

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

IMPORT GRADES				LOADING GRADES			
CLASS ↑	DESCRIPTION ↑	GRADE ROSTER ↑	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS ↑
BIOLOGY - 895 (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

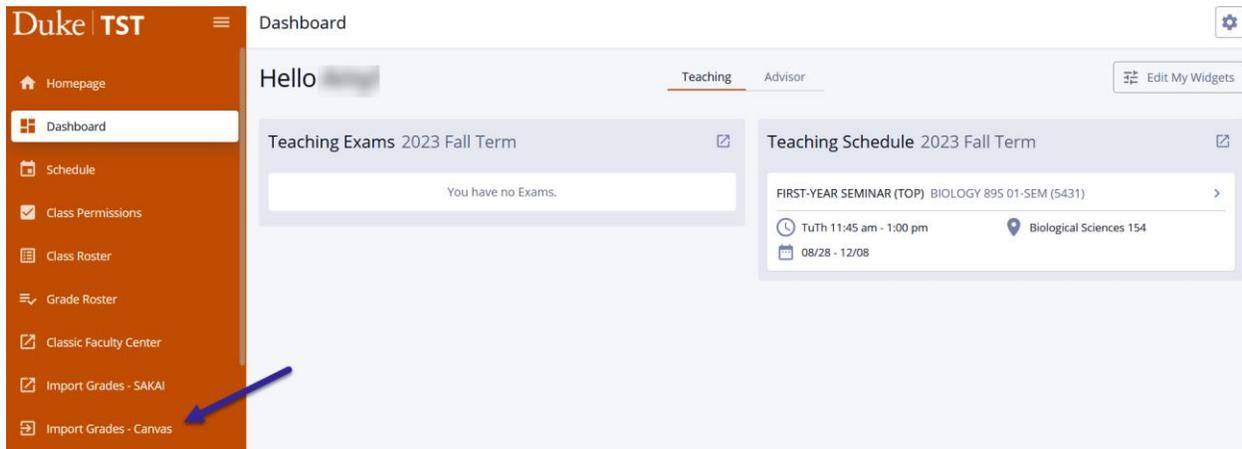
Import Grades

Before initiating the final grade import process from Canvas to DukeHub: Contact the [Duke Learning Innovation](#) team for additional instructions or questions relate to your Canvas site. learninginnovation@duke.edu.

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.

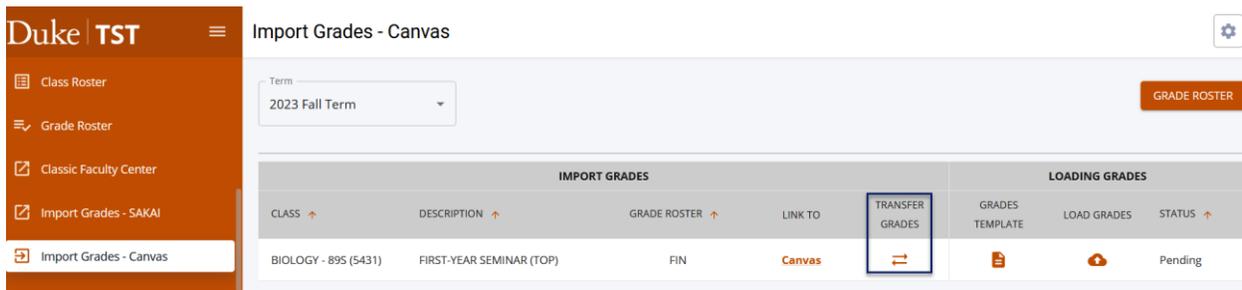
Importing Final Grades from Canvas to DukeHub

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



The screenshot shows the DukeHub Dashboard. The sidebar on the left contains a menu with the following items: Homepage, Dashboard, Schedule, Class Permissions, Class Roster, Grade Roster, Classic Faculty Center, Import Grades - SAKAI, and Import Grades - Canvas. A blue arrow points to the 'Import Grades - Canvas' option. The main content area shows a 'Hello' greeting, a 'Teaching Exams 2023 Fall Term' widget with the message 'You have no Exams.', and a 'Teaching Schedule 2023 Fall Term' widget for 'FIRST-YEAR SEMINAR (TOP) BIOLOGY 895 01-SEM (5431)' with a schedule of 'TuTh 11:45 am - 1:00 pm' in 'Biological Sciences 154' from '08/28 - 12/08'.

