

Import Grades

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

Guide to the **Import Grades** 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 canvas@duke.edu for additional instructions or questions related to your Canvas site.

1. Set a grading schema in Canvas gradebook settings. 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 canvas@duke.edu.
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** page in DukeHub.

The screenshot shows the DukeHub Dashboard. On the left sidebar, the 'Import Grades' option is highlighted with a blue arrow. The main content area displays 'Hello [user name]' and 'Teaching Exams 2023 Fall Term' (You have no Exams.). Below that is 'Teaching Schedule 2023 Fall Term' for 'FIRST-YEAR SEMINAR (TOP) BIOLOGY 895 01-SEM (5431)' with details: TuTh 11:45 am - 1:00 pm, Biological Sciences 154, 08/28 - 12/08.

The screenshot shows the 'Import Grades' page. The 'Term' dropdown is set to '2023 Fall Term'. A 'GRADE ROSTER' button is visible. Below is a table with two main 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

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

This screenshot is identical to the previous one, but the 'TRANSFER GRADES' icon in the table is highlighted with a blue box.

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

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

Class Roster

Grade Roster

Classic Faculty Center

Change Of Grade

Import Grades

Grade Roster

Term: 2023 Fall Term

Collapse All

CLASS	DESCRIPTION	TOPIC	ENROLLED
<div>BIOLOGY 89S 01-SEM (5431)</div> <div> <div>MID-TERM GRADE</div> <div>Status: All Grades Submitted</div> <div>View Details</div> </div>	FIRST-YEAR SEMINAR (TOP)	GENETICS IN THE NEWS	12
		<div>FINAL GRADE</div> <div>Status: Submission Pending</div> <div>View Details</div>	

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

Class Roster

Grade Roster

Classic Faculty Center

Change Of Grade

Import Grades

My Profile

Advisor Hub

Staff Message Center

Grade Roster > BIOLOGY 89S | 01-SEM (5431)

FIRST-YEAR SEMINAR (TOP) | Final Grade

Submit Grades (1 Of 2)

Save

...

Email All

Approval Status: SUBMISSION PENDING

< 1 2 >

Per Page: 10

STUDENT (12)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [Student]	GRD	2027 Spring Term	<div>Roster Grade: A</div>
> [Student]	GRD	2027 Spring Term	<div>Roster Grade: B-</div>
> [Student]	GRD	2027 Spring Term	<div>Roster Grade: A-</div>
> [Student]	GRD	2027 Spring Term	<div>Roster Grade: D+</div>

8. 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:

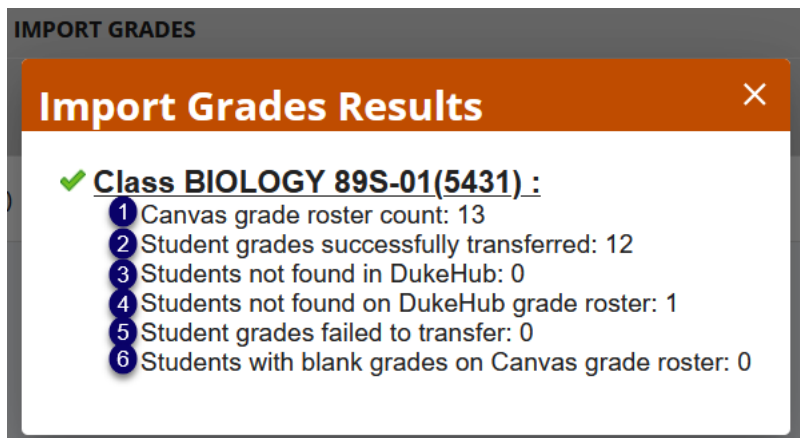
Grades for cross-listed classes can be transferred all at once if they are on the same Canvas site. Instructors may select the **Transfer Grades** icon for one of the cross-listed titles, then the **Import Grades Results** window will display results for all of the cross-listed titles.

