# Import Grades – CANVAS

On the **Import Grades – CANVAS** page, there are two options to enter grades into the DukeHub grade roster: **Import Grades** and **Loading Grades**.

### Guide to the Import Grades – CANVAS page

Duke <b>TST</b> ≡	Import Grades - Ca	anvas						\$
E Class Roster	Term	•					0	GRADE ROSTER
☴✔ Grade Roster	202310111111							
Classic Faculty Center		ІМРО	RT GRADES				LOADING GRADES	;
🖄 Import Grades - SAKAI	CLASS 🛧	DESCRIPTION 1	GRADE ROSTER 🛧	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧
Import Grades - Canvas	BIOLOGY - 89S (5431)	FIRST-YEAR SEMINAR (TOP)	1 FIN	2 Canvas	3 ≓	4 🖹	5 💁	Pending 6

### **IMPORT GRADES**

- 1. Grade Roster: The grade roster type that an instructor can transfer or load grades onto
- 2. Link To: Link to the class's Canvas site
- 3. Transfer Grades: Pulls grades from Canvas and enters them onto the DukeHub grade roster

### LOADING GRADES

- 4. Grades Template: Download an Excel file of the DukeHub grade roster
- 5. Load Grades: Accepts a CSV file of the grades template and enters the grades onto the DukeHub grade roster
- 6. Status: Grade roster's submission status
- 7. Grade Roster: Navigate to the Grade Roster page in DukeHub

### **Import Grades**

**Before initiating the final grade import process from Canvas to DukeHub:** *Contact the <u>Duke Learning</u> <u>Innovation</u> team for additional instructions or questions relate to your Canvas site. <u>learninginnovation@duke.edu</u>.* 

- 1. Set a grading schema in Canvas gradebook setting. A grading schema must be set in the Canvas site in order for DukeHub to extract grades for each student. A Duke grading schema is available for selection, but instructors may create their own if desire. For instructions and any questions about selecting or creating a grade schema, please email
- 2. Before transferring grades from Canvas, check that final grades in Canvas are accurate and that all gradable items (assignments, quizzes, etc.) are factored in. It is recommended that zeroes have been entered for missing grade submissions as the default is to only aggregate items which have a scored enter. This is so student grades during the term only take into account gradable items they have completed and not future items.

## Importing Final Grades from Canvas to DukeHub

3. To transfer grades from CANVAS, navigate to the Import Grades – CANVAS page in DukeHub.

Duke <b>TST</b> ≡	Dashboard							\$
🔒 Homepage	Hello		Teaching	Advisor			:	Edit My Widgets
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Class Permissions	_			<b>TuTh 11:4</b>	15 am - 1:00 pm	Sio	logical Sciences	154
E Class Roster				08/28 - 12	2/08			
च√ Grade Roster								
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Duke∣ <b>tst</b> ≡	Import Grades - C	anvas						\$
E Class Roster	Term							GRADE ROSTER
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Dimport Grades - Canvas	BIOLOGY - 895 (5431)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas	₽	8	•	Pending

4. Select the **Transfer Grades** icon for the appropriate course.

Duke <b>⊺st</b> ≡	Import Grades - Ca	anvas						\$
E Class Roster	Term 2023 Fall Term	•						GRADE ROSTER
≡  Grade Roster								
Classic Faculty Center		ІМРОГ	RT GRADES				LOADING GRADES	5
Import Grades - SAKAI	CLASS 🛧	DESCRIPTION 🛧	GRADE ROSTER 🛧	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧
Import Grades - Canvas	BIOLOGY - 895 (5431)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas	≓	Ð	•	Pending

5. When the transfer process is complete, an Import Grades Results message will appear with a summary of the transaction. Review the message.

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Import Grades Results	×
Class BIOLOGY 89S-01(5431) : Canvas grade roster count: 13 Student grades successfully transferred: 12 Students not found in DukeHub: 0 Students not found on DukeHub grade roster: 1 Student grades failed to transfer: 0 Students with blank grades on Canvas grade ro	oster: 0

6. Next, navigate to the Grade Roster page. Expand the row for the class for which you are entering final grades, and select **View Details** by the appropriate grade roster type.

