

# ***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/](http://cte.theaet.com/) and use Google Authentication to access your account
2. Go to [cte.theaet.com/](http://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.
  - b. Click "New Course"
  - c. 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

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

Handout can also be found under "Teacher Resources"

# 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 your 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:

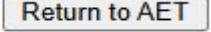
This student Profile checklist can be found under “[\*\*Teacher Help\*\*](#) #2 [Getting Students Started](#).

# 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**  
   Add New  Return to AET
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) |       |  |
|--|---------------|-------------------------------------|-----------------------------|-----------------|-----------------|-------|--|
|  | Name / Type   | Planning<br>(Plan, Schedule, Dates) | Records<br>(Entry, Entries) | Time<br>Entries | Files / Photos  | Hours | Resources<br>(Inventory, Inventory, Reporting) |
| Uncle Jilly's<br>Job Site Placement & Internship |               | 0                                   | 22                          | 0               | 388.6 hrs       |       |  |
| <b>GRAND TOTAL:</b>                              |               | <b>0</b>                            | <b>22</b>                   | <b>0</b>        | <b>388 hrs</b>  |       |  |

### 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                           | Admin | Project/Assignment    |              |             | Within Specified Date Range |                           |                        |                  |          |
|-------------------------|---------------------------------|-------|-----------------------|--------------|-------------|-----------------------------|---------------------------|------------------------|------------------|----------|
|                         |                                 |       | Overall Progress      | Plan Written | Teacher Rep | Plan Fully Signed           | Journal Entry # / Start # | Journal End # / Stop # | Financial Status | # Photos |
| Beers Please            | Job Site Placement & Internship |       | 8/10/2023 / 8/10/2023 |              |             |                             | 107.3 / 4 / 0             | 15.69                  |                  | 0        |
| Berryblossoms           | Job Site Placement & Internship |       | 8/10/2023 / 8/10/2023 |              |             |                             | 123.8 / 10 / 0            | 16.49                  |                  | 0        |
| Chicken Salad Chick     | Job Site Placement & Internship |       | 8/10/2023 / 8/10/2023 |              |             |                             | 136.8 / 10 / 0            | 16.18                  |                  | 0        |
| Discount Tire           | Job Site Placement & Internship |       | 8/10/2023 / 8/10/2023 |              |             |                             | 8.6 / 0 / 0               | 0                      |                  | 0        |
| Fine Sewn School        | Job Site Placement & Internship |       | 8/10/2023 / 8/10/2023 |              |             |                             | 0.0 / 0 / 0               | 0                      |                  | 0        |
| Freddy's                | Job Site Placement & Internship |       | 8/10/2023 / 8/10/2023 |              |             |                             | 0.0 / 0 / 0               | 0                      |                  | 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<br>(click for paper) | Journal<br>(Wks / Entry # /<br>Start #) - | # Photos | # Evals<br>(by this Super) | All Paper<br>Evals (click) |
|----------------------------|---------------------------------|-----------------------------------|---|----------|----------------------------|----------------------------|
| Taco Bell                  | Job Site Placement & Internship |                                   | 526.1 / 80 / 0                            | 0        | 0                          |                            |
| Gringos Tex-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 Jilly'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.



3. Click



4. Add New Supervisor/Employer Detail and then click

# 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