Import Grades – SAKAI

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

GUIDE to the Import Grades – SAKAI page

Duke TST	≡	Import Grad	es			\$					
Class Permissions		Term 2023 Fall Term	ı •						8	GRADE ROSTER	
E Class Roster											
=, Grade Roster				SAKAI TRANSFI	ER			LOADING GRADES			
Classic Faculty Center		CLASS 🛧	DESCRIPTION ↑	GRADE ROSTER 🛧	RETRIEVE SAKAI SITE ID	LINK TO SAKAI	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧	
Import Grades - SAKAI		AAAS - 895 (8194)	FIRST-YEAR SEMINAR (TOP)	1 FIN	2 _C	3 Sakai	❹ ≓	5	6	Pending	
Import Grades - Canvas		HISTORY - 895 (6954)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	≓		۵	Pending	

SAKAI TRANSFER

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

LOADING GRADES

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

IMPORT GRADES

1. To transfer grades from SAKAI, navigate to the Import Grades – SAKAI page in DukeHub.

Duke тst ≡	Dashboard						\$
🛧 Homepage	Hello !		Teaching	Advisor			∃≓ Edit My Widgets
Dashboard	Teaching Exams 2023 Fall Te	rm	Z	Teaching S	chedule 2023 F	all Term	Z
Schedule				i cucining bi			_
Class Permissions	AAAS 895 03-SEM (9420) >	HISTORY 895 01-SEM (6618)	<u> </u>	FIRST-YEAR SE	MINAR (TOP) AAAS 8	95 03-SEM (9420)	>
🗄 Class Roster	© 7:00 pm - 10:00 pm	 December 15, 2023 7:00 pm - 10:00 pm 		08/28 - 12	n - 5:50 pm /08	Classroom Bui	aing 229
=√ Grade Roster	Classroom Building 229	Classroom Building 229		FIRST-YEAR SE	MINAR (TOP) HISTOR	Y 89S 01-SEM (6618)	>
Classic Faculty Center				U Tu 3:20 pn	n - 5:50 pm /08	Classroom Bui	ding 229
🖸 Import Grades - SAKAI				RSCH TOP ME		STORY 8905-13 01-SEM ()	8331)
➔ Import Grades - Canvas				() Mo 10:05 a	am - 12:35 pm	Friedl Bldg 225	
💒 Advisor Hub				08/28 - 12	/01		
Duke TST ≡	Import Grades						\$
Class Permissions	Term 2023 Fall Term						GRADE ROSTER
🖽 Class Roster							
= Grade Roster		SAKAI TRANSFER				LOADING	GRADES
Classic Faculty Center	CLASS 🛧 DESCRIPTION 🛧	GRADE ROSTER ↑ SA	RETRIEVE AKAI SITE ID	LINK TO SAKAI	TRANSFER GRADES	GRADES LO TEMPLATE GRA	AD STATUS 🛧 DES
Import Grades - SAKAI	AAAS - 89S (8194) FIRST-YEAR SEMINAR	(TOP) FIN	G	Sakai	≓	6	Pending
→ Import Grades - Canvas	HISTORY - 895 (6954) FIRST-YEAR SEMINAR	(TOP) FIN	C	Sakai	≓	8	Pending

2. Select the **Retrieve Sakai Site ID** icon for the appropriate course.

Duke TST ≡	Import Grad	es							\$
Class Permissions	Term 2023 Fall Tern	1 -							GRADE ROSTER
🖽 Class Roster									
= Grade Roster			SAKAI TRANSFE	R			L	OADING GRAD	ES
Classic Faculty Center	CLASS 🛧	DESCRIPTION	GRADE ROSTER 🛧	RETRIEVE SAKAI SITE ID	LINK TO SAKAI	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧
Import Grades - SAKAI	AAAS - 89S (8194)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	≓		6	Pending
Import Grades - Canvas	HISTORY - 895 (6954)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	≓		0	Pending

3. Select the **Transfer Grades** icon for the course.

Duke TST ≡	Import Grad	es							\$
Class Permissions	Term 2023 Fall Term	ı •							GRADE ROSTER
🗉 Class Roster									
≂√ Grade Roster			SAKAI TRANSFE	R			I	OADING GRAD	DES
Classic Faculty Center	CLASS 🛧	DESCRIPTION 🛧	GRADE ROSTER 🛧	RETRIEVE SAKAI SITE ID	LINK TO SAKAI	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧
Minimport Grades - SAKAI	AAAS - 895 (8194)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	≓	B	6	Pending
D Import Grades - Canvas	HISTORY - 895 (6954)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	₽	8	6	Pending

