ZEPHYR INTERIOR DESIGN ACADEMY

Hub guide: Academic Hub

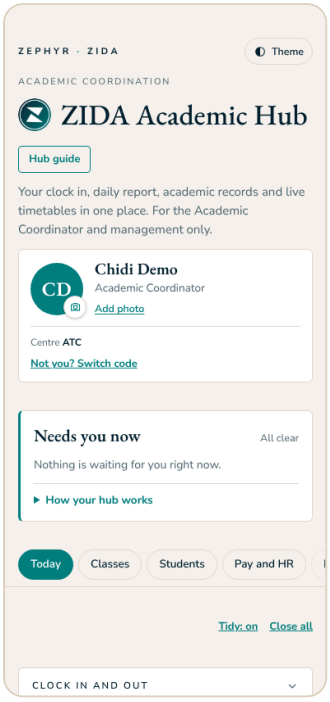
> Welcome to your Academic Hub. It brings your daily work into one place, so nothing depends on memory.
> This guide walks you through it, card by card. Keep it open the first few times.

Who this hub is for

Academic Hub is for the Academic Coordinator.

Opening and signing in

1. Open https://zida-team.netlify.app/academic/ on your phone or computer.
2. Enter your hub code once. Get your code from Operations privately; never share it or post it in a group.
3. The hub remembers your code on that device. On a phone, add it to your home screen: Share, then Add to Home Screen (iPhone) or the menu, then Install app (Android).
4. Tap Hub guide at the top of the hub at any time to come back to this guide.



The top of the Academic Hub on a phone: the tabs and Needs you now

Your routine

Every day

- Clock in when you arrive.
- Check Classes and delivery, Schedule changes and Student Requests.
- Send your Daily Report by 5pm.

Each week

- Follow up supervisors, logbooks, external facilitator sessions and site visit reports.

On Friday

- Confirm the week's classes were delivered and send the summary.

Your hub, section by section

The sections in the order you see them. Some sit under tabs at the top: tap a tab to switch.

Finding your way: tap a tab to switch. Close all at the top of a tab closes every card in it (Open all opens them). With Tidy on, opening one card closes the others; it is on by default on a phone and you can switch it on or off. Cards with something waiting open by themselves.

Tab: Today

Clock in and out

Records when you arrive and leave, with your fingerprint or face check.

1. Tap Clock in when you arrive.
2. Allow location so the hub knows you are at the centre.
3. Tap Clock out when you leave.

Today's tasks

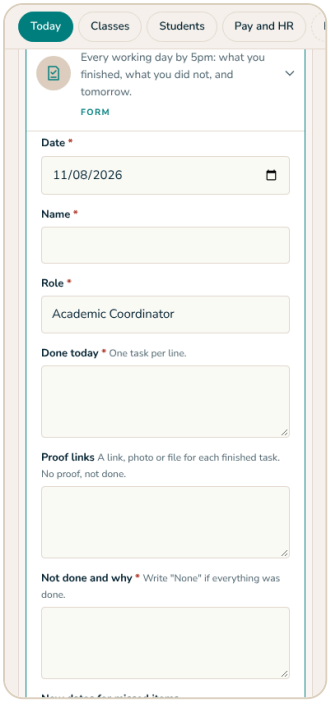
Your tasks for today: standing duties, tasks from the Managing Director and class tasks.

1. Do each task.
2. Tick it when it is done; add a note or link if asked.
3. Unticked tasks become overdue after their time.

Every day

The forms you use every day.

1. Tap the form you need to open it.
2. Fill in each field. For proof, paste a Google Drive or social media link: files cannot be uploaded.
3. Tap Submit. You see "Sent today" on the form.



A form opened on the Academic Hub: fill in each field, paste links, then Submit

Requests from reports

Requests you added to your reports, and their answers.

1. Add a request at the end of any report.
2. The answer shows here, and you are emailed.

Reviews of your reports

The Managing Director's review of each report.

1. Good: nothing to do. A note may be added for you.
2. Needs action: do what is asked, write what you did and tap Done.

Tab: Classes

Classes and delivery

Classes on the timetable and whether each was delivered and logged.

1. Check it each evening.
2. Follow up any class not delivered or not logged.

Schedule changes

Requests to move a class, arrange cover or cancel.

1. The Academic Coordinator approves or declines each request.
2. Everyone affected is emailed.

Timetables

Academic records, timetables, applications and supervision.

