Duke UNIVERSITY

DukeHub Overview for Staff

A more detailed look at:

Student Admin Center

Department Center

Class Search

To Begin:
Go to: https://dukehub.duke.edu/
Enter your NetID and NetID Password
Configure your Homepage for easy navigation
Access your Class/Student Information

Question/Need Additional Assistance? Visit our website:
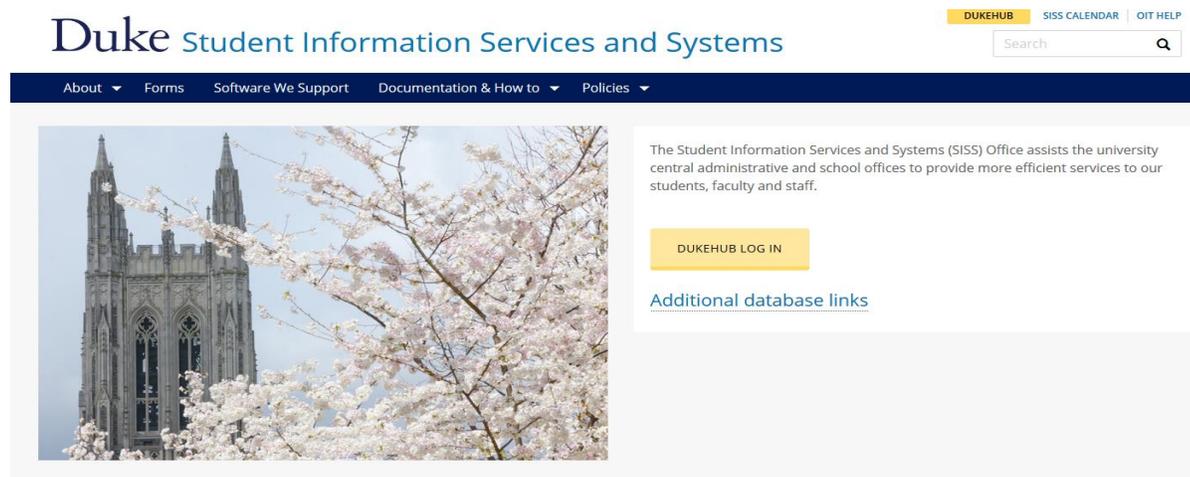http://www.sissoffice.duke.edu

Accessing DukeHub

You may access DukeHub via URL: https://dukehub.duke.edu/

We suggest you bookmark the SISS Office webpage that lists the database links. If at any time the DukeHub URL does not work properly, try navigating to DukeHub from this page: https://sissoffice.duke.edu/node/1466

Pop-Up Blockers: Be sure to add this URL to your pop-up blocker exceptions within your browser. In some cases, additional pages will not open if you are blocking pop-ups and have not granted this page as an exception.

Some users have reported seeing different behavior across different browsers-notably, differences in behavior using Internet Explorer. If you experience issues, please consider using a browser other than IE.

DukeHub Collections- Overview

The DukeHub Collection includes the entire faculty, staff and department administration functionality disbursed among several centers:

Student Admin Center (Student)-View an at-a-glance overview of a student's information

Faculty Center- View the classes you teach. Find class rosters, grade rosters, and assign permissions

Advisor Center- Access advisees assigned to you. View academic information, class schedules, book bags, grades and advisement reports. Set "eligible to enroll" flag for your students.

Department Center- View and manage classes, view and print course lists, view and print grade rosters, and change options (size, permission numbers) of a class.

Admissions Center- View detail information and documents for applicants.

Simple Class Search-Browse the class schedule by term. Classes offered in any given term are listed in subject order.

Advanced Class Search- Use specific criteria to search for a class or classes in a given term.

Browse Course Catalog- Browse the Course Catalog. Courses listed here are curriculum committee approved courses which may or may not be scheduled in any given term.

Run Reports-Run pre-defined reports based on your security

User Defaults- Allows you to set parameters such as term values, programs and plans on various pages were the default value is used (like Class Search)

Student Center- Student and Applicant Self-Service is available to applicable users (typically former/current Duke students)

Not all users have access to all of the STORM Collection links. The type of menu items available depends on a person's security. A person can have a combination of roles (e.g., both advisor and instructor, or both departmental staff and advisor).

