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Logging in

Login is via the same URL you used to login to DukeHub: [https://dukehub.duke.edu/](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.

![DukeHub login page](image)

Navigation

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:

![Dashboard page](image)
Dashboard

The Dashboard will display your Teaching widgets. Widgets provide an abbreviated view of the varying left hand navigation menu items. 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.

Schedule

This is where you see a graphical view of your schedule. You can review detailed information about your classes, change your display or navigate by week/month/day, view a List View of your schedule, and print or download your schedule.

View class details by clicking on a class (including course evaluation history (if available), Course Synopsis, Textbook information, etc.). This displays the same information that a student sees about their classes.
Change the Time Period of the graphical display to a weekly, monthly, or daily view.
Download your schedule.

## Class Permissions

Use this page to manage your class permissions (view permissions, add new permissions, mark permissions as issued, etc.).
Maintain Permission Numbers:

Permissions:

Mark permissions as issued.
Once a permission is used, it will display in this view as used and display the Student ID and Name of the student that utilized the permission.

### Class Roster

The Class Roster displays the classes you are instructing for a selected term. It displays the number of students enrolled in each class, provides the ability to view expanded class details, and has a View Students link to view your individual class rosters (student info).
Expanded class details. Once again, this is the same class details students will see when they are searching for classes, viewing their enrollments, etc.

The are two areas we want to make special note of in the expanded class details view; Textbooks and Additional Links.

**Textbooks:**

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

Varying reports and functionality are available through Additional Links. Current items...

Course Evaluation Counts - Faculty Report - (If available) This is a report on all your classes for the selected term that have course evaluations assigned and provides enrollment and course eval start/completed/return rate information. The report opens in a new tab of your browser.

Course Evaluation History – (If available) This is a link to the current Tableau reporting that is created based on student evaluations of a course.

Course Synopsis – If you are the instructor of the class, this is where you edit/update/publish your course synopsis. If you are not the instructor, it will open a view only version of the course synopsis. The course synopsis opens in a new tab of your browser.
Enter/Edit Course Synopsis

2021 Spring Term | Regular Academic Session | Duke University | Undergraduate

POLSCI 146 - 01 (10364)
Politics and Economics (Lecture)
Days and Times | Room | Instructor | Dates
TuTh 3:30PM-4:45PM | Online Course | Bryan Instructor_Advisor | 01/20/2021 - 04/23/2021

Not Published

Course Information

The bulletin description and pre-requisites listed below reflect information that is in the official course catalog of Duke University. If you believe this information should be changed, please consult your department DUS or DGS about filing an official course change form. [N.B., the instructor listed in the bulletin description may not be current.]

Bulletin description
Politics is about choices that affect the distribution of gains and losses, and about societal and political conflicts surrounding them. Course analyzes how political and economic forces shape: (1) Historical origins, such as the industrial revolution, slavery, and the birth of the modern welfare state; (2) Macro-economic policies, such as the taxation of capital, public spending and debt; and (3) Redistributive policies, such as welfare programs, unemployment and health insurance, and the minimum wage. Instructor: Steigmueller

Pre-requisites enforced at registration
None

Course instructors

All primary instructors will be included in synopsis. Use the "Display" checkbox to control which other instructors will appear with the synopsis.

<table>
<thead>
<tr>
<th>Name</th>
<th>Instructor Role</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan Instructor_Advisor</td>
<td>Primary Instructor</td>
<td>☑</td>
</tr>
</tbody>
</table>

Synopsis of course content (Required)

To copy a currently or previously published synopsis into this class, click the "copy from" button to the right.
**Export Class Roster** – This is a report that opens in Excel and provides information about the selected class and the students enrolled in the class: Names, IDs, email, expected grad term, academic plan info, the student’s dean, etc.:

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Email</th>
<th>Expected Grad Term</th>
<th>Academic Plan Info</th>
<th>Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>123456</td>
<td>jdoe@email duke.edu</td>
<td>Fall 2022</td>
<td>Economics</td>
<td>Professor Smith</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>654321</td>
<td>jsmith@email duke.edu</td>
<td>Spring 2023</td>
<td>Psychology</td>
<td>Professor Johnson</td>
</tr>
</tbody>
</table>

**View Students:**

Opens a page that displays information about the students enrolled in the selected class. If a class is cross-listed, the View Students page can be opened to only display a specific class/section or the entire cross-listed class.

- **EVANTH 260**
- **Cross-listed Class**

The roster can be filtered by status (Enrolled (system default), All, Waitlisted, etc.).
The Class Roster can be printed; includes student pictures.

Emails can be sent to students individually, emailing a selected group, or emailing all students in the class. The email will open in your default email client to be sent.

Email an individual student by clicking on their name.

Email All.

Email a selected group.

Grade Roster

The Grade Roster displays the classes you can grade for a selected term. Once a grade roster is created for your class(es), if you expand the class details, you will see a Mid-term (if available) and Final grade roster. Click View Details to enter grades for the selected class.
View Details.

You can view additional program/plan information for an individual student by expanding their details.

Emails can be sent to students individually or by emailing all students in the class. The email will open in your default email client to be sent.

Email an individual student by clicking on their name.
Enter grades. Make sure to click the Save button to retain your updates.

The grade roster can be sorted by any of the columns; i.e. sort by Exp Grad Term to find seniors that need grades entered promptly, sort by Roster Grade to find students that don’t yet have a grade entered, etc.
Once all grades have been entered, change the Approval Status to All Grades Submitted, and click Save.

**Sakai Connect**

Sakai Connect allows users to import their grades from their Sakai grade roster into their DukeHub grade roster.

**Quick Guide for Grade Transfer:**

1. Select the Get Sakai ID icon for the appropriate course.
2. Click the Transfer Grades icon for the course to import grades from Sakai to the DukeHub grade roster.
3. Select the Grade Roster to review the transferred grades and enter any missing grades.
4. Submit the partial or final grade roster.
5. Review the Grading Status to confirm submission status.
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).