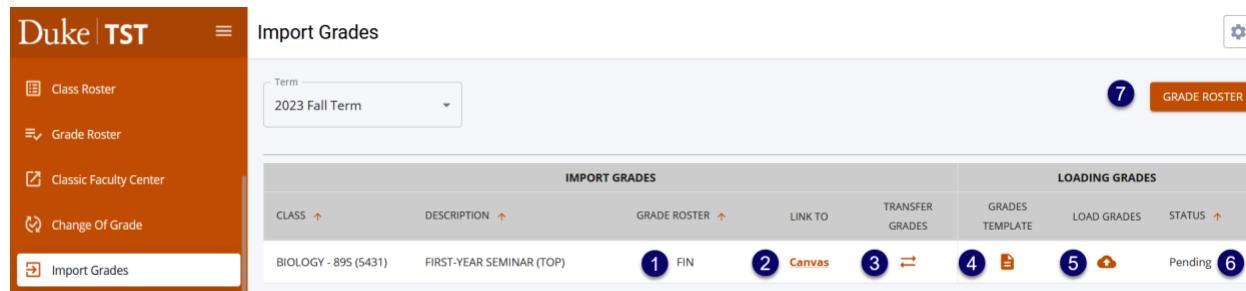


## Import Grades

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

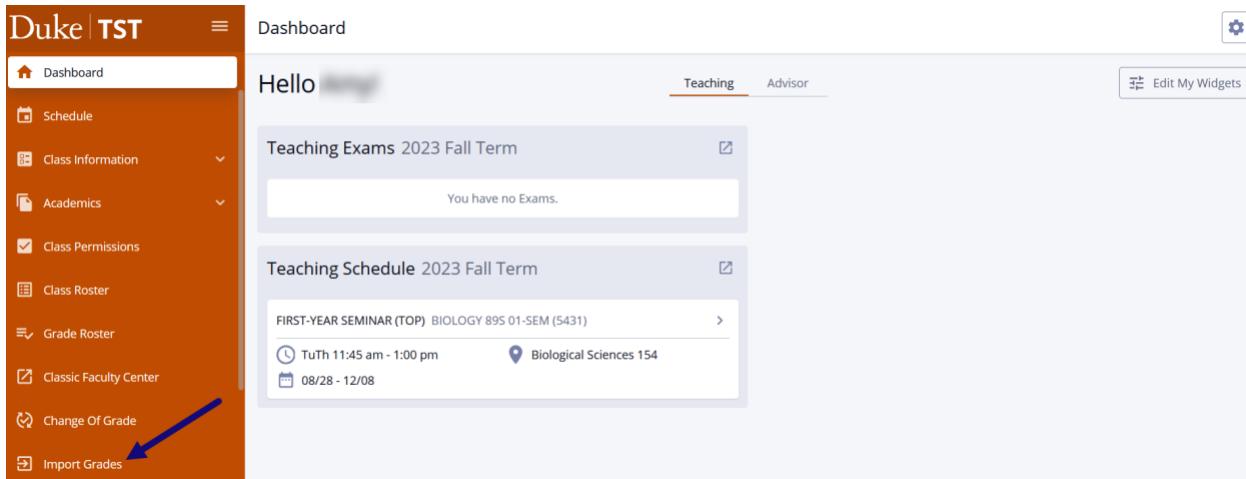
## Import Grades

**Before initiating the final grade import process from Canvas to DukeHub:** Contact [canvas@duke.edu](mailto:canvas@duke.edu) for additional instructions or questions related to your Canvas site.

