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AGRICULTURAL EXPERIENCE TRACKER

Getting Students Started “First Day”

*This is a short guide to use in the computer lab or wherever your students are starting to use the AET. Take this with you to use as a reference while students are using the system for the first time. Some students have advanced records; this guide applies to **ALL STUDENTS**. Step 1 involves setting up their accounts. You should do this step prior to meeting with the students. Once student accounts are set up, the real work of record keeping is hopefully all up to the students.*

Step 1 – Advisor should set up all Student Accounts (before you meet with the students)

You can add students “one at a time,” creating a customized Username and Password for each one if you’d like. If you have very many students, it’s probably easier to add them in a large group.

- a. Go to <http://www.theaet.com>. Login as Advisor, and select **Accounts** from the top menu.
 1. In the Accounts menu, you can see a list of all your “active” student accounts. As students graduate or leave, select them and make their account “inactive” so they won’t be on the list. If they come back – for the American Degree for instance, you can make them “Active” again.
 2. Choose whether you want to add students is “one at a time” or “multiple.”
 3. Adding students “one at a time” can be done by having each student provide you with the information needed to set up their account.
 4. Adding “multiple accounts” – this creates accounts with each **student’s username and password both set the same, number extensions are automatically added for students with the same last name. You can edit a student’s Username, but they cannot.** Students can change their password once they sign into the system. You can always access student record books. **You never need to know their password.**
 - i. Obtain an electronic list of all the new students in your classes. The list needs to be organized with the students “last name, first name” (e.g. Hanagriff, Roger). With most schools using web-based attendance systems, this may be easy to get. You can edit this list in Notepad, Word or Excel.
 - ii. Select the list of students you created as “last name, first name.” In Excel, it is also acceptable for the Last Name and First Names to be in separate columns without a comma. From the AET Accounts screen, choose “multiple,” click in the text box below, right click your mouse and choose “paste”. Your list of names should appear in the box, edit the list – **remove any blank rows and students who already have accounts**, then select “Save.”
 - iii. Your new students should now have accounts. You can repeat this process for each class as needed.

Step 2 – Students Log In

- a. Provide students with the Chapter FFA Number, their Username and Password. Have each student log on to www.theaet.com by clicking the “Log In Student” button.
- b. To log in , they have to enter:
 1. FFA Chapter Number: This is the two-digit state abbreviation followed by the four-digit chapter number. (e.g. TX0765). Students should memorize this number, as it is utilized frequently throughout the year for many purposes.
 2. Username: This will be their “first initial and last name” – if you used the automated system to create multiple student accounts, or the name you created if you setup your students one at a time.
 3. Password: same as username if you used the “add multiple” accounts system, or the password you created if you setup students one at a time.

Step 3 – Students Set Up Their Profile

- a. Have students select the PROFILE menu at the top of the screen. On the first day setup as much as you can.
- b. Make sure to allow enough **time to become familiar with ALL SECTIONS**:
 1. **My Account / Personal Information** – students can change their password at this menu. FFA members should enter their FFA Number and other information required for applications.
 2. **Future Career** –Students check the box for each area they think applies to their interest, and then the pathway appears on the right menu. Students can sort the list by rank order by dragging the category up or down the list. This is something they may come back to over time.
 3. **Educational Interest** – ALL potential education or career areas. Works like the Future Career menu.
 4. **My Ag Classes** – Have students select their current class (or classes if in more than one at a time) and enter the date of the first day of school for the semester. Sections are available if you have more than one of the same class. As classes are added they appear in the box above. Students should repeat this each semester. Older students should enter all their previous Ag classes and starting dates.
 5. **My FFA Offices** –Students holding an Office should enter the office, level and starting date for each office.
 6. **My FFA Committees** – The AET follows the 15-committee model specified by National FFA. Your Chapter may use a variation of this model, so you may need to help your students with the committee selection.
 7. **Resume** – All students should have some sort of resume, but you can decide how detailed it is.

Step 4 – Students Enter a Class-Related Journal Entry

- a. This entry will record their recordkeeping activity in today’s class.
 1. Select “Journal” menu at the top
 2. Select “New Course Related Activity”
 3. Enters “today’s date” and “Course Related Activity”
 4. Select the course from the list ~ ****If it is not listed and students have the correct date, they may have not set the course date correctly. Go to the Profile to add classes, add the correct class and date, then delete the incorrect one.*
 5. Choose area of knowledge attained – this may vary by class, but these are the A,B, C... that apply to each course. Some teachers want all students to enter the 75 in-class hours under section A.
 6. Enter description (e.g.-“setup my FFA record system.”)
 7. Select “in class hours”
 8. Select “Save”

Step 5 – Student Create a SAE under “FINANCES”

- a. As many students as possible should establish SAE’s. Students with jobs can set up placement experiences, experiments for science fairs can be set up as Research/Experimental SAEs. Students can have several SAEs.
 1. Select the ”Finances” menu
 2. Choose “Experience Manager”
 3. Choose “Add New” and carefully answer each question to set up the appropriate SAE.
 4. The name of SAE is important. The name should be descriptive so that it will distinguish it from other future SAEs.

Students have: Set their profile, added a class, made a journal entry, and created an SAE. Let them explore other parts of the record book like the “PORTFOLIO” that allows them to store pictures of their ag activities or the “INBOX” that allows the communicate with students and teachers or “CHAPTER CALENDAR” or “SCOREBOARD”. They should be encouraged to sign in to the AET frequently, at school or from home, to update their records.