

Technology and Communications Guide 2021

Slide 1: Tech at Fuqua

Your guide to technology and communications at Fuqua. Read on to understand the most commonly used web platforms, mobile apps, and communications or emails at Fuqua.

Inside this guide:

- Key web platforms
- Duke and Fuqua Mobile Apps
- Communications and Emails
- Bonus Tech Tools and Resources

Need help with Duke email, WiFi, ePrint, or computer software?

Visit the [Technical Support Center \(TSC\) website](#), email help@fuqua.duke.edu or visit their office in Keller Center West.

Slide 2: Key Web Platforms Title Slide

Slide 3: Most Common Fuqua Platforms: A Snapshot

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.

Fuqua411

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

CareerBridge

Career platform: Manage your career search.

FuquaConnect

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

Fuquaworld

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

Slack

Communications platform: The virtual Fox Center. Stay connected to classmates and in the know on the latest student events and programming.

Slide 4: Most Common Fuqua Platforms: Details

FuquaWorld (Administrative)

What is it?

A secured intranet and central hub of information for Fuqua students, staff, & faculty.

What do I use it for?

Get connected to other Duke or Fuqua platforms (DukeHub, FuquaConnect, Canvas, CareerBridge, 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.

Do I login in NetID?

Yes.

How often should I login?

As needed. If you're not sure where to look for something, search FuquaWorld first.

DukeHub (Administrative)

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, check most up-to-date course schedule, monitor bursar account activity, request an official transcript, and make address or personal information updates.

Do I login in NetID?

Yes.

How often should I login?

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.

Canvas (Academic)

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)!

Do I login in NetID?

Yes.

How often should I login?

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.

Fuqua CareerBridge (Career)

What is it?

Fuqua's recruiting portal. CareerBridge 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.

Do I login in NetID?

Yes.

How often should I login?

Daily, especially during recruiting season to ensure you don't miss application deadlines. *Note: Access to CareerBridge for incoming students will be granted during Summer Term.*

Slide 5: Most Common Fuqua Platforms: Details Continued

FuquaConnect (Student Life)

What is it?

A secured intranet and central hub of information for Fuqua student **Club and extracurricular** events and 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.

Do I login in NetID?

Yes.

How often should I login?

Daily. FuquaConnect should be your first stop to learn about student clubs/organizations and upcoming events.

Slack (Student Life)

What is it?

A communication platform that facilitates topic-based instant messaging and file sharing.

What do I use it for?

Slack is Fuqua's student-run workspace and communication platform. A space for both FYs and SYs to connect and build community, Slack acts as Fuqua students' virtual Fox center and supplements the student or club-related communications sent via email or through FuquaConnect. Join Slack to connect with classmates, communicate with clubs, and view class-wide communications.

Do I login in NetID?

No, but you must create an account using your Duke.edu email address.

How often should I login?

Daily to ensure you connect with your classmates and stay on top of important club, event, and class-wide communications. *Note: members of the Class of 2023 will be invited to join Fuqua's official Slack the week before Orientation.*

Fuqua 411(Miscellaneous) Answers many of the most common questions students have!

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 order Fuqua-branded swag for your club or student organization, 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.

Do I login in NetID?

No.

How often should I login?

As needed. If you have a question about a Fuqua policy or best practice, check the Fuqua411 first.

Slide 6: Duke and Fuqua Mobile Apps Title Slide

Slide 7: Duke and Fuqua Mobile Apps

Application: Canvas

Why download?

Review your ISW (including Orientation information!) and Fuqua course materials anywhere!

To download:

Search “Canvas” in the app store (full app name is “Canvas Student”). Once you open the app, search “Fuqua”* when prompted to enter your institution, login with your Duke NetID and password, and click “Authorize” to allow the Canvas app to access your Fuqua courses.

*if Fuqua doesn’t appear when you search only “Fuqua”, try searching “Fuqua.Instructure.Com”.

Application: CORQ

Why download?

View FuquaConnect clubs and organizations, browse the extracurricular calendar, RSVP to events, and add event details directly to your calendar.

To download:

Search “CORQ” in the app store. Once you download the app, you will need to select “FuquaConnect” as your campus when prompted and login with your Duke NetID and password.

Application: Duke Mobile

Why download?

The DukeMobile app is your connection point to many Duke University resources and information, like news, the Duke campus map, and Duke Athletics.

To download:

Search “DukeMobile” in the app store.

Application: Transloc

Why download?

If you plan on using the Duke Transportation System to get around campus, TransLoc is your resource for up-to-date bus route information and timing.

To download:

Search “TransLoc Rider”. Under “Settings” (the gear icon in the top right), select the Duke University transit system.

Application: LiveSafe

Why download?

The LiveSafe app helps the Duke University Police Department (DUPD) maintain a safe campus community. The app facilitates real-time, two-way communication between members of the Duke Community and DUPD, allowing users to receive emergency alert notifications and share anonymous tips with campus police.

To download:

Search “LiveSafe” in the app store. Create your profile and select Duke University.

Application: Transloc

Why download?

