## Advisor Navigation – DukeHub 2.0

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Logging in

Login is via the same URL you used to login to DukeHub: https://beta.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.
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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:

View Advisees
It is from this list that you can click on ‘View Advisees’:
You should now see a list of your advisees

### View Advisees

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>ACADEMIC LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st Year Undergraduate</td>
</tr>
<tr>
<td></td>
<td>1st Year Undergraduate</td>
</tr>
<tr>
<td></td>
<td>1st Year Undergraduate</td>
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<td>1st Year Undergraduate</td>
</tr>
<tr>
<td></td>
<td>1st Year Undergraduate</td>
</tr>
</tbody>
</table>

### Filter/Search

- **Filter/Search**: You may search for students who may have a specific expected grad term:

  View Advisees

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>ACADEMIC LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st Year Undergraduate</td>
</tr>
</tbody>
</table>

- **Filter/Search** by Career if you advise more than one career:
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Filter/Search by Advisor Role:

Email All:

Email All: You can Email All of your advisees or just the subset that was returned by your filter:
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Expand All
- **Expand All**: You can Expand All to see the high level of information of the advisees:

View Advisees

Comments
- **Comments**: Click the Comments icon to open a new window to add and/or review comments
Once you have viewed or entered a comment, you can close the comments tab and it will bring you back to the advisor list:

Release the Eligible to Enroll Hold

! **NOTE:** This functionality will NOT be available in production until after we go live in December, 2020. All students who must meet with their advisor will have an Eligible to Enroll Hold placed on their record before shopping carts open for a given term. Advisors will release these holds in the Advisor Center. Departments will be able to release holds in Department Center
• **Release Hold:** From the main View Advisees page, click the Holds button on the advisee:

Click the Release Hold button:

After closing the window and back on the main View Advisees list you will see that the Hold is no longer present:
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.
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When you click on a Dashboard item, for example Holds, the left menu bar will expand. ‘Holds’ are under the ‘My Information’ menu item.

Menu Items Under Act as Student

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.
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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
Scroll down to see information about Textbooks, Course Evaluation History, Course Synopsis

View Waitlist

If a student is on a waitlist, their position will show here. This information is also a widget on the student’s dashboard.
Enrollment Dates

See general registration dates and student appointment information

Schedule Builder

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

Programs

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

Test Scores

Use the > symbol to expand to expand the test scores under each test type
Degree Progress (Advisement Report in current DukeHub)

NOTE: It takes about 10-15 seconds for this to render. This is a known bug.

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.
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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.
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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.

Grades

View Grades by Term.

Note: The Student’s Dashboard will display the latest term to have grades. It’s under the Academics view. This is a quicker way to view grades at the end of a term.
First Year Questions (Undergraduates Only)

- Course Schedule
  - 2020 Fall Term
  - INTRO BIOCHEMISTRY I
  - BIOCHEM 301-20005
  - 10:15 am - 11:30 am
  - Online Course

- Student Exams
  - 2020 Fall Term
  - PHYSICS 142L-18542
  - BIOCHEM 301-20005

- Grades
  - 2020 Spring Term
  - ORGANIC CHEMISTRY II
  - CHEM 202L
  - Grade A
  - ORGANIC CHEMISTRY LAB
  - CHEM 202L9
  - Grade not available
  - AIDS/EMERGING DISEASES
  - GHLTH 154
  - Grade A+
  - AMER DREAMS/AMER REALITIES
  - HISTORY 130D
  - Grade A
  - GENERAL PHYSICS I (DIS)
  - PHYSICS 141D
  - Grade not available

- Other Information
  - Identify Languages
  - What language(s) other than English would you like to study?
    - Chinese
    - Japanese
    - Korean
  - Interests and Plans
  - Interests & Plans
    - a career in a health profession
    - Please share anything else you would like your college advisor to know about you.
    - For my future, I am interested in both business and health professions. I enjoy the performing arts in my free time, particularly dance and music. I am looking forward to Duke!
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Advisor Information
View the student’s advisors. Use the > to expand for more information

Transfer Credit
See student’s test and course transfer credit.
My Information

Holds

Holds are also listed on the Dashboard

My Profile
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Profile
- View Student ID and Duke Unique ID

Biographical Info

View Preferred and Primary Name
Contact Info
View student’s addresses, phone numbers, and email address

<table>
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<th>Biographical Info</th>
<th>Contact Info</th>
<th>Emergency Contacts</th>
</tr>
</thead>
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<tr>
<td><strong>Addresses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
<td></td>
<td>CA 94560-7218</td>
</tr>
<tr>
<td>Mailing</td>
<td>Box 1, Durham, NC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing - Duke PO Box</td>
<td>Box 1, Durham, NC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phones</strong></td>
<td></td>
<td></td>
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<tr>
<td>Cellular</td>
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<td>000</td>
</tr>
<tr>
<td><strong>Emails</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Duke Alias</td>
<td></td>
<td></td>
<td>jduke.edu</td>
</tr>
</tbody>
</table>

Emergency Contacts
View Student’s Emergency Contact(s)
Advisor Only Items

Only advisors can see the information under this menu item. For Undergraduate Advisors, you can see whether student is an Athlete or in the first year Writing Group.