

AET NOTES/ HELP

TEACHER- Log In- username should be chapter number (IE NY0001)

Password will also be chapter number- recommended to change this to something only you know

1st- Set up teacher account

2nd- Build classes so you can enroll students and add lessons

3rd- Add student accounts

- Add multiple students by clicking “multiple”
- Enter last name then first name
- Usernames will be student name and last initial (IE- CatieR) if students have same spelling use middle names
- Students can create passwords (teachers have access to reset student accounts)

FFA ROSTER THROUGH AET HELP:

- Students need to fill in their information in AET and then can be submitted to Nationals. **YOU WILL STILL NEED TO LOG INTO FFA.ORG TO SUBMIT TO STATE.**
- There is a bar that shows you how much of their account students have filled out and then you will be able to click on it and see what they are missing.
- You can send the whole roster, just the checked records or change membership in AET and then it will all go to ffa.org when you submit.

AET CALENDAR/POA:

- An event added to the calendar gets added to the chapter POA.
 - o You can access the calendar under the tracker tab.
 - o Here you can also manage student access to the calendar and allow chapter officers to add events to the chapter’s calendar.
- Things entered here will also show on school website that can be created through AET
- Adding chapter events and filling out the information asked for makes it easier to submit the National Chapter Award application

STUDENT RECORD KEEPING:

- SAE information can be added on under “your activities” on the profile tab and under the journal tab on the student dashboard.
- Finances can be added under the finances tab as an income, expense of old data, current and non-current items, non-cash entries, loans, etc.
 - o **Beginning cash levels need to be added to show progression through student SAEs.** These can be added as current projects, non current, liabilities, loans, and cash or checking accounts.

- **Adding Photos to student records** can be done under the portfolio tab on the left side bar. After uploading the image, clicking edit allows for details/a description to be added to the photo.

APPLICATIONS:

- Accessed through the reports tab and it is the first option that is listed under “Annual Reports and FFA Apps”
 - o This will redirect you to the application portal where a drop down menu will appear in the center of the page, allowing you to select which application you are trying to access.
 - o Select which application you want and click “add new,” this will then appear in the gray box below and allow you to fill out application.
- Instructions page allows you to lock and unlock application to manually add information but if you unlock and then re-lock this, the information will be lost.