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

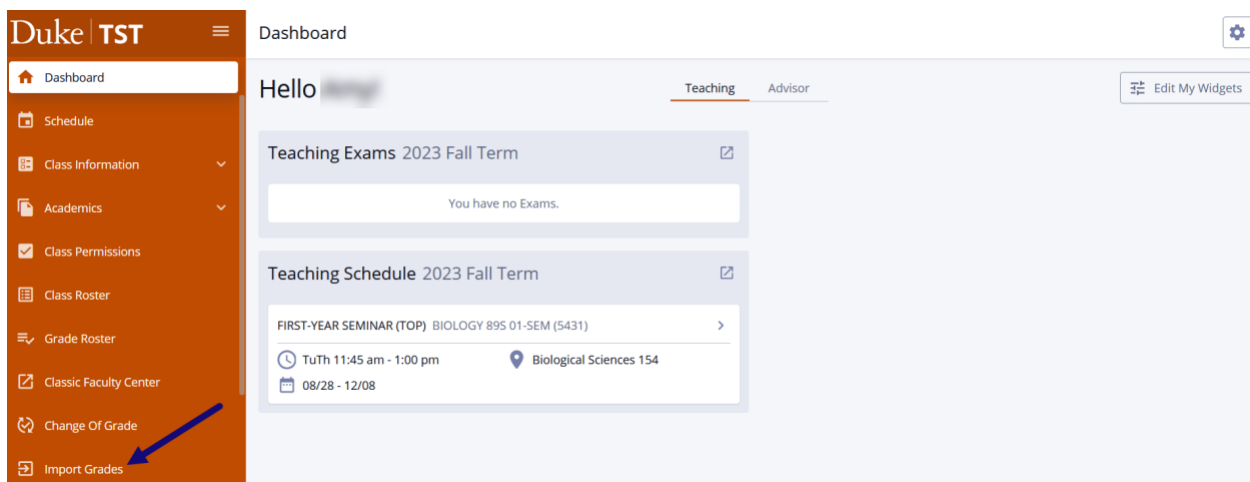
*Import Grades Results Guide



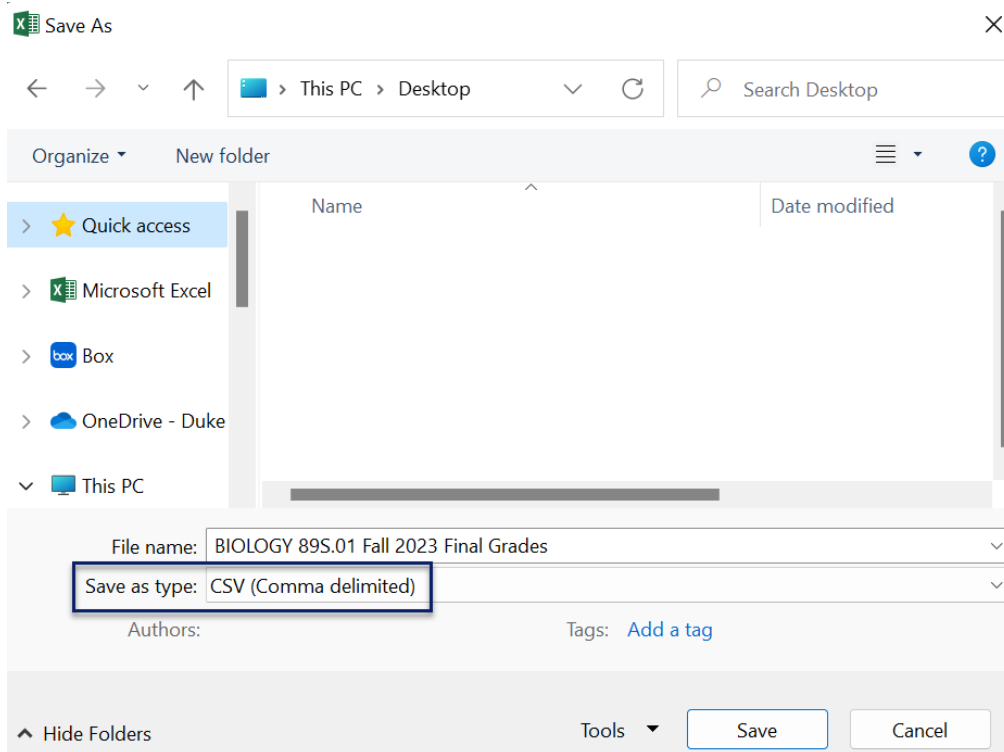
1. Canvas grade roster count: Number of students on the Canvas grade roster
2. Student grades successfully transferred: Number of grades imported to the DukeHub grade roster
3. Students not found in DukeHub: Number of students on the Canvas grade roster but not on the DukeHub grade roster and they do 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

