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.

Grade Roster

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.

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

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