4. When the transfer process is complete, a Transfer Results* message will appear with a summary of the transaction.



5. 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 TST ≡	Grade Roster				\$
E Class Roster	Term: 2023 Fall Term	•			Expand All
= Grade Roster	CLASS	DESCRIPTION	ТОРІС	ENROLLED	
Classic Faculty Center	AAAS 895 01-SEM (8194)	FIRST-YEAR SEMINAR (TOP)	US HISTORY FACT/FICTION	2 , 5	
Import Grades - SAKAI	MID-TERM GRADE		FINAL GRADE		
Import Grades - Canvas	Status: Submission Pending	View Details 🗸	Status: Submission Pending	\rightarrow	View Details 🗸

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

Duke∣ tst ≡	Grade Roster > AAAS	895 01-SEM (8194)			\$			
🗉 Class Roster	FIRST-YEAR SEMINAR (TOP) Final Grade		Submit Grades (1 Of 2) Save \cdots 🗹 Email All				
=, Grade Roster	Approval Status: SUBMISSION PI	ENDING						
Classic Faculty Center	STUDENT (7) 👻	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE				
Import Grades - SAKAI	>	GRD	2027 Spring Term	Roster Grade: B+	× ~ 🗆			
Import Grades - Canvas	> A	GRD	2027 Spring Term	Roster Grade: A-	× ~ 🗆			
Advisor Hub	> 0	GRD	2027 Spring Term	Roster Grade: B	× ~ 🗆			

- The Transfer 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.
- 8. 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.

^{*}TRANSFER RESULTS Guide



- 1. Student grades successfully transferred: Number of grades imported to the DukeHub grade roster
- 2. Student grades failed to transfer: Number of grades that were not imported to the DukeHub grade roster
- 3. Blank grades from Sakai roster: Number of students with no grade entry in Sakai

LOADING GRADES

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



2. Select the Grades Template icon.

Duke TST ≡	Import Grade	es							\$
Class Permissions	Term 2023 Fall Term	•							GRADE ROSTER
E Class Roster									
=√ Grade Roster			SAKAI TRANSFE	R				LOADING GRAD	DES
Classic Faculty Center	CLASS 🛧	DESCRIPTION ↑	GRADE ROSTER ↑	RETRIEVE SAKAI SITE ID	LINK TO SAKAI	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧
Minimport Grades - SAKAI	AAAS - 89S (8194)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	≓	B	0	Pending
Import Grades - Canvas	HISTORY - 895 (6954)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	≓		۵	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.

F	ile	Home	Insert	Page Layout	: Formulas	Data	Review	View	Help 🤇	🛛 Tell n	ne what you w	ant to d	o				
Pas	te Clipbo	ut opy – ormat Pain pard	calibri B I	• 1 <u>U</u> • Font	1 A A A A A A A A A A		≫ - € Alignm	ab Wrap Text	Center +	Genera \$ - % Ni	/ ● ←.0 .00 0 ● .00 →.0 umber □	Condi Forma	≢ tional Form tting - Tab Styles	at as Cell le • Styles •	← ■ Insert	Delete Forma	∑ AutoS ↓ Fill - t
N2	1	•	\times	f _x													
	А	В		С	D	E		F	G		н			I.		J	К
1	EMPLI	D NETID	DUKE_U	NIQUE_ID	FIRST_NAME	MIDDLE_I	NAME L	AST_NAME	ADMIT_	TERM	EXP_GRAD_	TERM	GRADING	BASIS_ENRI	COUR	SE_GRADE	
2									2023 Su	mr1	2027 Sprng		GRD				
3									2023 Fal		2027 Sprng		GRD				
4									2023 Fal	1	2027 Sprng		GRD				
5									2023 Fal	I	2027 Sprng		GRD				
6									2023 Fal	I	2027 Sprng		GRD				
7															<u> </u>		

