Managing Photos in the AET

Purpose: *This guide will help teachers and students use the various methods photos and files can be uploaded, accessed, retrieved, and shared in the AET.*

Photos and files may be accessed in <u>three main areas</u> in the AET. All photos and files are available for the teacher to access in the **Program Portfolio**. Each Student has a **Student Portfolio** where they can access all of their Photos and files. Each event on the Chapter Calendar and Program of Activities has an **Event Portfolio** of photos and files. Let's look at each of these.

1. **Program Portfolio:** The Teacher can access the Chapter Portfolio by selecting "Portfolio" on the left menu. Teachers can access **all the files and photos in their AET Account from here.** There may be a lot. We hope teachers will store and share their important files here. Files can be sorted by the Class, their Type (Word, Excel, Acrobat. . .), and all program files and photos can be sorted using the drop down "Source" menu. By selecting "All Students" or any one student, teachers can easily access all of their files or photos. By Selecting "Calendar Events" Teachers can access all files and photos uploaded for program Events, with the most recent ones on top.

Once they have been sorted, teachers can easily Edit or Delete any photo. They can also select files and photos to be shared with students or displayed on the AET Web Teachers can upload photos to the Chapter Portfolio from their desktop, or by using **AET Mobile** (m.theaet.com). Just choose PROFILE and then "Manage Chapter Portfolio" to upload photos directly from your phone.

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2. **Student Portfolio:** Students can access their Portfolio by selecting Portfolio on the left menu in their account. Students' Portfolios are divided into "General," "Community Service," and by the "Title of their SAE Experiences" and accessed using the drop down "Source" menu. Once they have been sorted, students can easily Edit (move from one "Source" to another, add a caption), or Delete any photo.

Students can upload photos to their Portfolio from their desktop, or by using **AET Mobile** (m.theaet.com). Students just choose Portfolio to upload photos directly from their phone to their Student Portfolio. As students make Journal Entries, for their SAE Activities or their FFA Experiences, from their computer or phone, they can easily upload photos and files they can access and edit through their Student Portfolio, and use in award applications, or with the teacher's approval, post to the AET Web.

3. **Event Portfolio:** Teachers, and students who have been given access to the Chapter Calendar and AET Strategy Manager, **can access and edit** files and photos in the Event Portfolio by choosing to edit a Calendar Event or an "Activity" in the Strategy Manager, and then choosing "Photos and Files." **Any student** may upload photos to any event using **AET Mobile** (m.theaet.com) by selecting "Calendar" and then the Event. Only teachers, and students who have been given access, can view, edit, or publish these pictures.