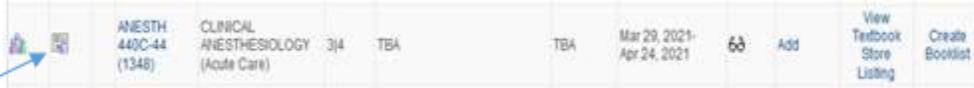


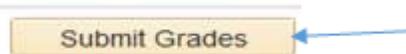
Quick Reference for Entering grades on-line:

- Log into DukeHub: <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



		ANESTH 440C-44 (1348)	CLINICAL ANESTHESIOLOGY (Acute Care)	3/4	TBA	TBA	Mar 29, 2021- Apr 24, 2021	60	Add	View Textbook Store Listing	Create Booklist
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- **Enter grades on the roster;**
- **Do not forget to select the "[Submit Grades](#)" button**



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.