

Getting Started Using the Teacher Account

Purpose: This guide helps Teachers prepare the AET for their students to use. Use this as a reference while accessing the system for the first time. There are several important things you can do as the Teacher, but it is essential that you complete these steps before introducing students to the AET.

Sign In and Complete the Chapter Profile

Go to <http://www.theaet.com>. Click "Sign In Advisor" and use your JudgingCard/AET username and password. Select Profile from the top menu. Profile has several important sections such as Teacher & Chapter Profile, Subscription Manager to sign up for AET and print AET invoices and other sections to control users of AET. Review each and complete.

Important Steps before Students Begin in AET

#1. Course Builder (Profile Section) – Each student needs to enroll in ag courses, but you have to setup current and past courses so students can enroll. To add a course:

- a. Click the "Teacher Profiles" link. Update existing teachers' profiles by choosing them from the drop-down list. Add teachers by clicking on the "Add New" button.
- b. In Profile, Use the "Course Builder" link to add courses that are offered in your Ag Program.
 - 1.) Click the "New Course" button to add a new course
 - 2.) Enter the details of the course

Teacher:	Wilson, Mary	Teacher
First Class Day:	8/30/2010	Begin
Last Class Day:	12/23/2010	End
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

#2. Add Student Accounts (Accounts Section) - The teacher must create student accounts for students to be able to access the AET. Students can be added "one at a time," or in groups, "many at a time".

1. Select Accounts from the top menu.
2. In the Accounts menu, click "Account Management" to see a list of all your "active" student accounts. To **Add Student Accounts**, choose one of the methods indicated by the arrows. The most common and easiest is "multiple" which lets you add an entire course of students or the new freshman entering the program.

Student Accounts

Active Status:

 Active Inactive

Last Name Starts With:

Student Finder Reset

- All Students
- Grade Levels
- FFA Membership
- Custom Groups

Add Accounts: [One](#) / [Multiple](#)

Automatic Operations: [Promote Students](#) / [Reset Student Passwords](#) / [Load From Roster](#)

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
77735	Aaaa_R	RAaaa	
37135	Aaron Andrew	Aarona	0
37701	Abshier Corbin	CAbshier	0
36815	Achtenberg Alan	aachtenberg	
64743	Adams Ally	aadams	12
42168	Adlong Randall	radlong	12
1307	Allison Partin	APartin	11
18731	Almendarez Sammy	SAlmendarez	11
22202	Apslet Aliah	AApslet	0

To add multiple accounts, click the "multiple" link.

- a. Obtain an electronic list of all the new students in your classes from Excel, your school's attendance system, or Roster. The list needs to be organized with the students "last name, first name" (e.g. Hanagriff, Roger)
 - b. Paste in students or type students in, then Click "Add Account" at the bottom of the screen.
 - c. Your new students should now have accounts. You can repeat this process for each class as needed. TIPS....
- The **username** for automatically created student accounts is the first letter of their first name and then the last name (e.g. RHanagriff). When a username

already exists, number extensions are added automatically (e.g. Tim and Thomas Murphy would become TMurphy and TMurphy2).

- *By default, the **password** for an automatically created student account is the same as their their username. Passwords are case-sensitive, so capital and lower-case letters must be entered exactly right.*
- *Students can change their passwords once they sign into the system. You can always access any student's records. **You never need to know their password***

Now you're ready for the Students to log in and begin using the AET.

- a. The Student Guide – Getting Students Started – First Day will help students access the accounts you've just created, setup their Profile, add their classes, make a Journal entry, and create an SAE.
- b. Encourage students to sign in to the AET frequently, at school or from home, to keep their records up-to-date. of this guide.

#3. Add FFA Events to AET TRACKER Calendar (Tracker Section) -

The teacher must create organized FFA Activities (camps, conventions, etc...) and FFA Competitions (Livestock judging, public speaking, etc...) so that students can register as participating in those events. To set up FFA events:

- a. Choose the TRACKER menu in AET
- b. Choose the "Activity Calendar" and select the date of the event
- c. Choose FFA Competition or FFA Activity. Complete all sections of the event information. Make sure the date is correct, students will be able to record involvement in this event in their student FFA related journal.



Uses of this Guide:

To support teachers getting started using AET.