

FALL AET Office Hours	AET Roster Features & Functions ~CHEAT SHEET~	9/4/2024
AET Roster	Features and Functions:	Resource:
1. Features	Status Box	Teacher Quick Start 1
	Student Search Box	Teacher Profile Checklist
	Student Finder: Grade, Teacher, Class, Custom	Logging into AET using Gmail
	Neon Account Manager w/checkbox	
	Student Name Link	
	Column Sorts (grade)	
2. Add Students	Use known names (as student common name)	Teacher's Getting Started Guide
	Copy from class rosters, paste multiple	Students Profile Checklist & Guide
	Use name, school gmail, SSID (WBL reporting)	
	ADD ONLY NEW STUDENTS	
3. Active Status Box	ACTIVE = Current Students	Managing Student Accounts
	INACTIVE = graduates, former students	
	PRACTICE AET = no sign in, practice "how to"	Do Not add transfer students as NEW
	PENDING TRANSFERS = Incoming/Outcoming	use info@theaet.com request transfer
4. Student Finder	<i>Sort Roster by: Grades in Program</i>	
	by: FFA Membership Status	Sort AET roster for efficient use
	by: Custom groups (Travel, officers, projects)	
	by: Classes, by: Teacher	
	by: Demographics	
5. National Utilities	Roster Problems (FFA)	
	AET Roster Problems	
	Matching Records	
	Add AET	
	Remove from AET	
6. Program Reports	Reports TAB/ Program & Teacher Reports	
	a. Program Directory	Locate Student/Parent info:
	Available: PDF, Excel, Inactive	T-Shirt size, parent career, contact
	b. Student ID Cards	Prints AET ID Scan Cards