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2  LOGIN

Access to the Faculty Center Portal is used via this URL: https://dukehub.duke.edu/

Click the Faculty Home Link to get started.

This brings you to the DukeHub Landing Page. Click on Faculty Home

3  HOME PAGE

The Faculty Center Home Page lists faculty classes and faculty exam schedule

3.1  CHANGING YOUR DEFAULT TERM

If when you first log in, your Term Search is not the current term, click on Change Default Term
A dialog box will appear. Change the Term, click on Save and Refresh Page. The new Term will appear.
4 Faculty Class List Tab

This tab lists all your classes for a given term. From this tab, you can view more information about the class, and access your Class Roster, Grade Roster and Permission Numbers (if applicable).

4.1 Class Details

Click on the Subject/Catalog/Class # to get details about the class
4.2 **Click on Class Title to see Catalog Description of the Course**

![Course Description](Image)

**Course Description**

*From Data to Insight: The Use of Statistics and Writing in Public Health Research*

**Full Course Description**

The field of public health seeks to promote the healthiest lives possible of people and communities. In this class, we will discuss complex issues in public health through the lens of statistical and scientific reasoning. We will consider multiple hypotheses about the causes and prevention of health problems related to these issues. Furthermore, we will learn that the path between data and inference is not as clear-cut as it often appears in popular media by critically examining the scientific research literature. Students will lead class discussions and collaborate with peers on the major projects of the course, which will integrate statistical analysis and academic writing. Instructor: [Name]

---
### 4.3 CLASS ROSTER

Click on the icon to view the roster

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Grade</th>
<th>Course (Class #)</th>
<th>Class Title</th>
<th>Course Dates</th>
<th>Time</th>
<th>Room (Max Cap)</th>
<th>Enrolled Cap</th>
<th>Grading Access</th>
<th>Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTSCI 1010 - 01 (1540)</td>
<td>C</td>
<td>FROM DATA TO INSIGHT (SEM)</td>
<td></td>
<td>07/05 to 08/11 M-F</td>
<td>10:00AM to 12:00PM</td>
<td>Perkins LNK 006 (Classroom 4) (24)</td>
<td>15/18</td>
<td>Approve</td>
<td></td>
</tr>
</tbody>
</table>

2016 Summer Term 2 | Regular Academic Session | Duke University | Undergraduate

**ARTSCI 1010 - 01 (1540)**

From Data to Insight: The Use of Statistics and Writing in Public Health Research (Seminar)

**Days and Times**

MTuWThF 9:30AM-10:40AM

**Room**

Perkins LNK 006 (Classroom 4)

**Instructor**

07/05/2016 - 08/11/2016

---

**Show students who are...**

- Enrolled 18
- Withdrawn 1
- All 19

**Enrollment Capacity**

- Available 0
- Enrolled 18

**Select display option:**

- Link to Photos
- Include photos in Set

---

**Enrolled Students**

<table>
<thead>
<tr>
<th>#</th>
<th>Photo</th>
<th>Student ID</th>
<th>Duke Unique ID</th>
<th>Name</th>
<th>Grade</th>
<th>Program and Plan</th>
<th>Term</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☑</td>
<td>123</td>
<td>456</td>
<td>John</td>
<td>D</td>
<td>Trinity College</td>
<td>Undergraduate</td>
<td><a href="mailto:johndoe@duke.edu">johndoe@duke.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>☑</td>
<td>123</td>
<td>456</td>
<td>Jane</td>
<td>D</td>
<td>Trinity College</td>
<td>Undergraduate</td>
<td><a href="mailto:jane@duke.edu">jane@duke.edu</a></td>
</tr>
<tr>
<td>3</td>
<td>☑</td>
<td>123</td>
<td>456</td>
<td>Mike</td>
<td>D</td>
<td>Trinity College</td>
<td>Undergraduate</td>
<td><a href="mailto:mikedoe@duke.edu">mikedoe@duke.edu</a></td>
</tr>
<tr>
<td>4</td>
<td>☑</td>
<td>123</td>
<td>456</td>
<td>Sally</td>
<td>D</td>
<td>Trinity College</td>
<td>Undergraduate</td>
<td><a href="mailto:sally@duke.edu">sally@duke.edu</a></td>
</tr>
<tr>
<td>5</td>
<td>☑</td>
<td>123</td>
<td>456</td>
<td>Bob</td>
<td>D</td>
<td>Trinity College</td>
<td>Undergraduate</td>
<td><a href="mailto:bob@duke.edu">bob@duke.edu</a></td>
</tr>
<tr>
<td>6</td>
<td>☑</td>
<td>123</td>
<td>456</td>
<td>Scott</td>
<td>D</td>
<td>Trinity College</td>
<td>Undergraduate</td>
<td><a href="mailto:scott@duke.edu">scott@duke.edu</a></td>
</tr>
</tbody>
</table>
4.4 Grade Roster

Click on the icon to view the Grade Roster

4.5 Class Permissions

Click on the icon to view and issue class permission numbers
You will see the permission numbers generated by the registrar’s office. You can check a number once you have issued to a student.

