

TECH @ 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.

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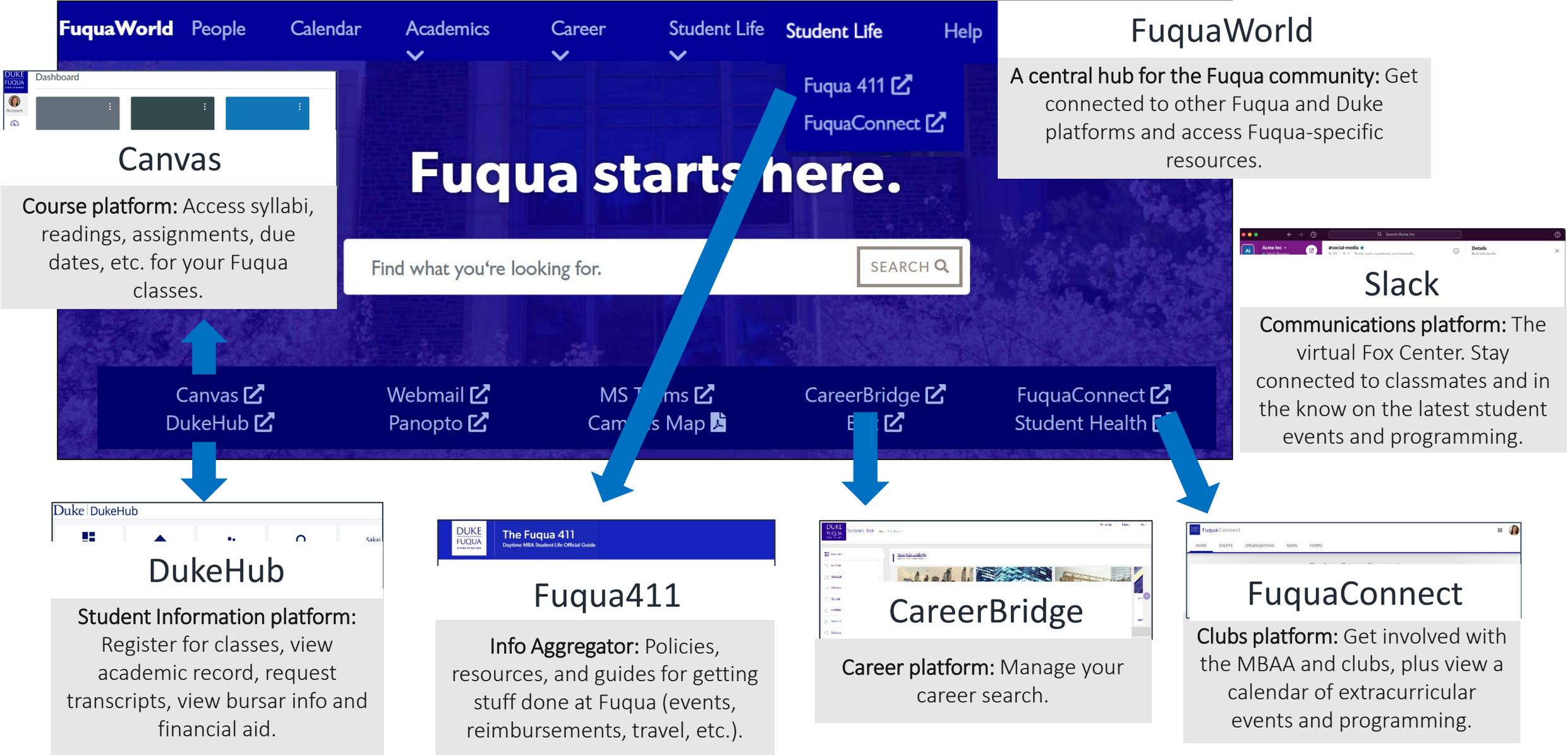
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KEY WEB PLATFORMS

