


Before the first day of student use:

1. Create an account for each student in your Ag classes.



BAINVILLE, MT

Log Out

Profile

Accounts

Tracker

Reports

Inbox

Portfolio

Scoreboard

Explore SAE

Classroom Resources

Sign Off

2022-2023

SAEs: 46

Jrn Entries: 188

Jrn Hours: 5,875

Active Students: 36


Badges: 4

Student Help

Teacher Help

AET Classroom

Ask AET a Question



AET Accounts

Your Student Accounts

Manage all accounts

Access one account:

Summary of all Students' Progress and Awards

Add Projects for your students

Settings and Messaging


Organize students into groups

Local FFA Dues Payment Manager

Student Contact & Emergency Info

AET Message Center - send messages by SMS, email, or AET
FFA Roster Helper
8. FFA Roster Lookup - Search for membership numbers

2705 | Wednesday, September 14, 2022


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Student Accounts

Active Status:

☒ Active
 ☐ Inactive
 ☐ Practice AET
 ☐ Pending Transfers

Last Name Starts With:

Student Finder

☒ All Students
 ☐ Grade Levels
 ☐ FFA Membership
 ☐ Custom Groups

Export

Add Accounts: [New / Multiple](#)

Automatic Operations: [Reset All Student Enrollments](#) / [National Register Utilities](#)

Multi-row Operations: Use the checkboxes to select one or more students.

AET BAINVILLE, MT
Log Out

2022-2023

SAEs: 46
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Step 1) Copy-and-paste your list

- Watch this video [to learn how to use this page.](#)
- Get student info from your class mgmt. system (LMS)
- Export and/or Copy your student list (all or by column)
- Choose A2 and Paste (Click Ctrl + V)
- Double-check fields line up
- Click "Save & Continue" button
- (If you prefer the old method to add multiple students, [Click Here](#)).

Save & Continue
Cancel & Return

	A	B	C	D	E
	Last Name (required)	First Name (required)	Email	State Student ID	Username
1					
2					
3					
4					
5					
6					
7					

Important: The AET automatically "logs out" if not saved in 15 minutes, so please either copy and paste students into the below section or work on your student list in Excel or Word and then copy and paste into the below section. Also, your online grade book system likely exports your student list (last name, first name) and can be quickly pasted into this setup.

Please use one of the following formats for your list (should be comma-separated or tab-separated):
Last Name, First Name, Username, Password
 Last Name, First Name, Username
 Last Name, First Name

If you do not specify usernames, they will be created automatically and shown in your account list.
 If you do not specify passwords, they will automatically be set to the student's username. Passwords are case-sensitive, so please notice upper- and lower-case letters.

Rows that cannot be understood will be ignored.

If a student already exists (First and Last name is the same), the row will be ignored.

Greenhand, Charles, cgreenhand, bainville1234
 Xample, Ezekial, example, bainville1234
 Standley, Anutha, astandley, bainville1234

Add Accounts
Cancel

- a. To do so, log in to your chapter account, go to the "Accounts" tab, choose "Manage All Accounts" and then choose either "One" or "Multiple". I prefer to

choose “Multiple” and then click on “Click Here” to use the old method for adding multiple accounts at a time, because I’m old and that’s what I’m used to. You do you. Note the 15-minute log-out time, if you’re not in a class C school. Pro-tip to get around that is before you hit save, highlight the whole field and Ctrl-C it.

- b. It’s helpful to have a default/standard password to give students. They are obviously welcome to change theirs, but then if they forget or you need to reset the password, it’s easy. It’s also beneficial to keep a standard username convention so neither students nor you need to remember them. First and last name work great.

2. Set up your class schedule.

AET BAINVILLE, MT Log Out

Profile Accounts Tracker Reports

AET Program Profile

AET Advisor Alerts:
Your percentage of students with SAE is 52.1%.

