

# Creating SAE and FFA Activities Charts from the FFA Roster

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The CalAgEd online roster has a feature that allows you to download your student names. The downloaded data can be imported in to Excel spreadsheets that can be used to print custom activity charts. Once setup for your classroom they can be reused every year.

## Steps:

- 1.** Download the Roster by going to the R-2 site (<https://www.cati-secure.org/r2/>) choosing Online R-2 and FFA Roster Entry. Login in. Choose Maintain FFA Roster, and then choose Download Roster. Choose the Name Only option or the Name Program option.
- 2.** Download the sample Excel spreadsheet found at <http://www.csuchicoag.org/AgEd>
- 3.** Edit the column headings of the spreadsheet to fit your unique needs (see the help tab).
- 4.** Save a blank copy of the spreadsheet for future use.
- 5.** Import your roster data using the instructions provided under the help tab.
- 6.** Print your chart. Note: Charts can be printed on 8 ½ x 11 paper or 11 x 17 paper by changing the Print Setup settings.