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



The screenshot shows the 'Import Grades - Canvas' page. The sidebar on the left has 'Import Grades - Canvas' selected. The main content area shows a 'Term' dropdown set to '2023 Fall Term' and a 'GRADE ROSTER' button. Below is a table with two sections: 'IMPORT GRADES' and 'LOADING GRADES'.

IMPORT GRADES					LOADING GRADES		
CLASS	DESCRIPTION	GRADE ROSTER	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS
BIOLOGY - 895 (5431)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas				Pending

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

IMPORT GRADES

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 roster: 0

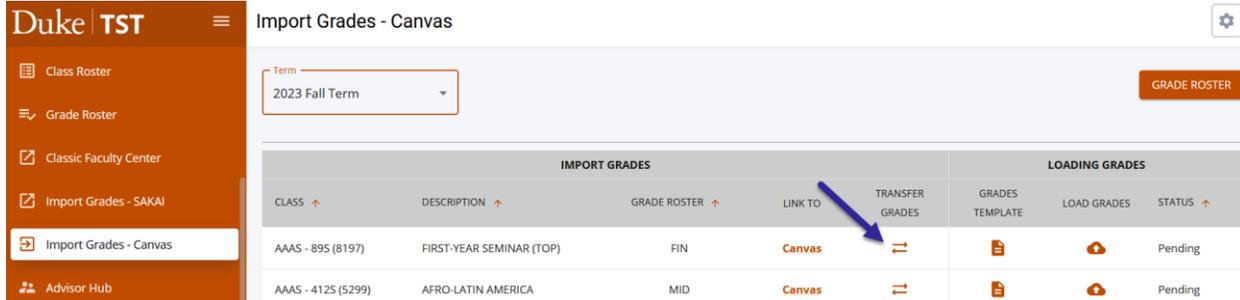
- Next, navigate to the Grade Roster page. Expand the row for the class for which you are entering final grades, and select **View Details** by the appropriate grade roster type.

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

- 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.
- 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:

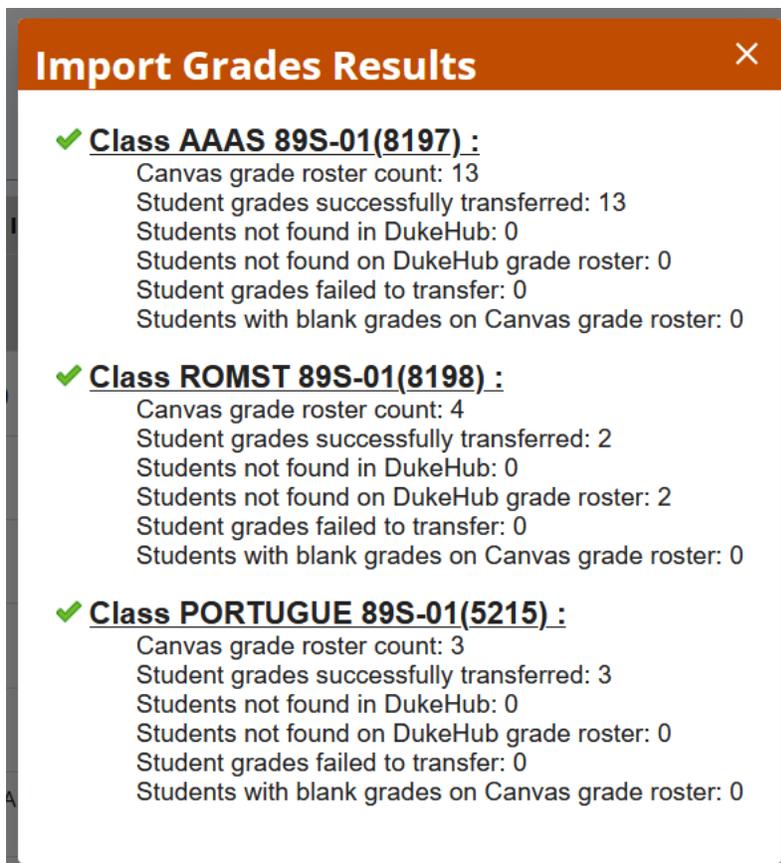
Grades for cross-listed classes can be transferred all at once if they are on the same Canvas site. Instructors may select the **Transfer Grades** icon for one of the cross-listed titles, then the **Import Grades Results** window will display results for all of the cross-listed titles.



