

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) | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="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.