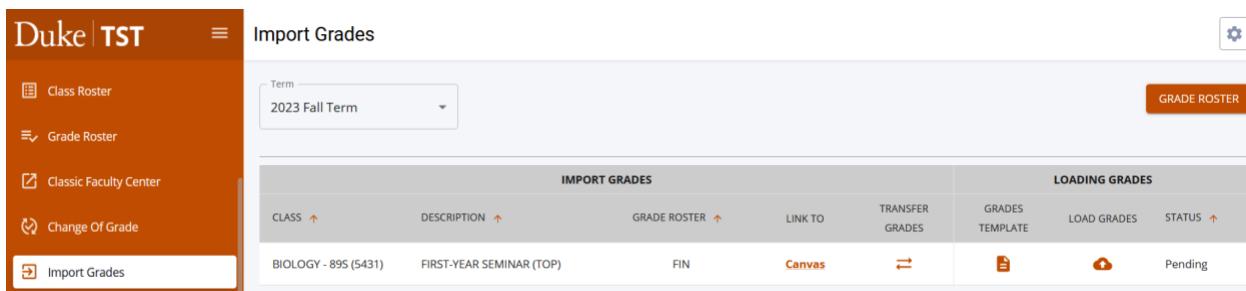
1. Set a grading schema in Canvas gradebook settings. A grading schema must be set in the Canvas site in order for DukeHub to extract grades for each student. A Duke grading schema is available for selection, but instructors may create their own if desire. For instructions and any questions about selecting or creating a grade schema, please email [canvas@duke.edu](mailto: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.

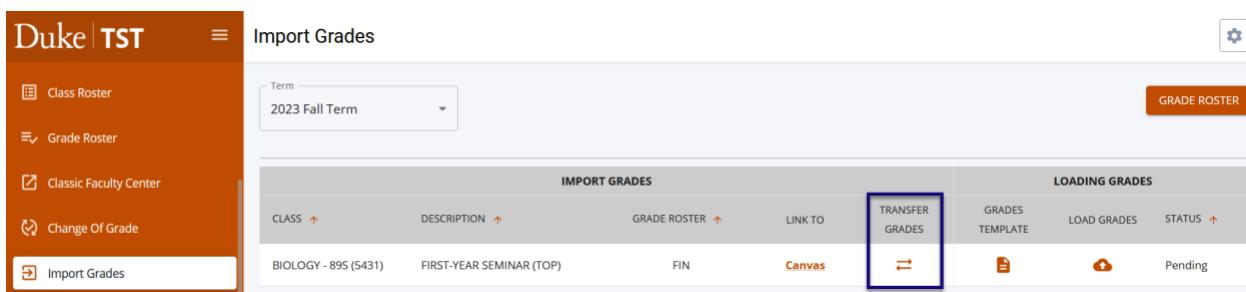


The screenshot shows the Duke TST Dashboard. On the left, a sidebar menu includes 'Dashboard', 'Schedule', 'Class Information', 'Academics', 'Class Permissions', 'Class Roster', 'Grade Roster', 'Classic Faculty Center', 'Change Of Grade', and 'Import Grades'. A blue arrow points to the 'Import Grades' option. The main content area displays 'Teaching Exams 2023 Fall Term' (empty) and 'Teaching Schedule 2023 Fall Term' for 'FIRST-YEAR SEMINAR (TOP) BIOLOGY 895 01-SEM (5431)'.



