

# Duke Fuqua School of Business

## IT Platforms and Communications Guide

### Most Commonly Used Platforms at Fuqua: A Snapshot

#### FuquaWorld

A central hub for the Fuqua community: Get connected to other Fuqua and Duke platforms and access Fuqua-specific resources.

#### Canvas

Course platform: Access syllabi, readings, assignments, due dates, etc. for your Fuqua classes.

#### DukeHub

Student Information platform: Register for classes, view academic record, request transcripts, view bursar info and financial aid.

#### GTS

Career platform: Manage your career search.

#### Fuqua411

Info Aggregator: Policies, resources, and guides for getting stuff done at Fuqua (events, reimbursements, travel, etc.).

#### OrgSync

Clubs platform: Get involved with the MBAA and clubs, plus view a calendar of extracurricular events and programming.

Note: You'll access these platforms by logging in with your Duke NetID and password.

### Most Commonly Used Platforms at Fuqua: Details

#### Administrative Platforms

##### FuquaWorld

What is it? A secured intranet and central hub of information for Fuqua students, staff, and faculty.  
What do I use it for? Get connected to other Duke or Fuqua platforms (DukeHub, OrgSync, Canvas, GTS, etc.), access various Fuqua resources (name tent template, Fox center menu, course evaluations, concentration info, academic calendar, etc.), and search the student/faculty/staff directory.  
How often should I log in? As needed. If you're not sure where to look for something, search FuquaWorld first.

URL: [Fuquaworld.duke.edu](http://Fuquaworld.duke.edu)

## DukeHub

What is it? Duke-wide Student Information System containing official academic record information.

What do I use it for? Register for courses, view your academic history/record, monitor bursar account activity, request an official transcript, and make address or personal information updates.

How often should I log in? As needed, but check bursar info monthly to make sure your account is current and all bills are paid. You will receive an email alert when you have a bursar bill.

URL: [dukehub.duke.edu](http://dukehub.duke.edu)

## Academic Platforms

### Canvas

What is it? Learning Management System (LMS). Each Fuqua course will have a dedicated Canvas site.

What do I use it for? View Fuqua course syllabi, readings, assignments, due dates, etc. Professors will also use Canvas to send announcements about class. Note: Canvas also hosts your Incoming Student Website (ISW)!

How often should I log in? Daily to ensure you are aware of current course information and are prepared for each class. Note: you will be notified via email when professors post a Canvas announcement.

URL: [Fuqua.instructure.com](http://Fuqua.instructure.com)

## Career Platforms

### GTS

What is it? Fuqua's recruiting portal. GTS supports the career search by facilitating connections between students and prospective employers.

What do I use it for? Schedule career coaching appointments, sign up for employer presentations, view and apply to job postings, and manage campus interview schedules.

How often should I log in? Daily, especially during recruiting season to ensure you don't miss application deadlines. Note: access to GTS for incoming students will be granted during Global Institute.

URL: access via FuquaWorld at [Fuquaworld.duke.edu](http://Fuquaworld.duke.edu)

## Student Life Platforms

### OrgSync

What is it? Club and extracurricular communication platform.

What do I use it for? View and join clubs and organizations (plus select Fuqua Administrative offices like OSL!), view a calendar of extracurricular events and programming, sign up to receive club newsletters, and RSVP for events.

How often should I log in? Daily. OrgSync should be your first stop to learn about student clubs/organizations and upcoming events.

URL: [clubs.fuqua.duke.edu](http://clubs.fuqua.duke.edu)

## The Kitchen Sink

## Fuqua411

What is it? One website aggregating resources and answers to common student questions.

What do I use it for? Learn how to get stuff done at Fuqua. The Fuqua411 contains everything from key academic policies, to how to get reimbursed for club expenses, to how to plan a big or small student event, to wellness resources. The Fuqua411 is useful for all students, but particularly helpful for club leaders or students planning events.

How often should I log in? As needed. If you have a question about a Fuqua policy or best practice, check the Fuqua411 first.

URL: [Fuqua411.com](http://Fuqua411.com)

## Overview of Email Communications

### Administrative Emails

#### Team Fuqua Flash

Who sends it? Fuqua Development and Alumni Relations (DAR)

What's included? News, events, engagement opportunities, and thought leadership; the content is primarily developed for alumni.

When is it sent? Once a month.

Importance: Medium

#### Fuqua Insights

Who sends it? Fuqua Public Relations Team

What's included? The latest Fuqua news, press clippings, thought pieces, faculty and events.