	2020-21	2021-22	2022-23
Total Program Enrollment:	41	49	48

About Your Program

- Update your Program's contact information, data, or password
- Maintain your list of Teachers and their contact information
- Manage your list of student vendors
- Manage your community service "groups served"

Your School

- Maintain lists of important program contacts
- Set up the courses that are taught at your school**
- Set NCES campus code and compare Ag enrollment parity

Your AET Account

- Manage special AET settings and privacy
- Manage your NEW AET website
- View AET invoices, learn about AET cost, and renew your subscription

- a. To do this, go to the “Profile” tab and in the middle column, choose “Set up the courses that are taught at your school”. Add each class with the “New Course” button. Unless you are creating your lesson plans on AET, you don’t need to mess with the lesson template option, but the rest of the boxes should be filled out correctly.

3. Set up an example account for demonstration purposes.

- a. You can either create a throwaway practice account through AET (Teacher Help>Resources>Practice Account) or you can simply add a student account for your chapter that you do NOT submit to roster or any other reports.

On the first day of student use:

1. Have students log in.

The screenshot shows the AET website's login page. At the top is a dark blue navigation bar with the AET logo on the left and links for About, Resources, Curriculum, Contact, Subscribe, and Log In on the right. Below this is a blue banner with the text "AET Log In". The main content area contains three login boxes. The "Student Log In" box is highlighted with an orange circle. It includes fields for Chapter (mt0003), Username (example), and Password (masked with dots), along with a "Log In" button and a "Forgot Password?" link. The "Teacher Log In" box has fields for Username (mt0003) and Password, with a "Log In" button and a "Forgot Password?" link. The "Region Log In" box has fields for Username and Password, with a "Log In" button.

- a. Seems pretty obvious, but it's a struggle for some. Remind students the website is theaet(dot)com, NOT aet(dot)com. It's now necessary to remind them to use the Ag login (NOT) CTE login. Remind them to use the student login, not chapter or state. Be ready to check usernames, correct chapter numbers, and capitalization of passwords. On the teacher side, if you choose the "Accounts" tab, and then "Manage All Accounts" it will show you all usernames. By clicking on a student's name, it will tell you how many times they've tried unsuccessfully to log in. If the number is zero, they are either getting username or chapter wrong, or using the wrong login box. Go check their screen to see which it is. If the number is more than zero, they are getting password wrong. At that point, you can reset their password by typing the new (default) password into the "Reset Password" box and hit "Save". If the number is less than zero, something has gone terribly wrong and you're on your own.

2. Have students complete the FFA Info portion of their profile.

The screenshot shows the AET BAINVILLE | Elroy Xample user interface. The top navigation bar includes the AET logo, the text 'BAINVILLE | Elroy Xample', and a 'Log Out' button. Below this is a secondary navigation bar with tabs for 'Profile', 'Journal', 'Finances', and 'Reports'. The 'Profile' tab is selected. The main content area is titled 'Account Information and Settings'. On the left, there is a sidebar menu with options: Chapter Account, Inbox, Calendar, Portfolio, Scoreboard, Sign Off, Cash/Checking: \$32.975, Current/Projects: \$0, Non-Current: \$0, Liabilities: \$0, Student Help, Teacher Help, AET Classroom, and Ask AET a Question. The main profile section displays 'Elroy Xample' with a profile picture placeholder. Below the name, it shows 'Program: BAINVILLE', 'Statewide Student ID: none', and 'Basic Profile Complete: 50%'. A red circle highlights the 'Basic Profile Complete: 50%' text and a green question mark icon. A modal window is open, displaying the following text: 'National FFA and State FFA required data must be complete to submit a student for membership.' It lists 'National FFA required data include: First/Last Name, Address/City/State/Zip, Grade, High School Graduation Year/Graduation Month (month for seniors only)' and 'Montana FFA required data include: Gender, Ethnicity, Race'. The modal has a close button (X) in the top right corner.