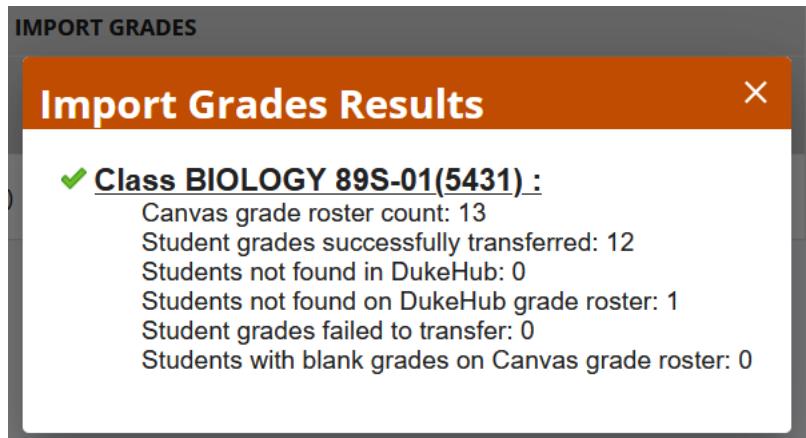
The screenshot shows the 'Import Grades' page. The sidebar includes 'Class Roster', 'Grade Roster', 'Classic Faculty Center', 'Change Of Grade', and 'Import Grades'. The main area shows a table with columns: CLASS, DESCRIPTION, GRADE ROSTER, LINK TO, TRANSFER GRADES, GRADES TEMPLATE, LOAD GRADES, and STATUS. A row is selected for 'BIOLOGY - 895 (5431)' and 'FIRST-YEAR SEMINAR (TOP)'. The 'LINK TO' column shows 'FIN' and 'Canvas', and the 'TRANSFER GRADES' column shows a double-headed arrow icon. A 'GRADE ROSTER' button is in the top right.

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



The screenshot shows the 'Import Grades' page with the 'Transfer Grades' icon in the 'TRANSFER GRADES' column for the selected row highlighted with a blue box. The rest of the interface is identical to the previous screenshot.

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



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.

**Grade Roster**

Term: 2023 Fall Term

CLASS	DESCRIPTION	TOPIC	ENROLLED
BIOLOGY 89S 01-SEM (5431)	FIRST-YEAR SEMINAR (TOP)	GENETICS IN THE NEWS	12
<b>MID-TERM GRADE</b> <div style="display: flex; justify-content: space-between;"> <span>Status: All Grades Submitted</span> <span><b>View Details</b></span> <span>Status: Submission Pending</span> <span><b>View Details</b></span> </div>			

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

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

FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **SUBMISSION PENDING**

STUDENT (12)	GRADING BASIS	EXP GRAD TERM
> [REDACTED]	GRD	2027 Spring Term
> [REDACTED]	GRD	2027 Spring Term
> [REDACTED]	GRD	2027 Spring Term
> [REDACTED]	GRD	2027 Spring Term