When is it sent? Every other month.

Importance: Medium

#### MBA Digest

Who sends it? Fuqua Administration

What's included? Critical information pertaining to administration-led initiatives including class registration, parking, IT, major on-campus events, etc.

When is it sent? Tuesdays and Thursdays each week.

Importance: Critical

### Career Emails

#### CMC Digest

Who sends it? Career Management Center (CMC)

What's included? A compilation of announcements related to recruitment opportunities, deadlines and deliverables, as well as CMC workshops and curriculum.

When is it sent? Daily by default. Can opt-out.

Importance: Critical

## Student Life Emails

### Club Newsletters

Who sends it? Student leaders of clubs

What's included? Club-specific events and news updates, typically sent to members of the club in OrgSync.

When is it sent? Generally once a week, but varies by club.

Importance: Opt-in

### GPSC News

Who sends it? Graduate and Professional Student Council (GPSC)

What's included? Compilation of updates and events organized around Durham by and for all Graduate and Professional students across Duke.

When is it sent? Mondays each week.

Importance: Medium

### Fuqua This Week (FTW)

Who sends it? MBA Association (MBAA)

What's included? Overview of upcoming student-led initiatives and events, news about major Fuqua happenings, and classmates' achievements (be sure you join the MBAA portal on OrgSync to receive the FST!).

When is it sent? Sunday evenings each week.

Importance: Critical

### Section Newsletters

Who sends it? Section leaders

What's included? Section-specific events and news updates, sent only to FY sections.

When is it sent? Sundays or Mondays each week, but varies by section.

Importance: Critical

## Communications: A Sample Week

Read Email Communications and log into Platforms on a weekly basis according to the schedule below.

### Sunday

Email Communications: Fuqua This Week, Club (will vary by club), CMC Digest

Platforms: Canvas, GTS, OrgSync

### Monday

Email Communications: GPSC News, Section (FYs only, will vary by section), CMC Digest

Platforms: Canvas, GTS, OrgSync

### Tuesday

Email Communications: MBA Digest, CMC Digest  
Platforms: Canvas, GTS, OrgSync

Wednesday

Email Communications: CMC Digest  
Platforms: Canvas, GTS, OrgSync

Thursday

Email Communications: MBA Digest, CMC Digest  
Platforms: Canvas, GTS, OrgSync

Friday

Email Communications: CMC Digest  
Platforms: Canvas, GTS, OrgSync

Note: Log in to each platform every day, especially in the Fall and Spring 2 terms.

Questions? Reach out to your MBAA Communications Rep: Hal Melia, MBAA VP Communications,  
[hal.melia@duke.edu](mailto:hal.melia@duke.edu)

### Bonus: Other IT Platforms and Resources

*Other platforms or resources you have access to as a Fuqua student*

#### Cisco Webex Team

URL: <https://www.webex.com/downloads.html>

What can I do with it? Create a team space, chat, collaborate on projects, share screens, etc.

How do I log in? Login using your NetID@duke.edu email and password.

#### ePrint

URL: <https://it.fuqua.duke.edu/printing.htm>

What can I do with it? Print from your own computer to print stations distributed throughout Fuqua. Printing at Fuqua is not free, but Fuqua awards a \$50 quote per 6 month period directly on your FLEX account (e.g. on your DukeCard).

How do I log in? NetID

#### Facebook

URL: <https://www.facebook.com>

What can I do with it? Each Fuqua class has a private Facebook group. Join this group to stay connected to your peers and learn about social events that are not MBAA or club sponsored. Note: the Daytime 2020 group requires a password to join – “Team Fuqua 2020”.

How do I log in? Usual Facebook login

#### Ford Library Databases

URL: <https://library.fuqua.duke.edu/databases/subjects.htm>

What can I do with it? Access articles and journals of all of Ford Library's Business Databases, including Bloomberg Professional.

How do I log in? Log in not required on Fuqua's WiFi

#### Sites@Duke

URL: <https://sites.duke.edu/>

What can I do with it? Create Duke WordPress websites for personal, team, conference, club or other uses.

How do I log in? NetID

#### Qualtrics

URL: <https://it.fuqua.duke.edu/survey.htm>

What can I do with it? Create web-based surveys with robust reporting features. Hint: you can also make great surveys using OrgSync!

How do I log in? NetID

#### WebEx

URL: <https://webex.duke.edu/>

What can I do with it? Set up web-based conference calls with screen sharing capabilities.

How do I log in? NetID