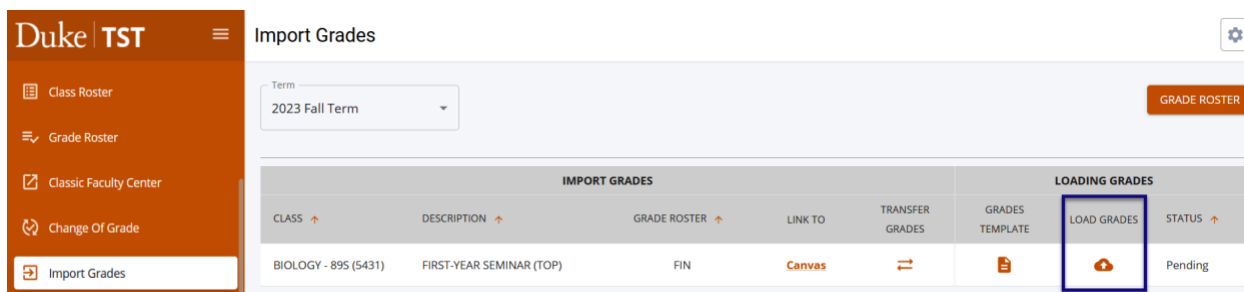
1. To load grades from a spreadsheet, navigate to the **Import Grades** page in DukeHub.



2. Select the Grades Template icon.



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



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

The screenshot shows the Duke TST Grade Roster interface. The sidebar on the left contains navigation links: Class Roster, Grade Roster (selected), Classic Faculty Center, Change Of Grade, Import Grades, My Profile, Advisor Hub, and Staff Message Center. The main content area is titled 'Grade Roster > BIOLOGY 895 | 01-SEM (5431)'. Below this, it says 'FIRST-YEAR SEMINAR (TOP) | Final Grade' and 'Approval Status: SUBMISSION PENDING'. There are buttons for 'Submit Grades (1 Of 2)', 'Save', and 'Email All'. A table displays student grades with columns for 'STUDENT (12)', 'GRADING BASIS', and 'EXP GRAD TERM'. A 'Roster Grade' dropdown menu is open, showing options like A-, C+, B+, and A. The table shows four rows of student data, all with a grading basis of 'GRD' and an expected graduation term of '2027 Spring Term'.

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.

****Loading Grades Results Guide**

The screenshot shows a 'Loading Grades Results' message window. The window has a title bar with 'IMPORT GRADES' and a close button. The main content area has a green checkmark icon and the text 'Class BIOLOGY 89S-01(5431) :'. Below this, a numbered list shows the results of the grade loading process: 1. Grade roster count from import file: 12, 2. Student grades successfully transferred: 12, 3. Students not found in DukeHub: 0, 4. Students not found on DukeHub grade roster: 0, 5. Student grades failed to transfer: 0, 6. Students with blank grades in the import file: 0.

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, the 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.