Purpose: This guide is to help teachers and students with the various methods for uploading pictures and other documents into AET and a summary of how they can be used.

3 - Approaches for loading Pictures/Documents into AET:

1. Program Portfolio:

   1. Load photos/documents & connect with student portfolios
   2. Teachers Use:
      1. Select portfolio to upload photos/documents
      2. Or…PROFILE, #6 menu to add a portfolio email address to email files into the portfolio
      3. Teachers can also access student portfolios & view/load images

2. Chapter Calendar (Tracker):

   2. Select an Event:
      1. Under “general”, add email address to email files into the event portfolio
      2. OR… choose “photos portfolio” to select photos/documents

3. Student Portfolio:

   1. Load photos/documents & use in FFA awards
   2. Students Use:
      1. In their left menu, select portfolio to upload photos/documents
      2. Or…PROFILE, to add a portfolio email address to email files into the portfolio

   ✓ All student photos are only accessible by the student and teacher portfolio

   ✓ Review the Chapter Tracker Guide for more information

1. Used as Images in AET Web -> Choose Profile, AETweb, Manage & AET Photo Albums to review/add your website, you must select from all portfolios before they can be shared in AETweb.

2. Used in related AET reports & other programs -> if images are selected (from any portfolio), they can be saved and used for additional needs such as year-end slideshows or teacher/student reports.