



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

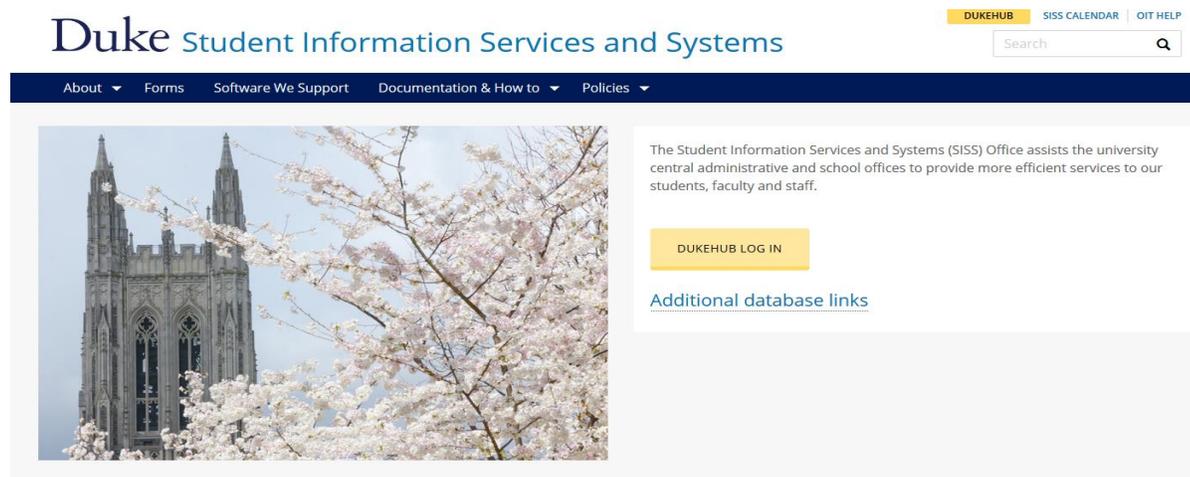
Question/Need Additional Assistance? Visit our website:

<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>



Duke Student Information Services and Systems

DUKEHUB | SISS CALENDAR | OIT HELP

Search

About ▾ Forms Software We Support Documentation & How to ▾ Policies ▾

The Student Information Services and Systems (SISS) Office assists the university central administrative and school offices to provide more efficient services to our students, faculty and staff.

DUKEHUB LOG IN

[Additional database links](#)

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 where 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.)

Student Admin Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Use Saved Search:

Student ID: begins with

Last Name: begins with

First Name: begins with

Duke Unique ID: begins with

National ID: begins with

Academic Career: begins with GRAD

Academic Program: begins with GMBSP

Academic Plan: begins with G-BSP-AM

Expected Graduation Term: begins with 1630

Academic Program Status: begins with AC

Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All First 1-18 of 18 Last

Current Name	Former Name(s)	Student ID	Duke Unique ID	National ID	Academic Program	Academic Plan	Expected Grad Term	Academic Program Status
	No				GMBSP	G-BSP-AM	2018 Spring Term	AC
	No				GMBSP	G-BSP-AM	2018 Spring Term	AC
	No				GMBSP	G-BSP-AM	2018 Spring Term	AC
	No				GMBSP	G-BSP-AM	2018 Spring Term	AC
	No				GMBSP	G-BSP-AM	2018 Spring Term	AC
	No				GMBSP	G-BSP-AM	2018 Spring Term	AC
	No				GMBSP	G-BSP-AM	2018 Spring Term	AC
	No				GMBSP	G-BSP-AM	2018 Spring Term	AC



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

Student Admin Center

Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

Student ID: begins with

Last Name: begins with

First Name: begins with

Duke Unique ID: begins with

National ID: begins with

Academic Career: begins with GRAD

Academic Program: begins with GMBSP

Academic Plan: begins with G-BSP-AM

Expected Graduation Term: begins with 1630

Academic Program Status: begins with AC

Save Return to Advanced Search

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.

