

AET - CTE

New Teacher Training

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Teacher's Getting Started



Purpose: This guide provides the steps for teachers to get started in AET as well as getting students started! Use this as a reference while accessing the system for the first time.



Step 1: Sign In to your Account

1. Go to cte.theaet.com/ and use Google Authentication to access your account
2. Go to cte.theaet.com/. Click "Login" button in the top-right corner and enter your (1) Email and (2) password that you have been assigned
3. If you cannot get access, reach out to your school administration to be sure you are setup as a teacher in your school.

Step 2: Completing your AET Teacher PROFILE- Just like students, teachers must start their AET account in the PROFILE tab. Try to complete all steps of the PROFILE before moving onto other tabs of AET. Some key items to be completed are:

1. **Update your teacher information** - this should be reviewed every school year to ensure the correct teachers are listed as well as their contact information.
2. **Setup Courses that are Taught-** Each student needs to enroll in course you have so that you can view students in your class; To add a course:
 - a. Under the PROFILE tab, click the "Course Builder" link to add courses offered in your Ag Program.
 - a. Click "New Course"
 - b. Enter course details:

Step 3: Add Student Accounts (ACCOUNTS tab) – In order for students to access AET, create accounts:

1. Select the ACCOUNTS tab from the top menu (Help video icons to assist!).
2. Select "Manage All Accounts" to see a list of all your active student accounts.
3. To **Add Student Accounts**, click either "one" or "multiple"...best approach:
 - a. Choose "Multiple." To add in a group of students (i.e. your class)
 - b. Using the "spreadsheet approach" you can use your LMS/student list to copy and paste key student data to begin (Name / email / State ID# used in reporting)
 - c. Choose "save" and review student results and make correction in each cell as needed.
 - d. Choose "Add" to populate your student list...some Tips!
 - i. Use a school email and essential if connected to Google to assist in logins
 - ii. If students are logging in with their informations...
 1. Usernames = first initial and last name with the first two letters capitalized. (Example: **VKirby**)
 2. The username and password are both case sensitive



	A	B	C	D
1	Last Name	First Name	Email	State Student ID
2				
3				
4				
5				
6				
7				
8				
9				
10				

Handout can
also be found
under
"Teacher
Resources"

Once student accounts have been successfully added, have students review the PROFILE

Adding Student Accounts with Powerschool

Log Into Powerschool/ Powerteacher

1. Click REPORTS
2. Click STUDENT ROSTER
3. OutPut: Click Export (CSV)
4. Layout/Format
5. Check the Student Information you would like included
6. Run Report

Creating Excel Spreadsheet

1. Highlight the column with both (Last, First Name)
2. Choose Data
3. Choose: Text to Columns
 - a. Make sure it is Delimited (hit next)
 - b. Click Comma (hit next)
 - c. Data Preview (hit finish)
 - d. There is DATA in Column A is it "OK" click "OK" we want to replace it.
4. Now you should now have a column for "Last Name" and "First Name"

Students PROFILE Checklist & Guide



Student Name: _____

Step 1: Log In to The AET

Go to <http://www.cte.theaet.com/>, and choose

Log In

1. If using Google as verification, choose your account and authenticate
2. Other login options include Classlink or other connects, check with you teacher.
3. Logging in directly to AET....**Information needed is:**
 - ✓ **Program ID:** Provided by your teacher
 - ✓ **Username:** Typically first initial and last name, but your teacher will provide.
 - ✓ **Password:** At first, this is the same as your username and updated in Profile






Needed Direct Student Login Information

Our Program ID is:	My username is:	My password is:
_____	_____	_____




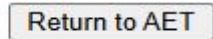
This student Profile checklist can be found under **“Teacher Help”** [#2 Getting Students Started.](#)

Creating WBL Projects

Teacher Created: Accounts Tab

1.  Add/Manage Student Project Groups ⓘ
2. **Develop Project Groups**
 Create New Project for Students
3. Choose All students that you want to assign this project to. Then hit **Add Project**.
4. Then you can add the details of that project and click  Add Project for Students

Student Created: Profile Tab

1.  WBL/Experience Manager ⓘ
2. **WBL Experience Manager**
  
3. The students can then add the details, school supervisor(s), and experience categories. Then they will hit SAVE to add and track their WBL.

