



# Agricultural Career Network

## Getting Started - *Instructor Account*

Questions?

E-mail: [\\_teammembership@ffa.org](mailto:_teammembership@ffa.org)

Call: 800-293-2387

Instructor Portal
<a href="#">My Home</a>
<a href="#">Manage Fields</a>
<a href="#">Manage Student</a>
<a href="#">My Profile</a>
<a href="#">Additional Info</a>
<a href="#">Program Profile</a>
<a href="#">Roster Renewal</a>
<a href="#">Calendar</a>
<a href="#">Subscriptions</a>
<a href="#">News</a>
<a href="#">State Calendar View</a>
<a href="#">Ag Courses</a>

**My Home** – This page displays national and state and local FFA news and serves as the landing page to AgCN

**Manage Fields** – Add specific data fields you wish to collect from your students.

**Manage Student** – Reset student passwords, migrate a student from one program to another and manage student approvals from this page.

**My Profile** – Add your personal contact information, demographics, professional history, interests and opt-in for publications and newsletters.

**Additional Info** – This is information your state staff is specifically requesting from all instructors.

**Program Profile** – This is the place to add information about your agricultural education program, FFA chapter and set local dues.

**Roster Renewal** – Through this page, you can manage your FFA roster. You can add students, manage membership and submit your roster to the state.

**Calendar** – Share your program calendar with students; identify projects and events of your chapter. Check out this easy to use electronic calendar.

**Subscriptions** – This is where you will manage subscriptions to the New Horizons Magazine and non-member FFA publication subscriptions.

**News** – On this page you are able to add news about your local chapter. This news will be viewed by your students when they log in via their student accounts.

**State Calendar View** – View the state calendar updated by your state staff.

**Ag Courses** – Help your students plan for time in agricultural education by keeping an accurate record of the courses your program offers.



# Agricultural Career Network

## Getting Started using the Instructor Portal

### Sign in

Go to [www.ffa.org](http://www.ffa.org) Click "MyAgCN".

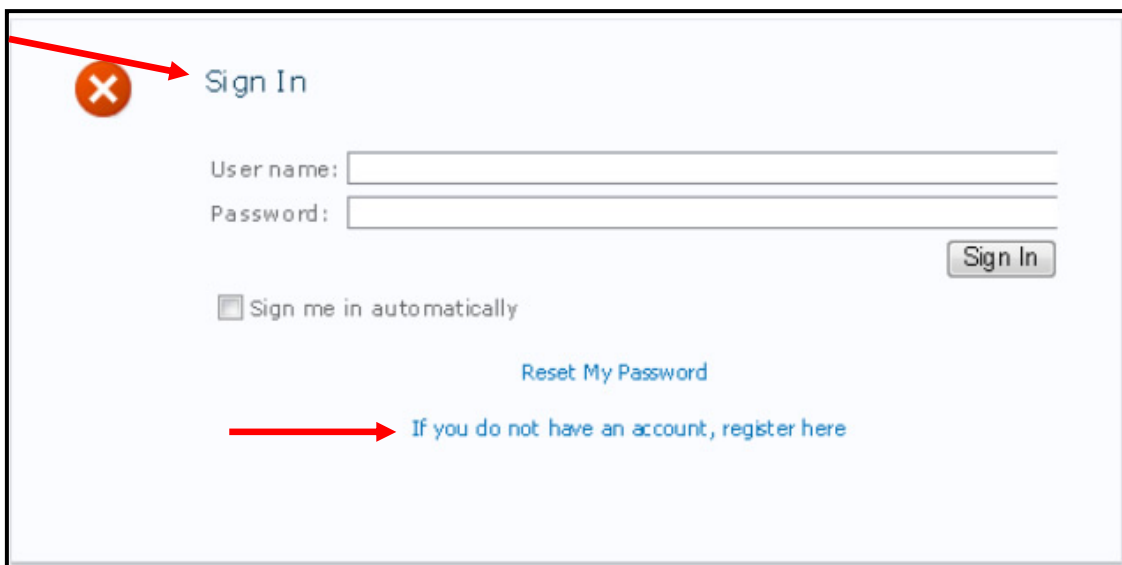
1. Enter your username and password from your "MyFFA" account. If you do not have an account, click "[If you do not have an account, register here](#)" – near the bottom of the box.
2. New instructors will need to be added by state staff and e-mailed their access credentials.