**ROSTER GRADE**

- Roster Grade: A
- Roster Grade: B-
- Roster Grade: A-
- Roster Grade: D+

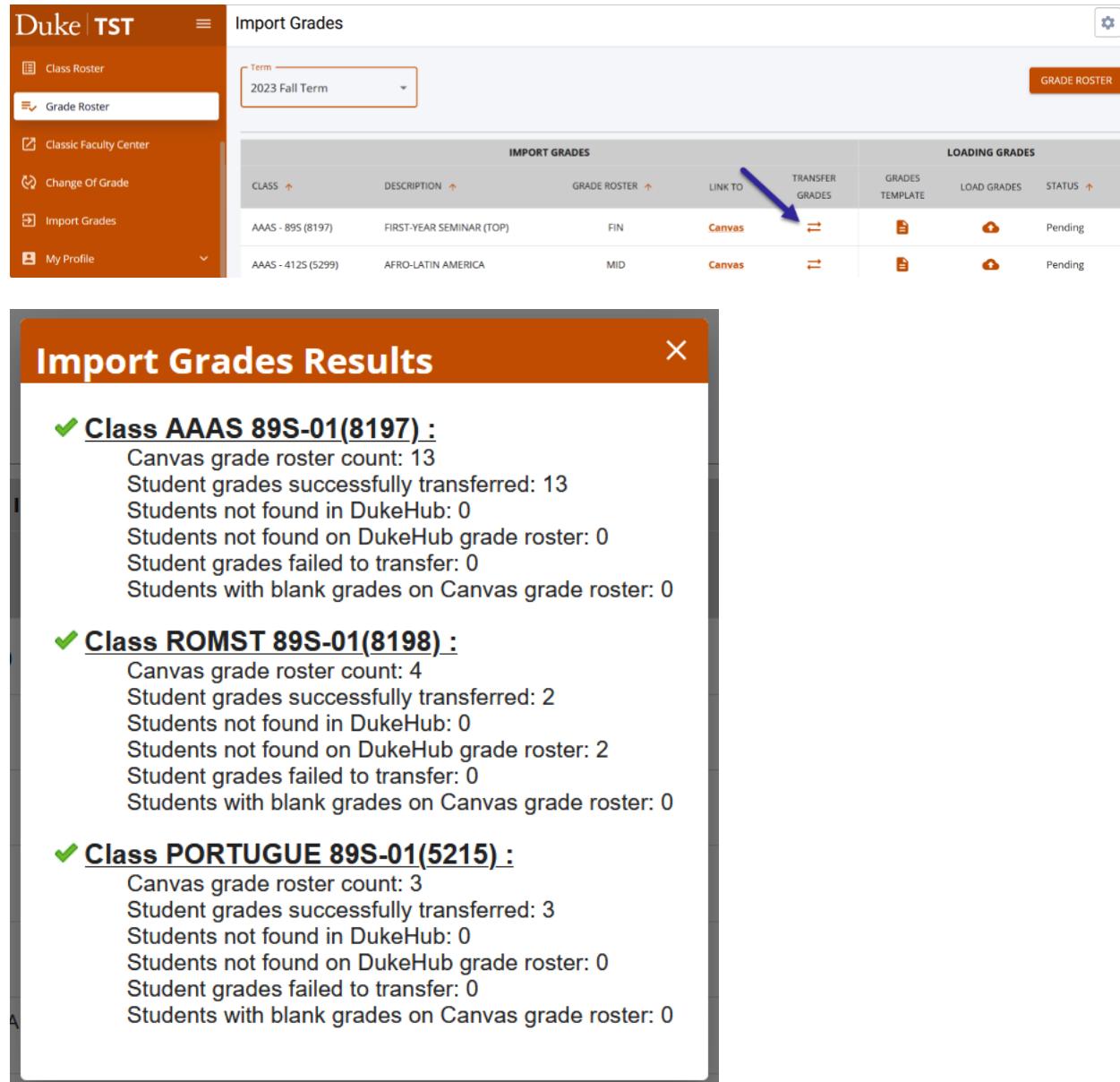
8. The Import Grades process will only enter grades onto the DukeHub grade roster. Select **Submit Grades** to submit the partial or full grade roster. Click **Continue** in the Submit Grades message window.

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.



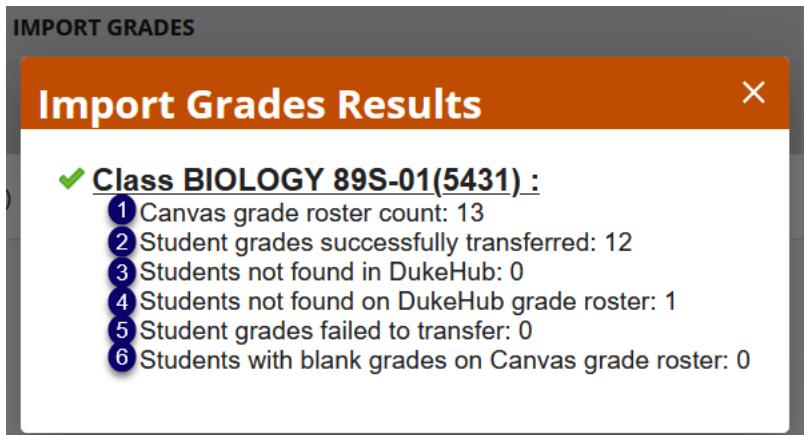
The screenshot shows the Duke TST interface for managing grades. On the left, a sidebar lists various options like Class Roster, Grade Roster, and Import Grades. The main area is titled 'Import Grades' and shows a table of 'IMPORT GRADES' and 'LOADING GRADES'. The 'TRANSFER GRADES' column contains icons for each class, with a blue arrow pointing to the icon for the first class. The 'Import Grades Results' modal is overlaid, showing results for three classes:

