

# Managing Student Access for Program Management




**Purpose:** This guide outlines the options available to grant student access to assume leadership roles and assist teachers with program management in the AET.



**Summary:** FFA Chapters are designed to be student-led. Teachers can assign students to manage important aspects of the agricultural education program:

Chapter Calendar	POA/Strategy Manager	Meeting Manager	Chapter Website
Add/Edit/Delete events	Edit existing Strategic Plans (once created by teacher)	Add/Edit Meetings	Pause/post website availability
Add/Edit/Delete event files & photos	Add/Edit Officer and Committee Members	Invite guests via text and email	Add/Edit Facebook & Instagram addresses
Add/Edit event budget	Add/Edit Activities Add/Edit Budget	Add/Edit the Agenda Record Attendance Record and Edit the Minutes	Add/Edit Chapter Logo Publish Photos from Events Publish Chapter Portfolio files/photos Teachers have shared with students

## For Details of how each area work:



**Step 1: Assigning Students is easily done from the Teacher Account.** Select the TRACKER tab, choose  to list student leaders and choose their level of management:

- By default, each student listed can add/edit POA events and the Strategic Plan.
  - Access to manage your program’s meeting manager & AETweb for the program are special roles to be more selective.
  - Unique Meeting Manager access allows those students to create agendas, take minutes and message program contacts using the message center (**important role since they can message others!**)
  - Unique AETweb access places those students in control of your website (**important to place very responsible students in this role**)

**Student Manager Access for Program Management**  
 Students added to this screen will have full access to the Chapter Calendar  and POA/Strategy Manager 

Add a Student:

Students with full access to the Chapter Calendar (PoA), Chapter Website and AET Strategy Manager:

First Name	Last Name	Include Meeting Manager Access? 	Include Chapter Website Access? 	Remove Access
William	Davila	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taylor	Goerlitz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lindsey	Gutierrez-Bates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Austin	Lueckemeyer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hayley	Mayer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Step 2: Selecting the right tasks for each student's talents.** These descriptions may help explain the roles and responsibilities the students selected as Managers for the Chapter Calendar and POA, the Meeting Manager, and the AET Web are being given.



**A. Students with Chapter Calendar and POA access can** create and manage events on the Chapter Calendar. These students can manage any event, from the next CDE practice to the Chapter Banquet. They can create the event, change the date and location should something come up, assign the Participation Points, and record who attended. If this is one of the events on the Chapter PoA, they can assign the event to a Committee. After the event, they can update the Goals, Plans, and Outcomes, and add, edit, or delete photos for the event.



**B. Students with Meeting Manager access can** schedule and edit Chapter Meetings. They can invite Members and their Parents, and any Guests the Teacher has entered into the program's Contacts (Important to select a trustworthy student). They create and edit the Agenda. During the meeting, they take roll by either selecting members or scanning membership cards and keep the Minutes. They can edit the Minutes of previous meetings should an error be found.



**C. Students with Chapter Website access can** manage the AET Web. While the AET Web automatically keeps your website 'current' by displaying information from student records, students with Chapter Website access can assist in several ways. They can "pause" the AET Web if corrections need to be completed, and "publish" it once they're ready. If your Chapter maintains a presence on Facebook or Instagram, they can publish connections to those sites on your AETWeb homepage.

They can monitor the website and using the "Steps to a fully populated website" table on the AET Web Management page, they can encourage other students to update their Profile, add details and photos to events, enter their Community Service activities.

One of the time-consuming tasks teachers often deal with is managing the photos and files displayed on the program website. Students with Chapter Website access can select photos and files to display on the website from the Events Portfolio, and from any photos or files the Teacher has shared with students in the Chapter Portfolio. At the bottom of the AET Web Management page, website managers will find a list of all the photos and files available on the AET Web, with controls to easily remove those that are no longer needed.