The screenshot shows two sections in the sidebar:

- Enrollment Dates**: Contains two announcements. The first is 'Book Bag Appointment' stating that the 2015 Fall Term Regular Academic Session book bag is available starting March 23, 2015. The second is 'Enrollment Appointment' stating that enrollment for the 2015 Fall Term Regular Academic Session begins on April 11, 2015. A 'details' link with a right-pointing arrow is located at the bottom right of this section.
- Duke Sites**: Contains two links: 'University Registrar's Office' and 'Medical School Registrar'.

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

The screenshot shows the 'General Info' tab selected among several other tabs: 'student center', 'general info', 'test scores', 'test/transfer credit', 'academics', 'finances', and 'financial aid'. Below the tabs, there are two columns of links:

- Left Column:** [Eligible to Enroll](#), [Service Indicators](#), [Initiated Checklists](#), [Communications](#), [Consent to Electronic 1098-T](#), [Student Groups](#), [Personal Data](#), [National ID](#)
- Right Column:** [Names](#), [Addresses](#), [Phones](#), [Email Addresses](#), [Relationships](#), [Community Standard](#), [Athletics](#), [Milestones](#)

On the right side of the links, there are two buttons: 'COLLAPSE ALL' and 'EXPAND ALL'.

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

Institution / Aid Year
[view packaging status summary](#)

- [DUKEU - Duke University](#)
- [2016 - Financial Aid Year 2015-2016](#)
- [2012 - Financial Aid Year 2011-2012](#)

Financial Aid Year 2015-2016

Dependency Status: Independent w/Primary EFC
 EFC Status: Official
 Date Application Received: 04/30/2015
 Correction Status:
 Correction Status Date: n/a
 Aid Application Status: Active
 Package Status: Packaging Completed
 Packaging Plan ID:
 Review Status: Incomplete
 INST Verification Status: Non Select
 Verification Flags: Not Required
 Verification Status: Not Selected
 Fan Ltr Status: Initial
 SAP: Undetermine
 Fed Year COA:
 Prorated EFC: 0

Currency used is US Dollar.

Award Summary For Aid Year 2016
[assign awards to a student](#)

Item Type	Description	Career	Offered	Accepted	Authorized	Disbursed	Loan Info
0	Fed Unsub Loan G&P	GRAD			0.00	0.00	Loan Info
5	Fed PLUS Loan - G&P	GRAD			0.00	0.00	Loan Info
	Bioethics Master Scholarship	GRAD			0.00	0.00	
TOTAL					0.00	0.00	

[Student Award Inquiry](#) Currency used is US Dollar.

Term Summary For Aid Year 2016
[maintain student fa term](#)

Term	Description	Term Source	Academic Level	FA Load	NSLDS Loan Year
1540	2015 Fall Term	Term	Graduate	Full-Time	Grad/Prof
1550	2016 Spring Term	Program	Graduate	Full-Time	Grad/Prof
1565	2016 Summer Term 1	Program	Graduate	Full-Time	Grad/Prof

[Student Budget](#)

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.

2014 Spring Term | Duke University [set term as default](#) [change term](#)

John William Campbell's Teaching Schedule - 2014 Spring Term > Duke University

Class	Class Title	Days & Times	Room	Class Dates
BME 530-01 (4296)	TISSUE BIOMECHANICS (Lecture)	MW 1:25PM - 2:40PM	FITZPATRICK B-1466	Jan 8, 2014 - Apr 16, 2014

[START A NEW SEARCH](#)



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

The screenshot displays the 'Manage Students' interface. At the top, there are navigation tabs: 'Department Center', 'Admissions Center', and 'Search'. Below these are links: 'manage classes', 'class roster', 'grade roster', 'course synopsis', 'booklist', 'reports', 'advisors', and 'manage students'. The main section is titled 'Manage Students' and contains search filters for Career (GRAD), Program (GMBSP), Plan (G-BSP-AM), Student Group, and Exp Grad Term (2018 Spring Term). A 'Show students' panel has checkboxes for 'Eligible to Enroll' and 'Not Eligible to Enroll'. A callout box states: 'You can only view students for whom you have security access.' The 'Student List' table shows three student entries with columns for Career, Program, Term, and Eligible to Enroll.