CLASS	DESCRIPTION	GRADE ROSTER	LINK TO	TRANSFER GRADES	GRADES TEMPLATE	LOAD GRADES	STATUS
AAAS - 895 (8197)	FIRST-YEAR SEMINAR (TOP)	FIN	Canvas				Pending
AAAS - 4125 (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

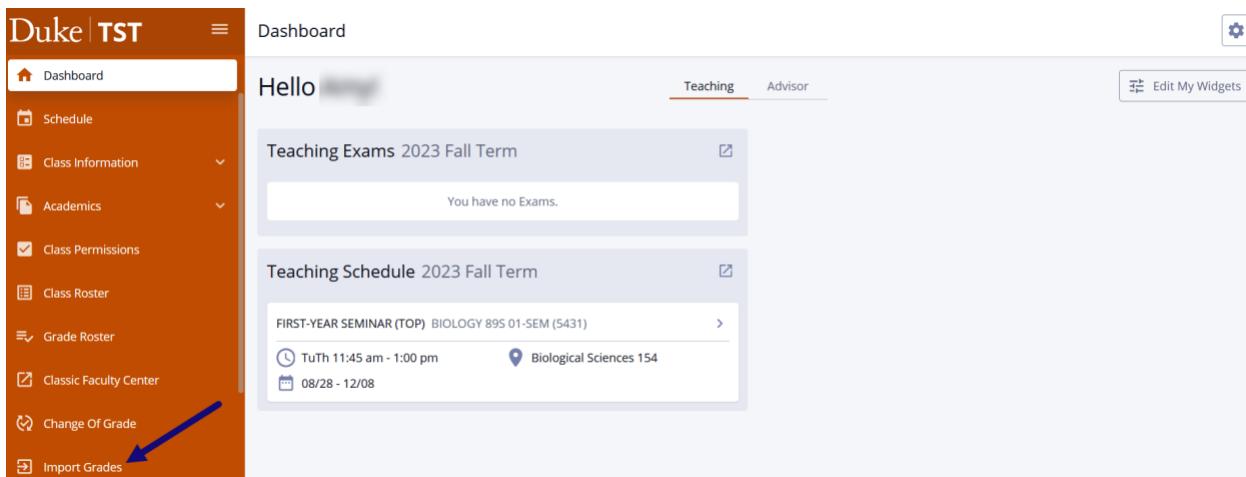
\*Import Grades Results Guide



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

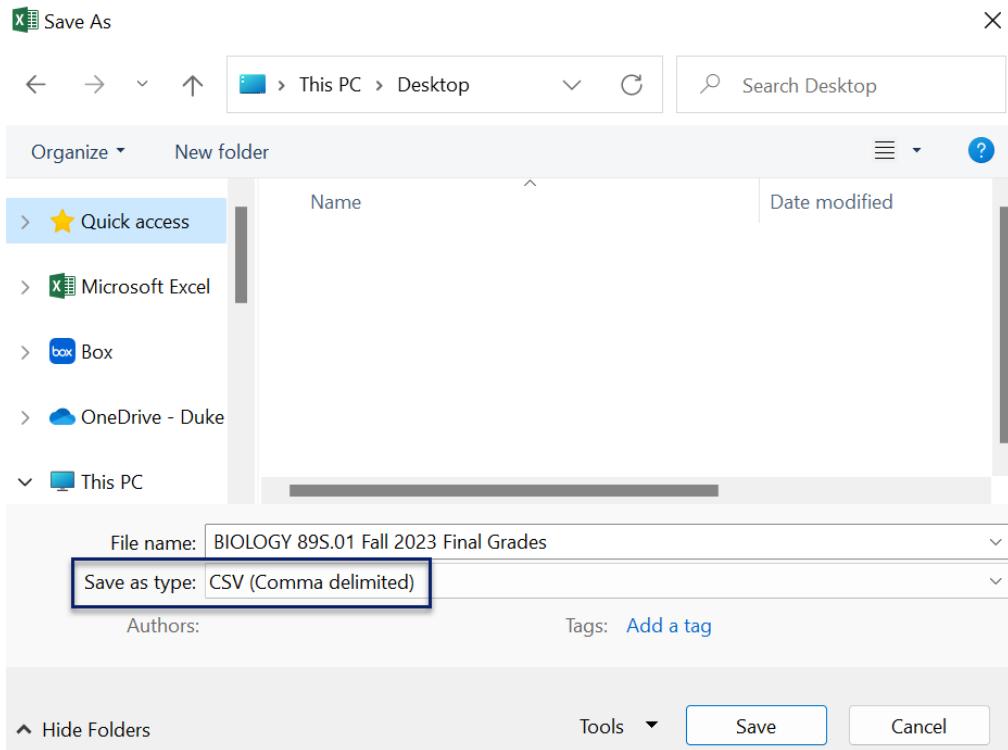
