

## Entering All Grades in DukeHub (Mid-Term or Final Grades)

Select the **Grade Roster** tab in DukeHub:

The screenshot shows the DukeHub dashboard. On the left is a sidebar with navigation options: Homepage, Department Center, Dashboard (selected), Schedule, Class Permissions, Class Roster, and Grade Roster (highlighted with a blue arrow). The main content area shows a 'Hello Kristin!' greeting and tabs for Financials, Teaching (selected), and Advisor. There are two widgets: 'Teaching Exams 2022 Spring Term' and 'Teaching Schedule 2022 Spring Term'. The teaching schedule shows 'You have no classes on this day.' for Friday.

To enter Mid-Term or Final Grades:

1. Select **View Details** for the appropriate grade roster to grades for the term.

### Grade Roster

The screenshot shows the 'Grade Roster' page for the term '2022 Spring Term'. It features a table with columns: CLASS, DESCRIPTION, TOPIC, and ENROLLED. The class 'MATH 89S 01-SEM (4811)' is expanded to show 'MID-TERM GRADE' and 'FINAL GRADE' sections. Both sections have a status of 'Submission Pending' and a 'View Details' button. A blue circle with the number '1' is placed over the 'View Details' button for the final grade section.

2. Enter the **Roster Grade** for each student in the class. Select **Submit Grades** to submit the partial or full grade roster. Select the **Continue** button to proceed.

Grade Roster > MATH 89S | 01-SEM (4811)

The screenshot shows the 'Final Grade' entry page for 'FIRST-YEAR SEMINAR (TOP)'. The approval status is 'SUBMISSION PENDING'. There are buttons for 'Submit Grades', 'Save', and 'Email All'. Below is a table with columns: STUDENT (4), GRADING BASIS, EXP GRAD TERM, and ROSTER GRADE. Each row shows a student's profile picture, a dropdown menu for the roster grade, and a checkbox. A blue circle with the number '2' is placed over the 'Submit Grades' button.

The modal dialog box has a title 'Submit Grades' with a warning icon. The text inside reads: '\*\* If all grades have been entered on the roster, you MUST select the FINALIZE ROSTER button to complete the grading process. \*\*'. At the bottom are two buttons: 'Cancel' and 'Continue'.

3. Select **FINALIZE ROSTER** once all grades are entered to submit the completed grade roster to the Office of the University Registrar for posting. Select the **Continue** button to change the **Approval Status** to **ALL GRADES SUBMITTED**.

Grade Roster > MATH 89S | 01-SEM (4811)



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FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **PARTIALLY SUBMITTED**

**FINALIZE ROSTER** Edit/Enter Grades Save ... Email All

STUDENT (4) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
>	GRD	2025 Spring Term	A	<input type="checkbox"/>
>	GRD	2025 Spring Term	B+	<input type="checkbox"/>
>	GRD	2025 Spring Term	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term	B+	<input type="checkbox"/>

**FINALIZE ROSTER**

By selecting this button you will change the status to "All Grades Submitted". This will submit ALL FINAL grades for this roster to the Registrar for posting. Do you want to continue?

Cancel Continue

Grade Roster > MATH 89S | 01-SEM (4811)



FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **ALL GRADES SUBMITTED** ←

Edit/Enter Grades ... Email All

STUDENT (4) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
>	GRD	2025 Spring Term	A	<input type="checkbox"/>
>	GRD	2025 Spring Term	B+	<input type="checkbox"/>
>	GRD	2025 Spring Term	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term	B+	<input type="checkbox"/>

The grade roster will update with an **Official Grade** column populated once grades have posted. The **Approval Status** will update to **POSTED**. Grades are posted hourly.

Grade Roster > MATH 89S | 01-SEM (4811)



FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **POSTED**

... Email All

STUDENT (4) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	OFFICIAL GRADE	
>	GRD	2025 Spring Term	A	A	<input type="checkbox"/>

\*Note: Edit/Enter Grades button will no longer be available once grades have been submitted for posting.