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**.

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GUIDE to the **Import Grades – SAKAI** page

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

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IMPORT GRADES

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

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

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

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

Transfer Results

✔ Total students processed from Sakai: 5

** Please Note: You must go into each roster and approve the grades and update any invalid grades.

⚠ **Class AAAS 89S-01:** Load Status

    Student grades successfully transferred: 3
    Student grades failed to transfer: 1
    Blank grades from Sakai roster: 1

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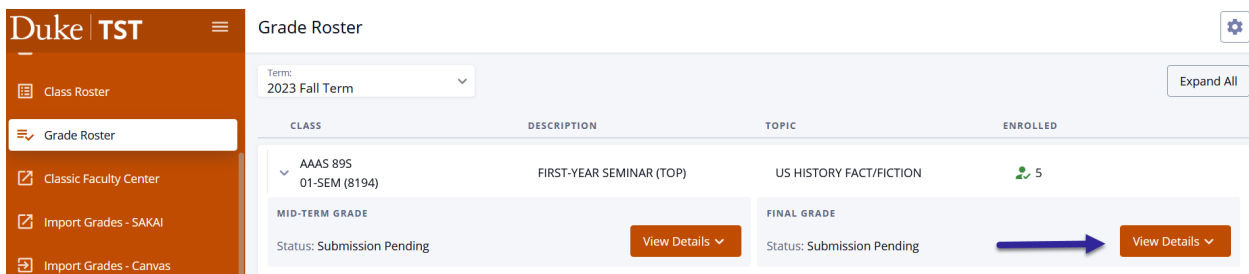
6. Verify that grades were imported as expected. From this page, you can enter missing grades and correct mis-entered grades, if needed.

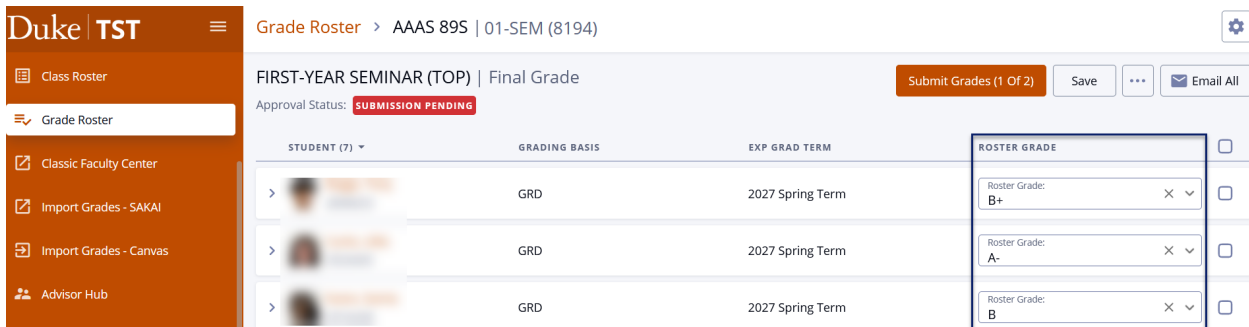7. The Transfer Grades process *will only enter* grades onto the DukeHub grade roster. Select **Submit Grades** to submit the partial or full grade roster. Click **Continue** in the Submit Grades message window.

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.

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***TRANSFER RESULTS** Guide

Transfer Results ✕
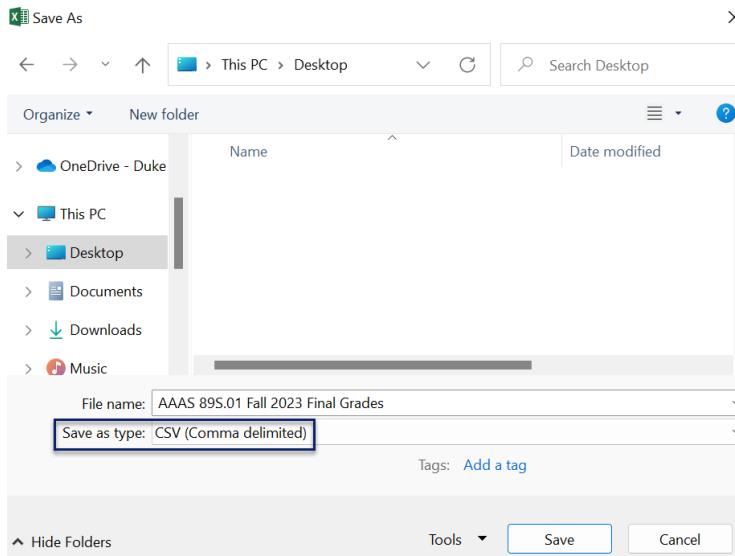
✔ Total students processed from Sakai: 5

** Please Note: You must go into each roster and approve the grades and update any invalid grades.

⚠ **Class AAAS 89S-01:** Load Status
   ① Student grades successfully transferred: 3
   ② Student grades failed to transfer: 1
   ③ Blank grades from Sakai roster: 1

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

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LOADING GRADES

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

2. Select the Grades Template icon.

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.