Duke <b>TST</b> ≡	Grade Roster				\$
E Class Roster	Term: 2023 Fall Term				Collapse All
=√ Grade Roster	CLASS	DESCRIPTION	ТОРІС	ENROLLED	
Classic Faculty Center	BIOLOGY 895 01-SEM (5431)	FIRST-YEAR SEMINAR (TOP)	GENETICS IN THE NEWS	2,12	
Import Grades - SAKAI	MID-TERM GRADE		FINAL GRADE		
Import Grades - Canvas	Status: All Grades Submitted	View Details	Status: Submission Pending	$\rightarrow$	View Details

7. Verify that grades were imported as expected. From this page, you can enter missing grades and correct mis-entered grades, if needed.

Duke <b>TST</b> ≡	Grade Roster > BIOLO	GY 89S   01-SEM (5431)			\$
🗄 Class Roster	FIRST-YEAR SEMINAR (TO	<b>DP)</b>   Final Grade	Sut	omit Grades (1 Of 2) Save	Email All
➡ Grade Roster	Approval Status: SUBMISSION PEN	DING			
Classic Faculty Center	STUDENT (12) 🔻	GRADING BASIS	< 1 2 > Per Page: V 10 V EXP GRAD TERM	ROSTER GRADE	
Import Grades - SAKAI	> m	GRD	2027 Spring Term	Roster Grade:	~ 0
Import Grades - Canvas				Roster Grade	
🚨 Advisor Hub	·	GRD	2027 Spring Term	B- ×	~ O
Class Information	>	GRD	2027 Spring Term	Roster Grade: X	~ 0
Staff Message Center	· • •	GRD	2027 Spring Term	Roster Grade: X	~ 0

- The Import Grades process will only enter grades onto the DukeHub grade roster. Select Submit Grades to submit the partial or full grade roster. Click Continue in the Submit Grades message window.
- 9. Select FINALIZE ROSTER once all grades are entered to submit the completed grade roster for posting. Select Continue in the Finalize Roster message window. The grade roster Approval Status will change to All Grades Submitted. Grades will be posted to student records within one hour. The Edit/Enter grades button will no longer be available once grades have been submitted for posting.

#### CROSS-LISTED CLASSES:

Grades for cross-listed classes can be transferred all at once if they are on the same Canvas site. Instructors may select the **Transfer Grades** icon for one of the cross-listed titles, then the **Import Grades Results** window will display results for all of the cross-listed titles.

Duke <b>TST</b> ≡	Import Grades - C	anvas						\$				
🖽 Class Roster	Term							GRADE ROSTER				
च√ Grade Roster	2025 Fail Term											
Classic Faculty Center		IMPORT GRADES LOADING GRADES										
🖄 Import Grades - SAKAI	CLASS 🛧	DESCRIPTION 🛧	GRADE ROSTER 🛧	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧				
Import Grades - Canvas	AAAS - 89S (8197)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas	≓	Ð	•	Pending				
🚑 Advisor Hub	AAAS - 412S (5299)	AFRO-LATIN AMERICA	MID	Canvas	₽	8	•	Pending				
<ul> <li>✓ Class AAA Canvas g Student g Students Student g Students</li> <li>✓ Class ROM Canvas g Student g</li> </ul>	Ades Res S 89S-01(8 rade roster co rades success not found in D not found on D rades failed to with blank gra IST 89S-01 rade roster co rades success not found in D not found on D rades failed to with blank gra TUGUE 899 rade roster co rades success not found in D not found on D rades failed to with blank gra	ults <u>197)</u> : unt: 13 sfully transferred: ukeHub: 0 DukeHub grade ro transfer: 0 des on Canvas gu ( <u>8198)</u> : unt: 4 sfully transferred: ukeHub: 0 DukeHub grade ro transfer: 0 des on Canvas gu <u>S-01(5215)</u> : unt: 3 sfully transferred: ukeHub: 0 DukeHub grade ro transfer: 0 des on Canvas gu	13 oster: 0 rade roster: 0 2 oster: 2 rade roster: 0 3 oster: 0 rade roster: 0									

\*Import Results Message Guide



- 1. Canvas grade roster count: Number of students on the Canvas grade roster
- 2. Student grades successfully transferred: Number of grades imported to the DukeHub grade roster
- 3. Students not found in DukeHub: Number of students on the Canvas grade roster but not on the DukeHub grade roster and they do not exist within DukeHub
- 4. Students not found on DukeHub grade roster: Number of students listed on the Canvas grade roster but not on the DukeHub grade roster, though the students exist within DukeHub
- 5. Student grades failed to transfer: Number of grades that were not imported to the DukeHub grade roster
- 6. Students with blank grades on Canvas grade roster: Number of students with no grade entry in Canvas