Import Grades - Canvas

Term: 2023 Fall Term

IMPORT GRADES				LOADING GRADES			
CLASS	DESCRIPTION	GRADE ROSTER	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS
AAAS - 89S (8197)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas				Pending
AAAS - 412S (5299)	AFRO-LATIN AMERICA	MID	Canvas				Pending



Import Grades Results

- ✓ **Class AAAS 89S-01(8197) :**
 - Canvas grade roster count: 13
 - Student grades successfully transferred: 13
 - Students not found in DukeHub: 0
 - Students not found on DukeHub grade roster: 0
 - Student grades failed to transfer: 0
 - Students with blank grades on Canvas grade roster: 0
- ✓ **Class ROMST 89S-01(8198) :**
 - Canvas grade roster count: 4
 - Student grades successfully transferred: 2
 - Students not found in DukeHub: 0
 - Students not found on DukeHub grade roster: 2
 - Student grades failed to transfer: 0
 - Students with blank grades on Canvas grade roster: 0
- ✓ **Class PORTUGUE 89S-01(5215) :**
 - Canvas grade roster count: 3
 - Student grades successfully transferred: 3
 - Students not found in DukeHub: 0
 - Students not found on DukeHub grade roster: 0
 - Student grades failed to transfer: 0
 - Students with blank grades on Canvas grade roster: 0

*Import Results Message Guide

Import Grades Results**✓ Class BIOLOGY 89S-01(5431) :**

- 1 Canvas grade roster count: 13
- 2 Student grades successfully transferred: 12
- 3 Students not found in DukeHub: 0
- 4 Students not found on DukeHub grade roster: 1
- 5 Student grades failed to transfer: 0
- 6 Students with blank grades on Canvas grade roster: 0

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
-

	A	B	C	D	E	F	G	H	I	J	K
1	EMPLID	NETID	DUKE_UNIQUE_ID	FIRST_NAME	MIDDLE_NAME	LAST_NAME	ADMIT_TERM	EXP_GRAD_TERM	GRADING_BASIS_ENRL	COURSE_GRADE	
2							2023 Fall	2027 Sprng	GRD	A-	
3							2023 Fall	2027 Sprng	GRD	C+	
4							2023 Fall	2027 Sprng	GRD	B+	
5							2023 Fall	2027 Sprng	GRD	A	
6							2023 Fall	2027 Sprng	GRD	A	
7							2023 Fall	2027 Sprng	GRD	B-	
8							2023 Fall	2027 Sprng	GRD	B	
9							2023 Fall	2027 Sprng	GRD	A	
10							2023 Fall	2027 Sprng	GRD	C+	
11							2023 Fall	2027 Sprng	GRD	A-	
12							2023 Fall	2027 Sprng	GRD	A	
13							2023 Fall	2027 Sprng	GRD	B+	
14											