- To demonstrate this using your example profile, from the chapter account, go to the “Accounts” tab, and use the dropdown menu to “Access on account”. For the student, go to the “Profile” tab, and click “Manage/Edit your personal profile and password”. Tell students to click on the green question mark by “Basic profile complete”. That will tell them all of the fields they need to fill in for it to turn green and say 100%. This is the info they need to have filled in for you to be able to include them on the roster that you submit. Write the school address somewhere students can see it for those that don’t feel comfortable putting their personal address in. Emphasize (unless you decide otherwise) that the personal and parent contact info does NOT need to say 100%, only the Basic Profile Complete.
- Note: After a student’s first year, they only need to log in to confirm that they are at the green 100% mark for “Basic profile complete”; they won’t need to re-enter data.

3. Have students add their Ag classes.

AET BAINVILLE | Elroy Xample [Log Out](#)

Profile Journal Finances Reports

Chapter Account
Inbox
Calendar
Portfolio
Scoreboard
Sign Off

Cash/Checking: \$32,975
Current/Projects: \$0
Non-Current: \$0
Liabilities: \$0

Student Help
Teacher Help
AET Classroom
Ask AET a Question

AET Profile

About You

- Manage/Edit your personal profile and password
- Record your class schedule**
- Resume, Career Goals, Transcripts & References
- Emergency Info & Permission Forms

Your Activities

- Project/Experience Manager (SAE, WBL)
- Enter your FFA offices**
- Enter your FFA committee memberships**
- Test your knowledge and gain a passing score
- Browse Job Board

Career Connector

- Choose your educational and career interests
- o-net Explore your interest using "My Next Move"
- AG Explore agricultural career opportunities and more!
- AET access for Mentors and Parents/Guardians
- Survey of Education and Career Plans

Partners and Links

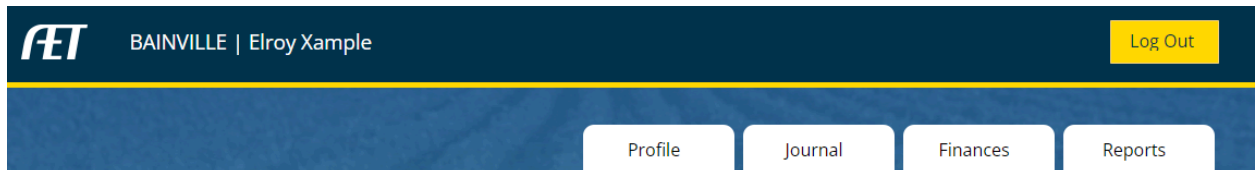
- See the section above for instructions how to access your example account to demonstrate this. To do this portion, they go to the "Profile" tab. Within that, they should select "Record your class schedule" and press "Add class" for EACH Ag class they are enrolled in for the year.
- Have students add committees and officer positions (if applicable).

On the second time students log in to AET:

1. Explain SAEs thoroughly.

- Ensure students understand your expectations for what an SAE consists of. In order to avoid pushing students out of the program, I stress that every student already has an SAE, they just don't call it that. I allow students to include some that would not pass muster for state degrees- babysitting, chores at home, etc. But I emphasize that having an SAE with a plan and logging information for it is a required part of their grade.

2. Have students add an SAE.



Chapter Account
Inbox
Calendar
Portfolio
Scoreboard
Sign Off

Cash/Checking: \$32,975
Current/Projects: \$0
Non-Current: \$0
Liabilities: \$0

Student Help
Teacher Help
AET Classroom
Ask AET a Question



AET Profile

About You

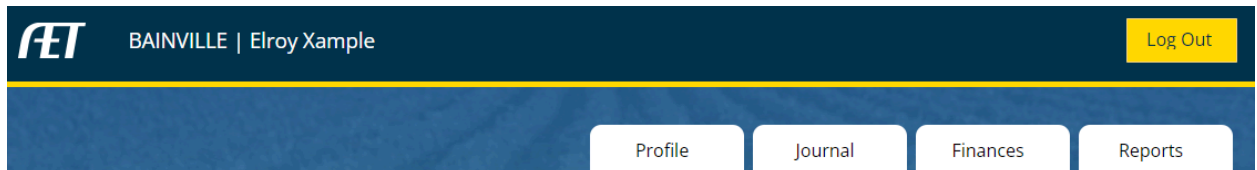
- Manage/Edit your personal profile and password
- Record your class schedule
- Resume, Career Goals, Transcripts & References
- Emergency Info & Permission Forms