## LOADING GRADES

1. To load grades from a spreadsheet, navigate to the Import Grades – CANVAS page in DukeHub.



2. Select the Grades Template icon.

Duke∣ <b>tst</b> ≡	Import Grades - C	anvas						\$
🗄 Class Roster	Term 2023 Fall Term	•						GRADE ROSTER
= Grade Roster								
Classic Faculty Center		IMPO	RT GRADES				LOADING GRADES	
Import Grades - SAKAI	CLASS 🔨	DESCRIPTION 🛧	GRADE ROSTER 🛧	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧
➔ Import Grades - Canvas	BIOLOGY - 895 (5431)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas	≓		•	Pending

3. An Excel file will download from the web browser. The file contains student ID numbers, names, admit term, expected graduation term, grading basis for the class and a column for their course grades. Instructors only need to enter grades into the COURSE\_GRADE column. Once all grades have been entered, save the file in a .CSV format.

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4. Select the **Load Grades** icon. Then. select the CSV file of the grades template that has been saved with grades entered.

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🗄 Class Roster	Term	•						GRADE ROSTER
= Grade Roster	2025101110111							
Classic Faculty Center		IMPO	RT GRADES				LOADING GRADE	5
Import Grades - SAKAI	CLASS 🛧	DESCRIPTION <b>^</b>	GRADE ROSTER 🛧	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧
Import Grades - Canvas	BIOLOGY - 895 (5431)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas	₽	8	•	Pending

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5. When the loading process is complete, a Loading Grades Results\*\* window will appear with a summary of the transaction. Review the message and continue.



6. Next, from the left-hand menu, navigate to the Grade Roster page. Expand the row for the class for which you are entering final grades, and select **View Details** by the appropriate grade roster type.

Duke <b>TST</b> ≡	Grade Roster				\$
E Class Roster	Term: 2023 Fall Term				Collapse All
= Grade Roster	CLASS	DESCRIPTION	торіс	ENROLLED	
Classic Faculty Center	BIOLOGY 895 01-SEM (5431)	FIRST-YEAR SEMINAR (TOP)	GENETICS IN THE NEWS	2 12	
Import Grades - SAKAI	MID-TERM GRADE		FINAL GRADE		
E Import Grades - Canvas	Status: All Grades Submitted	View Details	Status: Submission Pending	$\rightarrow$	View Details

10. Verify that grades were imported as expected. From this page, you can enter missing grades and correct mis-entered grades, if needed.

Duke <b>TST</b> ≡	Grade Roster > BIOLOG	Y 89S   01-SEM (5431)	\$		
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Import Grades - Canvas	-			Poster Grader	
🚑 Advisor Hub	>	GRD	2027 Spring Term	C+	× • 0
E Class Information 🗸	> (ii)	GRD	2027 Spring Term	Roster Grade: B+	× ~ 🗆
Staff Message Center	> <b>*</b>	GRD	2027 Spring Term	Roster Grade:	× ~ 🗆

- The loading grades process will only enter grades onto the DukeHub grade roster. Select Submit Grades to submit the partial or full grade roster. Click Continue in the Submit Grades message window.
- 12. Select **FINALIZE ROSTER** once all grades are entered to submit the completed grade roster for posting. Select **Continue** in the Finalize Roster message window. The grade roster Approval Status will change to All Grades Submitted. Grades will be posted to student records within one hour. The Edit/Enter grades button will no longer be available once grades have been submitted for posting.

### \*\*LOADING GRADES RESULTS Guide



- 1. Grade roster count from import file: Number of students on the CSV file
- 2. Student grades successfully transferred: Number of grades loaded to the DukeHub grade roster
- 3. Students not found in DukeHub: Number of students on the CSV file but not on the DukeHub grade roster and they do not exist within DukeHub
- 4. Students not found on DukeHub grade roster: Number of students listed on the CSV file but not on the DukeHub grade roster, though the students exist within DukeHub
- 5. Student grades failed to transfer: Number of grades that were not loaded to the DukeHub grade roster

6. Students with blank grades in the import file: Number of students with no grade entry in the CSV file

CROSS-LISTED CLASSES:

When using the Loading Grades function, final grade template will only contain information for students enrolled under one class title and will not display all students enrolled across all cross-listed titles. You will need to download a template for each class.