Student Admin Center (Student)

The Student Admin Center (Student) opens with a search page. A user may search for a specific student, or for a group of students, by using one of the available fields or a combination of different fields. (Note: the Academic Program Status field defaults to "AC" for active students.)

You have the option of saving your search criteria for future use.

Student Admin Center (Student) Cont.

When you click on a specific student yielded from your search, the page opens up as a nearly identical view of what the student sees when they sign into their Student Center.

Student Admin Center (Student) Cont.

Student Center Tab (shown above)-displays the student's current class schedule, financial information, along with personal information such as addresses and emergency contacts.

On the right hand side of the page, you can see what useful information is provided to the student including:

- **Announcements** – Student announcement will be displayed here for students.

- **Holds** – Negative service indicators i.e. that affect registration or transcripts.

- **To Do List** – Incomplete Checklist items are displayed here for students to complete.

- **Enrollment Dates** – Displays Book bag and enrollment window(s).

- **Eligible to Enroll** – Indicates whether a student is or is not eligible to enroll. If checked (yes), the student can enroll and if not checked (no), the student is not able to enroll. Replaces the student PIN.

- **Advisor** – List the student's advisor and the advisor's contact information.
- **Dean** – List the student's dean.

Enrollment Dates

Book Bag Appointment
Your Book Bag for the 2015 Fall Term Regular Academic Session is available for use beginning March 23, 2015.

Enrollment Appointment
You may begin enrolling for the 2015 Fall Term Regular Academic Session on April 11, 2015.

details ▶

Duke Sites

University Registrar's Office
Medical School Registrar

General Info Tab (shown below)- view and/or edit information, based on your security

| student center | general info | test scores | test/transfer credit | academics | finances | financial aid |

Eligible to Enroll   Names
Service Indicators   Addresses
Initiated Checklists   Phones   COLLAPSE ALL
Communications   Email Addresses
Consent to Electronic 1098-T Relationships
Student Groups   Community Standard   EXPAND ALL
Personal Data   Athletics
National ID   Milestones

Student Admin Center (Student) Cont.

Test Scores Tab- see SAT and other test scores for a student

Test/Transfer Credit Tab- view status of test credits and student transfer credits

Academics Tab (shown below)-displays information about the student such as Career, Program, Plan, Status and Expected Graduation Term

| student center | general info | test scores | test/transfer credit | academics | finances | financial aid |

Institution / Career / Program

edit program data

DUKEU – Duke University
  GRAD - Graduate
    GMBSP - Grad - Masters Bioethics

Program:	GMBSP	Grad - Masters Bioethics
Student Career Nbr:	0	
Status:	Active	as of 04/30/2015
Admit Term:	1540	2015 Fall Term
Expected Graduation:	1630	2018 Spring Term
Approved Load:	Full-Time	
Load Determination:	Base On Units	
Level Determination:	Base On Units	
Plan:	G-BSP-AM	Bioethics and Sci Policy - AM
Requirement Term:	1540	2015 Fall Term

Always use the "Home" link in the top right hand corner of the screen, to return to your main page.

Student Admin Center (Student) Cont.

Finances Tab- displays tuition and account information for a student

Financial Aid Tab (shown below)-shows award and aid information

Department Center

Click on the **Department Center** link from the DukeHub collections. Use the Department Center to manage all class related information.

Click on the 👓 button to access the class options. This page allows you to view and/or edit in some cases, depending on your security, make edits to various class characteristics.

Department Center Cont.

There is lots of helpful information to be found in the Department Center.

For instance, you can browse the course catalog, do a simple or advanced class search. You can search for a particular instructor's teaching schedule by clicking on the "Search" tab and then the "faculty search" tab (shown below). You must select the applicable term.

Your security access determines what you have access to view and/or edit under class options.

You can access a list of all the students in a particular program from the "manage students" tab.

Depending on your access, you may be able to make them eligible/ineligible to enroll (typically a function of advisors).

