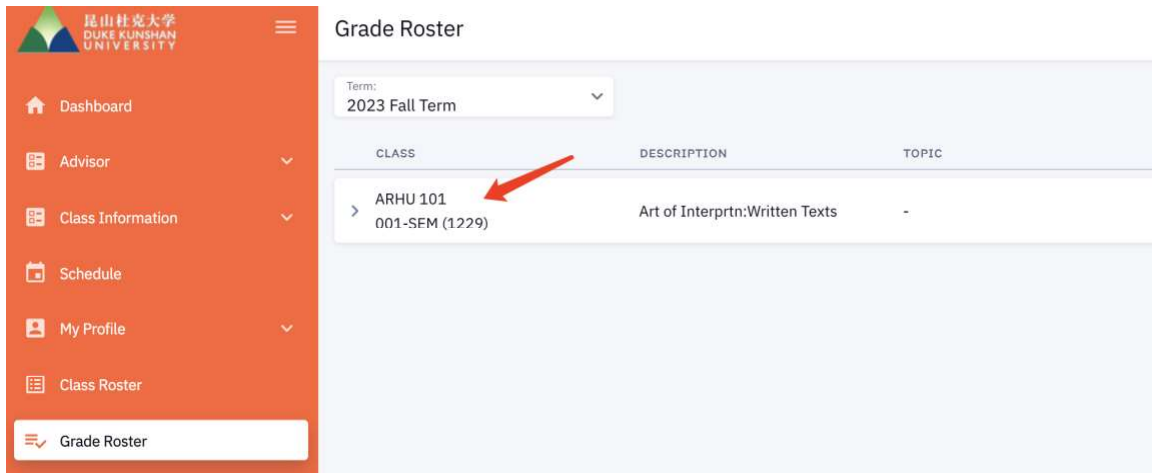


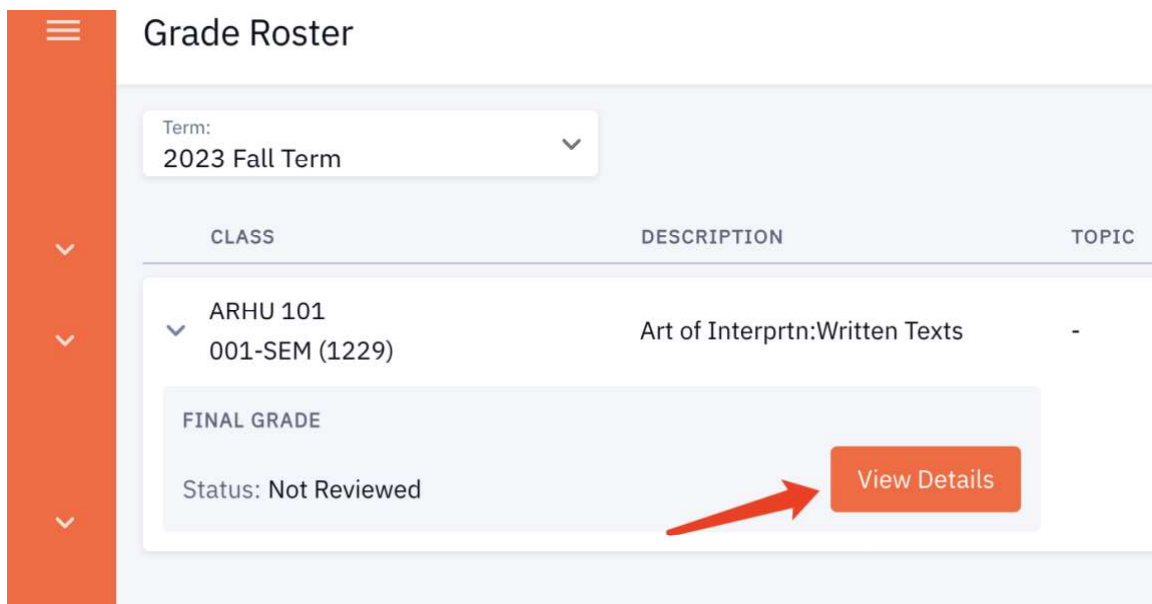
## Grade Entry Instruction

Go to “Grade Roster” and click on the course that you are to grade and then go to “View Details.”



The screenshot shows the 'Grade Roster' page. On the left is a navigation menu with options: Dashboard, Advisor, Class Information, Schedule, My Profile, Class Roster, and Grade Roster. The main content area has a dropdown for 'Term: 2023 Fall Term' and a table with columns 'CLASS', 'DESCRIPTION', and 'TOPIC'. A red arrow points to the course 'ARHU 101 001-SEM (1229)' in the table.

