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2 LOGIN

On August 6th, Access to the Faculty Center Portal will be via this URL:  https://dukehub.duke.edu/

Click the Faculty Home Link to get started.

This brings you to the DukeHub Landing Page. Click on Faculty Home

3 HOME PAGE

The Faculty Center Home Page lists faculty classes and faculty exam schedule
3.1 Changing Your Default Term

If when you first log in, your Term Search is not 2016 Summer Term 2, click on Change Default Term.

A dialog box will appear. Change the Term, click on Save and Refresh Page. The new Term will appear.
4  **FACULTY CLASS LIST TAB**

This tab lists all your classes for a given term. From this tab, you can view more information about the class, and access your Class Roster, Grade Roster and Permission Numbers (if applicable).

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### 4.1  **CLASS DETAILS**

Click on the Subject/Catalog/Class # to get details about the class
4.2 **Click on Class Title to see Catalog Description of the Course**

**ARTIA/SCI 10115 (SDM) - 91 - FROM DATA TO INSIGHT**

Course Description

From Data to Insight: The Use of Statistics and Writing in Public Health Research

Full Course Description

The field of public health seeks to promote the healthiest lives possible of people and communities. In this class, we will discuss complex issues in public health through the lens of statistical and scientific reasoning. We will consider multiple hypotheses about the causes and prevention of health problems related to these issues. Furthermore, we will show how data are used to answer questions and make informed decisions. Students will work in class discussions and complete weekly homework projects that require writing and critical thinking. Students will also complete a final project, which will integrate statistical analysis and academic writing. Instructor: Catherine Klaiber
4.3 CLASS ROSTER

Click on the icon to view the roster
4.4 **Grade Roster**

Click on the icon to view the Grade Roster.

4.5 **Class Permissions**

Click on the icon to view and issue class permission numbers.
If class permissions have not been generated, you will see a No Results Found Message when you click on the icon.

To Generate Permission Numbers, Click on the Additional Functions Tab and click on Class Details

Use the scroll bar to scroll down and click on “Create Add Perms”
Add the number of permission you want to create and the expiration date (Make sure the date is after drop and add with permission period)

View and Issue Permission Numbers by clicking on View Add Perms link.
## 5 ADDITIONAL FUNCTIONS TAB

![Additional Functions Tab](image)

### 5.1 CLASS DETAILS

Click on the icon to see class details.

![Class Details](image)
5.2 **Course Synopsis**

Click on the icon to view Course Synopsis
Textbooks

Click on the icon to view and update textbook information

<table>
<thead>
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<th>Course (Class #:)</th>
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<th>Class Details</th>
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<tbody>
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<td>FROM DATA TO INSIGHT (SEM)</td>
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<tr>
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<td></td>
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</tbody>
</table>

BIOCHEM 301 - 01 (1882)

Evaluation Counts

If your course has end of semester course evaluations, you will see the number of students who have completed an evaluation.