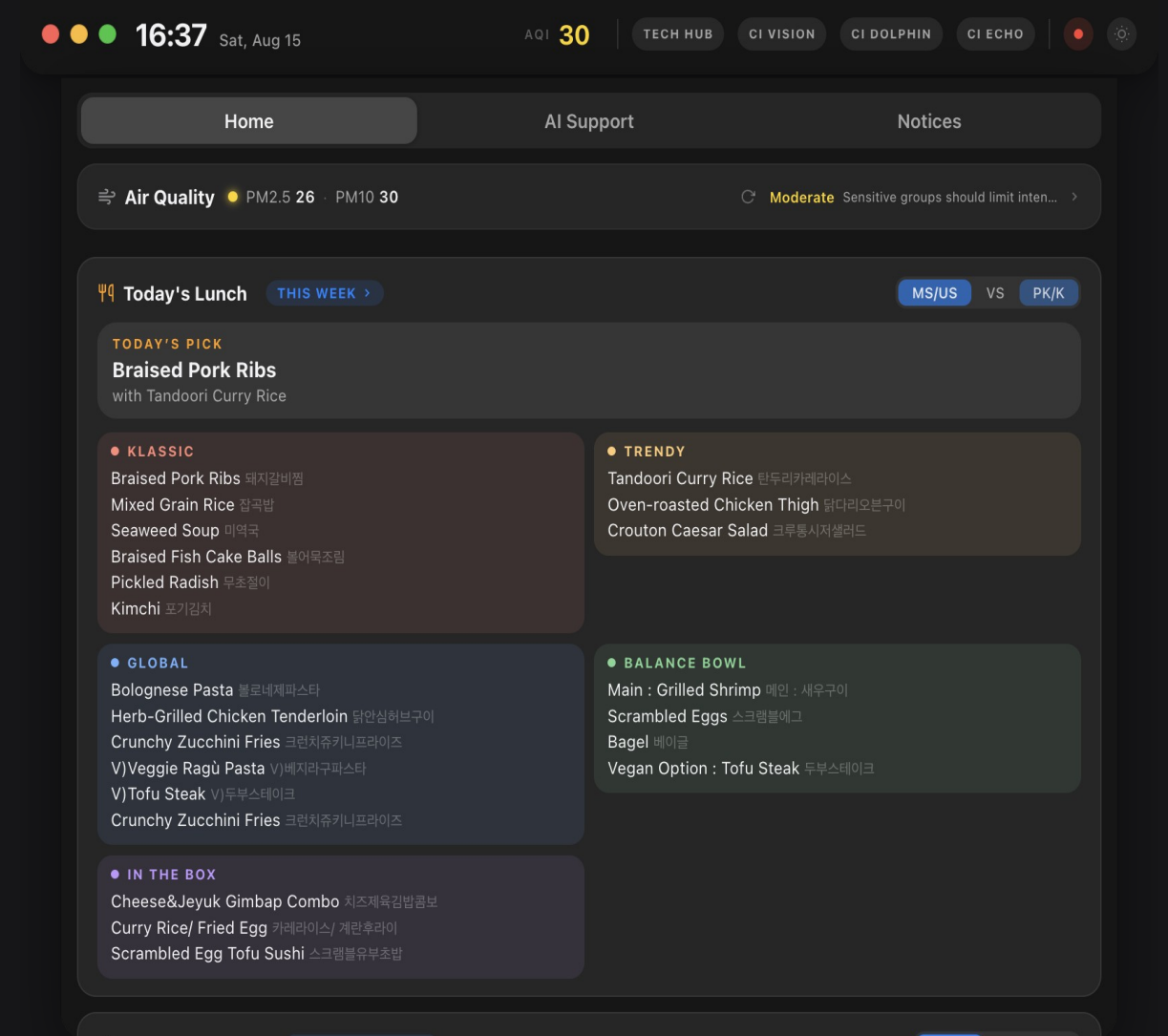


CI Hub

Teacher Guide

The menu-bar widget on every school MacBook: air quality, heat alerts, lunch, calendar, AI support and a direct line to the Tech Office — one click from the top of your screen.



Where is it? How do I open it?

CI Hub lives in your menu bar. It starts by itself when you log in.

1 Open

Click the CI Hub icon at the top-right of your screen (in the menu bar, next to Wi-Fi and the clock). The widget drops down from the top of the screen.

2 Close

Click anywhere outside the widget, or the red dot at its top-left. It hides — it does not quit.