CLASS	DESCRIPTION	TOPIC
> ARHU 101 001-SEM (1229)	Art of Interprtn:Written Texts	-



The screenshot shows the 'Grade Roster' page with the course 'ARHU 101 001-SEM (1229)' selected. Below the course name, it shows 'FINAL GRADE' and 'Status: Not Reviewed'. A red arrow points to the 'View Details' button.

CLASS	DESCRIPTION	TOPIC
▼ ARHU 101 001-SEM (1229)	Art of Interprtn:Written Texts	-

FINAL GRADE  
Status: Not Reviewed






[View Details](#)

A list of students in your class will be displayed on the landing page, go to “Roster Grade” to select a grade for the student. The Grading basis column indicates if a student has opted to change the grading basis to CR/NC. Expected Grad Term shows if a student is a graduating senior or not.






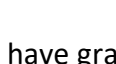
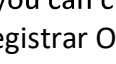


Art of Interprtn:Written Texts | Final Grade Submit Grades Save

Approval Status: NOT REVIEWED

< 1 2 > Per Page: 10

STUDENT (18) ▾	GRADING BASIS	EXP GRAD TERM	REQUIREMENT DESIGNATION	ROSTER GRADE
> 	GRD	2025 Spring Term	Duke Instructor - Yes	Roster Grade ▾
> 	GRD	2024 Spring Term	Duke Instructor - Yes	Roster Grade ▾
> 	GRD	2026 Spring Term	Duke Instructor - Yes	Roster Grade ▾
> 	GRD	2025 Fall Term	Duke Instructor - Yes	Roster Grade ▾
> 	GRD	2024 Spring Term	Duke Instructor - Yes	Roster Grade ▾

STUDENT (18) ▾	GRADING BASIS	EXP GRAD TERM	REQUIREMENT DESIGNATION	ROSTER GRADE
	GRD	2025 Spring Term	Duke Instructor - Yes	Roster Grade: ▾
	GRD	2024 Spring Term	Duke Instructor - Yes	Any Roster Grade
	GRD	2026 Spring Term	Duke Instructor - Yes	A
	GRD	2025 Fall Term	Duke Instructor - Yes	A+
	GRD	2024 Spring Term	Duke Instructor - Yes	A-
	GRD	2025 Fall Term	Duke Instructor - Yes	B
	GRD	2025 Fall Term	Duke Instructor - Yes	B+
	GRD	2024 Spring Term	Duke Instructor - Yes	B-
	GRD	2024 Spring Term	Duke Instructor - Yes	^

If you have graduating seniors in your roster and need to submit their grades sooner than the rest, you can click “Submit Grades”, which will allow you to send those grades to the system for Registrar Office to review and post. Once grades are posted, faculty can no longer change the grades from their faculty page.

ts | Final Grade

Submit Grades Save ...

< 1 2 > Per Page: 10

IG BASIS	EXP GRAD TERM	REQUIREMENT DESIGNATION	ROSTER GRADE
	2025 Spring Term	Duke Instructor - Yes	Roster Grade: A
	2024 Spring Term	Duke Instructor - Yes	Roster Grade: A
	2026 Spring Term	Duke Instructor - Yes	Roster Grade
	2025 Fall Term	Duke Instructor - Yes	Roster Grade

Once all grades are entered in the system, make sure you “Approve Grades” as the last step to complete the grade entry process.

> ARHU 101 | 001-SEM (1229)

n:Written Texts | Final Grade

READY FOR REVIEW Approve Grades Edit/Enter Grades Save ...

< 1 2 > Per Page: 10

GRADING BASIS	EXP GRAD TERM	REQUIREMENT DESIGNATION	ROSTER GRADE
GRD	2025 Spring Term	Duke Instructor - Yes	A
GRD	2024 Spring Term	Duke Instructor - Yes	A

*\* Once grades are approved and posted, no changes can be made from faculty’s grade entry page. Please use this [Grade Change Form](#) to submit a change request. Also please be reminded that a grade can only be changed due to an error in calculation or an error in transcription.*

## *Grades and GPA*

### GRADES and GPA

A+	4.0	100- 98
A	4.0	97 - 93
A-	3.7	92-90
B+	3.3	89 - 87
B	3.0	86 - 83
B-	2.7	82 - 80
C+	2.3	79 - 77
C	2.0	76 - 73
C-	1.7	72 - 70
D+	1.3	69 - 67
D	1.0	66 - 63
D-	1.0	62 - 60
F	0	59 and below