

AerieHQ Teacher Quick Start Guide

AerieHQ school resource. Built for authorized school-managed instructional use.

Purpose

• This guide helps teachers start a class, import a roster, monitor student screens, and use classroom controls from a Windows or Mac browser.

Before class

- Open the AerieHQ teacher dashboard in Chrome.
- Confirm the class name or room code.
- Import or paste the class list using student name and school email.
- Confirm students are signed into managed Chromebooks with school Google accounts.

During class

- Start the class room.
- Check the screen grid for joined, waiting, offline, or missing students.
- Use Open Website to send students to an approved resource.
- Use Close Active Tab when a student is off-task.
- Use Focus Mode to keep the class on approved websites.
- Use Broadcast Message for whole-class reminders.
- Use Private Message for quiet correction or individual support.
- Watch Raise Hand alerts and respond to help requests.

End of class

- End the room/session.
- Confirm students sign out of shared Chromebooks.
- Report missing/offline device issues to school IT.

Note: Schools should review privacy, student notice, and data-processing documents with their internal leadership and legal counsel before broad deployment.