DukeHub - Advisor Dashboard

Advisor Dashboard

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Logging in

Login is via the same URL you used to login to DukeHub: https://dukehub.duke.edu/. This will take you to the DukeHub Springboard. Click on the Student, Faculty, and Advisor Login tile. This will prompt you to authenticate with your netid and password.

Advisor Dashboard

You will arrive at your Dashboard. The left side Menu Bar initially might be minimized. If so, select the ‘Triple Bars’ (or ‘Triple Lines’) icon to expand (or collapse) the menu bar:
The Advisor Dashboard will display your first two advisees. If you click on the “Go to” option in the top right corner of a widget, it will open the full menu item in your left hand navigation.

**Advisor List Search Functions**

Many advisors advise students in more than one career. They can use the “Career” drop down to select the career of their student(s).
Many advisors have different advisor roles. They can use the Advisor Role search to find students depending on their role.

Advisors can use the Search feature to search by name, grad term, major, etc.

Once your search is completed. You can Expand All to verify. In this example, two students were returned. Click on Expand All and it will expand the information on these two students.
Click on Email All and you can email just these two students found in your search.
Releasing Not Eligible to Enroll Holds

Students who must meet with their advisor before being eligible to enroll in classes will have a “Not Eligible to Enroll” hold added to their record each registration cycle. The hold appears on the list of advisees. **Only this one hold can be released here on the Advisor list.** If a student has a Bursar hold or another registration hold, they will not appear here and cannot be released here.

View Advisees

Click on the Holds button, then click Release Hold.

Once the hold has been released, the Hold button disappears from the list.
Advisor Comments

Click on the Comments Icon. This will open a new window where you can add comments or review existing comments.

Click on the plus sign to add a new comment.

Add the comment, click on submit, then close the window.
**Act as User**

Act as User allows Advisors to simulate what a student sees when they go into DukeHub 2.0.

- **Act as User:** This button will allow you to see more detailed information about a student.

**Student Dashboard**

You will see the **Student’s Dashboard** at the top of the screen and a student’s left-hand menu items on the left. The Dashboard is basically an abridged, high level graphical view of the information that is available in the left-hand menu items. When you click to expand a Dashboard item, it will also open up the left-hand menu items.

A student has two views a **General View** and an **Academics View**. Each View contains several “widgets”. **NOTE:** Students are able to remove some widgets from their dashboard, but STUDENTS CANNOT REMOVE HOLDS from their dashboard.

Click on the Exit Button when you no longer want to Act as User.
When you click on any of the items on the dashboard, it will bring you to the left hand navigation.

**Student’s Class Information/Schedule**

This is where you see a graphical view of a student’s schedule for the current term. You can review detailed information about the classes, including an instructor’s email, course evaluation history (if available), Textbook information. This is the same information that a student sees about their classes.
Enrollment

Planner (Undergraduate and Nursing Students Only)

View a student’s planner.

Shopping Cart (formerly known as Bookbag)

Click on > to get more information about the class.

DukeHub - Advisor Dashboard
Scroll down to see information about Textbooks, Course Evaluation History, Course Synopsis.

Textbooks:

Provides a list of the textbooks associated with a class and a link to the Duke Textbook Store.

TEXTBOOKS

› AMERICA IS IN THE HEART | BULOSAN
› OBASAN | KOGAWA
› TROPIC OF ORANGE | YAMASHITA

Duke Textbook Store
DukeHub - Advisor Dashboard

Click on the Schedule button to go the class schedule associated with this shopping cart.

View Waitlist

If a student is waitlisted in a class for one or more terms, you will see the class(es) listed her and the student’s waitlist position.
Schedule Builder

If a student uses schedule builder you can see the classes and schedules that they have saved.

Students can save up to 5 favorite schedules.
Enrollment Dates

Provides key dates for when shopping carts open, enrollment appointments start and enrollment limits.
Academics

There are quite a few menu items under Academics. You can use the gray scroll bar to see all items.

Student Programs (and Plans/Subplans)

Use the > symbol to expand to see the student’s program and plan information, and program status (Active, or on leave).
Advisor Information

Test Scores

Use the > symbol to expand to expand the test scores under each test type.

Degree Progress (Advisement Report in current DukeHub)

This online view of this report looks quite different than current DukeHub. All of the requirements are listed on the left side of the screen. There is a scroll bar in the middle of the screen that you can use to scroll down. To see more information about a requirement, click on the > symbol to see more information. Click on view PDF to see pull the report, which is the same report that you see in current DukeHub.
What If

You can see a What if report if a student has generated a report. There is a create report button but it is not currently operational.
Course List

Displays all planned, in progress, and taken classes. Click on the Status button. You can select one or more statuses that you want to see. Those left unchecked will not display. All headings on the list are sortable.

Unofficial Transcript

There is a graphical view. Use the > symbol to expand one area or click on Expand All. You can also click on the PDF button to view PDF version.
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Grades

View Grades by Term.
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Note: a quicker way to view grades at the end of a term is via the Academics Tab on the student’s Dashboard.

Long Range Plan (Nursing and Undergraduates Only)

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the Academic Interest Inventory</td>
<td>Complete on November 11, 2016</td>
</tr>
</tbody>
</table>
First Year Questions (Undergraduates Only)

My Information—Holds

My Profile

Basic biographical and identifying information can be found under My Profile. Note that the left hand navigation under my profile is the same as the tabs on the top of each page. You can navigate either way.
General Info—Student IDs, Preferred Name

Biographical Information – Primary Name, Gender Pronouns

The preferred name appears in the advisor list and in the student’s dashboard. This is where you can see the student’s primary name.

If a student self-identifies a Gender Pronoun, it will appear here. (This feature will go live in late December 2020).
Contact Information – Student Addresses, emails, phones

Emergency Contacts
Advisor Only Information (Undergraduates Only)

Students do not see this information. This menu item displays student groups that a student is active in.

Class Information - Class Searches

The class searches have been updated. Note, the class searches within Class Information are the exact same class searches students, staff, public users, etc. will be utilizing when searching for classes offered at Duke.
**Advanced Class Search:**

The Advanced Class Search allows you to search by varying criteria; course career, subject, catalog #, class number, start/end time, days of the week, course attributes (Modes of Inquiry, Areas of Knowledge), etc.

**Simple Class Search:**

The Simple Class Search works similarly to the previous alphabetical class search. Allowing you to select a subject from a drop down alphabetically.
Or you can enter a string of text in the Subject field (i.e. “biol”) and find all the subjects with “biology” in the description. Note, this same type of Subject filtering can be done with the Advanced Class Search.

Simple Class Search

There has been a change from a Seats Taken display to a Seats Open / Available display. Previously classes displayed how many seats had been taken (i.e. 9 / 100 indicated there were 9 students enrolled in the class). Now the display is Seats Open / Available (i.e. 9 / 100 indicates there are still 9 seats available in the class; 91 students enrolled).