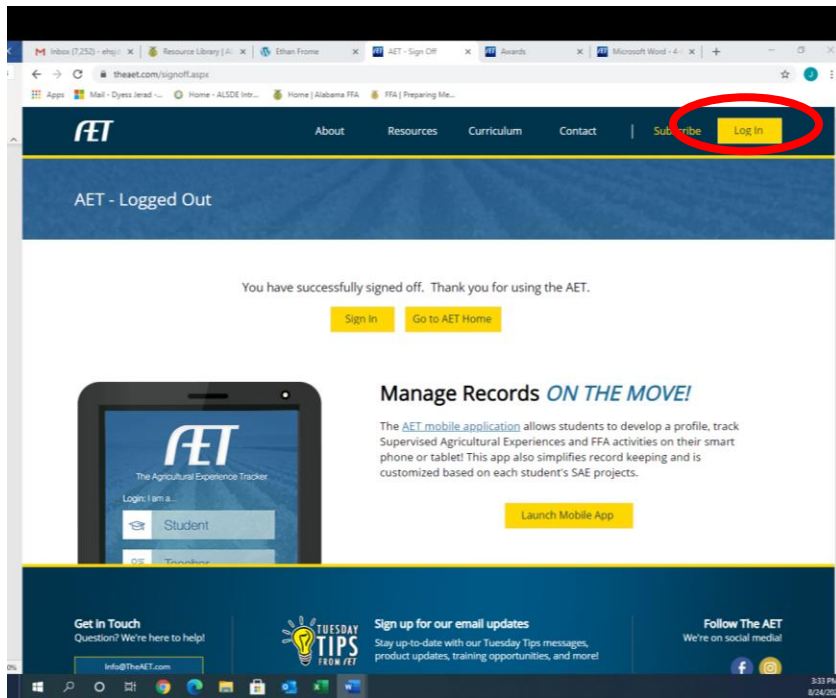


Setting Up a Student Account in AET for Success

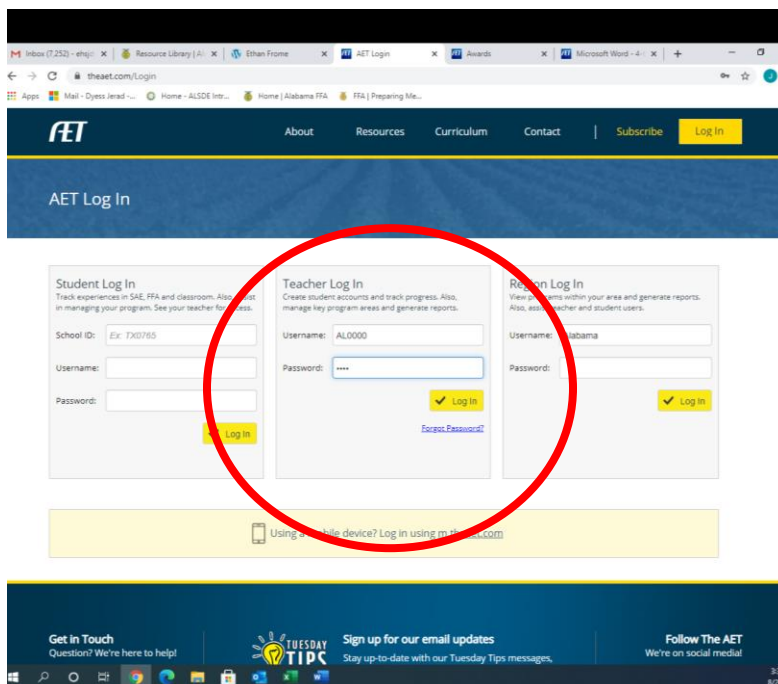
<https://youtu.be/BxjVixyrhCI>

AET can be a wonderful tool for you and your students to monitor the amazing things each of you are doing in your Agriscience Program. Doing the following things will ensure that you have everything set up and ready for your students to begin tracking their experiences.

