

Teacher's Getting Started

Purpose: This guide provides the steps needed in order for AET students begin using The AET. Use this as a reference while accessing the system for the first time.



Step 1: Sign In and Complete the Chapter Profile

Go to <http://www.theaet.com>. Click "Teacher" sign in button and enter your JudgingCard/AET username and password. Select PROFILE and complete these three important steps:



Step 2: Course Builder (PROFILE tab) - Each student needs to enroll in ag courses; However, first you need to set up current and past courses. To add a course:



1. Click the "Teacher Profiles" link. Update existing teachers' profiles by choosing them from the list on the left. To add teachers, click the "Add New Person" link.
2. Under the PROFILE tab, click the "Course Builder" link to add courses offered in your Ag Program.



- a. Click "New Course" to add a new course.
- b. Enter course details.

Teacher:	Wilson, Mary	
First Class Day:	8/30/2010	
Last Class Day:	12/23/2010	
Primary National AFNR Pathway:	Animal Systems (AS)	
Class Type:	Principles of Agriculture, Food, and Natural Resources	
Class Name:	Principles of ANFR	
	Section/Period:	3rd Period (optional)
Lesson Template:	Default (One Lesson Per Topic)	

Save Cancel Delete



Step 3: Add Student Accounts (ACCOUNTS tab) – In order for students to access The AET, the teacher must first create student accounts. Then, students can be added "one at a time," or in groups, "many at a time."



1. Select the ACCOUNTS tab from the top menu.
2. Select "Manage all accounts" to see a list of all your active student accounts.
3. To **Add Student Accounts**, click either "one" or "multiple" (see image 1.1). For "Multiple" option:
 - a. Click "Multiple."
 - b. Paste or type in the "last name, first name" and click "Add Accounts."
 - c. New student usernames and passwords will initially be set as the same.

Student Accounts

Active Status:
 Active
 Inactive
 Practice AET

Last Name Starts With:

Student Finder Reset
 All Students
 Grade Levels
 FFA Membership
 Custom Groups

Add Accounts: [One](#) / [Multiple](#)
Automatic Operations: [Reset Student Passwords](#) / / [National Roster Utilities](#)

Click column headings to sort. Highlight rows using the mouse, and then right click to change settings for groups of students.

Unique #	Name	Username	Grade
335894	Alanis, Ana	AAlanis	11
335788	Alfaro Molina, Carolina	CAlfaro	10
422978	Arnold, Tyler Don	tarnold	
336361	Aronowitz, Christina	CAronowitz	11
422979	Avalos Perez, Edith	EValosPerez	12
448575	Barnes, Andrew Alan Ray	ABarnes	
335789	Baxter, Devin B	DBaxter	11

Image 1.1



Step 4: Add FFA Events to AET Tracker Calendar (TRACKER tab) - Create organized FFA Activities (camps, conventions, etc.), FFA Competitions (livestock judging, public speaking, etc.) and other important program of activities (POA) events.



1. Click the TRACKER tab in The AET.
2. Click the "Chapter Tracker Calendar - Program of Activities" link and click the numerical date of the event to create a new event.
3. Choose an event type and complete all sections. Then, click "Save."
4. You can also select the "Event name" from the calendar and add POA measures such as goals and objectives.