

# AET Guide for Pennsylvania Ag Teachers (2020 Version)

**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.

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Starting with AET:

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

**I.        Open the AET website – [www.theaet.com](http://www.theaet.com)**

If you are not sure of your AET Log-in: please email [cfay1212@gmail.com](mailto:cfay1212@gmail.com) and I can help you.

**II.       Choose the PROFILE TAB or the left/pink, PROFILE box**

1. You will see three sections: About Your Program, Your School, and Your AET Account
2. Select: About Your Program: # 1.
3. There are 3 tabs – Contact: Password Update:Data
4. Update your School Info, make sure you select YES under FFA Affiliation.
5. Under the PASSWORD RESET tab, you can change your chapter password and complete the Chapter data in the data tab. If you need to look up some info, you can come back to this. Make sure you SAVE 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 and National FFA for statistical purposes. If teachers have left your school, you can choose: “Inactivate this person” their name will stay with the courses that they taught.  
NEW FOR 2020 Under the User Account tab: teachers can make their own log in to AET; type a password in the password box. This will provide reports from the teacher’s journal section.
8. 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. This can be updated/changed at any time.

9. Profile Tab: #4 is a list of important school district contacts. Enter as many as you want to: Principal, Superintendent, Advisory Committee members, etc.
10. Profile Tab: #5 Set up courses that are taught in your school.
11. To add courses: Select NEW COURSE at the top, then, enter the info for each course. If you or another teacher taught a course last year, you can select “copy”, change the dates/years and that course will appear in the year that you indicated. 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 update your information. You will go back to the main Course menu. 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.  
Special Note:
12. Profile Tab: #6 This section has an opportunity for your chapter to have a portfolio email address for people to send pictures to your chapter.
13. 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.
14. 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.

### III. **ACCOUNTS Tab (FYI: The columns are sortable by choosing the header at the top of the column)**

1. If there are student accounts set up, already, go through the list and choose students who may have graduated, are not in Ag this year, etc. and check the box in front of their names. Go to the Green Bar and choose :”Mark Inactive” they will disappear from this accounts list. If they become “active” again, you can change their account status and their information will still be available for them.

**How to get new students started in AET. NOTE: these directions are to be used if you did not enter your student names at ffa.org in the roster. If you have typed their names in the roster at ffa.org, do NOT do this!!!**

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 the FFA Roster. IT IS MUCH EASIER TO TYPE THEIR INFO IN AET AND “SEND” THE INFO TO FFA, RATHER THAN ENTERING ALL OF THE INFO IN FFA.ORG AND BRINGING IT INTO AET.
6. **TO ADD ONE STUDENT OR MULTIPLE STUDENTS:**
7. **Before your start: it is most efficient to have your class lists in an excel or other format like this: last name, first name. If you want to make all of their passwords the same, you can set their user name and password. HINT: it is very helpful if their user names are all in the**

**same format. If you enter the last name, first name, AET will set up the username and password for you. Save this file or have it easily accessible.**

8. In the green bar, select Add Accounts, One for one student, multiple for several students.
9. You can now copy and paste the names from your list or you can type them by following the directions. Make sure the names are spelled correctly.
10. AET will automatically set the user name and password for each student in this format: JDoe

#### **11. TO BRING THEM IN FROM FFA ROSTER**

12. From the Accounts Tab, select # 1. Manage all accounts
13. Then in the Green Bar – National Roster Utilities
14. Then, the tab: Add to AET. You can add one student at a time or select: ADD ALL TO AET.
15. They should all show in your AET accounts list
16. When you add them to AET, their username may be their FFA membership number.
17. 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.
18. 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.

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

19. **#4 ORGANIZE STUDENTS INTO GROUPS** – this helps you to see small groups /classes/grades of students instead of a huge list.
20. From the Accounts Tab: Select #4 Organize students into groups
21. Select NEW GROUP
22. In the Group Name box, type the name of your group – it can be a class name or Greenhands, Officers, etc. Select the students that you want to be in the group. SAVE Group
23. **Accounts tab #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.
24. #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 The Commission for Excellence in Agriculture Education, the Center for Professional and Personnel Development at Penn State, and PAAE.

If I can be of any help to your and your students with anything SAE/AET/FFA related, please send an email: [cfay1212@gmail.com](mailto:cfay1212@gmail.com)

Carole Fay