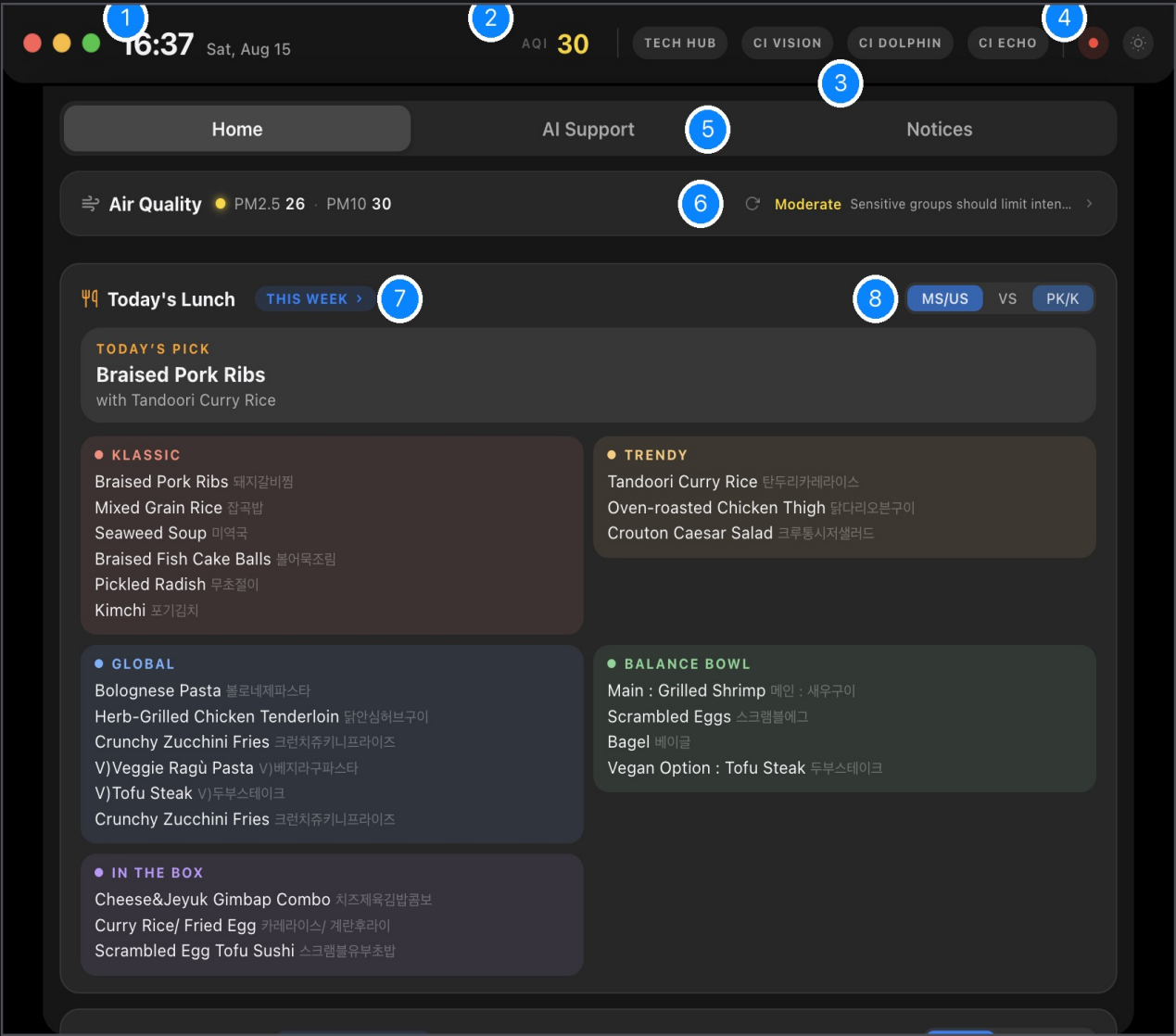
3 Resize & move

Drag any corner to resize. Green dot = fill the screen, yellow dot = back to the default size.

4 Quit?

You never need to. If you do quit it, it comes back on its own within about 30 seconds so the alerts and lunch always work.

