

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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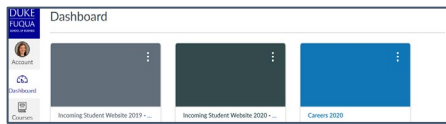
[BONUS TECH TOOLS AND RESOURCES](#)

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.



KEY WEB PLATFORMS



Canvas

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

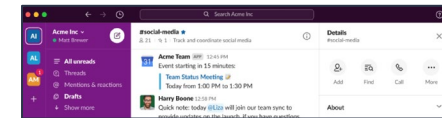
Most Common Fuqua Platforms: A Snapshot



FuquaWorld

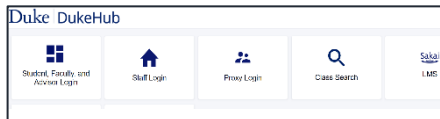
A central hub for the Fuqua community: Get connected to other Fuqua and Duke platforms and access Fuqua-specific resources.

← Screenshot of FuquaWorld home page



Slack

Communications platform: The virtual Fox Center, which serves as a town hall/discussion room for all! Stay connected to classmates and in the know on the latest student events and programming.



DukeHub

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



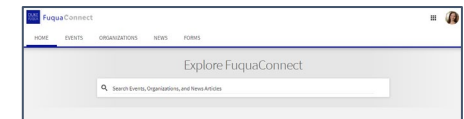
Fuqua411

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.









Most Common Fuqua Platforms: *Details*

	What is it?	What do I use it for?	NetID login?	How often should I log in?	
<i>ADMINISTRATIVE</i>					
FuquaWorld	Central hub of information for all of Fuqua	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.	Yes	If you're not sure where to look for something, search FuquaWorld first.	As needed
DukeHub	Duke-wide Student Information System	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.	Yes	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
<i>ACADEMIC</i>					
Canvas	Learning Management System (LMS)	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. <i>Note: Canvas also hosts your Incoming Student Website (ISW)!</i>	Yes	You will be notified via email when professors post a Canvas announcement.	Daily
<i>CAREER</i>					
Fuqua CareerBridge	Recruiting and career search platform	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.	Yes	Access to CareerBridge for incoming students will be granted during Summer Term.	Daily
<i>STUDENT LIFE</i>					
FuquaConnect	Club and extracurricular management and events 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	FuquaConnect should be your first stop to learn about student clubs/organizations and upcoming events.	Daily
Slack	"Virtual" Fox Center: Student communication platform	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.	No (Duke email)	Members of the Class of 2025 will be invited to join Fuqua's official Slack in the weeks leading up to Orientation.	Daily
<i>MISCELLANEOUS HELP AND INFO</i>					
Fuqua411	Aggregator of 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, DukeCard office, and Duke Athletics.	Search “DukeMobile” in the app store.
 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>
 eAccounts	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.	Search “eAccounts” in your Google Play or iOS store and download the Transact eAccounts app.
 Fuqua Check in App	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.	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.
 Libby, by 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 “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.
 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.

Duke and Fuqua Mobile Apps *Continued*

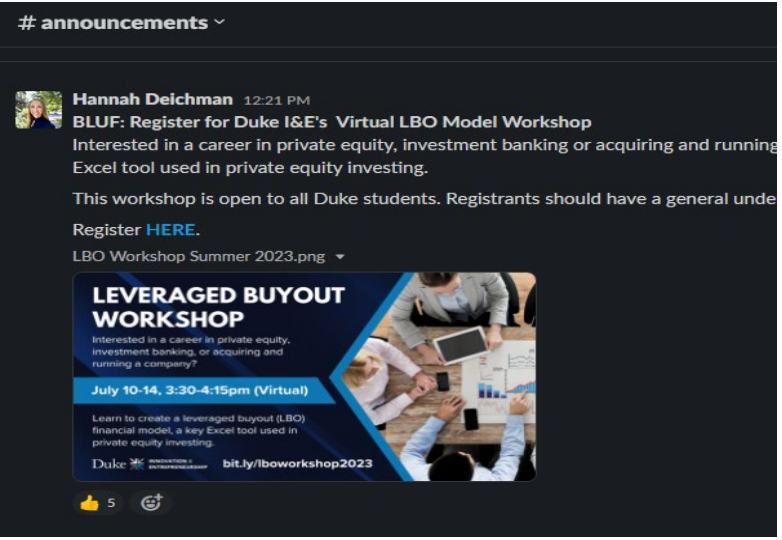
App	Why download?	To download:
 Microsoft Outlook	The Microsoft Outlook app is the Duke's Office of Information Technology (OIT) recommended platform for accessing your Duke Email account on your mobile device. You can also use the built-in mail app on your iPhone or Android device, but the OWA app is 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>
 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. <i>Note: Partners have full access to our Slack servers too! You can invite your partner to our server, and make sure they join the fuquapartnersclub channel!</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.
 TimelyMD (Blue Devils Care)	Provides 24-hour mental health access for Duke students via a mobile app	Signup via your Duke email and download the app via the official link here .
 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.