Duke University Libraries and the Ford Library at Fuqua have partnered with OverDrive to offer downloadable eBooks and audiobooks that you can enjoy on all major devices.

To download:

Search “OverDrive” in the app store. You don’t need to create an account; when you first download the app, you can simply click “Continue” and then select the Duke University library system.

Slide 8: Duke and Fuqua Mobile Apps Continued

Application: Microsoft Outlook

Why download?

The Microsoft Outlook app is the Duke’s Office of Information Technology (OIT) recommended platform for accessing your Duke Email account on your mobile device. You can also use the built-in mail app on your iPhone or Android device, but the OWA app is not supported for use with Duke email.

To download:

Search “Microsoft Outlook” in the app store. Enter your NetID@duke.edu email address and click “Open Authenticator”. Enter NetID@duke.edu as your username, your NetID password, and authenticate via Multi-factor authentication. *Additional instructions available [here](#).*

Application: Duo Mobile

Why download?

The Duo Mobile is Duke’s system for multi-factor authentication (MFA). MFA is required to login to most Duke services that use your NetID and password.

To download:

Search “Duo Mobile” in the app store. *Additional instructions available [here](#).*

Application: Solstice

Why download?

The Solstice App allows you to connect via AirPlay your Apple device to the monitors in Fuqua’s team rooms and team room space on the 2nd floor (near the library).

To download:

Search “Solstice” in the app store and download “Mersive Solstice App”. Follow prompts on monitors in team rooms to connect device.

Application: Mobile Ordering

Why download?

Beat the lunch rush and order a set menu of options from the Fox Center café.

To download:

Search “Transact Mobile Ordering” and select “Fuqua School of Business” as your campus. Login with your NetID and password. *Note: you will need to add a credit card under payment methods in order to take advantage of mobile ordering.*

Application: Slack

Why download?

Stay connected with the Fuqua community across channels and direct messages, all while on the go.

To download:

Search “Slack” in the app store. Once you open the app, hit “Sign In” and then “Email me with a magic link”. Enter your Duke email address and follow the instructions.

Application: SymMon

Why download?

Fuqua students, staff, and faculty must report their symptoms in Duke’s Symptom Monitoring app (SymMon) in order to activate their DukeCard for campus access.

To download:

Search “SymMon” in the app store. You will be prompted to login with your NetID and password. *Additional instructions for downloading and using the app available [here](#).*

Slide 9: Communications and Emails Title Slide

Slide 10: Communications: A Snapshot of a Sample Week

Email Communications

Sunday

- FTW (Fuqua This Week) (student life)
- Club (will vary by club) (student life)

Monday

- GPSG (student life)
- Section (First Years only, will vary by section) (student life)

Wednesday

- MBA Digest (administrative)

All Week

- CMC Digest (career)

Platforms

All Week

- Canvas (academics)
- Fuqua CareerBridge (career)
- FuquaConnect (student life)
- Slack (student life)
- Note: Log into each platform every day, especially in the Fall and Spring 2 terms.

Slide 11: Overview of Email Communications

Team Fuqua Flash (Administrative)

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 (Administrative)

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 (Administrative)

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?

Wednesdays each week

Importance

Critical

CMC Digest (Career)

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

Club Newsletters (Student Life)

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

GPSG News (Student Life)

Who sends it?

Graduate and Professional Student Government (GPSG)

What's included?

Compilation of updates and events organized around Durham by and for all Duke Graduate and Professional students.

When is it sent?

Mondays each week

Importance

Medium

Fuqua This Week (FTW) (Student Life)

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.

When is it sent?

Sunday each week

Importance

Critical

Section Newsletters (Student Life)

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

Slide 12: Bonus Tech Tools and Resources Title Slide

Slide 13: Bonus: Other IT Platforms and Resources

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

Platform/Resource: Microsoft Teams

Link: <https://oit.duke.edu/help/articles/office-365-get-started-using-microsoft-teams>

What can I do with it?

Linked from FuquaWorld, you can use Teams to create a team space, chat, collaborate on projects, share screens, etc.

How do I login?

Login using your NetID@duke.edu email and Password

Platform/Resource: ePrint

Link: <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 quota per 6 month period directly on your FLEX account (e.g. on your DukeCard).

How do I login?

NetID

Platform/Resource: Facebook

Link: <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: these are password protected, so simply enter your program and year, e.g. "Daytime 2023"*)

How do I login?

Usual Facebook login

Platform/Resource: Ford Library Databases

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

What can I do with it?

Access articles and journals on all of Ford Library's Business Databases, including Bloomberg Professional.

How do I login?

Not required on Fuqua's WiFi

Platform/Resource: Sites@Duke

Link: <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 login?

NetID

Platform/Resource: Qualtrics

Link: <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 FuquaConnect!*

How do I login?

NetID

Platform/Resource: Zoom

Link: <https://duke.zoom.us/>

What can I do with it?

Duke's preferred video conferencing and online meeting tool. All members of the Duke community have access to a pro Zoom account. For any virtual or hybrid events in academic year 2021-22, Zoom will be the primary tool.

How do I login?

NetID