

# Managing Photos in the AET

**Purpose:** This guide will help teachers and students use the various methods photos and files can be uploaded, accessed, retrieved, and shared in the AET.

Photos and files may be accessed in three main areas in the AET. All photos and files are available for the teacher to access in the **Program Portfolio**. Each Student has a **Student Portfolio** where they can access all of their Photos and files. Each event on the Chapter Calendar and Program of Activities has an **Event Portfolio** of photos and files. Let's look at each of these.

- 1. Program Portfolio:** The Teacher can access the Chapter Portfolio by selecting "Portfolio" on the left menu. Teachers can access **all the files and photos in their AET Account from here**. There may be a lot. We hope teachers will store and share their important files here. Files can be sorted by the Class, their Type (Word, Excel, Acrobat. . .), and all program files and photos can be sorted using the drop down "Source" menu. By selecting "All Students" or any one student, teachers can easily access all of their files or photos. By Selecting "Calendar Events" Teachers can access all files and photos uploaded for program Events, with the most recent ones on top.

The screenshot shows the AET Chapter Portfolio interface. On the left, a navigation menu includes 'Admin Authenticated', 'Inbox', 'Portfolio', 'Scoreboard', 'Explore SAE', 'Classroom Resources', and 'Sign Off'. The main content area is titled 'Chapter Portfolio' and features filters for 'Class', 'File Type', and 'Content Type'. A 'Source' dropdown menu is open, listing various students and groups. A red arrow points to the 'Source' dropdown, and another red arrow points to the 'Portfolio' menu item. Below the filters is an 'Upload File' section. The main content area displays a list of items with their dates, titles, and actions (Edit, Delete, Remove from Website). One item from 2/14/2021 is circled in red.

Once they have been sorted, teachers can easily Edit or Delete any photo. They can also select files

and photos to be shared with students or displayed on the AET Web Teachers can upload photos to the Chapter Portfolio from their desktop, or by using **AET Mobile** (m.theaet.com). Just choose PROFILE and then "Manage Chapter Portfolio" to upload photos directly from your phone.



# Managing Photos in the AET

**2. Student Portfolio:** Students can access their Portfolio by selecting Portfolio on the left menu in their account. Students' Portfolios are divided into "General," "Community Service," and by the "Title of their SAE Experiences" and accessed using the drop down "Source" menu. Once they have been sorted, students can easily Edit (move from one "Source" to another, add a caption), or Delete any photo.

The screenshot displays the AET web interface for a user named Boyd Hanagriff at Alpha Omega Academy. The user is logged in as 'Blue: 1'. The main navigation bar includes 'Profile', 'Journal', 'Finances', and 'Reports'. The left sidebar menu is expanded, with 'Portfolio' highlighted by a red arrow. The 'My Portfolio' section shows an 'Upload File' button and a photo of a person in a field. The photo caption reads: "11/26/2020 This heifer is not wanting me to get a close up of her new calf. I do not want to let her get upset and step on her calf but I was able to see with binoculars that it is a bull calf. I have bred my Brangus heifers to a Wagu bull and plan to market them next fall." Below the caption are 'Edit' and 'Delete' links. A dropdown menu for 'Experience' is open, showing options like '2020 Beg. - Breeding Cattle'.

Students can upload photos to their Portfolio from their desktop, or by using **AET Mobile** (m.theaet.com). Students just choose Portfolio to upload photos directly from their phone to their Student Portfolio. As students make Journal Entries, for their SAE Activities or their FFA Experiences, from their computer or phone, they can easily upload photos and files they can access and edit through their Student Portfolio, and use in award applications, or with the teacher's approval, post to the AET Web.



**3. Event Portfolio:** Teachers, and students who have been given access to the Chapter Calendar and AET Strategy Manager, **can access and edit** files and photos in the Event Portfolio by choosing to edit a Calendar Event or an "Activity" in the Strategy Manager, and then choosing "Photos and Files." **Any student** may upload photos to any event using **AET Mobile** (m.theaet.com) by selecting "Calendar" and then the Event. Only teachers, and students who have been given access, can view, edit, or publish these pictures.