Instructors can then change their password after the initial login. Thank you for your patience during this security measure.

#### a. MyAgCN



#### b. Log in page





### c. Advisor homepage

**MyAgCN** About Us Programs Events Resources Get Involved Donate Shop Press Room

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Instructor Portal **My Home**

<a href="#">My Home</a>	<b>Chapter News</b>	<b>State News</b>
<a href="#">Manage Fields</a>	There are no current news items	There are no current news items
<a href="#">Manage Student</a>	<b>National News</b>	
<a href="#">My Profile</a>	There are no current news items	
<a href="#">Additional Info</a>		
<a href="#">Program Profile</a>		
<a href="#">Roster Renewal</a>		
<a href="#">Calendar</a>		
<a href="#">Subscriptions</a>		
<a href="#">News</a>		
<a href="#">State Calendar View</a>		
<a href="#">Ag Courses</a>		



## Mange your password

Change your password and security question by clicking on your name.

**NATIONAL FFA ORGANIZATION**  
Agricultural Career Network

110002instructor6 | Home | Contact | Site Map | Advanced Search

Sign Out  
Logout of this site.

Change my Password  
Use a new password on the portal

Change Question and Answer  
Change the question and answer used to reset your password

**My Profile**

**Personal Data**

FFA Title: Agriculture Educator Birth Date: 3/29/1985

Prefix: Mrs. First Name: Test MI: Last Name: Instructor Suffix:

**Contact Information**

Email Address: Selections below are options, please enter where



## Manage Fields

Managing custom fields can be a great asset to chapter data collection. You are able to add desired fields to the student account.

1. Click “New”

2. Insert data to be requested and identify that you want it from students via the “Member Level” drop-down menu.



## Manage Student

1. Manage passwords as a last resort – students will be able to create new passwords and be prompted. You will be able to edit, reset and stop students from entering the system if needed.

MANAGE STUDENTS		
Manage Accounts		
Last Name	First Name	Email
Adams	Tiffany	
Student	Test	test@test.test
Student	Test	test@test.test
Student	Test	test@test.test
Student	Test	test@test.test
Student	Test	test@test.test
Student1	Test1	test@test.test

2. Click on the student's name you wish to manage. And the reset options will appear.

MANAGE STUDENTS		
Manage Accounts		
Last Name	First Name	Email
Adams	Tiffany	
Student	Test	test@test.test
Student	Test	test@test.test
Student	Test	test@test.test
Student	Test	test@test.test
Student	Test	test@test.test
Student1	Test1	test@test.test

**Reset Password for: Adams**

Password:

Re-enter Password:



3. Migrate student to your chapter from another chapter- at this time, *this functionality is not complete. More to come on the process of migrating a student from one chapter to another.*

**Migrate student to this Chapter (IL0002)**

STATE:  CHAPTER:  Order by Chapter Name  Order by Chapter ID

STUDENT:

4. Approval Management – approve what students have entered
  - a. “Approve Now” will immediately approve the activity.
  - b. “Mark to Approve” will allow you to select all that you wish to approve and then approve and refresh the screen all at once.

**Approval Management**

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**FFA Activities, Events, Awards, Recognition, Office Held**

Select All For Approval

Last Name	First Name	Activity	Year	Activity Type	Sub Type	Sub Type 2	Part. Level	Role	Award Rec.	Approve	Mark to Approve
Student	Test	Chapter Banquet	2010	Committee	N/A	NA	Local	Chairperson		<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student	Test	Greenhand Degree	2008	Other	N/A	NA	Local	Participant	Degree	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student	Test	test2	2011	Proficiency	Nursery Operations	Placement	Local	Participant		<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student1	Test1	Proficiency Test	2010	Proficiency	Agricultural Sales	Placement	Local	Team Member		<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student1	Test1	Local Pig CDE	2011	Career Development Events	Other	NA	Local	Team Member	Gold	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>

