

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 <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. 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 unduplicated 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:

	2020-21	2021-22	2022-23
Total Program Enrollment:	126	150	220

Teacher:	Kirby, Vanessa ▾		
First Class Day:	8/15/2022	📅	
Last Class Day:	6/3/2023	📅	
Primary Pathway:	Multiple Pathways-Comprehensive Curriculum ▾		
Class Type:	Multiple Pathways-Comprehensive Curriculum ▾		
Class Name (edit as needed):	Principles	Section/Period:	1st period
Credit Hours:	1.0 ▴ ▾		
Dual Credit/Articulated:	<input type="checkbox"/> Checkmark if students in this class receive college credit.		
<div>Save Cancel Delete</div>			

**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.*



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"

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	Alanis, Ana	AAlanis	11

Adding "Multiple" option:

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

Step 1) Copy-and-paste information below

- Watch this video [\[3:11\]](#) to learn how to use this page.
- Get student info from your class mgmt. system (LMS)
- Export and/or Copy your student list (all or by column)
- Choose A2 and Paste (Click Ctrl + V)
- Double-check fields line up
- Click "Save & Continue" button
- (If you prefer the old method to add multiple students, [Click Here](#)).

Save & Continue Cancel & Return

	A	B	C	D
1	Last Name	First Name	Email	State Student ID
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

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: **V**Kirby) The username and password are both case sensitive.

Step 2) Review rows with issues and edit.

Stat on submitted data:

Total record count: 1

Missing ID: 1

Step 3) Click "add accounts" below to finish.

Add Accounts

+ Add new blank row | Save changes | Cancel changes | Refresh

Last Name	First Name	Email	State_Stu_ID	Issues	Delete?
Kirby	Vanessa	Click here to sort vanessa@theaet.com		*Student Acct Already Exists	Delete