Teacher's Getting Started



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



Step 1: Sign In and Complete the Chapter Profile

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



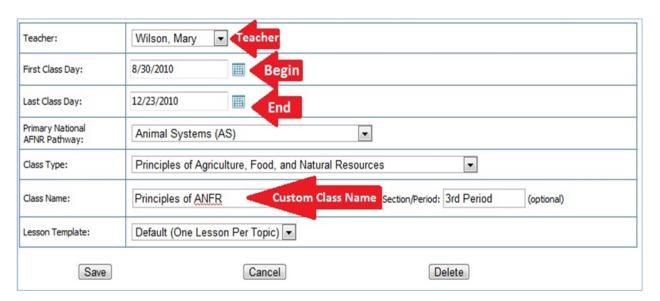
Step 2: Course Builder (PROFILE tab) - Each student needs to enroll in ag courses; However, first you need to set up current and past courses. To add a course:



- 1. Click the "Teacher Profiles" link. Update existing teachers' profiles by choosing them from the list on the left. To add teachers, click the "Add New Person" link.
- 2. Under the PROFILE tab, click the "Course Builder" link to add courses offered in your Ag Program.



- a. Click "New Course" to add a new course.
- b. Enter course details.





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 "one at a time," or in groups, "many at a time."



- 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" (see image 1.1). For "Multiple" option:
 - a. Click "Multiple."
 - b. Paste or type in the "last name, first name" and click "Add Accounts."
 - c. New student usernames and passwords will initially be set as the same.

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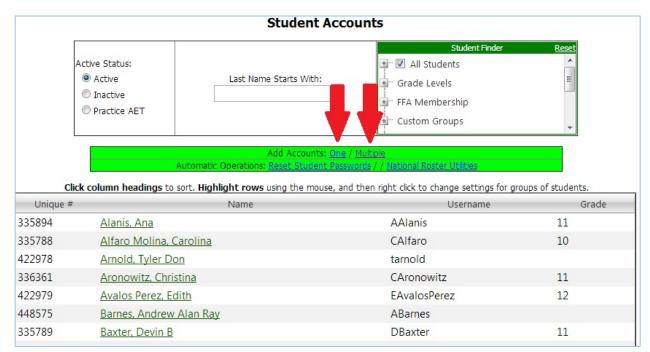


Image 1.1



Step 4: Add FFA Events to AET Tracker Calendar (TRACKER tab) - Create organized FFA Activities (camps, conventions, etc.), FFA Competitions (livestock judging, public speaking, etc.) and other important program of activities (POA) events.



- 1. Click the TRACKER tab in The AET.
- 2. Click the "Chapter Tracker Calendar Program of Activites" link and click the numerical date of the event to create a new event.
- 3. Choose an event type and complete all sections. Then, click "Save."
- 4. You can also select the "Event name" from the calendar and add POA measures such as goals and objectives.