Most Common Fuqua Platforms: A Snapshot



Most Common Fuqua Platforms: Details

	What is it?	What do I use it for?	Login with NetID?	How often should I log in?	
ADMINISTRATIVE					
<u>FuquaWorld</u>	A secured intranet and central hub of information for Fuqua students, staff, & faculty.	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.	Yes	As needed. If you're not sure where to look for something, search FuquaWorld first.	As needed
<u>DukeHub</u>	Duke-wide Student Information System containing official academic record information.	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.	Yes	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.	As needed
ACADEMIC					
<u>Canvas</u>	Learning Management System (LMS). Each Fuqua course will have a dedicated Canvas site.	View Fuqua course syllabi, readings, assignments, due dates, etc. Professors will also use Canvas to send announcements about class. <i>Note: Canvas also hosts your Incoming Student Website (ISW)!</i>	Yes	Daily to ensure you are aware of current course information and are prepared for each class. <i>Note: You will be notified via email when professors post a Canvas announcement.</i>	Daily
CAREER					
<u>Fuqua CareerBridge</u>	Fuqua's recruiting portal. CareerBridge supports the career search by facilitating connections between students and prospective employers.	Schedule career coaching appointments, sign up for employer presentations, view and apply to job postings, and manage campus interview schedules.	Yes	Daily, especially during recruiting season to ensure you don't miss application deadlines. <i>Note: Access to CareerBridge for incoming students will be granted during Summer Term.</i>	Daily

Most Common Fuqua Platforms: Details Continued

	What is it?	What do I use it for?	Login with NetID?	How often should I log in?	
STUDENT LIFE					
<u>FuquaConnect</u>	Club and extracurricular events and communication platform.	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.	Yes	Daily. FuquaConnect should be your first stop to learn about student clubs/organizations and upcoming events.	Daily
<u>Slack</u>	A communication platform that facilitates topic-based instant messaging and file sharing.	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.	No, but you must create an account using your Duke.edu email address	Daily to ensure you connect with your classmates and stay on top of important club, event, and class-wide communications. <i>Note: members of the Class of 2023 will be invited to join Fuqua’s official Slack the week before Orientation.</i>	Daily
MISCELLANEOUS <i>(answers many of the most common questions students have!)</i>					
<u>Fuqua411</u>	One website aggregating resources and answers to common student questions.	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.	No	As needed. If you have a question about a Fuqua policy or best practice, check the Fuqua411 first.	As needed



DUKE AND FUQUA MOBILE APPS

Duke and Fuqua Mobile Apps

App	Why download?	To download:
 Canvas	Review your ISW (including Orientation information!) and Fuqua course materials anywhere!	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. <i>*if Fuqua doesn’t appear when you search only “Fuqua”, try searching “Fuqua.Instructure.Com”.</i>
 CORQ	View FuquaConnect clubs and organizations, browse the extracurricular calendar, RSVP to events, and add event details directly to your calendar.	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.
 DukeMobile	The DukeMobile app is your connection point to many Duke University resources and information, like news, the Duke campus map, and Duke Athletics.	Search “DukeMobile” in the app store.
 TransLoc	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.	Search “TransLoc Rider”. Under “Settings” (the gear icon in the top right), select the Duke University transit system.
 LiveSafe	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.	Search “LiveSafe” in the app store. Create your profile and select Duke University.
 OverDrive	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.	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.

Duke and Fuqua Mobile Apps Continued

App	Why download?	To download:
 Microsoft Outlook	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.	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. <i>Additional instructions available here.</i>
 Duo Mobile	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.	Search "Duo Mobile" in the app store. <i>Additional instructions available here.</i>
 Solstice	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 2 nd floor (near the library).	Search "Solstice" in the app store and download "Mersive Solstice App". Follow prompts on monitors in team rooms to connect device.
 Mobile Ordering	Beat the lunch rush and order a set menu of options from the Fox Center café.	Search "Transact Mobile Ordering" and select "Fuqua School of Business" as your campus. Login with your NetID and password. <i>Note: you will need to add a credit card under payment methods in order to take advantage of mobile ordering.</i>
 Slack	Stay connected with the Fuqua community across channels and direct messages, all while on the go.	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.
 SymMon	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.	Search "SymMon" in the app store. You will be prompted to login with your NetID and password. <i>Additional instructions for downloading and using the app available here.</i>



