Entering All Grades 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 each student in the class. Select Submit Grades to submit the partial or full grade roster. Select the Continue button to proceed.
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**.

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.

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