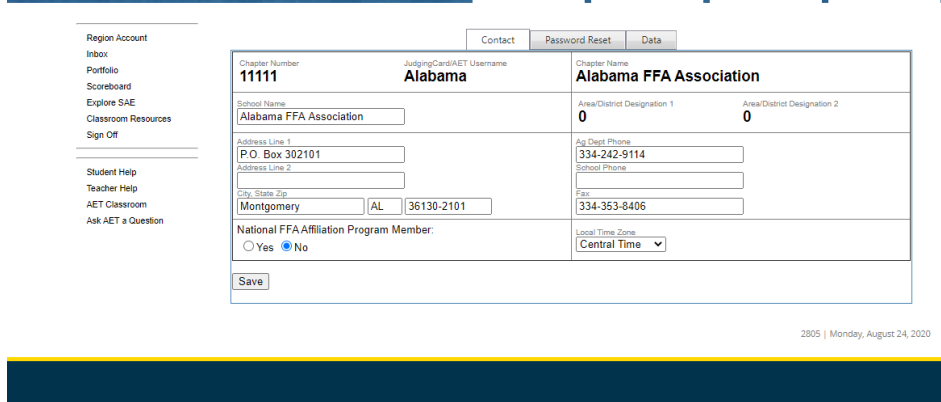
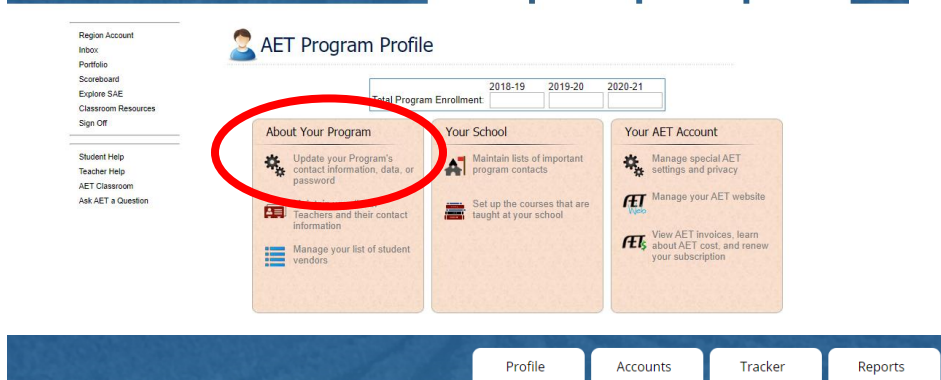
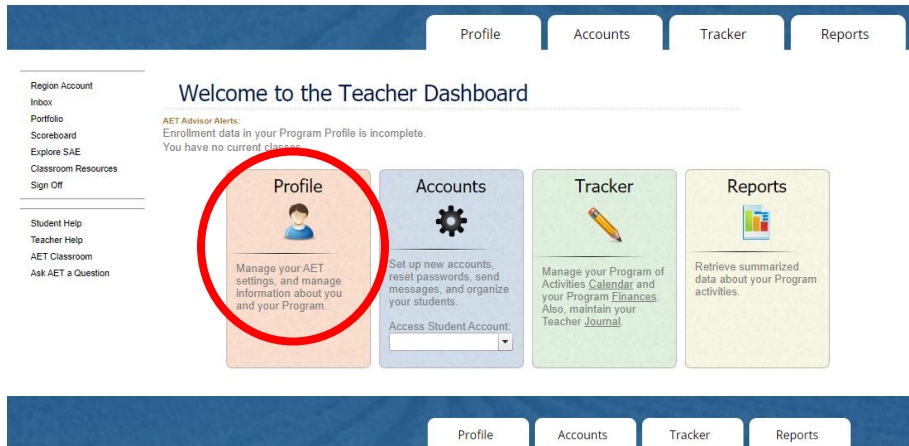
1. Log In- In order for your students to succeed, you have to give them the right tools. This starts by you logging in as your chapter manager and setting a few things up. Start by going to www.theaet.com and click log in in the top right hand corner.



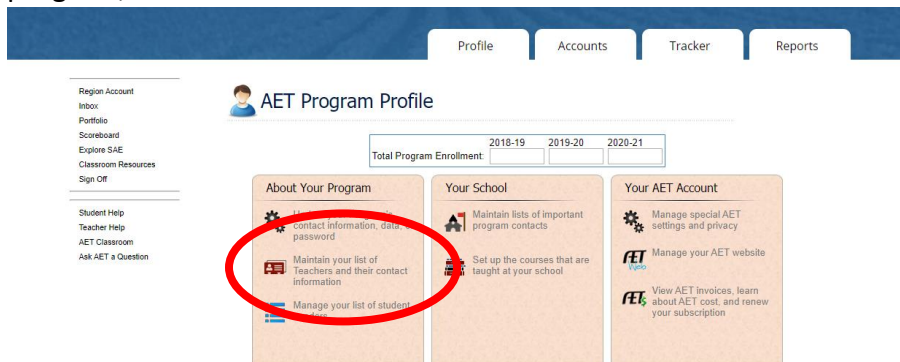
2. Use your chapter ID to log in under the Teacher Log in. Your username would be your chapter ID (AL0000) and your password if you have never signed in before would be just the numbers of your ID (0000).



- On the teacher Dashboard, click Profile=> Update your Program's contact information, data, or password. Update any incorrect information and change your password if you would like. Click save.



- Next, go back to the Profile tab and click on Maintain your list of Teachers and their contact information. Work through each tab and fill in any applicable information. If you are in a multi teacher program, do this for each teacher and save.



