

Adding SAE Hours

Step 1: Log into your AET record book. (www.theaet.com)

Step 2: “Click” on **Journal**

Step 3: “Click” **Time in your AET Experiences (SAE)**

Step 4: Once you are on the Add/Edit Journal Entry you need to enter the following information.

-Date: Change to correct date of Event.

-Category: Experience-Related Activity

-Experience: **2015-Fall Challenge-Goat**

-Activity: **Pick the ACTIVITY that closely relates to the hours you’re documenting.**

-Outside Class Hours: Add your Hours (Round a ½ hour up to 1 hour).

-Description: Describe what you did.

-Picture: If you have a picture to upload of the event you conducted, up-load it. You must be in the picture, **NO SELFIES!**

-Supervision: Select a teacher if there was one present

Step 6: SAVE SAVE SAVE

Add/Edit Journal Entry	
Date:	Category:
7/6/2015	Experience-related Activity
Experience: ?	2015-Fall Challenge-Goat
Activity: ?	Activities in the animal industry
Outside Class Hours: ?	6.00
Description of Activity: ? Check Spelling	During goat camp today we discussed barn rules, goat health issues and treatment, how pens should be cleaned, feeding and selection. After discussing those items we cleaned and set-up pens in the goat barn.
Pictures: ? (optional)	<input type="text"/> 474906_2483085051467_1869184344_o.jpg × Remove <input type="text"/> 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. Katherine Wohl
<input type="button" value="Save"/> <input type="button" value="Save / Enter Another"/>	

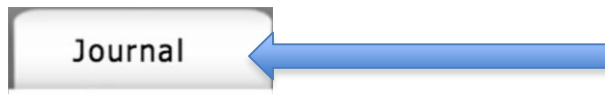
Add/Edit Journal Entry	
Date:	Category:
7/10/2015	Experience-related Activity
Experience: ?	2015-Fall Challenge-Goat
Activity: ?	Managing animal nutrition
Outside Class Hours: ?	6.00
Description of Activity: ? Check Spelling	I fed my goat everyday twice a day from Saturday - Friday.
<input type="button" value="Select"/>	

Add/Edit Journal Entry	
Date:	Category:
7/10/2015	Experience-related Activity
Experience: ?	2015-Fall Challenge-Goat
Activity: ?	Managing animal nutrition
Outside Class Hours: ?	5.00
Description of Activity: ? Check Spelling	I cleaned my goats pen everyday twice a day from Saturday - Friday.
Pictures: ? (optional)	<input type="text"/> 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)

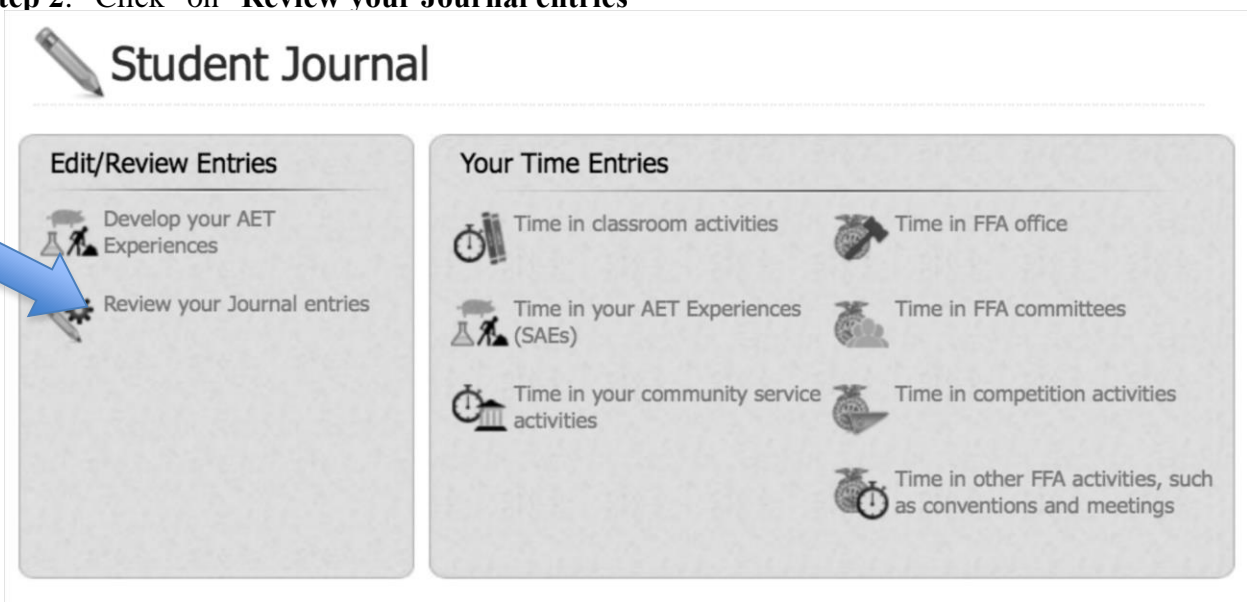
<input type="button" value="Select"/>
Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. (None/Unsupervised)
<input type="button" value="Save"/> <input type="button" value="Save / Enter Another"/>

Fixing SAE Hours **(Fixing/Reviewing Hours)**

Step 1: “Click” on Journal




Step 2: “Click” on “Review your Journal entries”



Step 3: “Click” on “Edit”

(Edit Journal Entries as needed. Make sure that they are complete sentences, that you are putting them in weekly, and that you have accurate hours listed.)



Options	Date	Description	Hours
Edit	8/17/2014	Experience-related Activity JV- 2014 Goat Daily Goat Management I fed my goat everyday twice a day from 8/11-8/17.	In: 0.00 Out: 2.00
Edit	8/17/2014	Experience-related Activity JV- 2014 Goat Daily Goat Management I cleaned my goat's pen everyday twice a day from 8/11-8/17.	In: 0.00 Out: 5.00
Edit	8/10/2014	Experience-related Activity JV- 2014 Goat Daily Goat Management I fed my goat everyday twice a day from 8/7-8/10.	In: 0.00 Out: 2.00
Edit	8/10/2014	Experience-related Activity JV- 2014 Goat Daily Goat Management I cleaned my goat's pen twice a day everyday from 8/7-8/10.	In: 0.00 Out: 4.00
Edit	8/6/2014	Experience-related Activity JV- 2014 Goat JV Goat Camp I attended JV goat camp, learned showmanship techniques and learned how to clean, maintain and exercise a market goat. I also was taught how to select a goat for raising and how to care for sickness related situations with my goat.	In: 0.00 Out: 7.00
Edit	8/5/2014	Experience-related Activity JV- 2014 Goat JV Goat Camp I attended JV goat camp, learned showmanship techniques and learned how to clean, maintain and exercise a market goat.	In: 0.00 Out: 7.00