, choose “Assign Students” from the column on the left side of the screen. There, you can select students from The AET to have access and edit the application.

EAST WAKE

<-- Return to App Mgr

Introduction
Assign Students
Cover Page
Form I Activities
Form I Indicators
Form I Summary
Growing Leaders #1
Growing Leaders #2
Growing Leaders #3
Building Communities #1

Special Notes before you begin this page:

- This application must be assigned to one or more students.
- If a student is missing from the dropdown menu, it is likely the student has never accessed AET or the Degree/Application Manager. You can fix this yourself, or contact nationalchapter@ffa.org for assistance.
- The assigned students have complete access to edit, update and delete all information contained in the application.
- Students should avoid working on the same screen at the same time.
- You can remove access anytime using this screen.
- To make changes to this screen, you must be accessing it from the Chapter/Instructor account.

Add Student (Please Choose) Save

Students with access to this application:

Unique #	Student Name	FFAID
----------	--------------	-------

In order to complete Form II, all of the components of Form I Activities and Indicators must be completed first.

There are electronic signatures for this application. Please be sure to input the correct email addresses to ensure signatures are collected.

Degree/Application Manager

EAST WAKE

<-- Return to App Mgr

Instructions
Cover
Membership Check
Basic Setup
SAE - Placement & Fnd.
Assets
Liabilities
Net Worth
Earned & Prod. Invested
Community Service
Checklist
Supporting Recordbook
Electronic Signatures
Save/Print Your App

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask FFA a Question
Ask AET a Question
Sign Off

ELECTRONIC SIGNATURES

Special Notes before you begin this page:

- This signature screen is available only when the [Checklist](#) is fully met. **Your Checklist is NOT MET.**
- Students should complete all other pages of this application before obtaining electronic signatures.
- If this application undergoes significant changes after signing, the signatures should be re-obtained using this form by clicking "Revoke Signatures".
- Please review this entire application, and electronically sign the appropriate section below.
- If a section is not available, your user account's Role does not grant access to that section. Your role is: **Advisor**

STUDENT APPROVAL

This section is to be completed by the STUDENT.

- I have maintained records to substantiate my supervised agricultural experience program which exhibit comprehensive planning, managerial and financial expertise and will provide these records to my local and state FFA advisors and staff, or their designated representatives, on demand.
- I have prepared this application and certify that the records are true, complete and accurate, and that I hereby permit for public purposes the use of any information included in the application.
- If there are exceptions or other notes, please describe in the section below.

Student Applicant's Signature (Type your full name) Date signed (Type today's date) Submit Signature **Status: Not Signed**

Exceptions or notes

ADVISOR APPROVAL

This section is to be completed by the ADVISOR.

- I have reviewed this applicant's supervised agricultural experience (SAE) records and verify they exist and exhibit comprehensive planning, managerial and financial expertise.
- I have verified the application and find that the statements contained herein match the applicants SAE records and are such that I am able to recommend the applicant for the Degree/award.
- Furthermore, I verify that the applicant has conducted him/herself in a manner to be a credit to the organization, chapter, school and community.
- If there are exceptions or other notes, please describe in the section below.

Advisor's Signature (Type your full name) Date signed (Type today's date) Submit Signature **Status: Not Signed**

Exceptions or notes (not visible to the student)

Please note: If you work with other chapters to complete an activity, both chapters can include the activity in their National Chapter Award applications. Both chapters should not have the same description, goals, plans of action, outcomes or impacts. Each application should be unique based on the chapter's specific role in the activity.

Applications are submitted to the state on The AET. In the chapter account, click on the "Reports" tab, then "FFA Awards Degree/Application Manager" in the "Reports and Submissions" box. Under the Student Finder box, click the "State Submissions Lists and Feedback" button. Here you can add the applications for your chapter by searching the version number or browsing your applications.

Region Account
Inbox
Portfolio
Scoreboard
Explore SAE
Classroom Resources
Sign Off

Student Help
Teacher Help
AET Classroom
Ask AET a Question

Profile

Accounts

Tracker

Reports

View Instructions Video

Submission List (click a row to view):

Back to Deg/App Mgr

List Name	# Apps on List	Date Closes (CST)
NC 2020 National Chapter Award	1	7/31/2020 12:00:00 AM
NC 2020 Res. Proficiency for National	0	8/1/2020 12:00:00 AM
NC 2020 Proficiency for National	0	8/1/2020 12:00:00 AM
NC 2020 American Star	0	5/1/2020 11:59:00 PM
NC 2020 Agriscience Fair	0	6/1/2020 11:59:00 PM
NC 2020 State Degree Check	4	5/1/2020 11:59:00 PM
NC 2020 Research Proficiency Check	0	5/1/2020 11:59:00 PM

Submission List for NC 2020 National Chapter Award

Add Applications by Version #:

(Scan barcode, key-in Version #, or browse to select applicants)

By Version #

Select Apps:

Browse

Ver #	Student Name	Award	# Not Met	Chk In / Status / Award Notes	Options
-------	--------------	-------	-----------	-------------------------------	---------