Handout can also be found under "Teacher Resources"

Teacher's Checklist for WBL Projects



Step 1: Get Students to Complete the Profile = 100%

This helps as you communicate with students and evaluate their WBL experiences.

Step 2: Direct Students to "Student Help" in AET – Focus on WBL Tips

Direct them to "Student Help" to help answer their questions.

<https://cte.theaet.com/studenthelp>

Student Help

Step 3: Share with Student's that WBL Focus is 3-Steps

The following are steps to track their WBL experience...and your grading items! "Green Checks" help show if they are done.

- WBL Plan/Agreement
- WBL Records (main focus is time)
- WBL Reflection

Settings / Planning (#1)			Records (#2)			Reflection (#3)		
Settings (7/31)	Name / Type	Planning (7/31)	Money Balance	Time Balance	File / Photo	Hours	Resources (7/31)	
	Uncle Julio's Job Site Placement & Internship		0	22	0	388.6 hrs		
GRAND TOTAL			0	22	0	388 hrs		

Step 4: Teacher WBL Assessment

Your tool to monitor their progress. Some tips:

1. "Tracker" menu, then "Teacher Evals"
2. You can view each student's WBL:
 - a. Plan/Agreement
 - b. Journal/Time recorded
 - c. Photos or files are uploaded
 - d. EACH student feedback

Project/Experience Name	Focus	Action	Overall Score Range	Project Participation			When Specified Date Range		
				Plan	Journal	Photo	Journal	Plan	Photo
Board Paper	Job Site Placement & Internship		8/10/2019 10/20/20				10/2/19-10/2/19	10/2/19	0
Internship	Job Site Placement & Internship		8/10/2019 10/20/20				10/2/19-10/2/19	10/2/19	0
Chicken Salad Chick	Job Site Placement & Internship		8/10/2019 10/20/20				10/2/19-10/2/19	10/2/19	0
Discount Tire	Job Site Placement & Internship		8/10/2019 10/20/20				10/2/19-10/2/19	10/2/19	0
Fine Arts School	Job Site Placement & Internship		8/10/2019 10/20/20				10/2/19-10/2/19	10/2/19	0
Freddy's	Job Site Placement & Internship		8/10/2019 10/20/20				10/2/19-10/2/19	10/2/19	0

Step 5: Connect Employers/Supervisors for WBL Evaluations

Employers/Supervisors evaluating your students helps keep WBL industry aligned!

1. "Tracker" menu, then "Employer/Supervisor WBL Mgmt."
2. "Add" WBL employers/supervisors
3. "Student Assignments" to connect
4. "Request" evaluations email each supervisor
5. You can also use "Paper Eval" to print and share

Project Name	Focus	Project Plan (click for paper)	Journal (link / Entry # / Still #)	# Photos	# Evals (by this Super)	All Paper Evals (click)
Taco Bell	Job Site Placement & Internship		526.1 / 80 / 0	0	0	Paper Eval
Gringos Tio-Mex Restaurant	Job Site Placement & Internship		311.0 / 24 / 0	0	0	
Chicken Salad Chick	Job Site Placement & Internship		353.9 / 22 / 0	0	0	
Uncle Julio's	Job Site Placement & Internship		388.6 / 22 / 0	0	0	

Steps #4 & #5 are Key!

Building Employer/Supervisor List:


1. Click on the TRACKER tab at the top.

2.




Employer/Supervisor WBL
Management ⓘ

3. Click

 Add New Supervisor

4. Add New Supervisor/Employer Detail and then click

 Add New

Teacher and Student Help Icons (top right hand corner of your screen)



Access to the
Calendar.

Inbox
Messages

Ask AET a
Question

Learning
Resources

Log Out