

Login to DukeHub: <https://dukehub.duke.edu/>

Select the box below:



Select the appropriate term: (if you need to change the term, select the “Change Term” button

Faculty Center

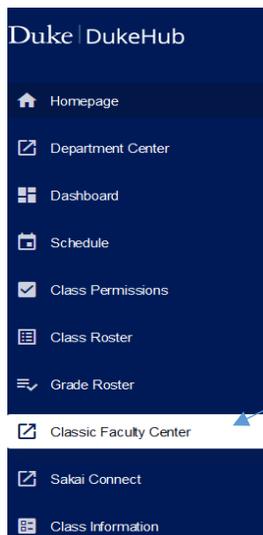
My Schedule

2021 Spring Term | Duke
University

Set Term as Default

Change Term

On the Dashboard, select “Classic Faculty Center”



Then select the appropriate Course/Section. Then select the “Grade Roster”. It is the icon that looks like a person standing in front of a board. If you scroll over the icon, it will say “grade roster”

		ANESTH 440C-44 (1348)	CLINICAL ANESTHESIOLOGY (Acute Care)	3/4	TBA	TBA	Mar 29, 2021- Apr 24, 2021	68	Add	View Textbook Store Listing	Create Booklist
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It should then take you to a page that looks like DukeHub 1.0.

Grade Roster

2021 Spring Term | Med 4th Year 2nd 8 Weeks | Duke University | School of Medicine

ANESTH 440C - 44 (1348) Clinical Anesthesiology (Acute Care)			
Days and Times	Room	Instructor	Dates
TBA	TBA	Elizabeth Burney Malinzak	03/29/2021 - 04/24/2021

Display Options	Grade Roster Action
*Grade Roster Type: Final Grade	<input type="button" value="Save"/> <input type="button" value="Submit Grades"/>
<input type="checkbox"/> Display Unassigned Roster Grade Only	Roster Status: Submission Pending
<input type="checkbox"/> Hide / Reveal Student Names	(Click here to create an *.xls grade entry template)
	(Click here to upload grades from a *.csv file)

Cross-listed sections				
Class	Description	Enrolled	Roster Status	Grade
		0		Grade

Enter Grade(s), then "Submit Grade(s)"

Student ID	Duke Unique ID	Graduating Student?	Name	Roster Grade	Evaluation	Official Grade	Grading Basis	Program and Plan	Level
[redacted]	[redacted]		[redacted]	[input]	Evaluate		GRD	Medicine Third Year - Longitudinal Integrated Curric	Professional Year 3
[redacted]	[redacted]	YES	[redacted]	[input]	Evaluate		GRD	Medicine Fourth Year - Medical Scientist Trng Prog-MD	Professional Year 4
[redacted]	[redacted]	YES	[redacted]	[input]	Evaluate		GRD	Medicine Fourth Year - Medicine MD Fourth Year	Professional Year 4

Next, select the "Evaluate" link.

Complete the evaluation. Then select "next"



On the next screen that comes up, review and then select "Approve". The evaluation status should change to "Complete". The Evaluation will post when the grade does.