Home — everything at a glance

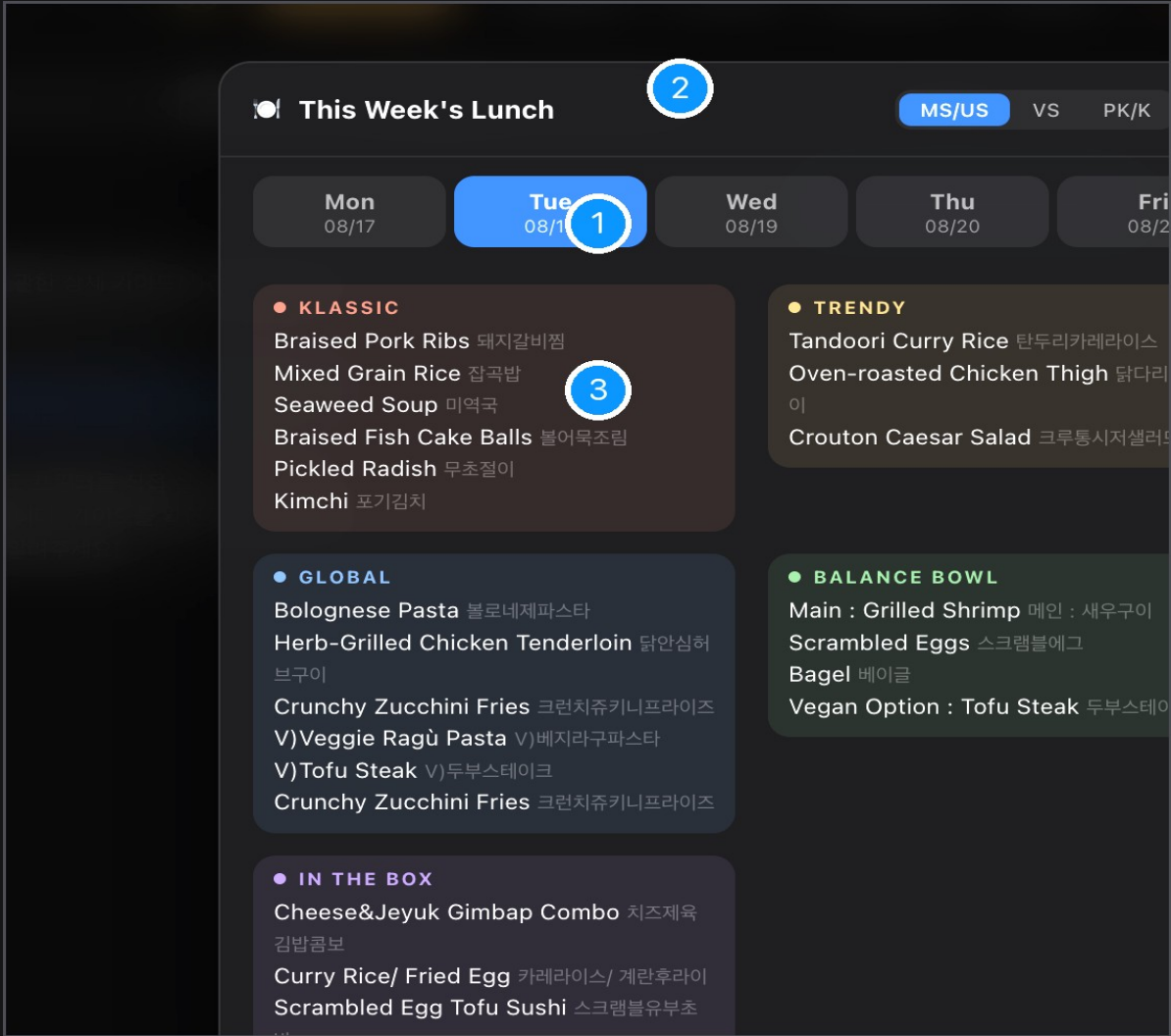


- 1 Window controls**
Red hides the widget · Yellow restores the default size · Green fills the screen.
- 2 Air quality now**
AQI for Songdo. Colour = level. Tap the Air Quality row below for details.
- 3 Quick links**
TECH HUB website · CI VISION · CI DOLPHIN app · CI ECHO live translation.
- 4 Light / dark**
Toggle the widget theme.
- 5 Tabs**
Home · AI Support · Notices.
- 6 Air Quality row**
PM2.5 / PM10 and today's activity guidance. Click › to open the full panel.
- 7 This Week**
Opens the whole week's lunch, day by day.
- 8 MS/US · VS · PK/K**
Pick your division — the lunch card remembers your choice.

Below the lunch card: School Calendar (today / tomorrow, from Veracross) and Request to Tech Office.

Today's Lunch

Menus come straight from the kitchen every week — no one has to type them in.



1

Day tabs

Mon–Fri of the current week. A day with no school simply says so.

2

Division

MS/US, VS or PK/K — each shows exactly what that cafeteria serves.

