Tech Prep for Incoming Students

As a student in the [Master of Environmental Management](#) and [Master of Forestry](#) professional degree programs, tech preparation is essential. Students will need to use several different technologies in their classes and on special projects, and they are encouraged to spend time over the summer getting familiar with these platforms and reviewing the fundamentals.

The tech prep resources below are separated into **three sections**. Over the summer, incoming students should *prioritize* the tutorials in **Part A** – this section should be reviewed as early as possible and completed before Orientation. Later in the summer, **Part B** will be useful before registration begins and throughout the fall semester. Students may choose to review **Part C** after they matriculate, if needed.

Most, if not all, of the sites below require **NetID login**.

Part A: Excel, Word, and PowerPoint Training

LinkedIn Learning

Duke students with an active NetID can access the [LinkedIn Learning](#) online training library. LinkedIn learning has thousands of videos available covering various topics. At a minimum, students should learn how to do the following in Excel, Word and PowerPoint before the school year gets underway. Keep in mind, you can click on specific topics to learn more. The tutorials do not require you to watch the video from beginning to end. Select 'Contents' in the top left to view the tutorial topics. [Login instructions](#) with screenshots available, if needed.

Microsoft Excel Essential Training
Access [Microsoft Excel Tutorial](#) in LinkedIn Learning

- understanding workbooks and worksheets
- entering data
- formulas and functions
- formatting
- adjusting worksheet layout and data
- charts
- adjusting worksheet views
- multiple worksheets and workbooks
- data management features
- sharing workbooks

Microsoft Word Essential Training
Access [Microsoft Word Tutorial](#) in LinkedIn Learning

- how to open, close and read documents
- working with text
- formatting text

- working with paragraph text
- formatting pages
- creating lists
- illustrating documents
- proofing documents
- sharing and collaborating

Microsoft PowerPoint Essential Training
Access [Microsoft PowerPoint Tutorial](#) in LinkedIn Learning

- create and save a new presentation
- work with slides
- images and shapes
- add diagrams and charts
- add video, audio, and animations to slides
- collaborate and prepare
- deliver the presentation
- reuse the presentation

Part B: Registration, Library, Collaboration Resources, etc.

Citation Resources
Students will need to cite sources in their in-class writing assignments and master's projects.
Citation tools are designed to help students organize, manage, and format citations in their work.

LinkedIn Learning

- [What is citation and why cite?](#)
- [Insert a Citation](#)

Duke University Libraries

- [Citing Sources](#)
- [Citation Tools](#)
- [Writing 101: Biophilic Cities: Using the Library](#)
- [MEM Guide for Finding, Using and Citing Sources](#)
- [Duke University Plagiarism Tutorial](#)
- [Research support/Ask for Help](#)

Duke Box

Box is a cloud-based storage and collaboration service at Duke. With Box, you can access, store, and share content securely with Duke and non-Duke users on any device. At the Nicholas School, we use Duke Box frequently to share and store files and to collaborate on work projects. Incoming students should familiarize themselves with Duke Box prior to matriculating.

- Access [Duke Box](#)
- [Getting Started](#) in Duke Box
- Access [Duke Box New Feature](#)

Duke Sakai

Each instructor will most likely use [Sakai](#) to set up their course site. Information such as class assignments, syllabus, textbook requirements, grades for assignments, and related resources for the course will be posted in Sakai. Incoming students will be able to familiarize themselves with Sakai over the summer by taking the diagnostic exams.

- Access [Sakai](#)
- Access [Student Guide and Documentation](#)

DukeHub

Duke students enroll in classes using the online registration system known as [DukeHub](#). Students may access course information, financial aid and account information, personal data, view final course grades, and other types of information through the DukeHub as well.

- Access all [DukeHub Help Guides](#)
- [Class Search](#)
- [Icons and capacity indicators](#)
- [Drop a Class](#)
- [Schedule Builder](#)
- [Order a Transcript](#)

Stellic Introduction

[Stellic](#) is a robust tool, which uses a color-coded system that allows students to track their degree progress. Students will use Stellic to view their completed and in-progress course requirements, and to make a course plan for future semesters. Keep In mind, course registration occurs in DukeHub and not in Stellic. Once the student enrolls in a course in DukeHub, the course will show up on the student's record the next day in Stellic. Note: Incoming students may not be able to access Stellic until mid-summer.

- [Best Practices and Things to Remember](#)
- [Tips for Dual Degrees](#)

Part C. Additional Resources

Master's Project Handbook
The master's project handbook is the one-stop-shop resource for all things related to the master's project process, timeline, requirements, and support resources. Incoming students are encouraged to familiarize themselves with the MP handbook after they matriculate and be prepared to refer to it throughout the program.

- Access the Master's Project Handbook

Nicholas School's Information Technology Office
The Nicholas School's Information Technology team has compiled a library of how-to videos for common technology needs. Check out these short videos for assistance with everything from using A/V equipment in the conference rooms to setting up your Duke email on your mobile phone.

- Access How-to-Technology Tutorials
- ArcGIS Licensing
- Access the Nicholas School Intranet

University's Office of Information Technology
The university's Office of Information Technology supports broader technology needs across the university.

- Software available
- Collaboration and communication
- Contact OIT

Project Management Short Course
Bass Connections projects are interdisciplinary and team-based, and they allow students the opportunity to participate in projects that address real-world problems. To prepare for these projects Bass Connections, along with the instructors at Duke Libraries and Duke Science Society, designed a Duke Graduate Academy short course on *interdisciplinary project management*. This course includes five sessions on the fundamentals of project management from defining a team's scope and creating a project plan to managing resources, roles, and workflow. Project managers can access the video modules for this course anytime to learn more.