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**Service Engagements**

Select All For Approval

Last Name	First Name	Activity	Year	Activity Type	Sub Type	Part. Level	Role	Hours	Approve	Mark to Approve
Student	Test	Cancer Society Relay for Life	2011	Community Service	N/A	State	Participant	5	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student	Test	Relay for Life for the American Cancer Society	2011	Community Service	N/A	State	Participant	5	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student1	Test1	CS test	2011	Community Service	N/A	Local	Chairperson	12	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>

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**FFA Degrees**

Select All For Approval

Last Name	First Name	Degree	Year	Approve	Mark to Approve
Student	Test	Chapter	2010	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student	Test	Chapter	2011	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student1	Test1	Greenhand	2009	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>
Student1	Test1	Chapter	2010	<a href="#">Approve Now</a>	<input checked="" type="checkbox"/>

Approves **ALL** selected

Approves all selected within that area.

Refreshes the page so you can see if other approvals have been requested while you are working.



## My Profile

1. Add your personal information to the profile page.
2. Opt in to subscriptions

Instructor Portal

- My Home
- Manage Fields
- Manage Student
- My Profile**
- Additional Info
- Program Profile
- Roster Renewal
- Calendar
- Subscriptions
- News
- State Calendar View
- Ag Courses

### My Profile

Submit

#### Personal Data

FFA Title: Agriculture Educator Birth Date: 3/29/1985

Prefix: Mrs. First Name: Test MI: Last Name: Instructor Suffix:

#### Contact Information

Email Address: email@email.org

Alternate Email Address:

Phone: (317) 802-4304 Mobile:

Facebook URL:

Twitter URL:

Linked In URL:

Allow text messages to be sent to my phone.

#### Professional History

Title	Year	Type	Participation Level	Role	Award Recognition
<input type="checkbox"/> Insert item					



## Additional Info

This is information requested by your state staff for their specific data collection. They may add things such as type of contract, T-shirt size, etc.

Instructor Portal	<b>CUSTOM FIELDS</b>
My Home	Additional Fields
Manage Fields	
Manage Student	
My Profile	
Additional Info	
Program Profile	

You can request additional information from your students using **“Manage Fields”**



## Program Profile

1. Add information specific to your program; billing/shipping addresses, demographics, websites, facilities and pathways taught.
2. Then click “Submit”.

### Program Profile

Address 1:

Address 2:

City, State Zip:

Phone:

Fax:

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#### Program Demographics

Chapter Type:

Chapter Status:

School Type:

School Population:

Type Of Class:

Location:

Total # of Ag Students:

Total Unduplicated Ag Students:

Dues:

Import Provider:

Affiliate Chapter:

#### Chapter Links

*Check the box to Allow FFA to post on your account*

Facebook URL:

Twitter URL:

Linked In URL:

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#### Type of Facilities

AgMech  
 Aquaculture  
 Biotech/Agriscience Lab  
 Computer Lab  
 Classroom

#### Pathways Taught

Agribusiness Systems (ABS)  
 Animal Systems (AS)  
 Biotechnology Systems (BS)  
 Environmental Service Systems (ESS)  
 Food Products And Processing Systems (FPP)

Select if your chapter uses AET or another data collection system.



## Roster Renewal

1. Previously renewed members will appear under Active Members Section. This will include 3 and 4 year membership types from previous years.
2. Previous members that have not been renewed will appear under the “Non-Members” or “Expired Members” section.
3. To renew, select membership or student type under **Renewal Type**. *Note: Ag students not selecting to become FFA Members can now be added to your roster without charge. Simply select Non-Member.*

**ROSTER RENEWAL**

Roster Renewal for IL0002

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**Active Members**

Membership ID	Last Name	First Name	Membership Expiration
	Woods	Vicki	8/31/2012

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**Non-Members or Expired Members**