3

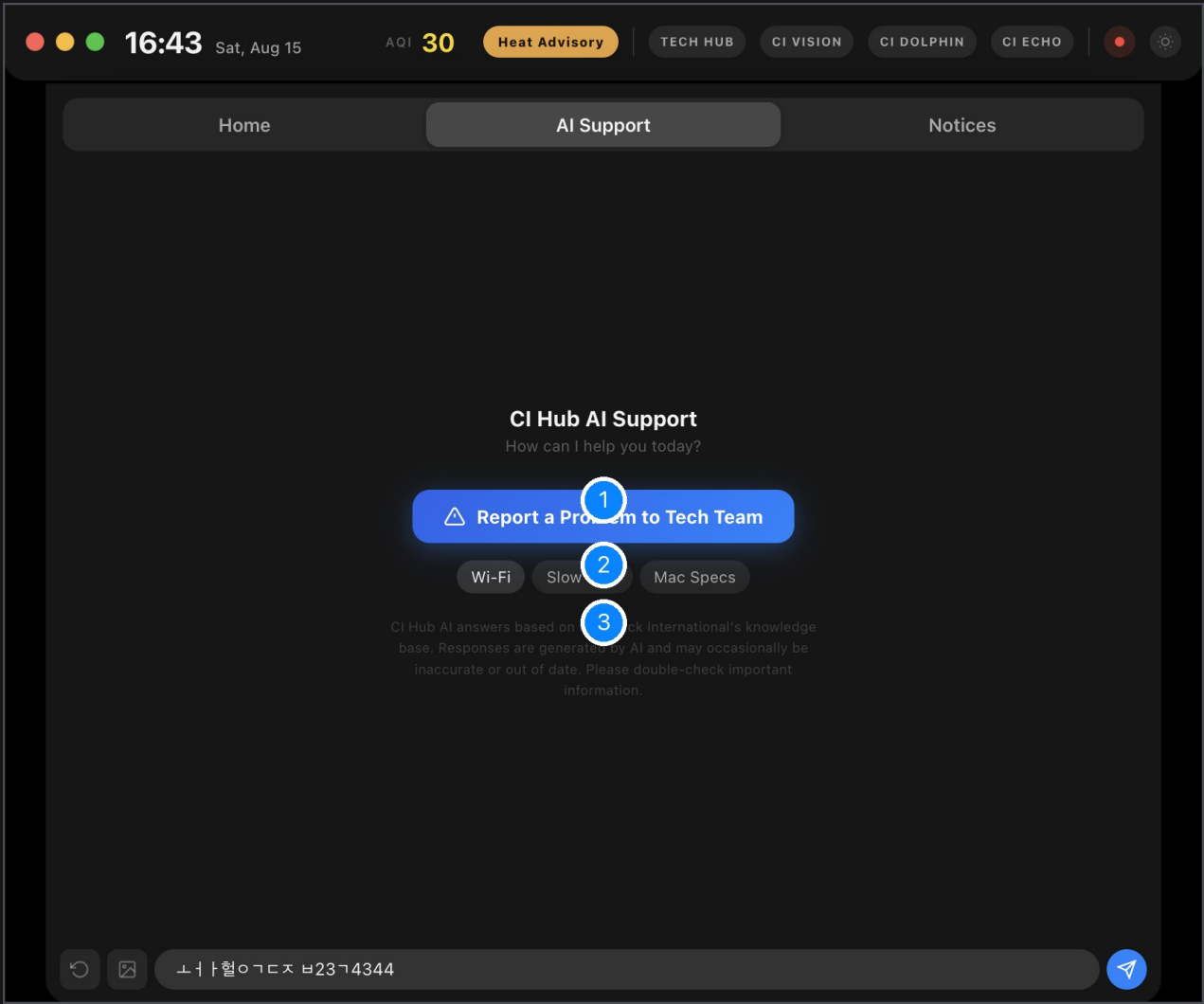
Stations

MS/US: Classic · Trendy · Global · Balance Bowl · In the Box, each in its own colour. Korean names sit next to the English.

On the Home tab, "Today's pick" shows the day's main dish with a small illustration.

