

# Most Commonly Used Platforms at Fuqua: A Snapshot



**GTS**

**Career platform:** Manage your career search.

CAREER



**FUQUAWORLD**

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

ACADEMICS



**CANVAS**

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

STUDENT LIFE



**ORGSYNC**

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

THE  
KITCHEN  
SINK



**FUQUA 411**

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

ADMIN



**DUKEHUB**

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

*Note:* You'll access these platforms by logging in with your Duke NetID and password.

# Most Commonly Used Platforms at Fuqua: Details

	What is it?	What do I use it for?	How often should I log in?	
<b>ADMINISTRATIVE</b>				
<b>FuquaWorld</b>	A secured intranet and <b>central hub of information</b> for Fuqua students, staff, & faculty.	Get connected to other Duke or Fuqua platforms (DukeHub, OrgSync, Canvas, GTS, 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.	As needed. If you're not sure where to look for something, search FuquaWorld first.	<b>As needed</b>
<b>DukeHub</b>	<b>Duke-wide Student Information System</b> containing official academic record information.	Register for courses, view your academic history/record, monitor bursar account activity, request an official transcript, and make address or personal information updates.	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.	<b>As needed</b>
<b>ACADEMICS</b>				
<b>Canvas</b>	<b>Learning Management System (LMS).</b> 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>	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>	<b>Daily</b>
<b>CAREER</b>				
<b>GTS</b>	Fuqua's recruiting portal. GTS <b>supports the career search</b> 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.	Daily, especially during recruiting season to ensure you don't miss application deadlines. <i>Note: Access to GTS for incoming students will be granted during Global Institute.</i>	<b>Daily</b>
<b>STUDENT LIFE</b>				
<b>OrgSync</b>	<b>Club and extracurricular communication platform.</b>	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.	Daily. OrgSync should be your first stop to learn about student clubs/organizations and upcoming events.	<b>Daily</b>
<b>THE KITCHEN SINK</b>				
<b>Fuqua411</b>	One website <b>aggregating resources and answers to common student questions.</b>	Learn how to get stuff done at Fuqua. The Fuqua411 contains everything from key academic policies, to how to get reimbursed for club expenses, 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.	As needed. If you have a question about a Fuqua policy or best practice, check the Fuqua411 first.	<b>As needed</b>

# Overview of Email Communications

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

# Communications: 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* <small>* Fuqua This Week</small>	 GPSC	 MBA Digest		 MBA Digest	
	 Club* <small>*Will vary by club</small>	 Section* <small>*FYs only; Will vary by section</small>				
Platforms	 CMC Digest					
	 Canvas					
	 GTS					
	 OrgSync					
	<i>Note: Log in to each platform every day, especially in the Fall and Spring 2 terms.</i>					

Type of Communication:

-  Academics
-  Career
-  Student Life
-  Administrative

Questions? Reach out to your MBAA Communications Rep:  
Hal Melia, MBAA VP Communications [hal.melia@duke.edu](mailto:hal.melia@duke.edu)

# 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?
<b>Cisco Webex Teams</b>	<a href="https://www.webex.com/downloads.html">https://www.webex.com/downloads.html</a>	Create a <b>team space, chat, collaborate on projects</b> , share screens, etc.	Login using your <a href="mailto:NetID@duke.edu">NetID@duke.edu</a> email and Password
<b>ePrint</b>	<a href="https://it.fuqua.duke.edu/printing.htm">https://it.fuqua.duke.edu/printing.htm</a>	<b>Print from your own computer to print stations</b> 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
<b>Facebook</b>	<a href="https://www.facebook.com">https://www.facebook.com</a>	Each Fuqua class has a private Facebook group. Join this group <b>to stay connected to your peers and learn about social events</b> that are not MBAA or club sponsored. <i>Note: the Daytime 2020 group requires a password to join – “Team Fuqua 2020”.</i>	Usual Facebook login
<b>Ford Library Databases</b>	<a href="https://library.fuqua.duke.edu/databases/subjects.htm">https://library.fuqua.duke.edu/databases/subjects.htm</a>	Access <b>articles and journals on all of Ford Library’s Business Databases</b> , including Bloomberg Professional.	Not required on Fuqua’s WiFi
<b>Sites@Duke</b>	<a href="https://sites.duke.edu/">https://sites.duke.edu/</a>	Create Duke <b>WordPress websites</b> for personal, team, conference, club or other uses.	NetID
<b>Qualtrics</b>	<a href="https://it.fuqua.duke.edu/survey.htm">https://it.fuqua.duke.edu/survey.htm</a>	Create <b>web-based surveys</b> with robust reporting features. <i>Hint: You can also make great surveys using OrgSync!</i>	NetID
<b>WebEx</b>	<a href="https://webex.duke.edu/">https://webex.duke.edu/</a>	Set-up <b>web-based conference calls</b> with screen sharing capabilities.	NetID