1 2 3 4 5 6 7 8 9

Membership ID	Last Name	First Name	Renewal Type
	Adams	Tiffany	Non-Member ▾
	alj	hgg	Non-Member ▾
	Alexander	Sheldon	Non-Member ▾
	asdf	asdf	Non-Member ▾
	Balding	Ethan	Non-Member ▾
	Barnett	Christine	Non-Member ▾
	Barnhart	Ryker	Non-Member ▾
	Beadles	Rudy	Non-Member ▾
	Boewe	Chelsea	Non-Member ▾
	Boewe	Kensie	Non-Member ▾
	Bratz	Jeremy	Non-Member ▾
	Brown	Becca	Non-Member ▾
	Bunting	Evan	Non-Member ▾
	Bunting	Jered	Non-Member ▾
	Bunting	Jordyn	Non-Member ▾

1 2 3 4 5 6 7 8 9

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**New Students**

Last Name	First Name	Email	Member Type	Invitation
asdf	asdf	asdfasdf	None ▾	Hard Copy ▾
asdf	asdf	asdf	None ▾	Hard Copy ▾
asdkfdkf	alkdfadfkja	asdkafkjd@tskda;kd	None ▾	Hard Copy ▾
jones	bill	bj@co.com	None ▾	Hard Copy ▾



**Sync with AET** – if your state/chapter uses AET you can import the information  
(If not, skip to next page)

To Import:

1. Click **“Switch to Clipboard”**
2. Import roster information from AET by clicking **“Import From AET”**
3. Information will import in to the **“Clipboard”** area – then click **“OK”**

**ROSTER RENEWAL**  
Roster Renewal for AR0020

**Clipboard**

Instructions:

- Download the appropriate spreadsheet template: [Short Form](#) or [Long Form](#)
- Use either the Short or Long versions of the spreadsheet templates to arrange the fields in a grid view.
- Select the appropriate option for import type (Short Form or Long Form).
- Highlight all of the columns, even if they are empty (be sure not to include the column headings, if any) and copy those items (i.e. Ctrl-C) within the application.
- Optional - Set the Default Values for Renewal Type and Invitation for the values when they are added to the New Students list.
- Select the Clipboard below and Paste (i.e. Ctrl-V) to copy the information into this Clipboard.
- Optional - Select View Clipboard Entries to view the translated data prior to adding the entries.
- Select OK to add these items to your New Students entries.
- Select Cancel to ignore and loose any changes currently displayed in the Clipboard.

Optional Default Values:      Member Type:       Invitation:

Import Type:       Short Form       Long Form       ←

Clipboard:



### Add Students

The teacher must create student accounts for students to be able to access the Agricultural Career Network. You can add individual or multiple students.

Add individual students via – “Add New” button

Last Name	First Name	Email	Member Type	Invitation
asdf	asdf	asdfasdf	None	Hard Copy
asdf	asdf	asdf	None	Hard Copy
asdkfokf	alkdfadfkja	asdfkafikjd@lskda;kd	None	Hard Copy
jones	bill	bj@co.com	None	Hard Copy

Last Name	First Name	Email	Member Type	Invitation
<input type="text"/>	<input type="text"/>	<input type="text"/>	None	Select...

Saves what you've added to "New Students"

View your additions before submitting them to the state.

Choices are:  
Non-Member  
1 year  
3 year  
4 year  
(choices may vary depending on state)

Invitation: Here you select if the student will be invited via hardcopy or e-mail

Once data is entered you have the option to “View Suspected Duplicates”

New Students				
Last Name	First Name	Email	Member Type	Invitation
<input type="button" value="View Suspected Duplicates"/>				
asdkfokf	alkdfadfkja	asdfkafikjd@lskda;kd	None	Hard Copy
Kash	Alex	akash@yahoo.com	None	Hard Copy
Kash	Alex	akash@yahoo.com	None	Hard Copy
Kash	Alex	akash@yahoo.com	None	Hard Copy
Wuthrick	Jack	jwuthrick@gmail.com	None	Hard Copy
Wuthrick	Jack	jwuthrick@gmail.com	None	Hard Copy



### Add multiple students at once via – “Switch to Clipboard”

**Import Type Templates**

**“Import Type”**  
Short Form includes: Last name, First name and E-mail  
Long Form includes; Last name, First name, E-mail, address, gender, grade, etc.

