# TEACHER QUICK START 1 (ETlearn

#### **TEACHER STARTUP**

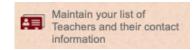
#### **TEACHER:**

Key steps that will help you get your students going on the right foot. Getting teacher account(s) profiles, set up classes, cleaning up old accounts, managing new accounts.

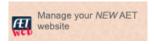
# PROFILE TAB

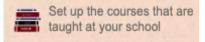
#### **STEP 1: PROFILE TAB**

1. Manage/update teacher <u>PROFILE</u> (s) 100% include photo. Builds teacher resume'.



- 2. Select <u>USER</u> tab. Input your personal password in PROFILE-USER tab to use from now on. If you have a Google authenticated email, AET/Judging Card will auto connect for you with Google Authentication. Much easier access.
- 3. Select Set Up Courses, by class period.
- 4. Claim your username in AET Free WEBSITE





#### **ACCOUNTS TAB**

## **STEP 2: ACCOUNTS TAB**

- 1. <u>Manage accounts</u>. Sort by the grade tab in gray. Check the box on any students that have graduated/moved/no longer in program and select the mark inactive link in the green box. They will always be accessible in the Inactive Accounts tab.
- 2. Add multiple accounts/students by selecting Multiple link and follow steps.

### **REFERENCES**

- Managing Student Account Resources <a href="https://theaet.com/page.aspx?ID=275">https://theaet.com/page.aspx?ID=275</a>
- Teachers Getting Started Guide: <a href="https://www.theaet.com/page.aspx?ID=274">https://www.theaet.com/page.aspx?ID=274</a>

Manage all accounts