**AET Guide for Pennsylvania Ag Teachers**

**If there is a specific topic that you are looking for help with you can use find to search the document for the topic.**

Welcome to AET!!!! This is a basic “how to get started in AET. If you have been using AET for a while, it might be helpful to go through this to be sure you have all of this information entered, as there have been some changes in AET. If you are a more experienced user and have specific questions, please drop me an email with your questions and I will find out the answer for you.

Carole cfay1212@gmail.com

Starting with AET:

REMINDER!!! As you are entering information there are SAVE buttons, make sure you SAVE before you leave each screen.

1. **Open the AET website** – [www.theaet.com](http://www.theaet.com)
2. In the left margin: find the Gold Teacher Button

Your **log in and password** will be your FFA Chapter number PA0987, for example.

The PA are case sensitive.

If you have trouble with this, please email [cfay1212@gmail.com](mailto:cfay1212@gmail.com) and I can help you.

1. **CHAPTER THE PROFILE TAB or the left/pink, PROFILE box**
2. You will see three sections: About Your Chapter, Your School, and Your AET Account
3. Select: About Your Chapter # 1.
4. There are 3 tabs – update your School Info, make sure you select YES under FFA Affiliation.
5. Under the PASSWORD RESET tab, you can change your password (or you can leave it the same) and complete the Chapter data in the data tab. Each teacher in your program will have to know the Chapter password in order to make changes or updates in the Chapter/School section of AET. If you need to look up some info, you can come back to this. Make sure you SAVE in before you leave every window!
6. Select the PROFILE tab, again, and go to number 2 – Maintain your list of teachers and their contact information.
7. Enter as much information about each teacher in your program as you are comfortable with.

There are tabs for Demography, History, and Annual Data. This is all data collected and used by AET for statistical purposes.

1. Profile Tab: #3 Manage Your List of Student Vendors: In the right hand panel on this page, you can enter any vendors that your students may use. Use this window to enter the proper and correct names of businesses in your community that students may use. Type the name and select ADD Vendor. Those vendor names will be in a drop down menu in your student record books. (In the Reports tab, you will be able to see how much money your students spend at each vendor’s business. ) After students have entered some records, you can return here to check on their vendors. If they have misspelled a vendor’s name, you can Edit the name and it will change in their recordbook.
2. Profile Tab: #4 is a list of important school district contacts. Enter as many as you want to: Principal, Superintendent, Advisory Committee members, etc.
3. Profile Tab: **#5 Set up courses that are taught in your school. Select NEW COURSE at the top, then, enter the info for each course. When you enter end dates for courses, make sure you give a couple of extra days at the end of the course in case you have some snow days that could extend the school year or semester. Make sure you SAVE to you’re your information. You will go back to the main Course menu. If you taught a course last year, you can select “copy”, change the dates/years and that course will appear in the year that you indicated. It is important to have courses entered for at least the past 4 years so that your students can choose those courses for their award applications.**
4. If you have 1st year students who started an SAE project in the summer before their first official Ag class, make a course for them, called SAE Summer and add the year. Start the course before their first SAE project entry. Then, they will be able to complete the journal and expense entries.
5. Profile Tab: #6 This section has options for you to give special access to students, read this section carefully. In the section: students can create their own accounts, you will want this to be turned off. If you have any questions about it, drop me an email.
6. Profile Tab: #7 Your chapter can have a website through AET, if you wish. You can “publish” the chapter calendar on this website and share other information with your members and parents. It is a good tool to use to let people know what events are coming up.
7. Profile Tab: #8 has information about your subscription to AET, since we are all FFA affiliate members and AET is included, you don’t need to make any changes, here.
8. **ACCOUNTS Tab**

**How to get students started in AET. REVISED**

1. First you need to set up the student’s accounts.
2. Select the Accounts tab.
3. Select #1, Manage All Accounts.
4. You can add students several ways:
5. You can type their names OR you can bring them in from AGCN/FFA Roster.
6. **TO BRING THEM IN FROM AGCN/FFA ROSTER**
7. From the Accounts Tab, select # 1. Manage all accounts
8. Then in the Green Bar – National Roster Utilities
9. Then, the tab: Add to AET. You can add one student at a time or select: ADD ALL TO AET.
10. They should all show in your AET accounts list
11. When the you add them to AET, their username may be their FFA membership number.
12. To change their log in name, select the student’s name and change the name to this example JDoe and their password can be JDoe. If the log in names are the same, it will be easier for you to teach a class of students how to log in.
13. NOTE: if you have students who have the same first initial and last name, you can make a different log in name for them: JDoe1, for example and that can be the password, too.
14. TO ADD ONE STUDENT OR MULTIPLE STUDENTS:
15. In the green bar, select Add Accounts, One for one student, multiple for several students.

For One student, the username will be his AET user name JDoe, for example. If you have another student, JDoe, make their user name JDoe1 and make the password the same as their username, then, they can change their password, later.

1. Enter their first and last name, the email address is optional, the HS Graduation Year is important, Set the initial password to be the same as the Username.
2. If you have more than one student to enter: Go Back to the Accounts tab, then, select Multiple in the green bar, copy or type the names of the names of the students in the window, select Add Accounts at the bottom of the window and the accounts will be set up for you.
3. You can check by going back to the Accounts tab and selecting #2 – Access one Account.

**Now, the students can log in and start on their profile.**

1. **#4 ORGANIZE STUDENTS INTO GROUPS** – this helps you to see small groups /classes/grades of students instead of a huge list.
2. From the Accounts Tab: Select #4 Organize students into groups
3. Select NEW GROUP
4. In the Group Name box, type the name of your group – it can be a class name or Greenhands, etc. Select the students that you want to be in the group.
5. **#5 AET Message Center - Used to send messages to students and/or parents through AET or Email or text.**

Choose recipients by Group: you can send to all students, Grade levels, FFA membership, or your Custom Groups that you set up.

1. #7 FFA.org – roster helper: read the directions and you can enter your FFA roster from AET.

**To Enter Events in the Calendar**

1. Select the Tracker tab.
2. Select #1, Chapter Tracker Calendar, Click on a date and enter the activity and committee.
3. Make sure you hit Save.
4. If you want to give students access to make changes to the calendar: Select Tracker and
5. #2, Manage student access to the Chapter Tracker Calendar.
6. Find the students under Add a student and click on Add.
7. Those students will have access to make additions/changes to the FFA Chapter Calendar until you remove them by selecting the red X.
8. When that student sees the calendar, the dates will be underlined. If they select the DATE number, they will have access to change/delete events. Be careful of this. If students have already registered as participants in the event, it will mess up their FFA events.
9. Tracker tab: #3 Enter program and finances. In this area: you can enter financial information about your program and your FFA Chapter.
10. Tracker Tab – Teacher Activities: You can use these selections to record your SAE visits and you can grade your student’s projects. Just select them and follow the directions.

In the Chapter Reports Tab there are several reports that you can print

**To review Award Applications**

Select the Reports Tab:

Select Degree/Application Manager.

You will see the list of applications that FFA members are working on.

Select “Application” and you can go through all of the sections/pages of the student’s application

I hope this tutorial has been helpful to you. Remember, the SAE Specialist position is sponsored by PAAE, if the emails/tutorials are helpful to you, please support this position by joining your state Ag teacher’s professional organization. For more information, you can contact Mike Brammer or Carole Fay: Your PA Teach Ag! SAE Specialist at [cfay1212@gmail.com](mailto:cfay1212@gmail.com).