Your Activities

- Project/Experience Manager (SAE, WBL)**
- Enter your FFA offices
- Enter your FFA committee memberships
- Test your knowledge and gain a passing score
- Browse Job Board

Career Connector

- Choose your educational and career interests
- Explore your interest using "My Next Move"
- Explore agricultural career opportunities and more!
- AET access for Mentors and Parents/Guardians
- Survey of Education and Career Plans



Chapter Account
Inbox
Calendar
Portfolio
Scoreboard
Sign Off

Cash/Checking: \$32,975
Current/Projects: \$0
Non-Current: \$0
Liabilities: \$0

Student Help
Teacher Help
AET Classroom
Ask AET a Question

Project/Experience Manager (SAE)

[Print All SAE Agreements](#)

[Add New](#)

[Return to AET](#)



[View SAE Assessments](#)
0 Unread Assessments

Settings / Planning (#1)			Records (#2)			Reflection (#3)	
Settings (Active, Setup, Location)	Start Yr - Name / Type	Planning (SAE Plan, Budget)	Financial Entries	Journal Entries	Files / Videos	Current Value	Resources (Annual Review, Inventory, Usage, Skills, Reporting)
	Rocky Mountain Fencing PL - Fabrication			0	0 / 0	\$0.00	
	2021 Beg.- Wild Calf Coffee PL - Food Science		1	0	0 / 0	\$80.00	
	Babysitting EN - Student Development		0	1	0 / 0	\$0.00	
	Mowing Lawns EN - Turfgrass		0	1	0 / 0	\$0.00	
	Toby Romo (WBL) PL - Career Ready Practices		0	1	0 / 0	1.0 hrs	
	Fair Steers EN - Beef			0	0 / 0	\$0.00	
	2021 Beg.- Market Alpacas EN - Specialty Animal		4	3	0 / 0	\$0.00	
GRAND TOTAL			5	6	0	\$80 1 hrs	

- This can be demonstrated by accessing an example account as described above. Under the "Profile" tab (also under "Journal" and "Finances"), have students select "Project/Experience Manager". Have them select "Add new". From there, be very clear on explaining each section to avoid having to correct headaches down the road.

- i. The name should be the name of the employer, job title, or description of entrepreneurship activity. It should not be generic (“stuff” or “work” or “mom and dad”), single project based (“2021 Market Hog” or “Daisy”), etc.
- ii. The focus will almost always be individual unless they are working for/at the school during class time, or their experience is service-based.
- iii. Students should primarily be logging placement and entrepreneurship SAEs. If they are doing scientific research, obviously they should choose that. Foundational should be students working to find an SAE in a different category, so hopefully most of your students can “fast-forward” to SAEs that count on applications.
- iv. Primary experience category is pretty straightforward, but for some “non-traditional” SAEs, you may need to be creative. Same with subcategories.
- v. Units/Modules is also very straightforward.
- vi. For placement SAEs, multiple categories may be beneficial when students’ job descriptions vary quite a bit. Diversified production ag is the easiest example, to be able to keep haying, wheat, and cattle as separate entries.
- vii. For animal entrepreneurship SAEs, they can choose the appropriate herd manager to use those within AET.

3. Have students fill out an SAE plan.

- a. Once students have added an SAE, they should go back to the “Project/Experience Manager” page. From there, they will click on the pencil. Tell them they are getting graded on turning the red “X” on the pencil into a green checkmark by completing an SAE plan. In order to do so, they need to fill out each of the three tabs (four for entrepreneurship) with their plan for their project. There are templates they can use as a guide for each. Now, it also requires students to e-sign their plan on the last tab, although the other signatures are not required for the green checkmark. It won’t let them sign until the other tabs are complete. Two things that trip students up on this are remembering to hit “Save” and making sure that for the “Skills” tab, they choose three different standards, not just one. It’s helpful to know, but NOT tell students, that to get the green checkmark, the box just has to have something in it- they could copy and paste the unedited template, the script for “Bee Movie”, lyrics to “Man I Feel Like A Woman”, the ASCII laughing face art, or anything else and the program will not know the difference, so if you are wanting to make sure they are quality, you will need to check them manually. For students with multiple SAEs, I only grade them on having one plan. You do you.

