## **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 <a href="http://www.theaet.com">http://www.theaet.com</a>. 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:

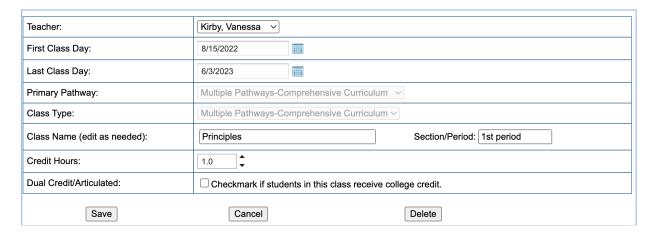
1. **Complete the Total Ag Program Enrollment-** this number should reflect the number of <u>unduplicated</u> students you have enrolled in your Ag Ed program. Manually fill this in at the beginning of each school year



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



- 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:



<sup>\*</sup>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.

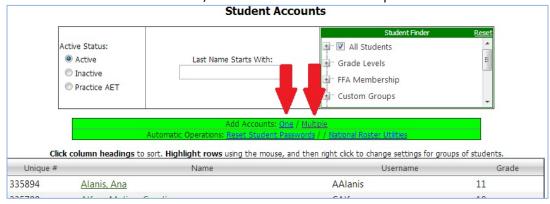
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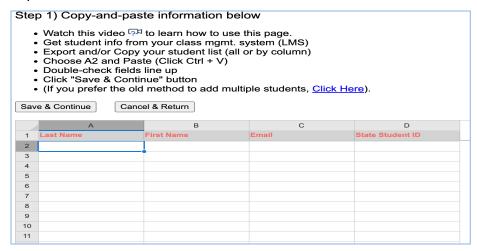
**Step 3: Add Student Accounts (ACCOUNTS tab)** – In order for students to access The AET, the teacher must first create student accounts. Then, students can be added individually or by groups:

- 1. Select the ACCOUNTS tab from the top menu.
- 2. Select "Manage All Accounts" to see a list of all your active student accounts.
- 3. To **Add Student Accounts**, click either "One" or "Multiple"



## Adding "Multiple" option:

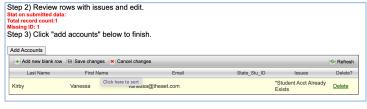
Click "Multiple." and follow the instructions on the screen:



Once you have your students copy/pasted OR typed in, hit "Save and Continue. You can see if the account already exists, has an invalid email or is missing a SSID. Only First and Last name are required to add students. If you add a student that already has an AET account it will

update their details like email and SSID.

New student usernames and passwords will initially be set as the same. The default login for students that are setup this way



will be there first initial and last name with the first two letters capitalized. (Example: **VK**irby) The username and password are both case sensitive.