Student	Career	Program	Term	Eligible to Enroll
[Profile]	Graduate	GMBSP	2015 Fall	<input checked="" type="checkbox"/>
	Law	LAW	2015 Fall	<input checked="" type="checkbox"/>
	Primary Plan	Bioethics and Sci Policy - AM	2018 Spring	
[Profile]	Graduate	GMBSP	2015 Fall	<input checked="" type="checkbox"/>
	Primary Plan	Bioethics and Sci Policy - AM	2018 Spring	
Cap, Olivia Patricia	Graduate	GMBSP	2015 Fall	<input checked="" type="checkbox"/>
	Primary Plan	Bioethics and Sci Policy - AM	2018 Spring	

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.

Department Center

Admissions Center

Search

advanced search

class search

browse course catalog

faculty search

Search By Subject

Click on the icon next to a subject to view the classes for that subject. Click on a class to view the details for the class. The Select Class hyperlink next to the class will allow you to add the class to your book bag.

UNDERGRADUATES - Beginning Fall 2012, undeclared undergraduates cannot enroll in 500 or above level courses without permission from their Academic Dean.

Institution

Term set term as default

Course Subject Lookup

If a course number changed due to course renumbering, the old number will be displayed below; for a sortable list of all renumbered courses [click here](#).

Duke University | 2015 Fall Term

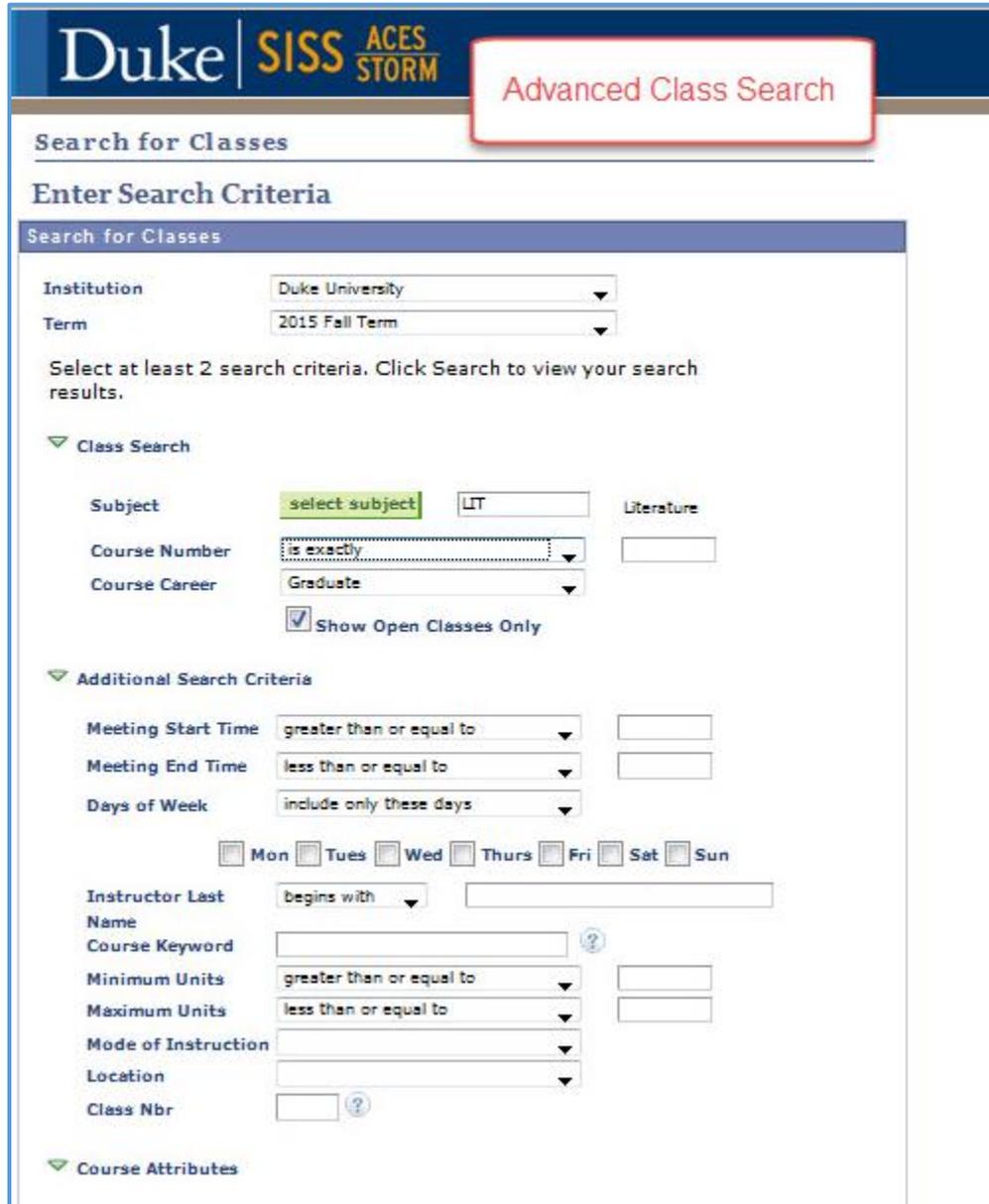
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