COMMUNICATIONS AND EMAILS

Communications: A Snapshot of a Sample Week

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Email Communications	 FTW* <i>*Fuqua This Week</i>	 GPSG		 MBA Digest		
	 Club* <i>*Will vary by club</i>	 Section* <i>*FYs only; Will vary by section</i>				
Platforms	 CMC Digest					
	 Canvas					
	 Fuqua CareerBridge					
	 FuquaConnect					
	 Slack					
<p><i>Note: Log in to each platform every day, especially in the Fall and Spring 2 terms.</i></p>						

Type of Communication:

-  Academics
-  Career
-  Student Life
-  Administrative

Overview of Email Communications

Who sends it?		What's included?	When is it sent?	Importance
ADMINISTRATIVE				
Team Fuqua Flash	Fuqua Development and Alumni Relations (DAR)	News, events, engagement opportunities, and thought leadership; the content is primarily developed for alumni.	Once a month	<i>Medium</i>
Fuqua Insights	Fuqua Public Relations Team	The latest Fuqua news , press clippings, thought pieces, faculty and events.	Every other month	<i>Medium</i>
MBA Digest	Fuqua Administration	Critical information pertaining to administration-led initiatives including class registration, parking, IT, major on-campus events, etc.	Wednesdays each week	CRITICAL
CAREER				
CMC Digest	Career Management Center (CMC)	A compilation of announcements related to recruitment opportunities , deadlines and deliverables, as well as CMC workshops and curriculum.	Daily by default. Can opt-out.	CRITICAL
STUDENT LIFE				
Club Newsletters	Student leaders of clubs	Club-specific events and news updates , typically sent to members of the club in OrgSync.	Generally once a week, but varies by club.	<i>Opt-in</i>
GPSG News	Graduate and Professional Student Government (GPSG)	Compilation of updates and events organized around Durham by and for all Duke Graduate and Professional students.	Mondays each week	<i>Medium</i>
Fuqua This Week (FTW)	MBA Association (MBAA)	Overview of upcoming student-led initiatives and events , news about major Fuqua happenings, and classmates' achievements.	Sunday each week	CRITICAL
Section Newsletters	Section leaders	Section-specific events and news updates , sent only to FY sections.	Sundays or Mondays each week, but varies by section.	CRITICAL

BONUS TECH TOOLS AND RESOURCES



Bonus: Other IT Platforms and Resources

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

Platform / Resource	Link	What can I do with it?	How do I log in?
Microsoft Teams	https://oit.duke.edu/help/articles/office-365-get-started-using-microsoft-teams	Linked from FuquaWorld, you can use Teams to create a team space, chat, collaborate on projects , share screens, etc.	Login using your NetID@duke.edu email and Password
ePrint	https://it.fuqua.duke.edu/printing.htm	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).	NetID
Facebook	https://www.facebook.com	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. <i>Note: these are password protected, so simply enter your program and year, e.g. "Daytime 2023")</i>	Usual Facebook login
Ford Library Databases	https://library.fuqua.duke.edu/databases/subjects.htm	Access articles and journals on all of Ford Library's Business Databases , including Bloomberg Professional.	Not required on Fuqua's WiFi
Sites@Duke	https://sites.duke.edu/	Create Duke WordPress websites for personal, team, conference, club or other uses.	NetID
Qualtrics	https://it.fuqua.duke.edu/survey.htm	Create web-based surveys with robust reporting features. <i>Hint: You can also make great surveys using FuquaConnect!</i>	NetID
Zoom	https://duke.zoom.us/	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.	NetID