

# 2



## FFA ROSTER EASY AS 1-2-3

Enter ALL of your students into AET, whether or not they are FFA members. YOU WILL NOT BE CHARGED for students who are listed, as “Ag Ed only”, but these students will STILL be able to use AET as a part of classroom activity.

STEP 1: Open INOW. Click:

- “Classroom”
- “Roster”
- A specific class
- “Course Roster”
- Under “Layout”, click “Simple”
- Under “Student Number,” click
- “None”
- “Preview,” and
- Copy entire class roster.

STEP 2: Open AET. Click:

- “Accounts”
- “Manage All Accounts”
- “Add Multiples,” and
- Paste (the entire class roster!)

STEP 3: Review individual student names in the newly pasted class roster:

- Delete the portion of each name that the student does not use (middle names, usually).
- Click “Add to AET”.

STEP 4: To find user names and passwords for each student, Teacher selects:

- “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:

- Log into “The AET” as a student and
- Select “Profile”, and
- Complete Profile. When complete, the student’s version will say “100%” - the teacher version will show a green bar all the way across.

STEP 6: After profiles are complete, Teacher selects:

- “Accounts”
- “FFA Roster Helper”
- Mark each student as either “1 year membership” or “Ag Ed only”
- “Send All to FFA.org”

WAIT 30 MINUTES TO 1 HOUR.

STEP 7: Go to FFA.org and select:

- “Roster Tools”
- “Manage Roster”
- “Manage Membership”

STEP 8: Your student members’ names will be listed here.

- If all students are members, select “Check All”
- Uncheck any students listed who are not members.
- Look it over for errors.

STEP 9: Select “Membership to State”

STEP 10: Email Jacob or Andy and tell them that you have submitted your membership to state.

You are done!