AI Support — ask first, it's fast

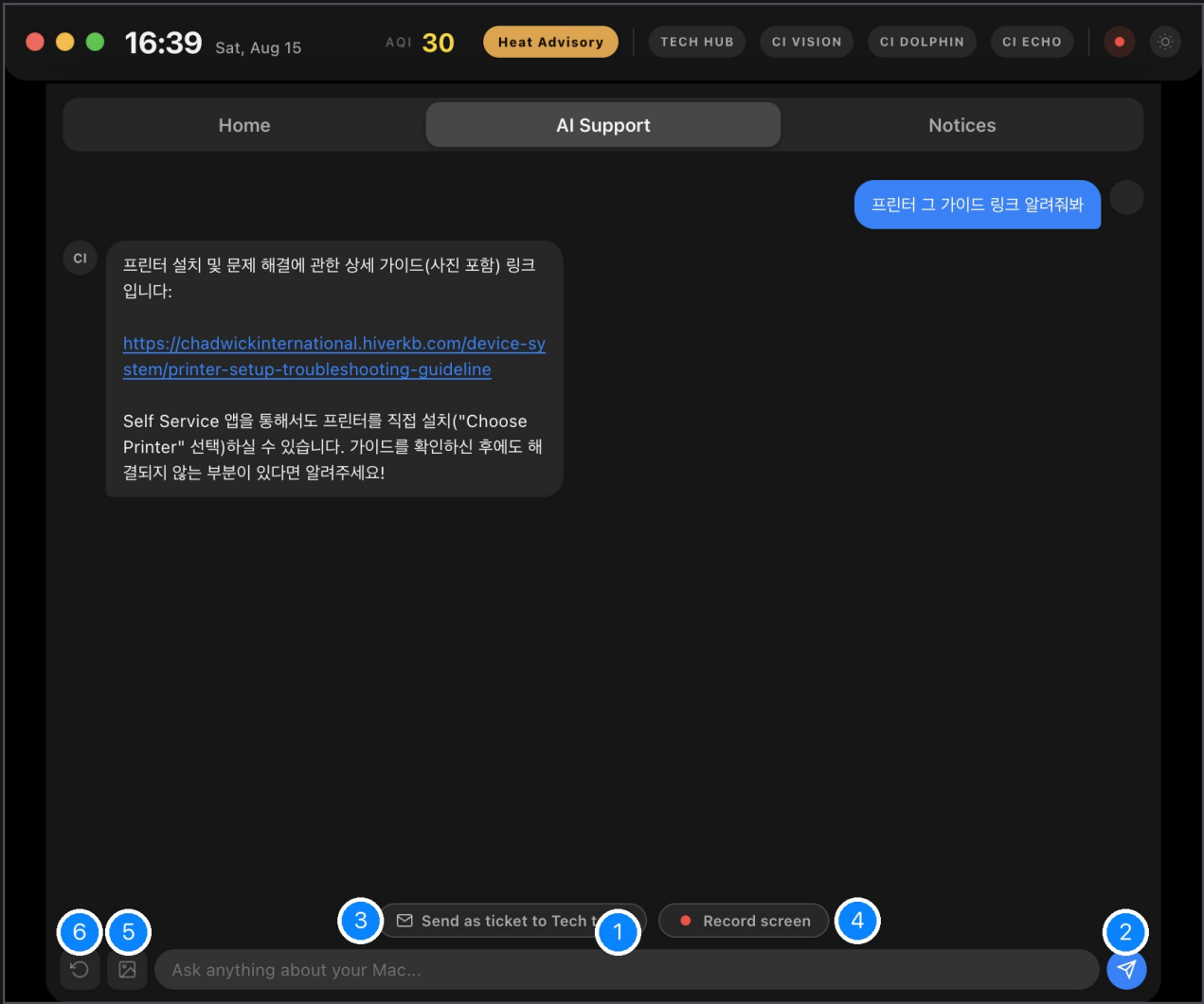
A school-specific assistant that knows our systems, printers, Wi-Fi, Veracross, Jamf and more.



- 1 Report a Problem to Tech Team**
One click opens a ticket to the Tech Office when you already know you need a person.
- 2 Quick questions**
Wi-Fi · Slow Mac · Mac Specs — tap to ask instantly.
- 3 Good to know**
The AI answers from Chadwick's knowledge base and can be wrong. Double-check anything important.

AI Support — the conversation

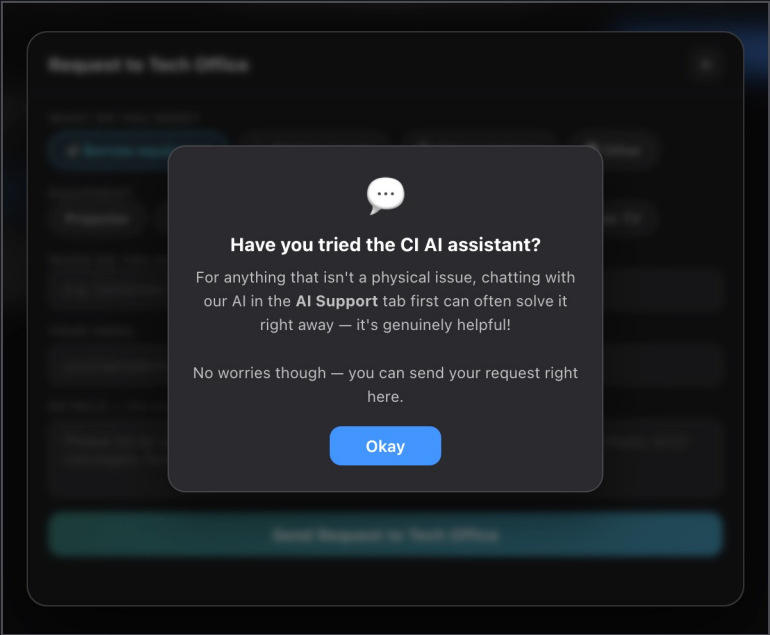
Type in Korean or English. It links you to the right guide, or walks you through the fix.