Save As

This PC > Desktop

Organize New folder

Name Date modified

Quick access

Microsoft Excel

Box

OneDrive - Duke

This PC

File name: BIOLOGY 89S.01 Fall 2023 Final Grades

Save as type: CSV (Comma delimited)

Authors: Tags: Add a tag

Hide Folders Tools Save Cancel

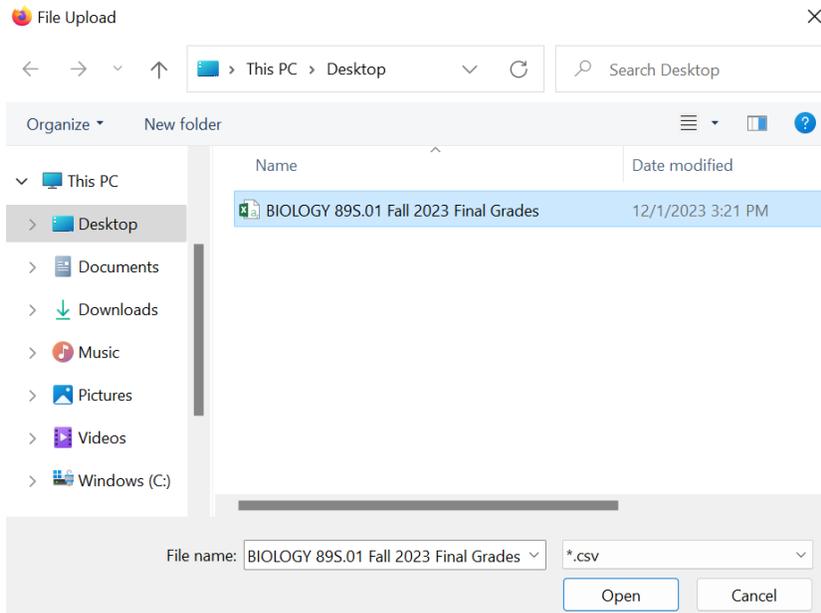
4. Select the **Load Grades** icon. Then, select the CSV file of the grades template that has been saved with grades entered.

