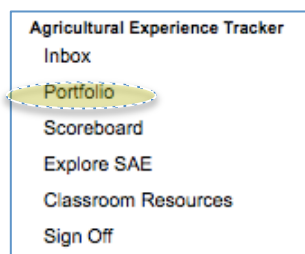# Managing Photos in AET

Purpose: *This guide is to help teachers and students with the various methods for uploading pictures and other documents into AET and a summary of how they can be used.*

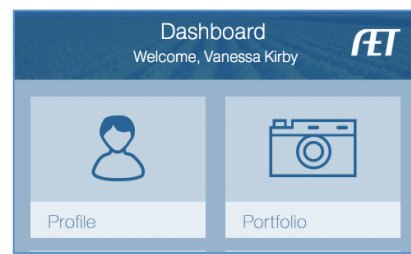## Three Approaches for loading Pictures/Documents into AET:

1. Program Portfolio: 📅⚙️ **2. Chapter Calendar (Tracker):** **3. Student Portfolio:**

1. Load photos/documents & connect with student portfolios

2. Load photos/documents & use in National Chapter App.

3. Load photos/documents for reporting & awards!

Teachers Use:

1. Select **portfolio** to upload photos/documents
2. On the mobile version (m.theaet.com) choose PROFILE and then **Manage Chapter Portfolio** to upload photos to the chapter portfolio
3. When completing an **SAE Visit** you can upload an SAE photo which will show up in the Student's SAE Portfolio

Teachers/Students Events Use:

1. Login to the mobile version of AET (m.theaet.com)
2. Choose the Calendar Icon
3. Select an Event and upload photos directly from your device to the vent
   All of these photos will populate as an option in the National Chapter Award and your POA report

Students Use:

1. Login to the mobile version of AET (m.theaet.com)
2. Choose the Portfolio icon
3. You can upload to an SAE folder, General folder or community service folder
4. Only captioned photos will appear in reports
   Photos/documents can still be uploaded on the desktop version of AET as well