

# Technology and Communications Guide 2023

## 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
- Slack Community Guidelines and Uses
- 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](mailto: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: 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: eAccounts

*Why download?*

A virtual way to add your Duke ID to your mobile wallets and a way to top off flex points for vending machines around campus.

*To download:*

Search “eAccounts” in your Google Play or iOS store and download the Transact eAccounts app.

Application: Fuqua Check-In

*Why download?*

This application will assist The Fuqua School of Business faculty in taking attendance. It uses beacons located in classrooms. A student's phone will connect to a beacon in range using Bluetooth. Once in range, a student can check into a classroom.

*To download:*

Search "Fuqua Check-In" in the app store. Once you download the app, you will need to select the "Get Started" button when prompted and login with your Duke NetID and password.

Application: Libby, by 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 "Libby, by 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: 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.

## Slide 7: 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 [on the Duke OIT website](#).*

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: 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 "Mersive Solstice" in the app store and download "Mersive Solstice App". Follow prompts on monitors in team rooms to connect device.

Application: TimelyMD (Blue Devils Care)

*Why download?*

Provides 24-hour mental health access for Duke students via a mobile app.

*To download:*

Signup via your Duke email and download the app via [the official link here](#).

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.

## Slide 8: Slack Community Guidelines and Uses

### Slide 9: Slack Guidelines

Rule #1:

**No double posting in the primary, all community channels - [#announcements](#), [#chatter](#), [#mbaaofficial](#), [#class-of-2025](#), or [#class-of-2024](#).** These channels are moderated, and double posts will be removed at the moderator's discretion.

Explanation for Rule #1:

The announcements channel is meant for community wide posts, primarily for events and club announcements that require a Fuqua Connect link or registration. Chatter is meant for exactly just that – chatter and random topics/questions. Events, announcements, registrations, and club postings should not go on here. #mbaaofficial is reserved for MBAA announcements from cabinet or sub-cabinet members.

Example for Rule #1:

Screenshot of a post on the #Announcements channel promoting a Duke I&E event

Rule #2:

Be respectful, kind, and uphold Fuqua norms while on Slack

### Explanation for Rule #2:

Slack is a civil, and community wide platform and space for all of Fuqua. Common courtesy is to be expected and observed on all channels; please refrain from attacking your classmates or posting inappropriate messages or images at any point.

### Rule #3:

You can search for channels of all types in the search function.

### Explanation for Rule #3:

In addition to academic, professional, and affinity related channels, you can search for a variety of channels that are popular and in use, such as the various building channels, the car pool channel, the free food channel, etc.

### Example for Rule #3:

#swap-or-sell, #stationnine, #9thstreet-carpool, #techhelp

## Slide 10: Communications and Emails Title Slide

### Slide 11: 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 12: Microsoft Outlook Guidelines

- Microsoft Outlook is Fuqua's primary email and calendar platform. While you might use Gsuite and other third-party aggregators for your email use, Fuqua uses Outlook as its default email and calendar platform.

- You can port over your class calendar from Dukehub directly onto your outlook. This link shows you step by step instructions how. Instructions for how to import your class calendar into Outlook are available [through the TSC](#).
- Microsoft Teams: Teams is our default video conferencing software. While you may download and use Zoom, outlook defaults to team invites for video sharing and collaboration, which you can activate via your calendar scheduling at any time.

### Slide 13: Bonus Tech Tools and Resources Title Slide

### Slide 14: 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](mailto:NetID@duke.edu) email and Password

Platform/Resource: QR Code Generator

*Link:*

<https://go.fuqua.duke.edu/qrcode/>

*What can I do with it?*

Generate and customize QR Codes

*How do I login?*

Login is not required

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.

*How do I login?*

NetID

Check out all the applications and services Duke OIT offers by visiting the "What We Do" website.

*Link:*

<https://oit.duke.edu/what-we-do>

Slide 15: Bonus: Fuqua IT Office

This slide contains a screenshot of the map of the Fuqua building with the TSC office circled. From the Atrium area (outside the Fox Center), enter the doors to Keller West and the TSC office will be the first

door on your right. Here, you can sign out laptops, keyboards, and various tech items from the Fuqua IT office.