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2 LOGIN

On August 6th, Access to the Faculty Center Portal will be 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 2016 Summer Term 2, 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**
4.3 **CLASS ROSTER**

Click on the icon to view the roster

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**ARTSCI 1040 - 01 (1540)**

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

**Days and Times**
MTuWThF 9:30AM-10:43AM

**Room**
Pearlman Link 006
(Classroom 4)

**Instructor**
14780

**Dates**
07/05/2016 - 08/11/2016

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**Enrollment Details**

- **Enrollment Capacity**: 18
- **Enrolled**: 15

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**Enrolled Students**

<table>
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<tr>
<th>#</th>
<th>Photo</th>
<th>Student ID</th>
<th>Duke Unique ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Program and Plan</th>
<th>Term</th>
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</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**
5 ADDITIONAL FUNCTIONS TAB

5.1 CLASS DETAILS

Click on the icon to see class details.
5.2 **Course Synopsis**

Click on the icon to view Course Synopsis.
Click on the icon to view and update textbook information

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<tr>
<th>Course (Class #)</th>
<th>Class Title</th>
<th>Class Details</th>
<th>Synopsis</th>
<th>Textbooks</th>
<th>Evaluation Counts</th>
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BIOCHEM 301 - 01 (1882)

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

**Textbook Store Data Export - Booklist Option**
Please select one of the options listed below to assist the Duke Textbook Store in listing the course after they receive the information. To ensure that the option selected is reflected in the class schedule links please Save and Submit all Booklist Option changes EVEN IF YOU DO NOT LIST ANY BOOKS BELOW.

- List Books/Materials Below
- Use Last Term's Booklist
- No Texts Required
- To Be Determined
- Course Pack Available in Class
- Omitted Individually

**Textbook Store Data Export - General Information**

Primary Instructor(s):

- Name:
- Preferred Email: duke.edu
- Preferred Phone: 123
- Contact Person (if)
- Contact Email: duke.edu
- Contact Phone: 123

Enrollment Estimate: 60

Evaluation Counts

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<td>1/33</td>
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</table>

**Evaluation Counts**

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