- 1 Ask anything about your Mac**
Printer setup, projector, passwords, software... plain language is fine.
- 2 Send**
Or press Return.
- 3 Send as ticket to Tech team**
Not solved? The whole conversation goes to us as a ticket — you don't retype anything.
- 4 Record screen**
Capture a short clip of the problem to attach.
- 5 Upload a photo**
Snap the error / the cable / the screen — the AI looks at it and finds the problem.
- 6 New chat**
Start fresh.

Request to Tech Office

Borrow equipment · report something broken · AV / room issues · anything else.



First, a gentle nudge: for anything that isn't physical, the AI usually solves it faster. Tap Okay to continue to the form.

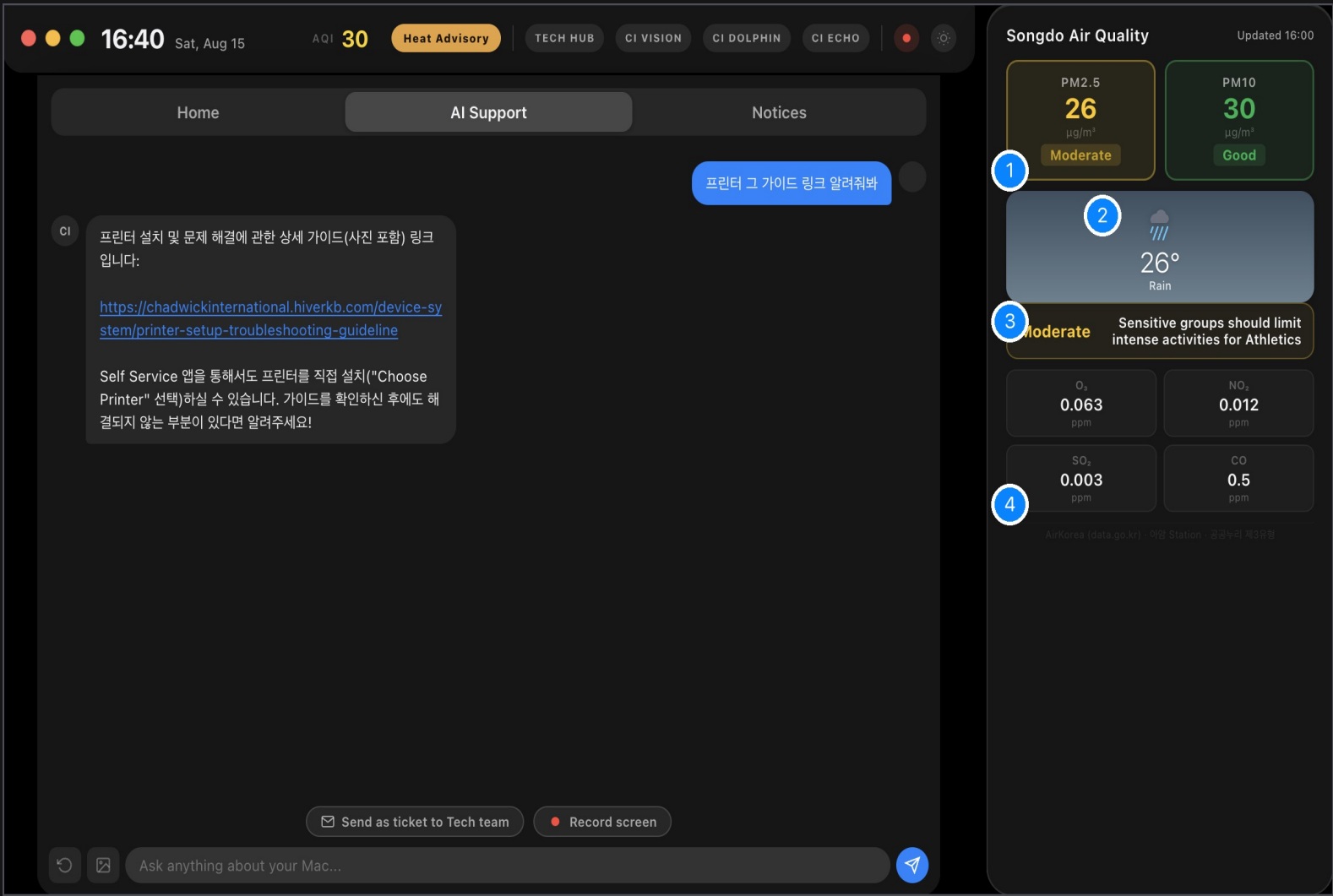
A screenshot of the 'Request to Tech Office' app showing the main request form. The form is titled 'Request to Tech Office' and has a close button (X) in the top right corner. It is divided into several sections: 1. 'WHAT DO YOU NEED?' with buttons for 'Borrow equipment', 'Broken / repair', 'AV / room issue', and 'Other'. 2. 'EQUIPMENT' with buttons for 'Projector', 'Laptop', 'iPad', 'Cable / Adapter', 'Monitor', and 'Apple TV'. 3. 'WHEN DO YOU NEED IT?' with a text input field containing 'e.g. tomorrow, 3rd perio'. 4. 'LOCATION / ROOM' with a text input field containing 'e.g. D-309'. 5. 'YOUR EMAIL' with a text input field containing 'yourname@chadwickschool.org'. 6. 'DETAILS' with a text input field containing 'Please be as specific as you can — what exactly is wrong or needed, model/type, error messages, how many, for which class...'. At the bottom is a large blue button labeled 'Send Request to Tech Office'. Numbered blue circles (1-7) are overlaid on the form to indicate the steps: 1 on 'WHAT DO YOU NEED?', 2 on 'EQUIPMENT', 3 on 'WHEN DO YOU NEED IT?', 4 on 'LOCATION / ROOM', 5 on 'YOUR EMAIL', 6 on 'DETAILS', and 7 on the 'Send Request to Tech Office' button.

