Login to DukeHub: [https://dukehub.duke.edu/](https://dukehub.duke.edu/)

Select the box below:

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

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”
It should then take you to a page that looks like DukeHub 1.0.

Enter Grade(s), then “Submit Grade(s)”

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.