Simple Class Search

Click on the link from the DukeHub collections or access from the Department Center (Search tab>Class Search tab). This link will bring you to a search page to enter criteria for any class.

Advanced Class Search

Click on the link from the DukeHub collections or access from the Department Center (Search tab>Advanced Search tab). This link will bring you to a search page to enter criteria for any class. Enter various criteria for the class you are looking for and click the **SEARCH** button to get your results.
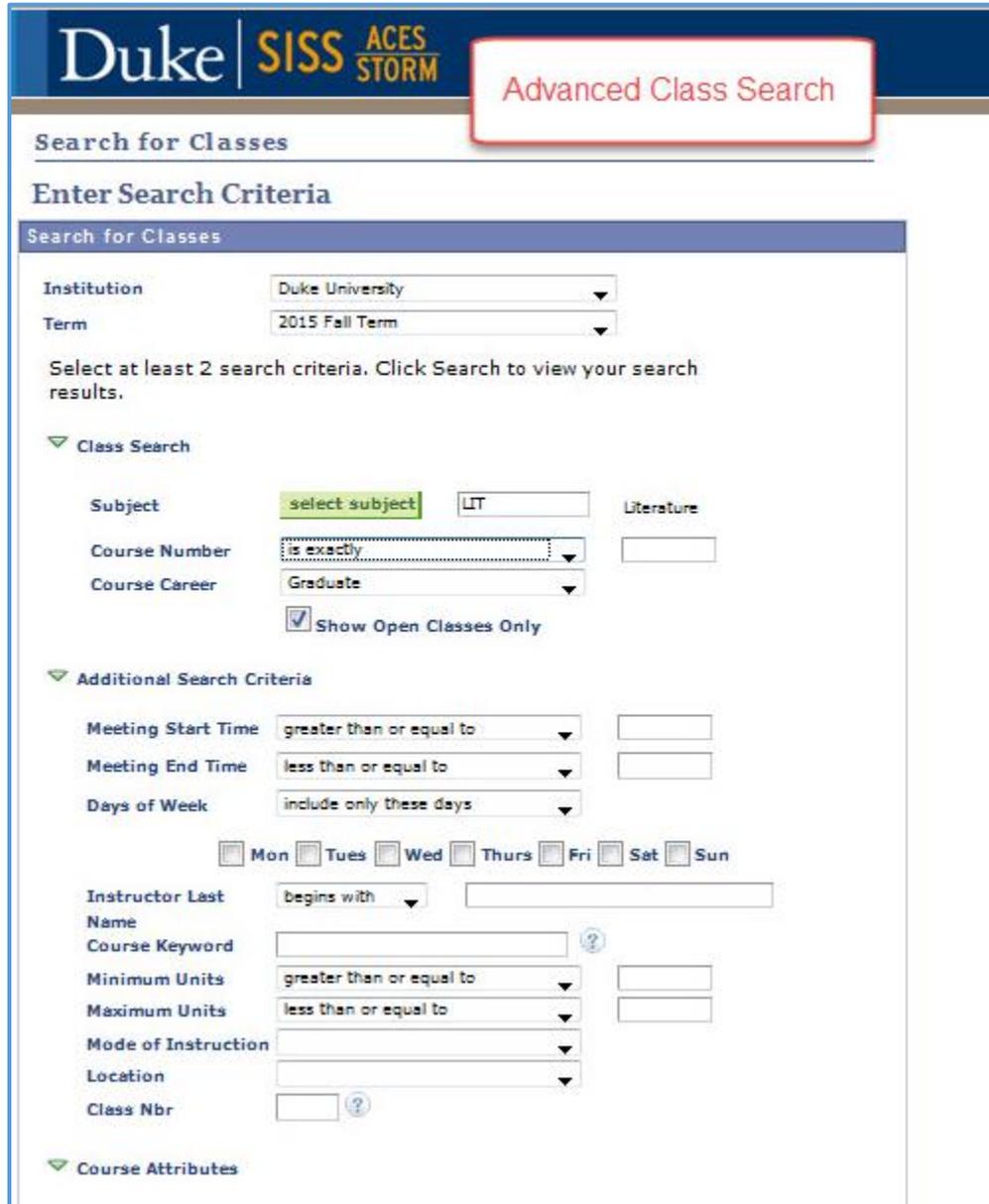
You can search by course attributes, features assigned to a course including: Curriculum Codes (i.e. Areas of Knowledge and Modes of Inquiry) and type of course (seminar, lab, special topics). Choose the course attribute(s), and then the specific value, for which you wish to search. Classes selected will meet all criteria. If you wish to search for all values of a given attribute leave the value section blank.