Profile Accounts Tracker Reports

Region Account
Inbox
Portfolio
Scoreboard
Explore SAE
Classroom Resources
Sign Off

Student Help
Teacher Help
AET Classroom
Ask AET a Question

Andy Chamness
Collin Adcock
Jerad Dyess
(Add New Person)

Basic Info Demography History Cert./Cred. Service Annual Data User Account

Your contact information is automatically linked to the Online Directory at JudgingCard.com. Home and mobile phone numbers are not shared publicly.

FFAID:

First Name: Andy
Last Name: Chamness

Home Mailing Address:
City, State, Zip:

Primary Email Address: jameschamness@gmail.com
Secondary Email Address: jameschamness@gmail.com

School Phone: 3344011019
Home Phone:
Mobile Phone: Verizon


Program Responsibility: Lead CTSO Advisor Department Head

Save this Page Inactivate this Person

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5. Next, go back to your profile tab and select "Set up the courses that are taught at your school." Click "New Course," and fill out the form for each class you teach that year. You can make this as specific as you would like. You will need to do this for previous years as well for as far back as you currently have students (example: If you have a senior graduating in 2021 and they started in 7th grade, you will need to date back schedules to the year 2015-2016). Don't forget to save.

Profile Accounts Tracker Reports

 **AET Program Profile**

Total Program Enrollment: 2018-19 2019-20 2020-21

About Your Program

- Update your Program's contact information, data, or password
- Maintain your list of Teachers and their contact information
- Manage your list of student vendors

Your School

- Maintain lists of important program contacts
- Set up the courses that are taught at your school**

Your AET Account

- Manage special AET settings and privacy
- Manage your AET website
- View AET invoices, learn about AET cost, and renew your subscription

Profile Accounts Tracker Reports

AET Course Builder

New Course

Export to Excel/CSV | Course List | Enrollment

Course Name	Lessons / Downloads	Teacher	Start Date	Options
<ul style="list-style-type: none"> School Year: 2018-19 Multiple Pathways-Comprehensive Curriculum (2nd period) 	Setup (9) / Doc/Xls/Pdf	J Davis	8/1/2018	Enrollment / Copy
<ul style="list-style-type: none"> School Year: 2014-15 Multiple Pathways-Comprehensive Curriculum 	Setup (9) / Doc/Xls/Pdf	M Wilson	9/1/2014	Enrollment / Copy
<ul style="list-style-type: none"> School Year: 2013-14 Agribusiness Systems (ABS) 	Setup (7) / Doc/Xls/Pdf	J Davis	9/1/2013	Enrollment / Copy
<ul style="list-style-type: none"> School Year: 2012-13 Animal Systems (AS) 	Setup (8) / Doc/Xls/Pdf	J Davis	9/1/2012	Enrollment / Copy

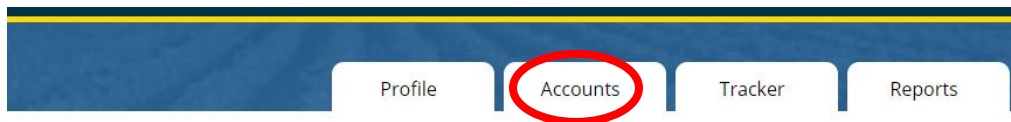
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Profile Accounts Tracker Reports

Teacher:	(Select Teacher) v	
First Class Day:	<input type="text"/>	<input type="text"/>
Last Class Day:	<input type="text"/>	<input type="text"/>
Primary Pathway:	v	
Class Type:	v	
Class Name:	<input type="text"/>	Section/Period: <input type="text"/> (optional)
Lesson Template:	Default (One Lesson Per Topic) v	

Save Cancel Delete

6. Now you are ready to enter your students into AET. First, select the “Accounts” tab, then select “manage all accounts.” I find it best to enter an entire class from my roster at a time. To do this, click “ Add Accounts: Multiple.” From here, you can either copy and paste from your online roster system or type each students name in as “last name, first name.” Finally, click add accounts. **YOU SHOULD ADD ALL OF YOUR STUDENTS, NOT JUST FFA MEMBERS.**



AET Accounts

Your Student Accounts

Manage all accounts

Access one account: v

Summary of all Students' Progress and Awards

Settings and Messaging

Organize students into groups

AET Message Center - send messages by SMS, email, or AET

Local FFA Dues Payment Manager

FFA Roster Helper

Student Contact & Emergency Info

FFA Roster Lookup - Search for membership numbers



Student Accounts

Active Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Practice AET <input type="radio"/> Pending Transfers	Last Name Starts With: <input type="text"/>	<table border="1"> <tr> <th colspan="2">Student Finder</th> <th>Reset</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>All Students</td> <td rowspan="4">Export</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Grade Levels</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FFA Membership</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Custom Groups</td> </tr> </table>	Student Finder		Reset	<input checked="" type="checkbox"/>	All Students	Export	<input type="checkbox"/>	Grade Levels	<input type="checkbox"/>	FFA Membership	<input type="checkbox"/>	Custom Groups
Student Finder		Reset												
<input checked="" type="checkbox"/>	All Students	Export												
<input type="checkbox"/>	Grade Levels													
<input type="checkbox"/>	FFA Membership													
<input type="checkbox"/>	Custom Groups													

Add Accounts: **Multiple**
 Automatic Operations: [Reset All Student Passwords](#) / [Reset All Student Member Numbers](#)
 Multi-row Operations: Use the checkboxes to select one or more students.

