Quick Reference for Entering grades on-line:

- Log into DukeHub: [https://dukehub.duke.edu/](https://dukehub.duke.edu/)
- From the Dashboard, select “Classic Faculty Center”
- Select the appropriate term
- Select the appropriate Course
- Select the Section
- This should take you to a page that looks similar to the DukeHub 1.0 page
- Select the Grade Roster icon to the left of the course

**Enter grades on the roster:**

- Do not forget to select the “Submit Grades” button
- Submit Grades

Next, complete the evaluation:

- To the right of the grade roster box, there should be a link to the evaluation. It will say “Evaluate”. Select that link.
- Complete the evaluation. Scroll to the bottom, underneath the “Suggestions for improvement” box.
- You will see a menu at the bottom of the evaluation (menu is also at the top of the page). The menu will look like this:

  - Select “Next”:
  - After selecting “Next”, you will need to select the option to “Approve”. Then select the option to go back to grade roster. The link to the evaluation should change to “Complete” status and the evaluation will be available to the student when the grade posts.