File	Home	Insert	Page Layo	ut Formulas	Data	Review	View	Help 🛛 🏹 Tell r	me what you want to o	do	र र	
Paste	Cut Copy → Format Pair	Cal nter B	ibri • IU•	11 · A A ·		≫ - €≣ >≣	ab Wrap Text	Genera	/ ▼ 6 9 €.0.00 .00 →.0 Forma	itional Format as Cell atting - Table - Styles -	Cells	∑ Auto ↓ Fill → at ◆ Clear
City	, pooura		i c			Aight	ilent			Styles	Cena	
N21	· ·		√ Jx									
Δ	A B		С	D	E		F	G	Н	l I	J	К
1 EMP	LID NETID	DUKE	_UNIQUE_I	D FIRST_NAME	MIDDLE_	NAME	LAST_NAME	ADMIT_TERM	EXP_GRAD_TERM	GRADING_BASIS_ENRL	COURSE_GRADE	
2								2023 Sumr1	2027 Sprng	GRD	D	
3								2023 Fall	2027 Sprng	GRD	A+	
4								2023 Fall	2027 Sprng	GRD	B-	
6								2023 Fall	2027 Spring	GRD	R.	
7								2023141	2027 301118	GILD		
← – Organiz	→ ~ ↑ ze • Net	w folder	> This PC >	Desktop	~ C	م	Search Desk	top				
> 📥 0	DneDrive - Du	ike										
	Desktop	d.										
> 🔛	Documents											
> 🛓	Downloads											
> 🕒	Music		_									
	File name:	AAAS 8	9S.01 Fall 202	23 Final Grades				,	~			
S	Save as type:	CSV (Co	mma delimite	(he								
Ľ	are as type				Tags: Ac	ld a tag						
∧ Hide F	Folders				Tools	•	Save	Cancel				

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

Duke TST ≡	Import Grad	es							\$
Class Permissions	Term 2023 Fall Term	ı -							GRADE ROSTER
🖽 Class Roster									
≕ √ Grade Roster			SAKAI TRANSFE	R			L	DADING GRAD	ES
Classic Faculty Center	CLASS 🛧	DESCRIPTION 🛧	GRADE ROSTER 🛧	RETRIEVE SAKAI SITE ID	LINK TO SAKAI	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS 🛧
Import Grades - SAKAI	AAAS - 895 (8194)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	≓		0	Pending
Import Grades - Canvas	HISTORY - 895 (6954)	FIRST-YEAR SEMINAR (TOP)	FIN	G	Sakai	₽	=	6	Pending

՝ File Upload		×
\leftarrow \rightarrow \checkmark \uparrow	> This PC > Desktop \lor	C > Search Desktop
Organize New folder		≣ • 💷 💡
✓ 💻 This PC	Name	Date modified
> 🔚 Desktop	AAAS 89S.01 Fall 2023 Final Grade	es 12/4/2023 12:49 PM
> 📑 Documents		
> 🛓 Downloads		
> 🕑 Music		
> 🔀 Pictures		
> 🕨 Videos		
> 👪 Windows (C:)		
File nam	e: AAAS 89S 01 Fall 2023 Final Grades	× (sv ×
The hard		Open Cancel

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, 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 TST ≡	Grade Roster				\$
E Class Roster	Term: 2023 Fall Term				Expand All
=, Grade Roster	CLASS	DESCRIPTION	торіс	ENROLLED	
Classic Faculty Center	AAAS 89S 01-SEM (8194)	FIRST-YEAR SEMINAR (TOP)	US HISTORY FACT/FICTION	2 5	
🖸 Import Grades - SAKAI	MID-TERM GRADE		FINAL GRADE		
Import Grades - Canvas	Status: Submission Pending	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∣ tst ≡	Grade Roster > AAAS 89S 01-SEM (8194)			[\$
E Class Roster	FIRST-YEAR SEMINAR (TOP) Final Grade			Submit Grades (1 Of 2) Save \cdots 🗹 Email .	All
=√ Grade Roster	Approval Status: SUBMISSION	PENDING			
2 Classic Eaculty Center	STUDENT (7) 🔻	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	כ
Import Grades - SAKAI	· •	GRD	2027 Spring Term	D X V	C
Import Grades - Canvas	· 6	GRD	2027 Spring Term	Roster Grade: A+ × V	
Advisor Hub	> 6	GRD	2027 Spring Term	Roster Grade: X V B- X V	כ

- 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.
- 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.

**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