**“Optional Default Values”** = each member will be added with this type of membership and invitation delivery, these can be manually changed on an individual basis after “Clipboard” entry.



- a. Obtain an electronic list of all the new students in your classes from Excel, your school’s attendance system, or roster. The list needs to be organized with the students “**last name, first name, e-mail**” (e.g., Smith, Lindsay, [lsmith@ffa.org](mailto:lsmith@ffa.org)).
- b. Paste the list of students into the box.
- c. Click “**Preview Clipboard**” to check added students. Then select OK to return Roster Renewal page.
- d. These new entries will be under “**New Students**”

### Using Clipboard

#### ROSTER RENEWAL

Roster Renewal for IL0002

#### Clipboard

Instructions:

- Download the appropriate spreadsheet template: [Short Form](#) or [Long Form](#)
- Use either the Short or Long versions of the spreadsheet templates to arrange the fields in a grid view.
- Select the appropriate option for import type (Short Form or Long Form).
- Highlight all of the columns, even if they are empty (be sure not to include the column headings, if any) and copy those items (i.e. Ctrl-C) within the application.
- Optional - Set the Default Values for Renewal Type and Invitation for the values when they are added to the New Students list.
- Select the Clipboard below and Paste (i.e. Ctrl-V) to copy the information into this Clipboard.
- Optional - Select View Clipboard Entries to view the translated data prior to adding the entries.
- Select OK to add these items to your New Students entries.
- Select Cancel to ignore and loose any changes currently displayed in the Clipboard.

Optional Default Values:

Member Type:

Invitation:

Import Type:

Short Form

Long Form

Clipboard:

Kash	Alex	akash@gmail.com
Wuthrick	Jack	jwuthrick@yahoo.com
Pilarski	Olivia	opilar@email.net



### “Preview Clipboard”

Clipboard:

Last Name	First Name	Email
Kash	Alex	akash@gmail.com
Pilariski	Olivia	opilar@email.net
Wuthrick	Jack	jwuthrick@yahoo.com

By clicking “OK” these added students will go to the “New Students” section

**New Students**

Last Name	First Name	Email	Member Type	Invitation
asdkfdkf	alkdfdfkja	asdkfalkjd@lskda;kd	None	Hard Copy
Jones	bill	bj@co.com	None	Hard Copy
Kash	Alex	akash@yahoo.com	None	Hard Copy
Kash	Alex	akash@yahoo.com	None	Hard Copy
Kash	Alex	akash@yahoo.com	None	Hard Copy
Kash	Alex	akash@yahoo.com	None	Hard Copy
Kash	Alex	akash@yahoo.com	None	Hard Copy
Wuthrick	Jack	jwuthrick@gmail.com	None	Hard Copy
Wuthrick	Jack	jwuthrick@gmail.com	None	Hard Copy
Wuthrick	Jack	jwuthrick@gmail.com	None	Hard Copy
Wuthrick	Jack	jwuthrick@gmail.com	None	Hard Copy

“Preview Submission” will move your added and renewed students to “Adds and Updates” page where final members can be removed by simply changing a renewal type. All potential students will be stored here as new students are added or renewed. Once the roster is ready to be processed an invitation can be sent to students.



### Preview Submission

#### ROSTER RENEWAL

Roster Renewal for IL0002

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**Master Data**

Submission Chapter:

Submission State:

Submission Date:

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**Member Adds and Updates**

Total Fee	National	State	Area	Chapter
\$36.00	\$21.00	\$15.00	\$0.00	\$0.00

Last Name	First Name	Renewal Type	National	State	Area	Chapter	Submit To:
Kash	Alex	Student-1 Year	\$7.00	\$5.00	\$0.00	\$0.00	Local
Pilerski	Olivia	Student-1 Year	\$7.00	\$5.00	\$0.00	\$0.00	Local
Wuthrick	Jack	Student-1 Year	\$7.00	\$5.00	\$0.00	\$0.00	Local

By selecting "Submit Locally," you will have the opportunity to "Submit to State" at a later date.  
By selecting "Submit to State," you will be adding members to your Chapter as well as incurring financial responsibility to collect the above outlined fees.