On the third time students log in (and every time the rest of the year):

1. Have students log journal entries.

- a. Once the profile is complete, they've signed up for classes, and added an SAE with a plan, the rest of the year for class assignments is graded based on adding entries.
- b. As above, demonstrating these by accessing an example account is beneficial. Some of my students still struggle with the difference between adding journal entries and adding a whole new SAE every time they work. Now that I read that back, maybe the demonstration isn't making a difference. At any rate, I typically assign an AET day every other Friday, and at each AET day, the assignment is to log three new entries. This is an easy way to earn/award extra credit as well.
- c. The priority I give students for new entries is:
 - i. SAE Financial (on finances tab)

- ii. SAE Time (journal tab)
 - iii. FFA Time (journal tab)
 - iv. Community Service Time (journal tab)
 - v. Classroom Time (journal tab; for students who don't have anything else to log; this ensures that all students in the class have things they can enter for points)
- d. Each of these types of entries could require more instruction, but students can generally figure them out. A few things that trip my students up:
- i. On paychecks for students with multiple placement SAEs, unchecking or changing percentages to match what the check was for. This is especially tricky for diversified operations.
 - ii. Non-cash entries when they work (usually at home) in exchange for animals, feed, supplies, pasture space, etc.
 - iii. Buying capital items (like breeding animals) is a separate category from the other cash transactions.
 - iv. SAE journal entries have to have a skill (AFNR standard) selected in order to be logged.
 - v. Only the journal entries with the emblem count as FFA entries; leadership activities within FFA should be logged as such, leadership activities in 4-H would fall under the gavel icon.

Grading:

1. Student Grading Report

Student Grading Report

START Date: 9/14/2022
 END Date: 9/15/2022
 Journal Date Mode: Login Datestamp - Ignore Backdating

Student Finder: ☒ All Students
☐ Grade Levels
☐ FFA Membership
☐ Custom Groups

Print Close this Window Export To Excel
 Click a column heading to sort.

Start message to students with zero logins: Start
 Start message to students with zero Total Entries: Start
 Start message to students with zero SAE records: Start

Name	Profile and Classroom Entries					FFA Entries		SAE Entries		Total Entries (#)	Reco book	
	Logins (#)	Classes (#)	Contact Info (%)	FFA Info (%)	Resume	Class (Hrs/#)	FFA Activities (Hrs/#)	Community Srv. (Hrs/#)	Financial (\$/#)			Journal (Hrs/#)
	0	0	0%	100%	Resume	0.0 / 0	0.0 / 0	0.0 / 0	\$0 / 0	0.0 / 0	0	PD
	0	0	0%	100%	Resume	0.0 / 0	0.0 / 0	0.0 / 0	\$0 / 0	0.0 / 0	0	PD
	5	2	0%	100%	Resume	2.3 / 3	0.0 / 0	0.0 / 0	\$0 / 0	13.0 / 2	6	PD
	0	0	20%	100%	Resume	0.0 / 0	0.0 / 0	0.0 / 0	\$0 / 0	0.0 / 0	0	PD
	0	0	100%	100%	Resume	0.0 / 0	0.0 / 0	0.0 / 0	\$0 / 0	0.0 / 0	0	PD
	2	1	100%	100%	Resume	0.0 / 0	0.0 / 0	0.0 / 0	\$0 / 0	21.8 / 3	3	PD
	5	3	0%	100%	Resume	0.0 / 0	0.0 / 0	1016.7 / 1	\$1,400 / 6	3181.0 / 6	13	PD
	3	2	80%	100%	Resume	0.0 / 0	0.0 / 0	0.0 / 0	\$100 / 2	73.0 / 4	8	PD
	0	0	100%	100%	Resume	0.0 / 0	0.0 / 0	0.0 / 0	\$0 / 0	0.0 / 0	0	PD
	0	0	0%	100%	Resume	0.0 / 0	0.0 / 0	0.0 / 0	\$0 / 0	0.0 / 0	0	PD
	0	0	0%	100%	Resume	0.0 / 0	0.0 / 1	0.0 / 0	\$0 / 0	0.0 / 0	1	PD
Mean Values	1.3					7.2 / 0.3	1.8 / 0.3	13.6 / 0.0	\$676 / 0.4	52.9 / 0.9	2.0	

