

# Teacher's Getting Started

**Purpose:** *This guide provides the steps needed in order for AET teachers to get set up in AET successfully! Use this as a reference while accessing the system for the first time.*



## Step 1: Sign In to your Account

Go to <http://www.theaet.com>. Click "Login" button in the top-right corner and enter your JudgingCard/AET username and password in the Chapter/Advisor login section. Select PROFILE and complete these three important steps:

**Step 2: Completing your AET PROFILE-** Just like students, teachers must start their AET account in the PROFILE tab. Try to complete all steps of the PROFILE before moving onto other tabs of AET. Some key items to be completed are:

1. **Complete the Total Ag Program Enrollment-** this number should reflect the number of unduplicated students you have enrolled in your Ag Ed program. Manually fill this in at the beginning of each school year



2. **Maintain your List of Teachers-** this should be reviewed every school year to ensure the correct teachers are listed as well as their contact information. You can also remove any teacher(s) that left the chapter or any new teachers that need to be added

	2017-18	2018-19	2019-20
Total Ag Program Enrollment:	41	60	45



3. **Setup Courses that are Taught-** *Each student needs to enroll in ag courses; However, first you need to set up current and past courses. See the previous step to add a new teacher if not showing here. To add a course:*

- a. Under the PROFILE tab, click the "Course Builder" link to add courses offered in your Ag Program.
- a. Click "New Course"
- b. Enter course details:

Teacher:	Rutherford, Vanessa ▾		
First Class Day:	8/1/2019		
Last Class Day:	5/31/2020		
Primary National AFNR Pathway:	Multiple Pathways-Comprehensive Curriculum ▾		
Class Type:	Principles of Agriculture, Food, and Natural Resources ▾		
Class Name:	Principles of Agriculture, Food, and N:	Section/Period:	1st period (optional)
Lesson Template:	Default (One Lesson Per Topic) ▾		
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>			

*\*Section/Period is not required to be completed but it helps students identify what class they are in and it will help organize the grading reports in AET when filtering by course.*

# Teacher's Getting Started



**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 individually or by groups:

1. Select the ACCOUNTS tab from the top menu.
2. Select "Manage All Accounts" to see a list of all your active student accounts.

**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	<a href="#">Alanis, Ana</a>	AAlanis	11
335788	<a href="#">Alfaro Molina, Carolina</a>	CAlfaro	10
422978	<a href="#">Arnold, Tyler Don</a>	tarnold	
336361	<a href="#">Aronowitz, Christina</a>	CAronowitz	11
422979	<a href="#">Avalos Perez, Edith</a>	EAvalosPerez	12
448575	<a href="#">Barnes, Andrew Alan Ray</a>	ABarnes	
335789	<a href="#">Baxter, Devin B</a>	DBaxter	11

3. To **Add Student Accounts**, click either "one" or "multiple"  
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. The default login for students that are setup this way will be their first initial and last name with the first two letters capitalized. (Example: **VK**irby) The username and password are both case sensitive.

Once student accounts have been successfully added, you can review our resource on submitting your FFA roster using AET and the PROFILE Checklist Worksheet for students!