Browse Course Catalog

Click on the Browse Course Catalog link from the DukeHub collections (or access from the Department Center: Search tab>Browse Course Catalog tab).

This link will bring you to a list of ALL (from A – Z) active courses at the university, with information such as when the course is typically offered (i.e "Fall only"). The Course Detail page provides more indepth information, such as the grading basis and number of units (or credits) the course carries.

Run Reports

You can access your reports from either the Department Center or by selecting Run Reports from your DukeHub Collection on your home page.

Run Reports
Pre-defined reports based on your security.
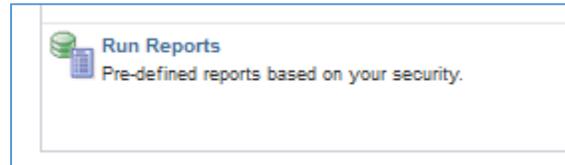
Department Center	Admissions Center	Search

| manage classes | class roster | grade roster | course synopsis | booklist | reports | advisors | manage students |

Department Center

Department Report Center

The queries that you have access to are listed below. Click on the Run Query hyperlink next to the query you would like to run. If you can't find the query you are looking for use the Search Queries button to find your query.

Search Queries [   ] [search]

Personalize | Find | 📄 | 📊   First ◀ 1-10 of 10 ▶ Last

Query	Description	Comments	Run to Page	Run to Excel
1 Historical Class Summary	Historical Class Summaries - Sorted by Term, Subject and Catalog Number. Displays the actual historical enrollment over time.	Enter DUKEU; SUBJECT; Historical Date	Run to Page	Run to Excel
2 Book Bagged Classes	Displays classes book bagged by students for a given term (Prompt for Term); Displays by Subject, Catalog Number, Section, Topics (some topics duplicate).	Enter DUKEU; SUBJECT; Term value or select from prompt	Run to Page	Run to Excel
3 Courses Taught by Instructor	Enter the instructor's Emplid or Duke Unique to retrieve courses taught	Enter instructor emplid OR Duke Unique ID at prompt.	Run to Page	Run to Excel
4 Shows Students & Advisors	Returns All Dept Students & Advisors - Student name, Id, E-mail, Program, Plan, Sub-plan, Advisor Id and Advisor name - Sorted by Advisor last name, then Program, Plan, Subplan if exists	Enter DUKEU as Institution	Run to Page	Run to Excel
5 Shows Students w Dept Staff	Returns All Dept Students with Department Staff Assigned - Student name, Id, E-mail, Program & Plan, Advisor Id and Advisor name - sorted by Program, Plan, Sub-plan (if exists)	Enter DUKEU as Institution	Run to Page	Run to Excel

User Defaults

Users who work with more than one career, program, Aid Year, admit type – may choose to set their user defaults for the main processing work that they perform. This will set a specific value as the default value for the data entry field. For example, if you work with more than one Academic Career, but most often with undergraduates, you may set the Academic Career default to UGRD.

To set your defaults, in the Main Menu list, choose "Set up SACR" and then "User Defaults." You may also access from your home page under the DukeHub Collection.
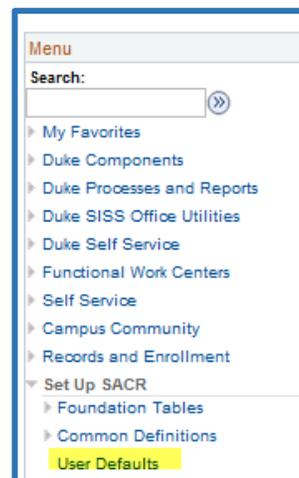
After setting your defaults, press Save. Return to you main functional pages to verify that your defaults are working as you prefer. If not, return to the Default page and make the desired changes.