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

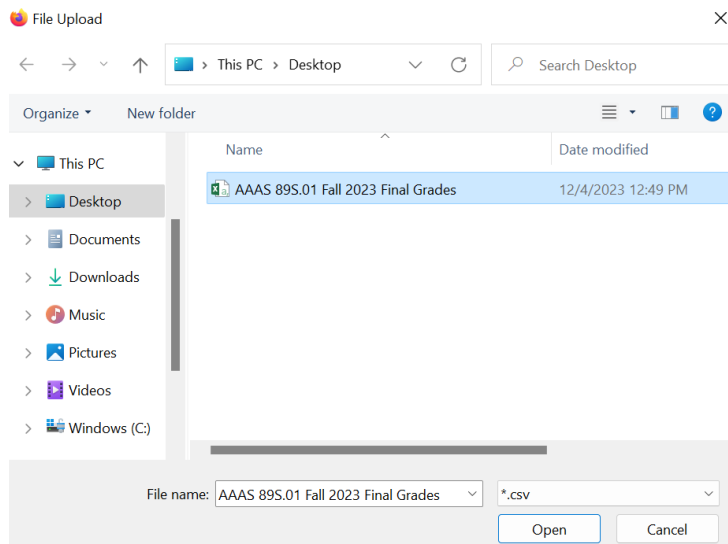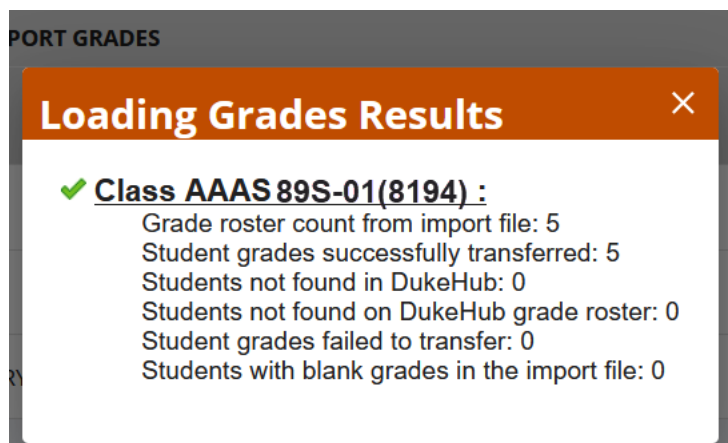5. When the loading process is complete, a Loading Grades Results** window will appear with a summary of the transaction. Review the message and continue.

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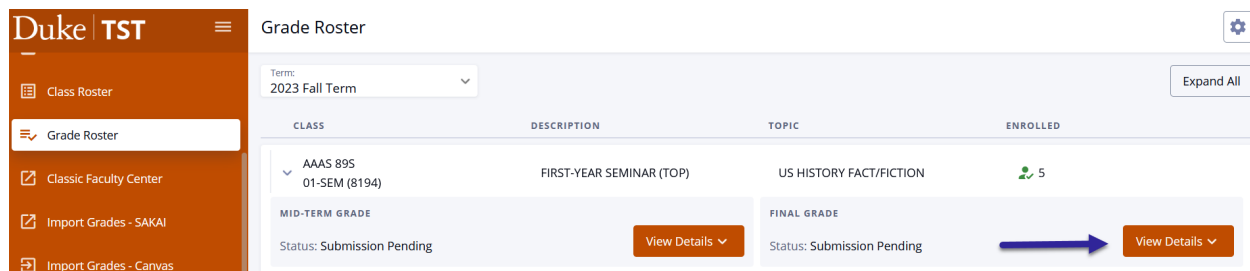
7. Verify that grades were imported as expected. From this page, you can enter missing grades and correct mis-entered grades, if needed.

8. 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.

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**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

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