1. Submit Local    2. View Invoice    3. View Invites    4. Submit to State    Return to Entry

A

B

C

D

E



A

**Submit Local**- Doesn't change your screen, just refreshes the system to add the students to your "Active" list.

**\*This button also triggers the email student invitations to be sent out;** if you have entered email addresses for your students and selected email as the preferred delivery, it will be sent by clicking this button.

B

**View Invoice**- Here you can double check and print your invoice.

**ROSTER RENEWAL**  
Roster Renewal for IL0002

Submission Chapter: IL0002  
Submission State: IL  
Submission Date: 12/7/2011

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Total Fee: \$24.00   National Fee: \$14.00   State Fee: \$10.00   Area Fee: \$0.00   Chapter Fee: \$0.00

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Last Name	First Name	Renewal Type	National	State	Area	Chapter	Submit To:
Kash	Alex	Student-1 Year	\$7.00	\$5.00	\$0.00	\$0.00	Local
Wuthrick	Jack	Student-1 Year	\$7.00	\$5.00	\$0.00	\$0.00	Local



C

## View Invites- view and print hardcopy invitations for your students to join AgCN

### ROSTER RENEWAL

Roster Renewal for IL0002

[Return](#) [Print Invites](#)

Welcome Alex Kash

We would like to invite you to join the FFA on-line community. You can access your account at the following link:  
<https://test.ffa.org/pages/invitation.aspx>

Once there, you will need the following information:

Chapter: IL0002  
Invitation Code: !CV31%

this invitation will expire on: January 18, 2012

We look forward to working with you in your on-line journey with FFA.

Welcome Jack Wuthrick

We would like to invite you to join the FFA on-line community. You can access your account at the following link:  
<https://test.ffa.org/pages/invitation.aspx>

Once there, you will need the following information:

Chapter: IL0002  
Invitation Code: Q2N9UV

this invitation will expire on: January 18, 2012

We look forward to working with you in your on-line journey with FFA.



D

**Submit to State**- Takes you back to main “Roster Renewal” page with names added to “Active Members”

**ROSTER RENEWAL**  
Roster Renewal for IL0002

**Active Members**

Membership ID	Last Name	First Name	Membership Expiration
	Alexander	Sheldon	8/31/2012
	Bratz	Jeremy	8/31/2012
	Bunting	Evan	8/31/2012
	Bunting	Jordyn	8/31/2012
	Jones	bill	8/31/2012
	Kash	Alex	8/31/2012
	Kash	Alex	8/31/2014
	Woods	Vicki	8/31/2012
	Wuthrick	Jack	8/31/2012
	Wuthrick	Jack	8/31/2015
	Wuthrick	Jack	8/31/2012
	Wuthrick	Jack	8/31/2012

**Non-Members or Expired Members**

1 2 3 4 5 6 7 8

Membership ID	Last Name	First Name	Renewal Type
	Adams	Tiffany	Non-Member
	ajh	igg	Non-Member
	Balding	Ethan	Non-Member
	Barnett	Christine	Non-Member

E

**Return to Entry** – Takes you back to the main “Roster Renewal” page without submitting the changes.



## Calendar

1. Add items to the Calendar by **double-clicking** the date.

Calendar ▾ Calendar ▾

◀ ▶ December, 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

+ Add



## Subscriptions

Summary of all non-member subscriptions

Summary of IL0002 Non-Member Subscriptions					
Total All Subscriptions		Total Subscription Fees		Total Charged Subscriptions	
2		24.00		2	
Chapter Non-Member Subscriptions					
NonMember Title	First Name	Last Name	City	State	NonMember Since
Mr.	Mark	Cavell	Indianapolis	IN	10/3/2011
Librarian	Olivia	Pilarski	Westville	OR	12/7/2011
<input type="button" value="New"/> <input type="button" value="Refresh"/>					

Add new non-member subscription recipients by clicking “New”



Clicking “New” will open the screen below.

