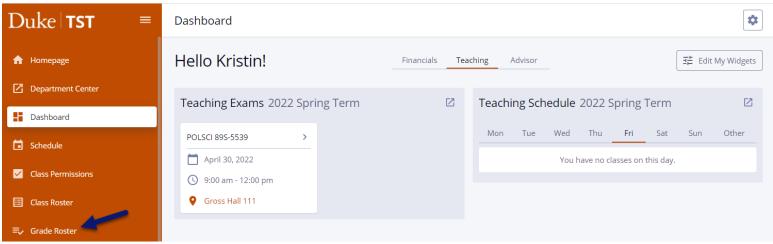
Partial Grade Submission in DukeHub (Mid-Term or Final Grades)

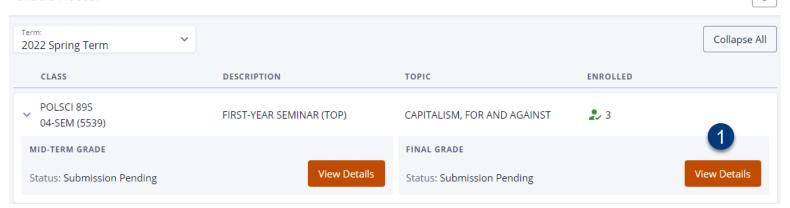
Select the Grade Roster tab in DukeHub:



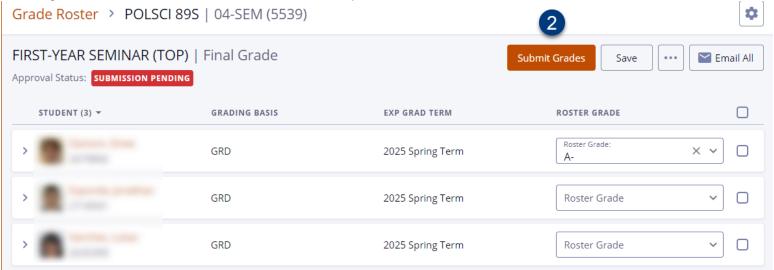
To enter Mid-Term or Final Grades:

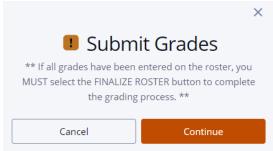
1. Select View Details for the appropriate grade roster to grades for the term.





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.





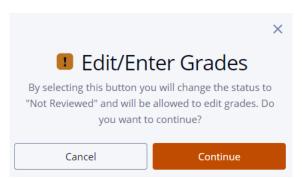
3. The Approval Status will update to PARTIALLY SUBMITTED. The partially submitted grades on the roster will be picked up in the Office of the University Registrar's hourly posting process. * Grade Roster > POLSCI 89S | 04-SEM (5539) FIRST-YEAR SEMINAR (TOP) | Final Grade **FINALIZE ROSTER** Edit/Enter Grades Email All Save Approval Status: PARTIALLY SUBMITTED STUDENT (3) 🕶 **GRADING BASIS EXP GRAD TERM ROSTER GRADE** GRD 2025 Spring Term Α-GRD 2025 Spring Term GRD 2025 Spring Term 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 **FINALIZE ROSTER Email** All Edit/Enter Grades Approval Status: PARTIALLY SUBMITTED OFFICIAL GRADE STUDENT (3) ▼ **GRADING BASIS EXP GRAD TERM** ROSTER GRADE GRD 2025 Spring Term A-Α-GRD 2025 Spring Term GRD 2025 Spring Term 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 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-

2025 Spring Term

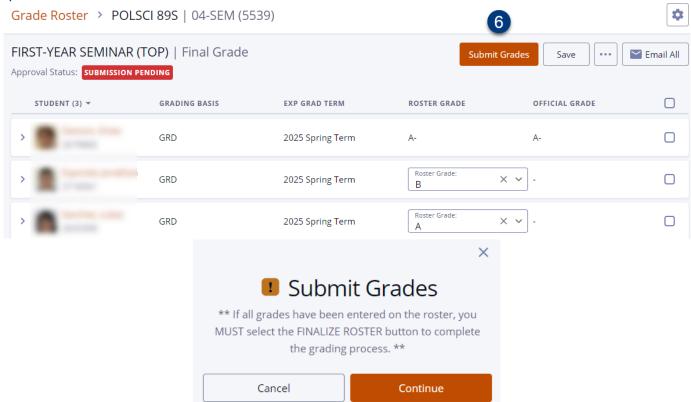
2025 Spring Term

GRD

GRD

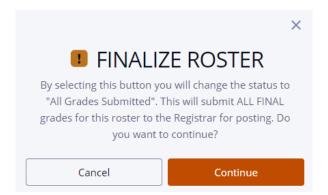


6. Enter the **Roster Grade** for the remaining students. Select **Submit Grades** and then select the **Continue** button to proceed.



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**.

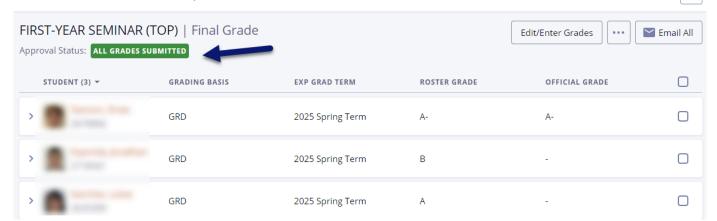




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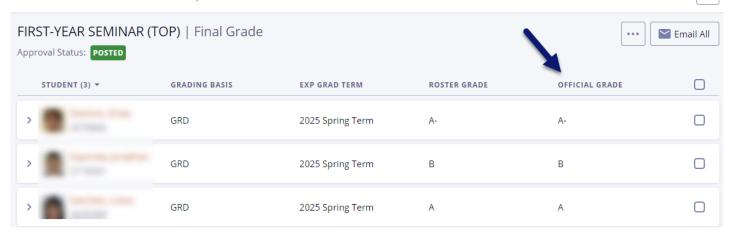
*

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



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)



- *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.

