

Phase 1 — Beginning the School Year Tasks

August

Theme: Build the Foundation

The new school year establishes systems and expectations that guide students the next 12 months.

Teachers Getting Started GUIDE

Teacher priorities include:



AET Program Profile

1. Maintain Current List of Teachers & Info



- ___ Add, Inactivate, Transfer (AET Request)
- ___ Complete Teacher Profile Tabs [Teachers Getting Started Guide Link](#)
- ___ Reset User Password w/Email Login

2. Set up your Ag Ed Courses



[Video Link](#)

- ___ Add each course for each program teacher
- ___ Add 1st/last day of class
- ___ Add pathway, class type, name, bell period, credit info

3. Check Subscription Status



- ___ Enter PO #
- ___ Add 1st/last day of class
- ___ Add pathway, class type, name, bell period, credit info

4. Secure School Admin AET Approval



- ___ Complete Teacher Acknowledgement
- ___ Request school admin approval

5. Update Important Program Contacts



[Video Link](#)

- ___ Enter Building staff/admin, alumni, proctors, advisory, CTE personnel
- ___ Add/Edit name, title, email, phone

6. Manage your Chapter AET Website

[Video Link](#)

- ___ Claim/Activate web address
- ___ Link chapter social media
- ___ Populate website using review links



AET Accounts Tab

1. Manage/Update All Student Accounts

[Video Link](#)

- ___ Click INACTIVATE, TRANSFER, EDIT student accounts - [Guide Link](#)
- ___ Add NEW student accounts [Video Link](#)

2. Organize Student Groups

[Video Link](#)

- ___ Add a new group and select students (Officer team, CDE teams, committees, etc.)

3. Send AET SMS Messages, Emails, & AET

[Video Link](#)

- ___ Send student and parent welcome text (incoming students not available)



AET Program Tracker

1. Enter Calendar - Program of Activities

- ___ Enter program activities and details for the school year (details linked to website)
- **NOTE** The AET calendar can be pushed to any Google or iCalendar**

2. Identify Student Leader AET Access

[Video Link](#)

- ___ Add/Remove (X) student from dropdown, assign access [Guide Link](#)

3. Use Strategic Plan for Administrative Support

[Video Link](#)

- ___ Print strategic plan pdf for program awareness and administration
- ___ Introduce chapter officers - Print/send bio link in AET Msg to staff

Classroom Activities Include:

- Establish classroom expectations
- Introduce AET to students
 - [Lesson 1. Getting Started with AET and Important Terms](#)
 - [Lesson 2. Setting up a Student Profile in AET](#)

Students should:



AET Student Profile

1. Access Student AET Account

- ___ Complete student profile - [Student Profile Checklist & Guide](#)
- ___ Add Ag Ed Class for current school year
- ___ Complete Student Agreement/Parent Approval & Emergency Info

FFA Officer/Committee Member Activities:



AET Journal

** Teacher must designate student access to the Chapter Tool Box

1. Officer and Committee Member Bios

- ___ Secretary: Add all officers in the Strategic Plan (+ New Officer)
- ___ Vice President: Edit committees by adding Chair, Co-Chair, and Objectives
- ___ Vice President/Secretary: Add committee members to each committee
- ___ Officers: Write your bio in your respective office found in the Strategic Plan
*Include year in school, SAE and other school activities

Chapter Reflection

The time invested in August greatly reduces problems later in the year. Getting the AET comprehensively up and running early can improve time management for both the teacher and students

Here is an opportunity to reflect on the use of the AET tools:

1. Which August task did you find the most contributing to school preparations?
2. Will you utilize student officers/committee members to assist in AET use for the chapter?
3. How will you streamline chapter communications using AET during the school year?