



Adding Students to Class Rosters



There are two steps in the process: All students in all AFNR courses must be added to IL AgEd, then opt-in the creation of AET accounts.

STEP 1:

1. Login to the www.ilaged.org website

- **Helpful Hint:** If it is your first time logging in, you will be required to update and save your profile. The system will not let you move on until everything is filled out.
- **Helpful Hint:** If you cannot remember your login information, use “Forgot My Password” or contact your FCAE Program advisor.

2. Click Account Setting on the left.

3. Set up My Courses at the bottom of the page.

- **Helpful Hint:** Start Date 8/1/2021; End Date no later than 6/30/2022 (these should be preset)

4. After adding all courses, click “Set Student Access Code” (found under Student Rosters on the left). Set the date that you wish their access to close.

- **Helpful Hint:** Set a word or phrase to share with students that is unique to your school. Words like *Eagles* is not specific enough: try *RantoulEagles*
- **Helpful Hint:** The link that the students will need (www.ilaged.org/StudentRoster) is found at the top of this page

5. Share the link (www.ilaged.org/StudentRoster) & your Access Code with your students.

- **Helpful Hint:** Here is an editable directions sheet you can give your students during the first week of class to get this completed (Make sure to delete/edit the teacher's notes in red before printing)

6. Once students have completed their steps and submitted, you will need to go onto your Teacher Dashboard and approve the students. You will see a red number show up next to Student Enrollment.

- **Helpful Hint:** Before approving students, verify that they have a “Course Submitted” and that their Account Type is correct (FFA Member if you want them to show up on your roster, Ag Ed Only if they should not be on the roster. If affiliate chapter, make sure all students show FFA Member).
- **Helpful Hint:** Ensure you have no duplicate student entries.

AET accounts can no longer be automatically created. Therefore, you must “opt-in” for student accounts. You have two choices: You can **manually create a student account** in AET, or you can “pull” the student name and data through the National FFA system.

STEP 2:

FCAE and Illinois FFA recommend pulling student data from the National FFA system to ensure data consistency- but use the process that works best for you.

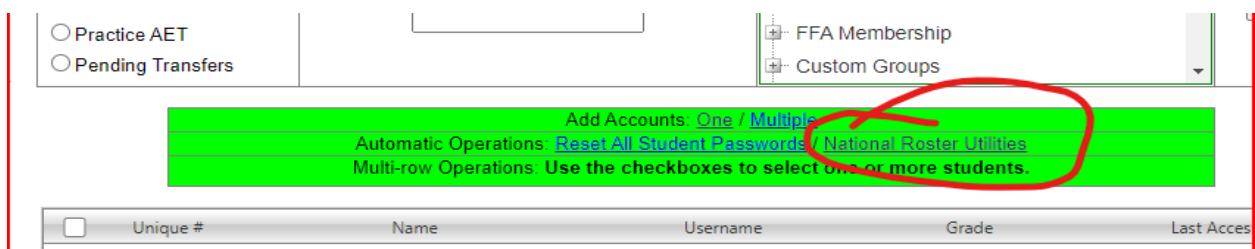
Recommended: create AET accounts from National FFA Data.

- **Helpful Hint:** This option cannot be completed until IL FFA Center has processed your membership submission- so it will not work immediately after creating ILAGEd student data. It will take a few days. You will know membership has been processed by looking in ILAGEd FFA Membership page- approved members will have an FFA ID listed next to their name.

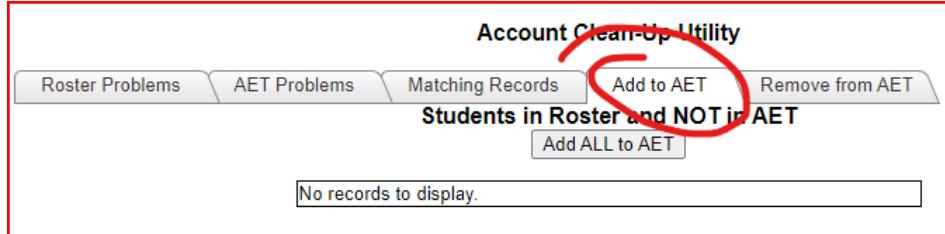
1. Login to www.TheAET.com. Choose Accounts, then choose Manage All Accounts.



2. In the bright green box, 2nd row, choose “National Roster Utilities”



3. Choose the “Add to AET” Tab.



4. While you’re here- check the other tabs to make sure you don’t have duplicate accounts. You can return to the “Accounts” tab at the top and now you can see the student accounts you just created.

OPTION 2: Manually create AET accounts.

1. Choose “Accounts” tab.
2. Choose Manage All Accounts.



3. In the bright green box, first row, choose “Add Accounts: One or Multiple”

A screenshot of the "Add Accounts" section. On the left, there is a "Active Status:" dropdown with "Active" selected. In the center, there is a "Last Name Starts With:" input field. On the right, there is a "Student Finder" sidebar with checkboxes for "All Students" (which is checked), "Grade Levels", "FFA Membership", and "Custom Groups". At the bottom, there is a green button labeled "Add Accounts One / Multiple" which is circled in red. Below the button, there is text: "Automatic Operations: [Reset All Student Passwords](#) / [National Roster Utilities](#)" and "Multi-row Operations: Use the checkboxes to select one or more students.".

4. To connect a student AET account that you created to a National FFA chapter ID follow instructions in the AET guide, “[Using the FFA ID Roster Look Up Tool](#)”

If you have any questions, please contact your FCAE Program Advisor. You can also find resources at: www.theaet.com/GettingStarted