

Partial Grade Submission in DukeHub (Mid-Term or Final Grades)

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

The screenshot shows the DukeHub dashboard for user Kristin. The left sidebar contains navigation options: Homepage, Department Center, Dashboard (highlighted), 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 widget cards: 'Teaching Exams 2022 Spring Term' for POLSCI 895-5539 on April 30, 2022, and 'Teaching Schedule 2022 Spring Term' for Friday, which shows 'You have no classes on this day.'

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 2022 Spring Term. It features a table with columns: CLASS, DESCRIPTION, TOPIC, and ENROLLED. The first row is for POLSCI 895 04-SEM (5539), described as 'FIRST-YEAR SEMINAR (TOP)' with the topic 'CAPITALISM, FOR AND AGAINST' and 3 enrolled students. Below the table, there are two sections: 'MID-TERM GRADE' and 'FINAL GRADE', both with 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.

2. Enter the **Roster Grade** for students. Select **Submit Grades** to submit the partial grade roster if you are not ready to grade the full roster. Select the **Continue** button to proceed.

Grade Roster > POLSCI 895 | 04-SEM (5539)

The screenshot shows the 'Grade Roster' page for POLSCI 895 | 04-SEM (5539). The page title is 'FIRST-YEAR SEMINAR (TOP) | Final Grade'. The approval status is 'SUBMISSION PENDING'. There are buttons for 'Submit Grades', 'Save', and 'Email All'. A blue circle with the number '2' is placed over the 'Submit Grades' button. Below the buttons is a table with columns: STUDENT (3), GRADING BASIS, EXP GRAD TERM, and ROSTER GRADE. The table contains three rows of student information, each with a 'Roster Grade' dropdown menu. The first row has a grade of 'A-'.

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, there are two buttons: 'Cancel' and 'Continue'.

3. The **Approval Status** will update to **PARTIALLY SUBMITTED**. The partially submitted grades on the roster will be picked up in the Office of the University Registrar's hourly posting process.

Grade Roster > POLSCI 89S | 04-SEM (5539)



FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **PARTIALLY SUBMITTED** **3**

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

STUDENT (3) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	<input type="checkbox"/>
>	GRD	2025 Spring Term	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term		<input type="checkbox"/>
>	GRD	2025 Spring Term		<input type="checkbox"/>

4. The grade roster will update with an **Official Grade** column once grades have posted.

Grade Roster > POLSCI 89S | 04-SEM (5539)



FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **PARTIALLY SUBMITTED** **4**

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

STUDENT (3) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	OFFICIAL GRADE	<input type="checkbox"/>
>	GRD	2025 Spring Term	A-	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term		-	<input type="checkbox"/>
>	GRD	2025 Spring Term		-	<input type="checkbox"/>

5. Select the **Edit/Enter Grades** button to grade the remaining students on the grade roster. Select the **Continue** button to proceed.

Grade Roster > POLSCI 89S | 04-SEM (5539)



FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **PARTIALLY SUBMITTED** **5**

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

STUDENT (3) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	OFFICIAL GRADE	<input type="checkbox"/>
>	GRD	2025 Spring Term	A-	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term		-	<input type="checkbox"/>
>	GRD	2025 Spring Term		-	<input type="checkbox"/>

✕

! Edit/Enter Grades

By selecting this button you will change the status to "Not Reviewed" and will be allowed to edit grades. Do you want to continue?

Cancel
Continue

6. Enter the **Roster Grade** for the remaining students. Select **Submit Grades** and then select the **Continue** button to proceed.

Grade Roster > POLSCI 89S | 04-SEM (5539)

6



FIRST-YEAR SEMINAR (TOP) | Final Grade

Submit Grades
Save
⋮
✉ Email All

Approval Status: SUBMISSION PENDING

STUDENT (3) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	OFFICIAL GRADE	
>	GRD	2025 Spring Term	A-	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term	Roster Grade: B ✕ ▾	-	<input type="checkbox"/>
>	GRD	2025 Spring Term	Roster Grade: A ✕ ▾	-	<input type="checkbox"/>

✕

! Submit Grades

** If all grades have been entered on the roster, you MUST select the FINALIZE ROSTER button to complete the grading process. **

Cancel
Continue

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

Grade Roster > POLSCI 89S | 04-SEM (5539)

7



FIRST-YEAR SEMINAR (TOP) | Final Grade

FINALIZE ROSTER
Edit/Enter Grades
Save
⋮
✉ Email All

Approval Status: PARTIALLY SUBMITTED

STUDENT (3) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	OFFICIAL GRADE	
>	GRD	2025 Spring Term	A-	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term	B	-	<input type="checkbox"/>
>	GRD	2025 Spring Term	A	-	<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 > POLSCI 89S | 04-SEM (5539)



FIRST-YEAR SEMINAR (TOP) | Final Grade

Edit/Enter Grades
⋮
Email All

Approval Status: ALL GRADES SUBMITTED

STUDENT (3) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	OFFICIAL GRADE	
>	GRD	2025 Spring Term	A-	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term	B	-	<input type="checkbox"/>
>	GRD	2025 Spring Term	A	-	<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 > POLSCI 89S | 04-SEM (5539)



FIRST-YEAR SEMINAR (TOP) | Final Grade

⋮
Email All

Approval Status: POSTED

STUDENT (3) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	OFFICIAL GRADE	
>	GRD	2025 Spring Term	A-	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term	B	B	<input type="checkbox"/>
>	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.

****Note:** Partial grade post process does not use the **FINALIZE ROSTER** button. An error message (example below) will appear if the button is selected and all grades have not yet been submitted.

Grade Roster > POLSCI 89S | 04-SEM (5539)

FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: PARTIALLY SUBMITTED

STUDENT (3) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
>	GRD	2025 Spring Term	A-	<input type="checkbox"/>
>	GRD	2025 Spring Term		<input type="checkbox"/>

FINALIZE ROSTER
Edit/Enter Grades

✕ ERROR
✕

All students in the Grade Roster must be graded before it can be approved.