<input type="checkbox"/>	Unique #	Name	Username	Grade	Last Access
<input type="checkbox"/>	2744186	Adcock, Collin	CAdcock	12	never

7. Once accounts have been added, you can have students log in using the following information.
- Chapter ID: ALXXXX (Your chapter number)
 - User Name: JDoe (Ex. John Doe-Capitalized first letter of their first and last name followed by complete last name.
 - Password: JDoe (Same as username. They can reset once logged in.)

If you have students with common last names like Smith, you may have students with the same log in. Check your accounts to find their correct log in. To do this, follow step 6 to get to the “manage all accounts” section. You should see a list of all accounts with log in information.

- Once your students have logged in, have them select the “Profile” tab and select “Manage/Edit your personal profile and password.” Have them fill their profile out until it says 100% on “Basic Profile Complete.” This is also where they can change their password.



AET Profile

A screenshot of the AET Profile dashboard. It is divided into three main sections: 'About You', 'Your Activities', and 'Career Connector'. The 'About You' section is circled in red and contains four items: 'Manage/Edit your personal profile and password', 'Record your class schedule', 'Manage your Resume information', and 'Test your knowledge and gain a passing score'. The 'Your Activities' section includes 'Project/Experience Manager (SAE, WBL)', 'Enter your FFA offices', 'Enter your FFA committee memberships', and 'JudgingCard event results'. The 'Career Connector' section includes 'Tollo', 'o-net', and 'AET access for Mentors and Parents/Guardians'.



Account Information and Settings

A screenshot of the 'My Program' and 'Privacy Settings' sections. The 'My Program' section shows 'Alabama FFA Association', '29 Students', '3 Teachers', and '0 AET Log-ins this week'. The 'Privacy Settings' section has a 'Scoreboard Privacy' section with the option 'Hide name in scoreboard?' and radio buttons for 'Yes' and 'No', with 'No' selected.

A screenshot of the user profile page for Jerad Dyess. The profile shows 'Program: Alabama FFA Association', 'Basic Profile Complete 100%' (circled in red), 'Personal and Parent Contact Info: 80%', and 'Emergency Info and Permission Forms: [EDIT]'. There are fields for 'Password' with a 'Reset' button and 'Profile Pic' with an 'Upload' button. Below is a 'Demographics' section with fields for 'HS Graduation: May 2024', 'Shirt Size: -', 'Gender: Male', 'Race: White, Non-Hispanic', 'Ethnicity: Non-Hispanic', and 'Residence: -'. There is an 'EDIT' button for the demographics section.

- Next, have them to back to the “Profile” tab and select “Record your class schedule.” They should select all classes they either have or have had during their time in your program. They will select “add class,” then select the appropriate courses.

AET Profile

About You

- Manage/Edit your personal profile and password
- Record your class schedule**
- Manage your Resume information
- Test your knowledge and gain a passing score

Your Activities

- Project/Experience Manager (SAE, WBL)
- Enter your FFA offices
- Enter your FFA committee memberships
- JudgingCard event results

Career Connector

Tallo
Share your experiences with colleges, view scholarships & more!
Choose your educational and career interests

o-net
Explore your interest using "My Next Move"

AET access for Mentors and Parents/Guardians

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My Pathway: (Please Choose) ▾

My CTE Classes

Add Class

Class Name	Teacher	Start Date	Ending Date	Options
No records to display.				

Cancel

All available classes are shown. Click "Add" to add this class to your schedule.

Class Name	Teacher	Start Date	Options
School Year: 2018-19			
Multiple Pathways-Comprehensive Curriculum (2nd period)	J Davis	8/1/2018	Add
School Year: 2014-15			
Multiple Pathways-Comprehensive Curriculum	M Wilson	9/1/2014	Add
School Year: 2013-14			
Agribusiness Systems (ABS)	J Davis	9/1/2013	Add
School Year: 2012-13			
Animal Systems (AS)	J Davis	9/1/2012	Add

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10. You now have you your students ready to begin tracking the amazing things they are doing in your program. Encourage them to explore all of the features theAET offers.