1. Open the card and work through each line.

Class assignments

Academic records, timetables, applications and supervision.

1. Open the card and work through each line.

External facilitators

The register of external facilitators on an MOU.

1. Add or update a facilitator with modules, dates and fee.
2. Fees and MOU changes go to the Managing Director for approval.

External facilitator sessions

One card per class taught by an external facilitator: the moderator's review, student responses and the thank-you email.

1. Check each card after the class.
2. Tap Remind if a moderator review is missing.
3. Tap Send now if a thank-you did not go out. Edit the thank-you text at the bottom.

External facilitator fees

The fees for external facilitators, from the External Facilitators register. Per session means a teaching block (often 2 or more class days), paid once after its last class.

1. Open a facilitator to see Paid so far, the sessions ("Session 2 of 3 this MOU year") and each fee line.
2. When the last class of a session is delivered (clock in or Mark delivered) the fee becomes Due by itself. If the session ended without that, tap Session complete.
3. Mark any session paid before the hub as Already paid, with the date and a note.
4. Tick Bank details on file with Finance: Yes after you send the MOU bank page to Finance. Never type account numbers.
5. Other fees (with amount and reason) go to the Managing Director first. A session beyond the number a year in the MOU also waits for the Managing Director.

Site visits and site rota

The site rota and site visits.

1. Check whose month it is.
2. Record each visit and its date.

Site visit reports

A summary per site visit: students who attended, reports submitted and graded, and the average.

1. Check it after each visit.
2. Follow up a visit with reports waiting more than 7 days.

Tab: Students

Diploma applications

Academic records, timetables, applications and supervision.

1. Open the card and work through each line.

Project supervision, all supervisors

Academic records, timetables, applications and supervision.

1. Open the card and work through each line.

Students waiting for a supervisor

Academic records, timetables, applications and supervision.

1. Open the card and work through each line.

Logbooks this week

This week's logbooks and the students who must send them.

1. Check who has sent.
2. Call or message the rest from the card.
3. Send the weekly report to the Academic Coordinator.

Academic records

Academic records, timetables, applications and supervision.

1. Open the card and work through each line.

Student Requests

Requests students send from their hub.

1. Open each request and act on it by its due date.
2. Mark it done: the student is told automatically.

Fees holds

Students, their invoices and payments, and anyone late or on hold.

1. Search for a student to see their invoices.
2. Record payments against the right invoice.

Student feedback

What students say about fees, facilitators and the hub.

1. Read it weekly.
2. Act on anything that needs a follow-up.

Student of the Month and awards

Student of the Month and awards.

1. The Academic Coordinator confirms the shortlist.
2. The Media and Visibility Lead posts it and marks it Posted.

Tab: Pay and HR

Request a payment

Ask for money ZIDA needs to pay. The Managing Director approves before anything is paid.

1. Open the form and say what it is for, how much and who is paid.
2. Paste a link to the quote or invoice.
3. Tap Submit. You are told when it is approved and paid.

HR

Leave, appraisal, your records and the staff policies.

1. Open the HR Hub to ask for leave or report an absence.
2. Read the policies when you need them.

Reports, requests and links

- Daily Report: what you finished (one task per line), proof links, what you did not finish and why, and tomorrow's plan.
- Requests: add a request at the end of any report: an approval, an item, money or help. The answer comes back on your hub.
- Links: paste a Google Drive or social media link. Files cannot be uploaded here.

Clock in and out

1. Tap Clock in when you arrive, and allow your fingerprint or face check and your location.
2. Tap Clock out when you leave.
3. Forgot? Tell Operations the same day so your record can be corrected.

What happens after you submit

- Your report goes to your line manager and the Managing Director. You see "Sent today" on the form.
- Payment requests go to the Managing Director first, then Finance pays and records the proof.
- Reviews, decisions and answers come back to your hub, and by email when there is something to read or do.

Questions

I see "Slow connection, still saving..."

Wait: it is still saving. Do not tap Submit again. If it fails, you see a message and can try once more.

I forgot to clock out

Tell Operations the same day so your record can be corrected.

Someone else's name shows at the top

Tap Not you? Switch code under the name, then enter your own code. Each hub keeps its own code on your device.

I made a mistake in something I sent

Send it again with the correction and say so in the notes, or tell your line manager. Nothing is lost.

Feedback on this guide

Reply to the Monday email with anything unclear or missing. Your feedback shapes the next version.