SLACK COMMUNITY GUIDELINES AND USES





Slack Guidelines


Rules	Explanation	Example(s)
<p>No double posting in the primary, all community channels - #announcements</p> <p>#chatter</p> <p>#mbaaofficial</p> <p>#class-of-2025</p> <p>#class-of-2024</p> <p>*these channels are moderated, and double posts will be removed at the moderator's discretion*</p>	<p>The announcements channel is meant for community wide posts, primarily for events and club announcements that require a Fuqua Connect link or registration.</p> <p>Chatter is meant for exactly just that – chatter and random topics/questions. Events, announcements, registrations, and club postings should not go on here.</p> <p>#mbaaofficial is reserved for MBAA announcements from cabinet or sub-cabinet members.</p>	
<p>Be respectful, kind, and uphold Fuqua norms while on Slack</p>	<p>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.</p>	
<p>You can search for channels of all types in the search function.</p>	<p>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.</p>	<p>#swap-or-sell</p> <p>#stationnine</p> <p>#9thstreet-carpool</p> <p>#techhelp</p>




COMMUNICATIONS AND EMAILS

Overview of Email Communications

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Section Newsletters <i>Sent by section leaders on Sundays or Mondays. Highlights section-specific events or updates.</i></p>	<p>FTW Week <i>Sent by the MBAA VP of Communications. Highlights student-led programming and events and shares important updates or announcements relevant to Daytime students.</i></p>		<p>MBA Digest <i>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.</i></p>	<p>Team Fuqua Flash <i>Sent monthly by Fuqua Alumni Relations other month. Primarily developed for alumni, Team Fuqua Flash highlights news, events, engagement opportunities, and thought leadership.</i></p>	
<p>Club Newsletters <i>Sent by club leaders on Sundays or Mondays. Highlights club updates, programming, or important announcements.</i></p>	<p>GPSG News <i>Sent by the Graduate and Professional School Student Government. Contains updates and announcements relevant to all Duke professional and graduate school students.</i></p>				
<p>Fuqua Insights <i>Sent every other month by Fuqua PR. Highlights Fuqua news, press clippings, and faculty research and thought pieces.</i></p>					
<p>Slack <i>Check regularly for informal and ad-hoc announcements from the MBAA, clubs, student organizations, and special interest groups.</i></p>					

 Sent by students

 Sent by administrative departments or offices



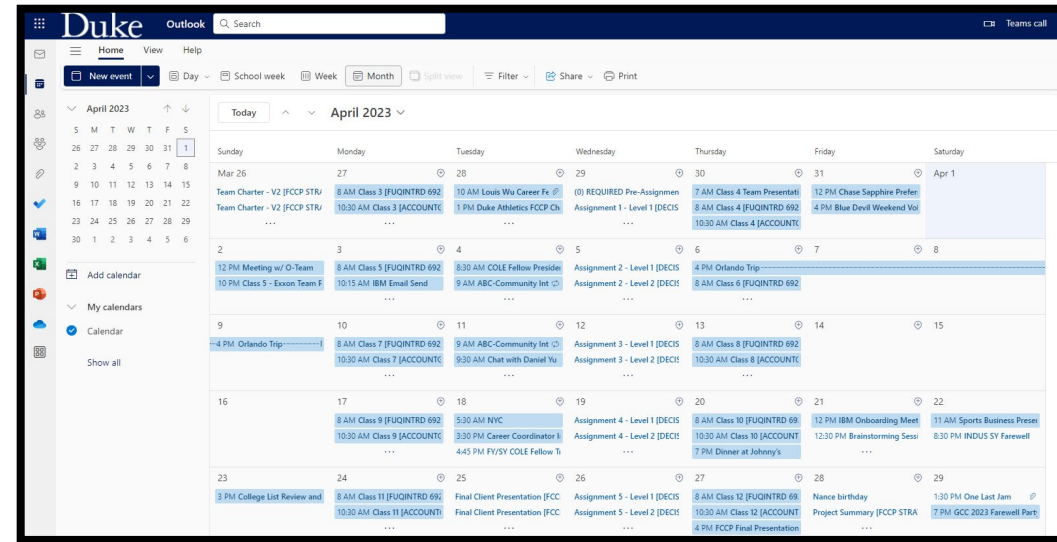
Microsoft Outlook Guidelines

Outlook Tools

Breakdown

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.



