ABOUT YOUR CHAPTER (TEACHER PROFILE)

How to set up

Step 1: Go to the AET site, select:
State Degree, Chapter Award Application, Prerequisites, etc.
The teacher profile is required in order to use the AET database to generate

Step 2: Add your Contact Information, Complete.

Step 3: Add your Chapter Information, Complete.

Step 4: Create a usual list of Contacts, Suggested - NOT Required. Select:

- Profile
- Add Vendor
- Manage your list of student vendors
- Complete

Chapter Supporter: Update as needed, Suggested - NOT Required. Select:

- Profile
- Add Vendor
- Manage your list of student vendors
- Complete

Step 5: VERY IMPORTANT; Select:

- Profile
- Save this page
- Annual data
- Complete
- Save this page
- History
- Complete
- Save this page
- Prowler
- Complete
- Save this page
- Administer your list of teachers
- Complete

Step 6: Add teacher information, Select:

- Profile
- Save this page
- Update your chapter contact information
- Complete

Step 7: Go to the AET site, select:
- Profile
- Password
- Your chapter number including "AL"
- Username
- Your chapter number including "AL"
- Teacher

CONVENTION - NOT REQUIRED. Select:
- Profile
- Save
- Lesson Template
- Complete
- Lesson Template
- Complete
- Class Name
- Complete
- Class Type
- Complete
- Artic Pathway
- Complete
- Artic Pathway
- Complete
- First day of Class
- Complete
- First day of Class
- Complete
- Teacher
- Complete
- New Course
- Complete
- New Course Builder
- Complete
- Select courses taught by your school
- Complete

Very Important:

- Publish Calendar
- Choose "On" to make calendar visible to anyone
- Choose "Off" to hide My chapter from coursework
- Choose "On" to allow AET to see how many students are using AET
- Choose either "On" or "Off"
- Manage AET settings

Chapter Supporter: Update as needed, Suggested - NOT REQUIRED. Select:

- Profile
- Add Vendor
- Manage your list of student vendors
- Complete

Chapter Supporter: Update as needed, Suggested - NOT REQUIRED. Select:

- Profile
- Add Vendor
- Manage your list of student vendors
- Complete

Step 5: VERY IMPORTANT; Select:

- Profile
- Save this page
- Annual data
- Complete
- Save this page
- History
- Complete
- Save this page
- Prowler
- Complete
- Save this page
- Administer your list of teachers
- Complete

Step 6: Add teacher information, Select:

- Profile
- Save this page
- Update your chapter contact information
- Complete

Step 7: Go to the AET site, select:
- Profile
- Password
- Your chapter number including "AL"
- Username
- Your chapter number including "AL"
- Teacher

The teacher profile is required in order to use the AET database to generate

NOW, YOU'RE READY TO BEGIN TO USE AET!
**FFA ROSTER EASY AS 1-2-3**

**How to Submit FFA Roster on AET**

**Teacher - AET**

**Step 1:** Go to FFA.org and select "FFA Roster".

**Step 2:** Open AET. Click "Copy entire class roster" and under "Student Number", click "Simple". Under "Email", click "List".

**Step 3:** Review individual student names in the newly pasted class roster.

**Step 4:** To find user names and passwords for each student, Teacher 선택s:

- Click "Add to AET," middle names (usually) selected by the student does or not use.
- Delete the portion of each name that the student does not use.
- Paste (the entire class roster) under "Add Multiple," and "Manage All Accounts." "Manage all accounts" to view user names and passwords.

**Step 5:** Provide each student with his or her user name and password. Use classroom time for each student to complete his own profile. Each student will:

- Complete Profile.
- Select "Profile," and
- Log into "The AET as a student and

**Step 6:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 7:** Go to FFA.org and select "Manage FFA Roster." Then select "Manage Membership." Then select "Manage Roster." Then select "Roster Tools." Then select "Manage Roster." Your student members names will be listed here.

**Step 8:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 9:** To find user names and passwords for each student, Teacher 선택s:

- Click "Add to AET," middle names (usually) selected by the student does or not use.
- Delete the portion of each name that the student does not use.
- Paste (the entire class roster) under "Add Multiple," and "Manage All Accounts." "Manage all accounts" to view user names and passwords.

**Step 10:** Email each student and tell them that you have submitted your membership to state.

- Look it over for errors.
- Instruct any students listed who are not members.
- If all students are members, select "Check All." Your student members names will be listed here.

**Step 11:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 12:** Provide each student with his or her user name and password.