- a. Most of the grading that I do on AET comes from this report. It is found on the chapter account, "Reports" tab, "Student Grading Report" at the top of the first column.

- i. By default it shows all students. You can use the options in blue to narrow it down, for example, class by class.
- ii. The basic info necessary to submit your roster is located in the green circle above.
- iii. The magenta shows how many classes they have added to their AET account during the date window you select. This should match the number they are in.
- iv. The yellow parts allow you to select the date range that you want to see entries for. This is very useful to be able to see if students are adding new entries every AET day, so that, for example, they couldn't put in 30 journal entries for their recordbook at fair over the summer and then just coast the whole first semester without updating it. The default of "Login datestamp" shows when the entry was recorded in AET, not when the activity happened, so that is what is usually most useful.
- v. The orange part above shows the number of total entries (classroom, FFA, community service, SAE hours, and SAE finances) that the student made during the reporting period.
- vi. There is a breakdown showing a summary for each type of entry that the student has made during that time period. This can be helpful for a couple things- If you require students to log SAE entries or FFA events specifically for a grade, you can see that they have put those in. It is also a good way to see when students are making stuff up, such as the freshman student in the middle of the picture above who managed to log over 1000 hours of community service on top of the 3000 hours he worked over the summer. A quick click on the record book PDF button to the far right showed that each entry included the same number of hours, was described as "stuff", and otherwise just nonsense. He gets to redo all those.
- vii. Using this tool allows you to check at a glance if students are meeting what they need for records in your class. There are a lot of ways for students to cheat the system, but they don't necessarily know that, and for any that you want to vet more thoroughly, just click PDF or access their account.

2. Project Grading Report

- a. The other tool I use for grading each fall is the "Project Grading Report", which is also located under the first column of the "Reports" tab of a chapter account. The main benefit of this report is being able to see at a glance if students have completed an SAE plan (and budget if you require that for entrepreneurship SAEs).
- b. It is important to note that a student's SAE will NOT appear on this if they have not logged any time and/or financial entries for it ("Active" SAE). They may have completed a plan, but until they've actually logged work on it, it will only be visible to them. An easy workaround is to require them to log the time spent filling out the SAE plan as a journal entry. Students can tell if their SAE will show up on the

report by checking the “Project/Experience Manager”. If the SAE is white, it is active/has entries and will show up; if it’s pink, it is inactive because they have not entered any time or finances for it, and will not show up on the report. This is especially challenging for first year members.

3. For Everything Else, There’s MasterCard

- a. To get more detail or insight for specific students, use the chapter profile, select the “Accounts” tab, and use the dropdown menu to see that student’s profile and as the teacher you can access everything exactly as it shows on their screen to see the specifics of their plan, their SAE Manager, their Profile completion, etc.

Tip of the Iceberg/Disclaimer

This is how I use AET in my classroom. Ultimately, there are a ton more really great things that can be done with it that I don’t utilize, and some of the features I described could (and do, if you look) have how-to guides of their own. There are much more detailed and specific guides for whatever you’re trying to do on there. I am not, nor is anyone else saying this is the “right” way to use AET. But if you’re brand new to it, this may be helpful in how to get started. Make it your own, and have fun with it! If you can’t do that, now you can at least submit your stuff to be on the Nice List.