

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

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.

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: Join clubs, RSVP to events, and view a calendar of extracurricular events and programming.

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?

Central hub of information for all of Fuqua

What do I use it for?

Our secured intranet, FuquaWorld gets you 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

What do I use it for?

Contains official academic record information. You can 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).

What do I use it for?

Each of your courses will have a dedicated Canvas site where you can 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. You will be notified via email when professors post a Canvas announcement.

[Fuqua CareerBridge](#) (Career)

What is it?

Recruiting and career search platform

What do I use it for?

CareerBridge supports the career search by facilitating connections between students and prospective employers. You can 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. Access to CareerBridge for incoming students will be granted during Summer Term.

FuquaConnect (Student Life)

What is it?

Club and extracurricular management and events 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?

“Virtual” Fox Center: Student communication platform

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 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 (Duke email)

How often should I login?

Daily. Members of the Class of 2024 will be invited to join Fuqua’s official Slack in the weeks leading up to Orientation.

Fuqua411 (Miscellaneous Help and Info)

What is it?

Aggregator of 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 5: Duke and Fuqua Mobile Apps Title Slide

Slide 6: 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: DukeMobile

Why download?

The DukeMobile app is your connection point to many Duke University resources and information, like news, the Duke campus map, DukeCard office, 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: OverDrive

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.

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 [on the Duke OIT website.](#)*

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 [through Duke OIT.](#)*

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.

Slide 7: Duke and Fuqua Mobile Apps Continued

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?

Duke’s Symptom Monitoring app allows you to report COVID symptoms, check the status of your DukeCard, and get in touch with Duke Student Health.

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 [on the Duke United website](#).

*Note: SymMon may be utilized differently this academic year than previous years, but it is still a good idea to download it now.

Slide 8: Communications and Emails Title Slide

Slide 9: Communications: Overview of Email Communications

Sunday

- Section Newsletters: Sent by section leaders on Sundays or Mondays.
- Club Newsletters: Sent by club leaders on Sundays or Mondays. Highlights club updates, programming, or important announcements.
- Fuqua Insights: Sent every other month by Fuqua PR. Highlights Fuqua news, press clippings, and faculty research and thought pieces.

Monday

- FTW: Sent by the MBAA VP of Communications. Highlights student-led programming and events and shares important updates or announcements relevant to Daytime students.
- GPSG News: Sent by the Graduate and Professional School Student Government. Contains updates and announcements relevant to all Duke professional and graduate school students.

Wednesday

- MBA Digest: Sent by Steve Misuraca and the Daytime MBA Program Team. Highlights administrative programming and events and shares important updates or announcements relevant to Daytime students.

Thursday

- Team Fuqua Flash: Sent monthly by Fuqua Alumni Relations. Primarily developed for alumni, Team Fuqua Flash highlights news, events, engagement opportunities, and thought leadership.

Every day

- Slack: Check regularly for informal and ad-hoc announcements from the MBAA, clubs, student organizations, and special interest groups.

Slide 10: Bonus Tech Tools and Resources Title Slide

Slide 11: Bonus: Other IT Platforms and Resources

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

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 \$55 quota per 6 month period directly on your FLEX account (e.g. on your DukeCard).

How do I login?

NetID

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: Fuqua PowerPoint templates

Link:

Available on [FuquaWorld](#)

What can I do with it?

Access **Fuqua-branded PowerPoint templates** for professional class or extracurricular presentations. Search "Marketing Materials" on FuquaWorld and click the first link in the search results. Microsoft PPT and Google Slides templates are available.

How do I login?

NetID

Platform/Resource: Microsoft Teams

Link:

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

What can I do with it?

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: 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: 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: 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 2022-23, Zoom will be the primary tool.

How do I login?

NetID