Track your requests any time under Home → your open request card.
You can reply to us or withdraw a request from there.

- 1 What do you need?**
Borrow · Broken/repair · AV/room · Other
- 2 Equipment**
Projector, laptop, iPad, cable, monitor, Apple TV
- 3 When**
e.g. tomorrow, 3rd period
- 4 Room**
e.g. D-309
- 5 Your email**
So we can reply to you
- 6 Details**
The more specific, the faster we can help
- 7 Send**
You get a notification when we reply or when it's done

Air Quality panel

Click the Air Quality row (or the AQI badge at the top). A side panel opens next to the widget.



- PM2.5 · PM10**
Live from the AirKorea station nearest to campus (송도 · 아암). Colour = level.
- Weather**
Current conditions and temperature.
- Activity guidance**
What today's air means for outdoor time and Athletics.
- Gases**
 O_3 · NO_2 · SO_2 · CO for the curious.

Click the row again to close the panel.

Heat-wave alerts

When KMA issues a heat alert for Songdo, an orange/red pill appears at the top and a Heat bar on Home.

Alert Level 1Heat Wave Advisory · 폭염주의보

×

Apparent temperature of 33°C or higher expected for two or more consecutive days.

WHAT THIS MEANS AT SCHOOL

- The Health Office shares heat-safety reminders with faculty, staff, and MS/US students.
- Village School teachers review precautions with their students.
- Stay hydrated, limit prolonged sun exposure, and use shaded or air-conditioned spaces.
- Outdoor activities should include water and rest breaks at least every 20 minutes.
- Take extra care with younger students and anyone more vulnerable to heat.

Teachers, coaches, and activity leaders must also weigh activity intensity, access to water and shade, direct sun or turf, and the age and health of participants — and may stop an activity immediately if conditions become unsafe.

Heat-illness signs (cramps, unusual fatigue, headache, dizziness, nausea, confusion, fainting): stop, move to a cool area, refer to the Health Office. Confusion, collapse, seizure, or loss of consciousness is a medical emergency.

Source: Korea Meteorological Administration (기상청) — official government special weather report (기상특보) for Incheon · Yeonsu-gu. School actions from the Chadwick International Heat Wave Guidelines (Operations Leadership Team & Health Office, July 2026).