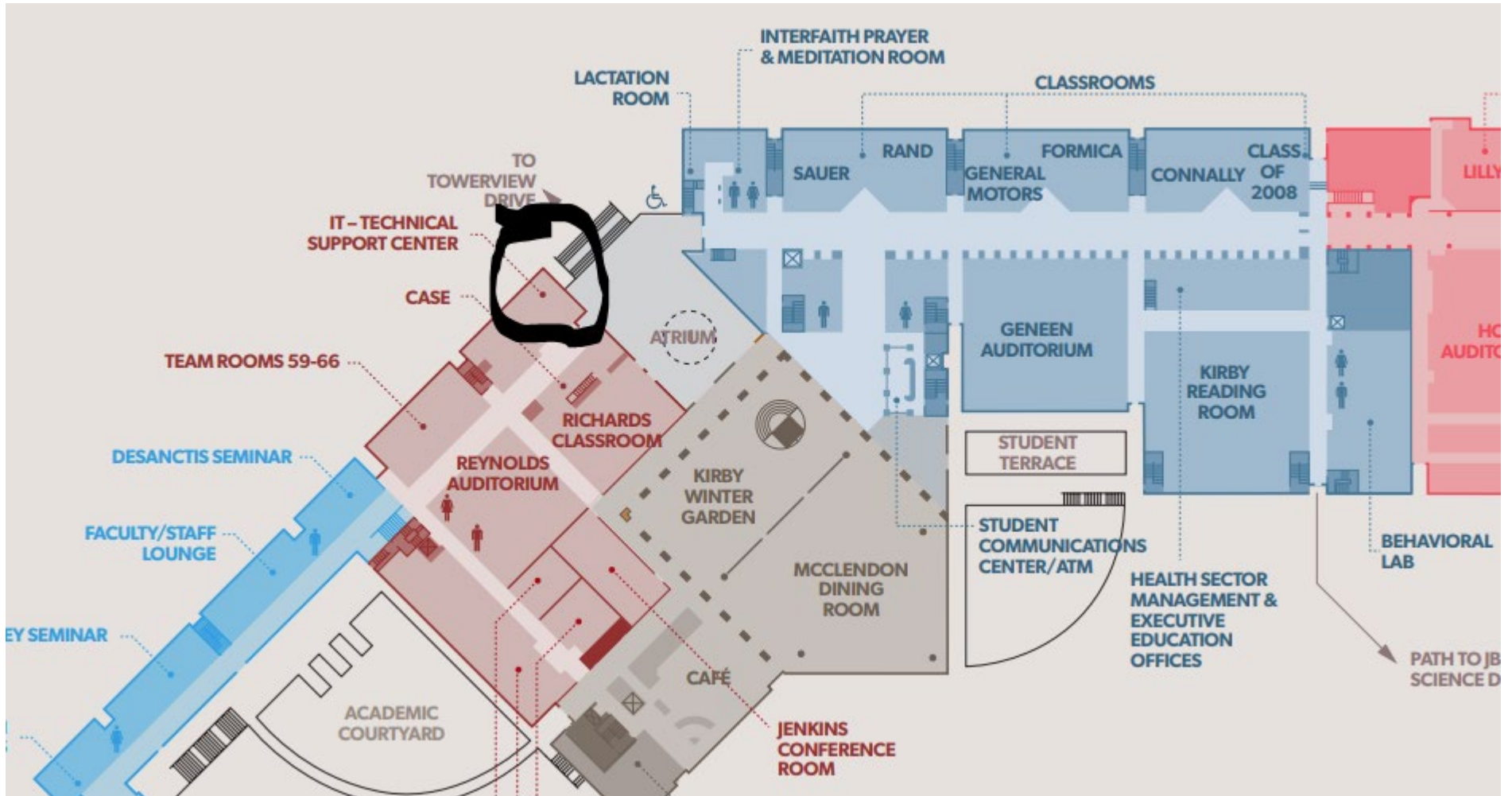
BONUS TECH TOOLS AND RESOURCES

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?
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 \$55 quota per 6 month period directly on your FLEX account (e.g. on your DukeCard).	NetID
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
Fuqua PowerPoint Templates	Available on FuquaWorld	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.	NetID
Microsoft Teams	https://oit.duke.edu/help/articles/office-365-get-started-using-microsoft-teams	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
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
Sites@Duke	https://sites.duke.edu/	Create Duke WordPress websites for personal, team, conference, club or other uses.	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 2022-23, Zoom will likely be the primary tool.	NetID

Bonus: Fuqua IT Office



The black, circular area is where you can sign out laptops, keyboards, and various tech items from the Fuqua IT office.