

## How to Submit FFA Roster on AET

Revised March 29, 2022



# EASIER THAN 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 "**PowerSchool SIS**". Under "Navigation", click "Power Teacher Pro"

STEP 2: Under Menu on left of screen, click:

- "Reports"
- "Student Roster"

STEP 3: Make sure that "Student Roster Report" is screen title. Select classes (either as one large .pdf file or single ones for individual classes). Click:

- "Run Report" on bottom right of screen
- On the bell (🔔) in the upper right-hand portion of screen
- "Report Queue"
- The desired "Student Roster Report" (either one large file or single classes) and it will download.

Note: Avoid duplicates by setting the name filter in PowerSchool to run the report with names as they shown are in AET.

- Highlight all the names on the Student Roster Report and click "Copy".

STEP 4: Split the screen in order to view PowerSchool & AET at the same time:

- Select the windows emblem (between "Ctrl" and "Alt") and the left arrow to put PowerSchool on the left-hand side of the screen.
- Log into AET. Select the windows emblem (between "Ctrl" and "Alt") and the right arrow to put AET on the right-hand side of the screen.

STEP 5: In AET, go to "Accounts", and click:

- "Manage All Accounts"
- Add Accounts: "Multiple"
- "Paste" all the names into the AET Box.

STEP 6: Have all students log in and complete their profiles. All students should have 100% completed profile.

Step 7: Go to FFA Roster Helper and mark each student as either:

1-year Member- All FFA members

AgEd Only- Students in your class who are not joining FFA

Do Not Send- Students who are no longer in your program (you will need to possibly mark these as inactive on the accounts screen when time permits)

Step 8: "Send All to FFA.org." (Don't hesitate to send ALL. Non-members will remain at the local level. You won't be billed for non-members!)

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WAIT 30 MINUTES TO 1 HOUR.  
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STEP 9: Go to FFA.org and select:

- "Roster Tools"
- "Manage Roster"
- "Manage Membership"

STEP 10: Your student members' names will be listed here, select:

- "Check All"
- Uncheck any students who are not members. Students will be listed on several pages. "Save" each page.
- Look it over for errors.

STEP 11: Select "Submit Membership to State".

**You are done!** \*Your chapter will be billed by email for dues within a few weeks of submitting the membership to the State!