▶	AAAS	African and African American S
▶	ACCOUNTG	Accounting
▶	AEROSCI	Aerospace Studies-AFROTC
▶	AMES	Asian & Middle Eastern Studies

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  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.

Browse Course Catalog

ABCDEFGHIJKLMNOPQRSTUVWXYZ

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

▼ AAAS - African and African American S

Course Nbr	Course Title	Typically Offered	Formerly	Instruction mode	Course Info
895	First-Year Seminar	Fall and/or Spring	AAAS 495		
102	Introduction to African and African American Studies	Fall Only	AAAS 106A		
103	Introduction to African Studies (DS3 or DS4)	Spring Only	AAAS 107		
104	Introduction to Latino/a Studies in the Global South	Fall and/or Spring			
1045	Introduction to Latino/a Studies in the Global South	Occasionally			
105	Introduction to the History of the African Diaspora		ICS 183C		
1095	African Mbiru Music: An Experiential Learning Class	Occasionally	AAAS 131S		
111	The Third World and the	Fall Only	AAAS		

If you click on the Course Title, a new page opens with Course Details

Browse Course Catalog

Course Detail

[Return to Browse Course Catalog](#)

AAAS 102 - Introduction to African and African American Studies

Course Detail

Career	Undergraduates
Units	1.00
Grading Basis	Graded
Course Components	Lecture Required
Campus	Duke University
Academic Group	Arts and Sciences
Academic Organization	African & African American St

Enrollment Information

Typically Offered	Fall Only
Course Attribute	(CC) Cross Cultural Inquiry (CZ) Civilizations (SS) Social Sciences

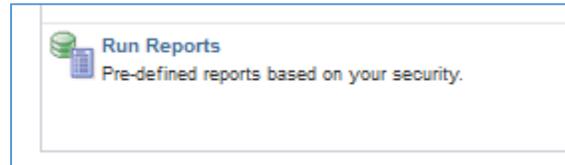
Description

A range of disciplinary perspectives on key topics in African American Studies: slavery and abolitionism, theories of race and racism, gender and race, the era of Jim Crow, cultural expressions, political and intellectual thought, African American freedom struggles from the seventeenth through the twentieth centuries, and race and public policy. Instructor: Staff

[Return to Browse Course Catalog](#)

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.



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.

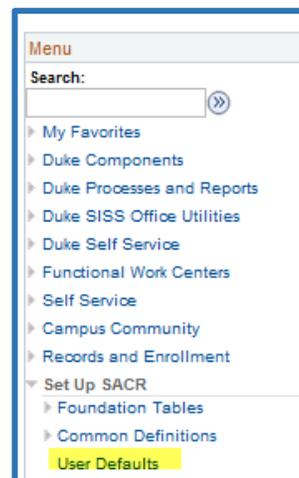
Search Queries search

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.



The image shows the 'User Defaults' form with the following fields and values:

- User ID: [] Name: []
- Academic Institution: DUKEU (Duke University)
- Career Group SetID: []
- Facility Group SetID: []
- Academic Career: UGRD (Undergraduate)
- Academic Group: []
- Subject Area: []
- Term: 1540 (2015 Fall Term)
- Academic Program: []
- Academic Plan: []
- Academic Sub-Plan: []

Buttons: Save, Notify

Navigation: User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment

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.