If you want to create permission numbers or add additional numbers, click on the Additional Functions Tab and then click on Class Details icon.
Scroll Down to **Maintain Permission Numbers**.

Select **Create, Add Perms**

Select the **Number of Permission Numbers** to generate, an **expiration date** (end of drop/add or earlier), and what **overrides** you want the students to have. **NOTE:** Typically, consent required is the only one that should be checked. In very rare cases faculty will want to over enroll a class or let a student in who does not meet requisites for the class.

Click on **Save Permissions**
Return to the **Faculty Class List**. Click on the **Permissions icon**

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Grade Roster</th>
<th>Course (Class #)</th>
<th>Class Title</th>
<th>Course Dates</th>
<th>Mtg Times / Rooms (cap)</th>
<th>Enroll / Cap</th>
<th>Access</th>
<th>Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Image]</td>
<td>[Image]</td>
<td>CULANTH 291 - 03</td>
<td>INDEPENDENT STUDY (IND)</td>
<td>01/10 to 04/25</td>
<td>- to in ()</td>
<td>0 / 10</td>
<td>Approve</td>
<td>[Image]</td>
</tr>
</tbody>
</table>

*Please turn off your pop-up blocker before printing a class roster. Instructions can be found [here](#).*
The newly created numbers will appear. As you issue numbers, your id will appear next to a number. When a student uses the number the status will change to "Used.

<table>
<thead>
<tr>
<th>Number</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>61645</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>792952</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>672685</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>558271</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>464007</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>454375</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>187624</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>607554</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>333254</td>
<td>Not Used</td>
<td>01/01/18</td>
</tr>
<tr>
<td>989329</td>
<td>Not Used</td>
<td>01/12/18</td>
</tr>
<tr>
<td>902921</td>
<td>Not Used</td>
<td>01/12/18</td>
</tr>
<tr>
<td>665754</td>
<td>Not Used</td>
<td>01/12/18</td>
</tr>
<tr>
<td>833996</td>
<td>Not Used</td>
<td>01/12/18</td>
</tr>
<tr>
<td>544483</td>
<td>Not Used</td>
<td>01/12/18</td>
</tr>
</tbody>
</table>
5  **ADDITIONAL FUNCTIONS TAB**

![Image of a website showing faculty classes with an additional functions tab]

### 5.1  **CLASS DETAILS**

Click on the **icon** to see class details.

![Image of a website showing class details for ARTSSCI 1015 - 01 (1540) with room, instructor, and enrollment information]
## 5.2 Course Synopsis

Click on the icon to view Course Synopsis

**BIOCHEM 301 - 01 (1882)**

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWTHF 9:30AM-10:45AM</td>
<td>Duke 147</td>
<td>05/18/2016-04/27/2016</td>
<td></td>
</tr>
</tbody>
</table>

### Course Information

**Bulletin Description**
- Chemistry of the constituents of proteins, lipids, carbohydrates, and nucleic acids and their metabolites and interactions.
- Prerequisite: Two semesters of organic chemistry. Instruction: Cogginn and staff.

**Pre-requisites**
- 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.
Textbooks

Click on the icon to view and update textbook information

<table>
<thead>
<tr>
<th>Course (Class #)</th>
<th>Class Title</th>
<th>Class Details</th>
<th>Synopsis</th>
<th>Textbooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS&amp;SCI 1015 - 01 (1540)</td>
<td>FROM DATA TO REPORT (SS5)</td>
<td></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>ARTS&amp;SCI 1015 - 02 (1541)</td>
<td>FROM DATA TO REPORT (SS5)</td>
<td></td>
<td></td>
<td>NA</td>
</tr>
</tbody>
</table>

**Evaluation Counts**

If your course has end of semester course evaluations, you will see the number of students who have completed an evaluation.

- **BIOCHEM 301 - 01 (1882)**

  2016 Summer Term 1 | Regular Academic Session | Duke University | Undergraduate

  **Introductory Biochemistry I: Intermediate Metabolism (Lecture)**

  Days and Times: 5:30PM - 8:45PM 06/20/2016 - 08/27/2016

  Instructor: Ramana Liu

  Textbook Store Course Status:
  - List Books/Materials Below
  - Use Last Term’s Booklist
  - No Texts Required
  - To Be Determined
  - Course Pack Available
  - Out of Stock
  - Out of Stock Individually
  - To Be Determined

  Textbook Store Course Status:
  - Textbook Store Course Status:
  - Last Updated: 08/06/2016
  - Textbooks Last Updated from Bookstore: 08/06/2016
  - Changes Last Submitted for Export: 08/06/2016
  - Changes Last Exported to Bookstore: 08/06/2016

  Evaluation Counts:
  - Term Search: 2016 Summer Term 1
  - Evaluation Counts: 1/33