Add the following information to subscribe non-members to the various newsletters and publications.

Chapter Non-Member Subscriptions					
NonMember Title	First Name	Last Name	City	State	NonMember Since
Mr.	Mark	Cavell	Indianapolis	IN	10/3/2011
Librarian	Olivia	Pilarski	Westville	OR	12/7/2011

Subscriptions

- FFA Update
- Making a Difference
- Shop FFA
- FFA Beyond High School
- Award Prorams E-Newsletter
- Events E-Newsletter
- Supporters E-Newsletter
- Alumni E-Newsletter
- Affiliate Chapter E-Newsletter
- DEAN Network
- New Horizons Magazine

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NonMember Title:

Contact First Name:

Contact Last Name:

Contact Phone:

NonMember Email:

Address:

Address 2:

City:

State:

Zip Code:

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NonMember Since: 12/7/2011

Current Start: 12/7/2011

Date Paid:

Issues Remaining:

---

Note:



## News

Instructor Portal

News > All Items =

Title	Start	End	Posted By
There are no items to show in this view of the "News" list. To add a new item, click "New".			

+ add new item

**“Add new item”** – fill-out the following fields, items with red star = required field.

News: New Item

Title \*

Start \* 12/7/2011 12 AM 00

End \* 12/21/2011 12 AM 00

Body

Posted By \*

Save Cancel



## Ag Courses

Manage agricultural courses via AgCN; what shows up on this page is what your state has submitted. As an instructor you can add new courses, update existing courses and inactivate courses that only your program will see.

1. Click on “Add New” to add courses.
2. Edit current courses by clicking on them.

Manage Ag Courses

Manage Ag Courses for State: IL

Ag Courses

1 2 3	Course Title	AFNR	Hours	Is Active	State ID	Chapter ID
ag302		Plant Systems	20	True	IL	
ag203		Food Products and Processing Systems	20	True	IL	
	Agricultural Biotechnology			True	IL	
	Agricultural Communications			True	IL	
	Agricultural Leadership			True	IL	
	Agricultural Mechanics & Technology			True	IL	
	Aquacultural Science and Technology			True	IL	
	Basic Agricultural Science			True	IL	
	Bio Science Apps in Agriculture Animals			True	IL	
	Bio Science Apps in Agriculture/Plant & Animals			True	IL	
	Environmental Science			True	IL	
	Greenhouse Production & Floral Design			True	IL	
	Introduction to the Agricultural Industry			True	IL	
	Natural Resources Conservation and Management			True	IL	
	Supervised Agricultural Experience I			True	IL	

1 2 3

←



- 3.
- 4.

3. “Add New” will direct you to the following, Course Title, AFNR and Hours are required fields.

Manage Ag Courses

Manage Ag Courses for State: IL

Ag Courses

1 2 3	Course Title	AFNR	Hours	Is Active	State ID	Chapter ID
	ag302	Plant Systems	20	True	IL	
	ag203	Food Products and Processing Systems	20	True	IL	
	Agricultural Biotechnology			True	IL	
	Agricultural Communications			True	IL	
	Agricultural Leadership			True	IL	
	Agricultural Mechanics & Technology			True	IL	
	Aquacultural Science and Technology			True	IL	
	Basic Agricultural Science			True	IL	
	Bio Science Apps In Agriculture Animals			True	IL	
	Bio Science Apps In Agriculture/Plant & Animals			True	IL	
	Environmental Science			True	IL	
	Greenhouse Production & Floral Design			True	IL	
	Introduction to the Agricultural Industry			True	IL	
	Natural Resources Conservation and Management			True	IL	
	Supervised Agricultural Experience I			True	IL	

1 2 3

**Add New**

Course Title:

Course Description:

Local Description:

AFNR:

Hours:

Is Active:  Is Active

State ID:  Chapter ID:

**Save New** **Cancel**

Here you are able to override the state's description with your own local program wording.