View live alerts at [weather.go.kr](#) · 기상청 특보 현황 보기

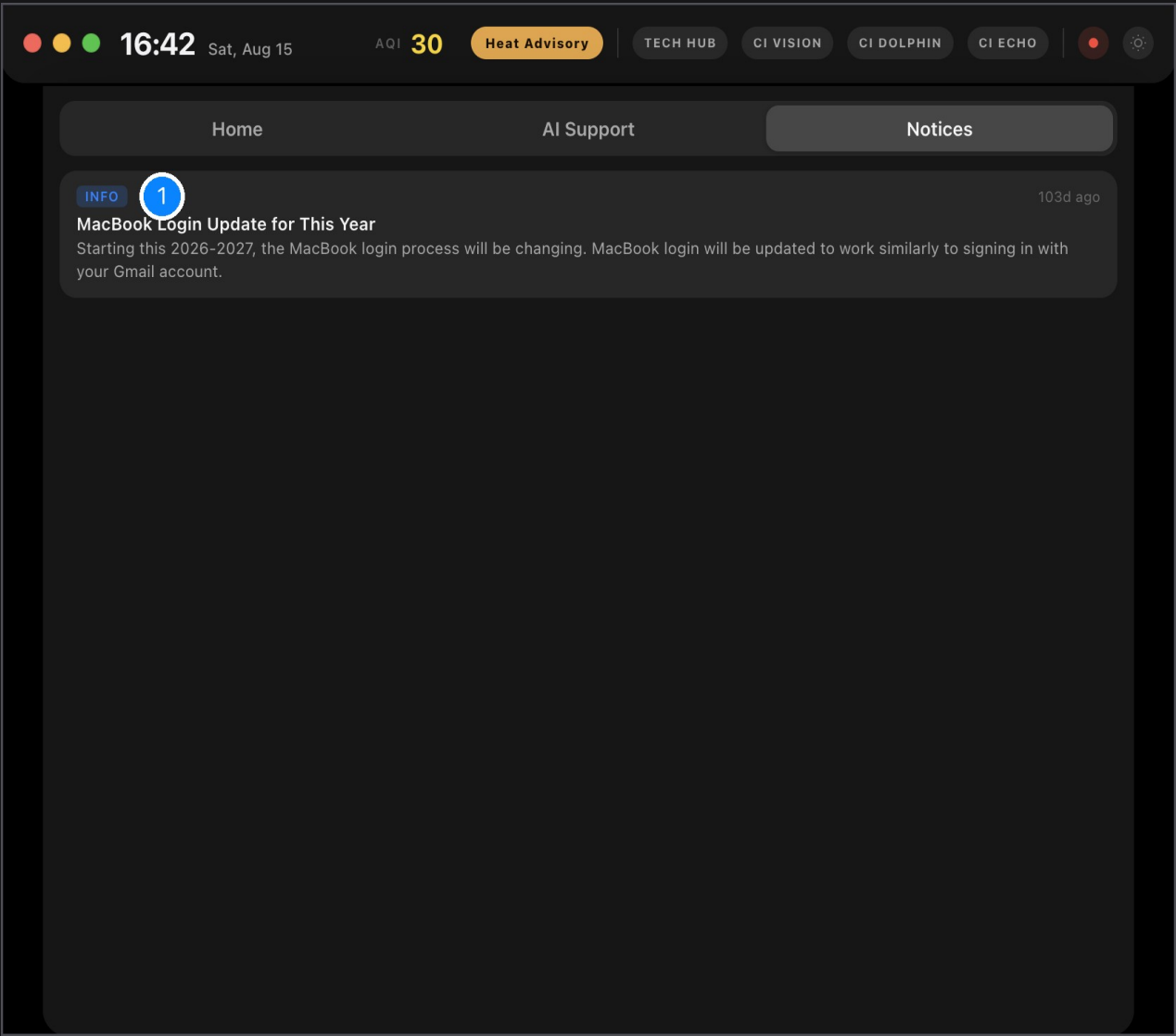
- 1

What you'll see
Advisory (yellow) · Warning (orange) · Severe (red). Click the pill or the Heat bar to open this card.
- 2

What to do
Chadwick's own heat guidelines for that level — recess, PE, hydration, who to contact.
- 3

Notifications
You get at most two a day (morning and early afternoon). Don't want them? The bell switch on the Heat bar mutes them on your Mac; the bar itself stays.

Notices & notifications



1

Notices tab

Announcements from the Tech Office — login changes, outages, new tools. Newest first.

You'll also get a normal macOS notification when: the Tech Office replies to your request · your request is confirmed or resolved · a heat alert is in force (max 2/day) · we send an urgent broadcast.

Quick answers

The widget disappeared from my menu bar

Wait 30 seconds — it restarts itself. Still gone? Open Launchpad → CI Hub, or ask us.

It shows "--" for air quality

The AirKorea feed is briefly down; it retries every 10 minutes on its own.

Can I turn off the heat notifications?

Yes — the bell switch on the Heat bar. It only affects your Mac.

Does it update itself?

Yes, silently. You never need to install anything.

Is my chat private?

The AI conversation stays on your Mac unless you choose "Send as ticket". Tickets go only to the Tech Office.

Something is wrong with the widget itself

AI Support → "Report a Problem", or email songdo-technology@chadwickschool.org.