


Most Commonly Used Platforms at Fuqua: A Snapshot



GTS

Career platform: Manage your career search.

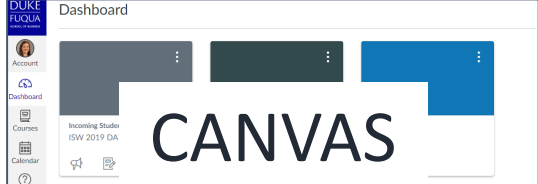
CAREER



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.

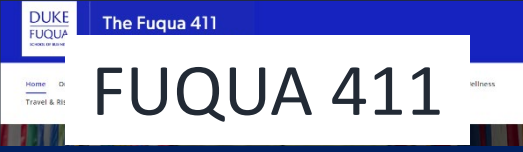
STUDENT LIFE



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 most of 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?	
ADMINISTRATIVE				
FuquaWorld	A secured intranet and central hub of information 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.	As needed
DukeHub	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.	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
ACADEMICS				
Canvas	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>	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				
GTS	Fuqua's recruiting portal. GTS 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.	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>	Daily
STUDENT LIFE				
OrgSync	Club and extracurricular 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.	Daily. OrgSync should be your first stop to learn about student clubs/organizations and upcoming events.	Daily
THE KITCHEN SINK				
Fuqua411	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 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.	As needed










PRO TIP: Add all of the above links to your bookmarks bar now; you'll visit them frequently at Fuqua!

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	Medium
Fuqua Insights	Fuqua Public Relations Team	The latest Fuqua news , press clippings, thought pieces, faculty and events.	Every other month	Medium
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.	Opt-in
GPSC News	Graduate and Professional Student Council (GPSC)	Compilation of updates and events organized around Durham by and for all Duke Graduate and Professional students.	Mondays each week	Medium
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

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

Type of Communication:

-  Academics
-  Career
-  Student Life
-  Administrative

Questions? Reach out to your MBAA Communications rep or your OSL:

Sam Klein, MBAA VP Communications sam.klein@duke.edu

Office of Student Life (OSL), studentlife@fuqua.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?
Microsoft Teams	https://oit.duke.edu/help/articles/office-365-get-started-using-microsoft-teams	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: the Daytime 2021 group requires a password to join – “Daytime 2021”.</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 OrgSync!</i>	NetID
WebEx	https://webex.duke.edu/	Set-up web-based conference calls with screen sharing capabilities.	NetID