**Step 13:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 14:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 15:** Provide each student with his or her user name and password.

**Step 16:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 17:** Provide each student with his or her user name and password.

**Step 18:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 19:** Provide each student with his or her user name and password.

**Step 20:** Email each student and tell them that you have submitted your membership to state.

- Look it over for errors.
- Instruct any students listed who are not members.
- If all students are members, select "Check All." Your student members names will be listed here.

**Step 21:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 22:** Provide each student with his or her user name and password.

**Step 23:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 24:** Provide each student with his or her user name and password.

**Step 25:** After profiles are complete, Teacher selects:

- "Complete Profile" when complete, the student's version will say "Complete Profile." "Select Profile," and
- Log into "The AET as a student and

**Step 26:** Provide each student with his or her user name and password.
NEXT STEPS: Project Experience Manager

You are done!

Step 8: Career Connector Not Required. Complete at leisure.

Step 7: Profile

Update your FFA committee memberships and New Members.

Add New Office. Complete each item.

Complete each item.

Manage your Resume Information.

Step 6: Profile

Test your knowledge of Parliamentary law and gain a passing score.

Complete remaining categories where applicable.

Save degrees.

Complete. FFA Degree Levels Achieved. Complete.

Step 5: Profile

Add New Office. Complete each item. Add New Office.

Enter your FFA offices.

Profile.

Save.

Step 4: Manage your Resume Information.

Step 3: Read the FFA Class Schedule.

Choose classes from pull-down list by year.

My Act Pathway. Choose from pull-down list.

Profile.

Save.

Step 2: About you, click Manage/Edit Personal Profile and:

Enter your FFA office. Complete each item.

Email address. Current year unless student is a senior.

Complete each item. Note: Year of graduation is NOT the

Demographics.

Step 1: Log into ACT. Click:

Password. (first letter of first name and entire last name)

User name. (first letter of first name and entire last name)

Chapter No. (ask teacher)

Student login in to ACT (Ex. Cclamation)

About you, click Manage/Edit Personal Profile. Each student:

Does this section after teacher enters “Act Class Schedule”. Each student.

All students (FFA member or not) must fill out the “student profile” student.
Update Weekly.

Now, repeat Steps 2-4 for each of your JAEs.

One Journal entry done!

- Pictures: Add pictures here if available.
- Time: Hour over time for hints. Fill in boxes for hours 8 minutes.
- Activity: Choose from dropdown menu.
- Experience: Choose from dropdown menu.
- Category (Dropdown menu).
- Date: Important - must be correct (Do NOT use today's date).
- Save each Journal entry.
- Other activity.

Step 2: "Project Experience Manager", under "Records" click:
- Add Item.
- View.Item.
- Provided.
- Choose from dropdown menu.
- Choose your own words to describe activity in box.
- Mouse over "Q" for help making choices.
- Add New Skill. Click "Choose from dropdown menu."
- Learning Objectives. Click "Choose from dropdown menu."
- Click on "Add Item.
- Complete each item. Hover mouse over "Q" for help making choices.
- Add New Item. Your Project planning calendar year.
- View/Review Entries.
- "Journal."
Step 1: Log onto AET. Click:

Applications and Procedure Applications.

This information will how directly to State and American Degree.

Helping with various Community Service Projects.

Participating in competition activities.

Committee Member, FFA officer, FFA-related Activity

Records an individual student’s time spent serving as an

PROJECT EXPERIENCE MANAGER (JOURNAL) CONT.
Congratulations!

Step 6: Step 4 & follow as to strike degree.

Make corrections. Click “Save”.

To Project Experience Manager.

If needed, make corrections and/or additions. Click “Review in Act” to go back.

Community Service

Assets (Experienced from Experience Manager)

Set Procedure & Field (Experienced from Procedure Manager)

Choose Act Experience

Basic Set up

Cover Page

Step 2: Review application as Generated. Make sure information in the

following-checkboxes is complete and accurate. Click one:

Protected Award Application

Choose from drop-down menu – “Protected Award Application”

Protected Award Manager

Annual Reports & FEA Apps

Reports

Step 2: Log onto Act. Click:

Protected Application

Same steps as for state degree application.

Choose “American Degree Application” from drop-down menu and follow the

AMERICAN DEGREE APPLICATION.

DEGREE APPLICATION MANAGER

GENERATE APPLICATIONS

Act – How to
SMART Goal: Create a website to sell jewelry from my store by December 31st. Utilize a website development company to create the site and pay the reluctance.

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