## **Teacher's Getting Started**



**Purpose:** This guide provides the steps necessary for AET teachers to set up 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. You can use your Google Authentication to access AET or your email and password!

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:

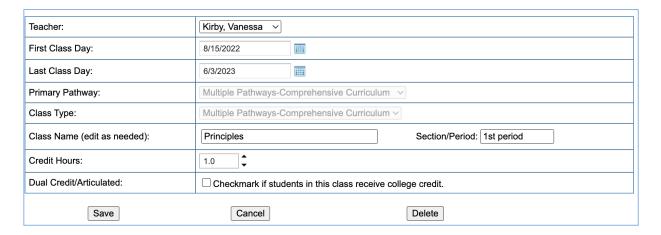
1. **Complete the Total Ag Program Enrollment.** This number should reflect the total number of <u>unduplicated</u> students enrolled in your Ag Ed program. Manually fill this in at the beginning of each school year



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. **Set up Courses that are Taught-** *Each student needs to enroll in the AG courses; However, first, you need to set up current and past courses. Refer to the previous step to add a new teacher if it is not listed 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.

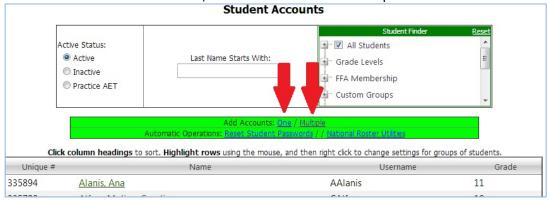
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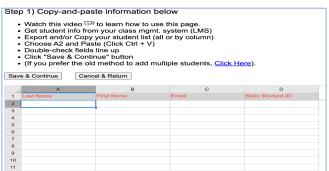
**Step 3: Add Student Accounts (ACCOUNTS tab)** – In order for students to access The AET, the teacher must first create student accounts. Then, students can be added individually or by groups:

- 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 an SSID. Only the first and Last names are required to add students. If you add a student who 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 who are set up this way



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