

Purpose: This guide provides the steps needed in order for California AET students begin using The AET. Use this as a reference while accessing the system for the first time.



Sign In and Complete the Chapter Profile

Go to <http://www.theaet.com>. Click "Teacher" sign in button and enter your AET username and password. Select PROFILE and complete these important steps:



Step 1: Course Builder (PROFILE tab) - Each student needs to enroll in ag courses in order to keep records; However, you setup your courses in your California Roster System (<http://www.calaged.org>). Review your courses to make sure they are complete and accurate.



1. Click the "Teacher Profiles" link to make sure you are listed as a teacher. If not, enter your information into your California Roster System (<http://www.calaged.org>)



2. Under the PROFILE tab, click the "Course Builder" and review your courses and changes are updated in <http://www.calaged.org>.



Step 2: Student Accounts (ACCOUNTS tab) – In order for students to access AET, they must first listed in student accounts in your California Roster System (<http://www.calaged.org>).

To review your list:



1. Select the ACCOUNTS tab from the top menu.
2. Select "Manage all accounts" to see a list of all your active student accounts and navigate to your California Roster System for edits.

Student Accounts

Active Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Practice AET	Last Name Starts With: <input type="text"/>	Student Finder Reset <input checked="" type="checkbox"/> All Students <input type="checkbox"/> Grade Levels <input type="checkbox"/> FFA Membership <input type="checkbox"/> Custom Groups
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Adding/Removing accounts is disabled in AET, since changes synchronize automatically from your State Roster.
Manage accounts in your [State Roster System](#)
Automatic Operations: [Reset All Student Passwords](#)

Unique #	Name	Username	Grade	Last Access
1106606	Acosta, Isabel	lAcosta	11	04/18/2016



Step 3: Add Activities to Your AET Calendar or Develop a Strategic Plan (TRACKER) -

Create organized FFA Activities (camps, conventions, etc.), FFA Competitions (livestock judging, public speaking, etc.) and other important program of activities (POA) events by either:



Option #1 - Add events to the AET Calendar system (Tracker) by selecting a date and entering event details and then selecting the event to enter goals, planning and outcomes. This information also populates your National Chapter Award.



Option #2 – Develop a range of dates (Your year) for your strategic plan. Then develop a mission statement and program vision, identify student leaders, create a list of key PoA events and define a program budget. This information also populates in your AET calendar and complete your National Chapter Award.