## Loading Grades

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



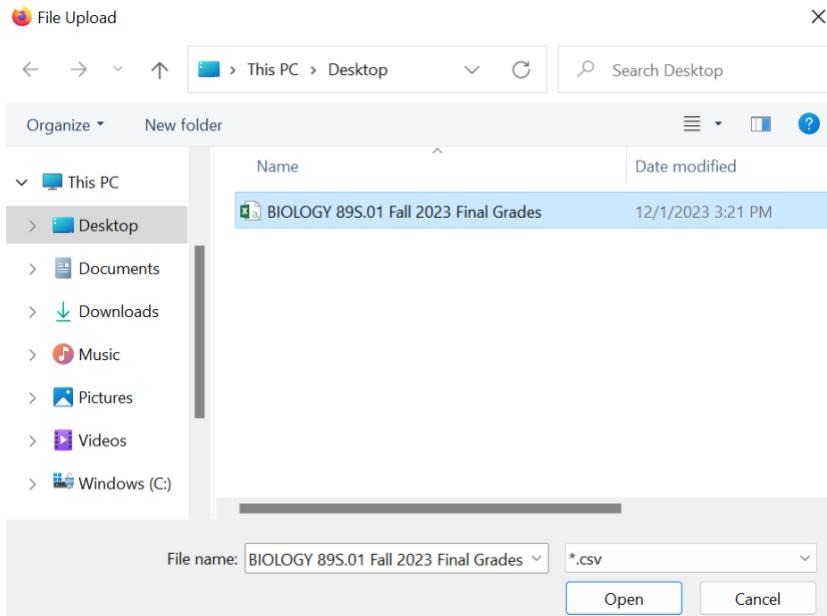
2. Select the Grades Template icon.

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.

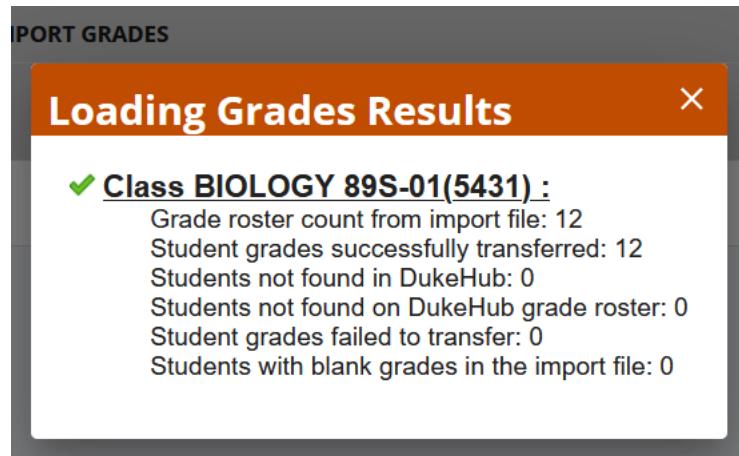


4. Select the **Load Grades** icon. Then, select the CSV file of the grades template that has been saved with grades entered.