Duke TST Import Grades - Canvas

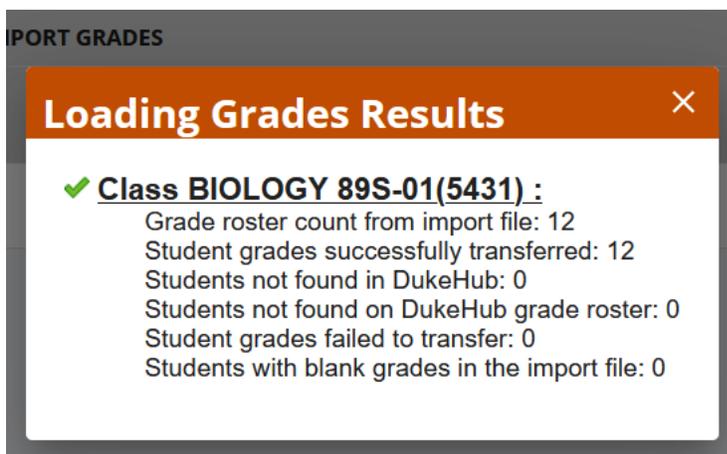
Term: 2023 Fall Term

GRADE ROSTER

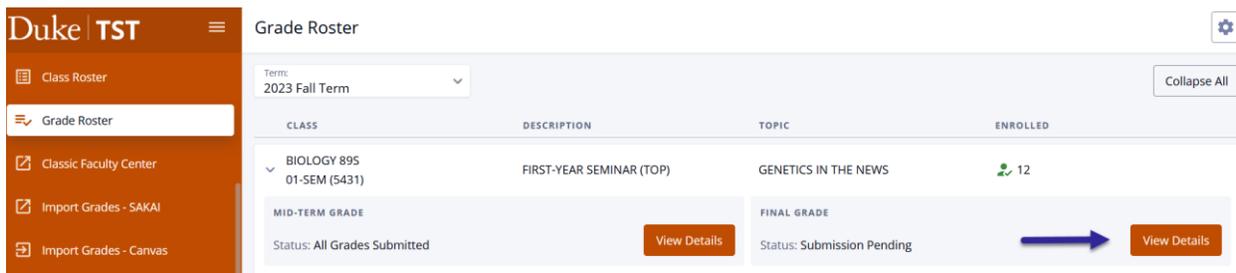
IMPORT GRADES				LOADING GRADES		
CLASS	DESCRIPTION	GRADE ROSTER	LINK TO	GRADES TEMPLATE	LOAD GRADES	STATUS
BIOLOGY - 89S (5431)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas		LOAD GRADES	Pending



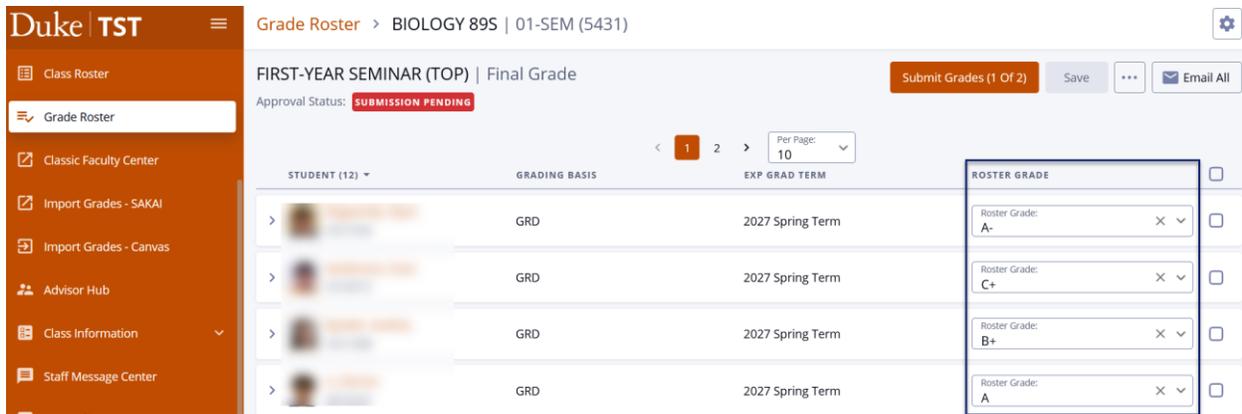
- When the loading process is complete, a Loading Grades Results** window will appear with a summary of the transaction. Review the message and continue.



- 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.

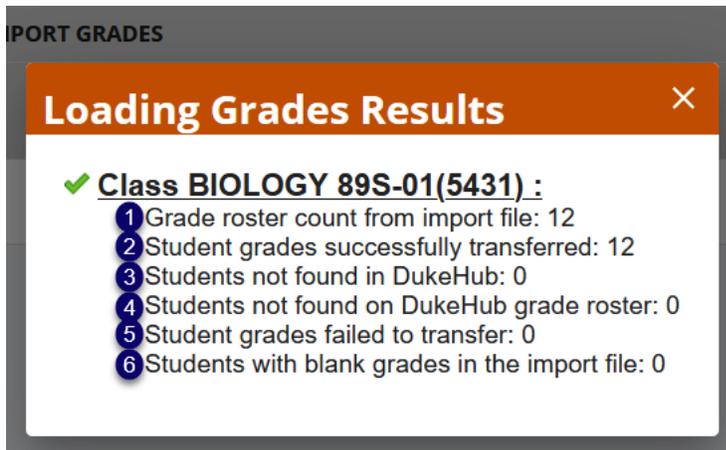


- Verify that grades were imported as expected. From this page, you can enter missing grades and correct mis-entered grades, if needed.



11. 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.