The screenshot shows the 'Import Grades' page in Duke TST. The left sidebar has links for 'Class Roster', 'Grade Roster', 'Classic Faculty Center', 'Change Of Grade', and 'Import Grades'. The 'Import Grades' link is highlighted with a blue box. The main area is titled 'Import Grades' and shows a table with columns for 'TERM', 'IMPORT GRADES', and 'LOADING GRADES'. The 'TERM' dropdown is set to '2023 Fall Term'. The 'IMPORT GRADES' table has columns for 'CLASS', 'DESCRIPTION', 'GRADE ROSTER', 'LINK TO', 'TRANSFER GRADES', 'GRADES TEMPLATE', and 'LOAD GRADES'. The 'LOAD GRADES' column for the first row is highlighted with a blue box. The 'LOAD GRADES' icon is a cloud with a plus sign. The 'LOADING GRADES' table has columns for 'LOAD GRADES' and 'STATUS'. The first row in the 'LOADING GRADES' table has a status of 'Pending'.



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.

A screenshot of the Duke TST Grade Roster page. The left sidebar shows 'Grade Roster' selected. The main table has columns: CLASS, DESCRIPTION, TOPIC, and ENROLLED. One row is expanded for 'BIOLOGY 89S 01-SEM (5431)' with 'FIRST-YEAR SEMINAR (TOP)' in the DESCRIPTION column and 'GENETICS IN THE NEWS' in the TOPIC column. The ENROLLED column shows '12'. Below the table, under 'MID-TERM GRADE' and 'FINAL GRADE', it says 'Status: All Grades Submitted' and 'Status: Submission Pending' respectively. Two 'View Details' buttons are present, with a blue arrow pointing to the one under 'FINAL GRADE'.

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 > BIOLOGY 89S | 01-SEM (5431)

FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: SUBMISSION PENDING

Submit Grades (1 Of 2) Save ... Email All

STUDENT (12) ▾ GRADING BASIS EXP GRAD TERM

1 2 Per Page: 10

STUDENT (12) ▾	GRADING BASIS	EXP GRAD TERM
> [REDACTED]	GRD	2027 Spring Term
> [REDACTED]	GRD	2027 Spring Term
> [REDACTED]	GRD	2027 Spring Term
> [REDACTED]	GRD	2027 Spring Term

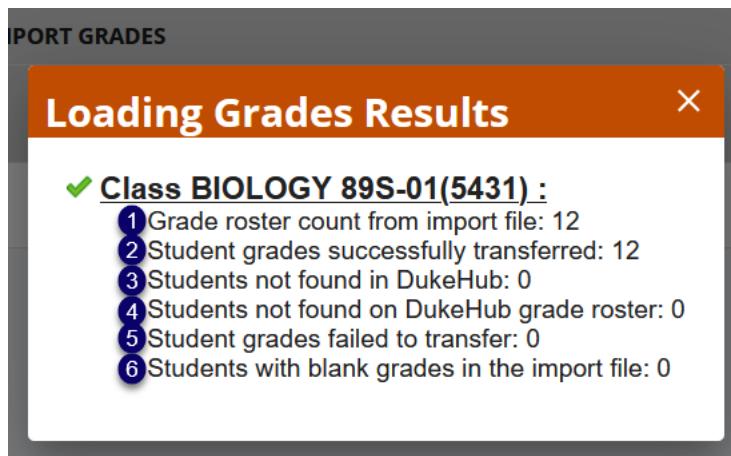
ROSTER GRADE

Roster Grade:	X ▾
A-	X ▾
C+	X ▾
B+	X ▾
A	X ▾

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



IMPORT GRADES

Loading Grades Results

Class BIOLOGY 89S-01(5431) :

- 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.