

Upload Grades for STORM On-line Grading

1) Once you have exported your grades from Sakai, in STORM, go to the Faculty Center, select the Grade Roster you want to upload grades.

Faculty Center

My Schedule

2011 Fall Term | Duke University change term My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

LEGEND: Class Roster Cross-listed Class Roster Gradebook for Med School Only Grade Roster

Please note that the active icon will appear next to the class only if it exists for the class.

My Teaching Schedule > 2011 Fall Term > Duke University

Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Class Options	Course Synopsis	Textbook Store Status	Booklist
		ACCOUNTG 240-101 (9751)	FINANCIAL ACCOUNTING REVIEW (Lecture)	48	TBA	TBA	Sep 5, 2011- Oct 14, 2011	60	Add	Not Listed	Create Booklist
		ACCOUNTG 340-101 (9218)	FINANCIAL ACCOUNTING (Lecture)	67	MTh 10:30AM - 12:45PM	Fuqua 2008 MBA Classroom	Sep 5, 2011- Oct 14, 2011	60	Add	View Textbook Store Listing	Maintain Booklist
		ACCOUNTG 340-102 (9219)	FINANCIAL ACCOUNTING (Lecture)	71	MTh 1:30PM - 3:45PM	Fuqua 2008 MBA Classroom	Sep 5, 2011- Oct 14, 2011	60	Add	View Textbook Store Listing	Maintain Booklist

2) At the top of the Grade Roster, select the [\(Click here to upload grades from a *.csv file\)](#) link to upload the Sakai file.

Faculty Center **Search**

my schedule | class roster | **grade roster** | course synopsis | booklist

Grade Roster

2011 Fall Term | Fuqua Daytime Fall 1 | Duke University | Fuqua School of Business

▼ [ACCOUNTG 240 - 101 \(9751\)](#) change class

Financial Accounting Review (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Staff	09/05/2011 - 10/14/2011

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Hide / Reveal Student Names

Grade Roster Action:

Roster Status Submission Pending save

[\(Click here to create an *.xls grade entry template\)](#)

[\(Click here to upload grades from a *.csv file\)](#)

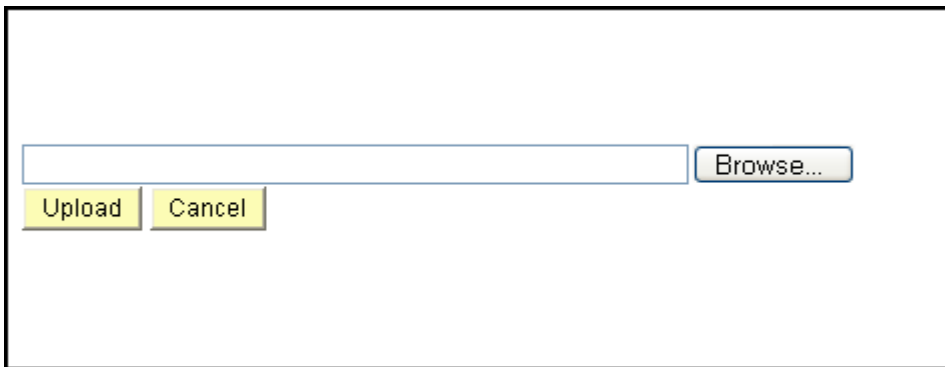
SUBMIT GRADES

NOTE: If you use your own spreadsheet for the Grade Roster, the columns and fields MUST be in exactly the same order and format as the Sakai export.

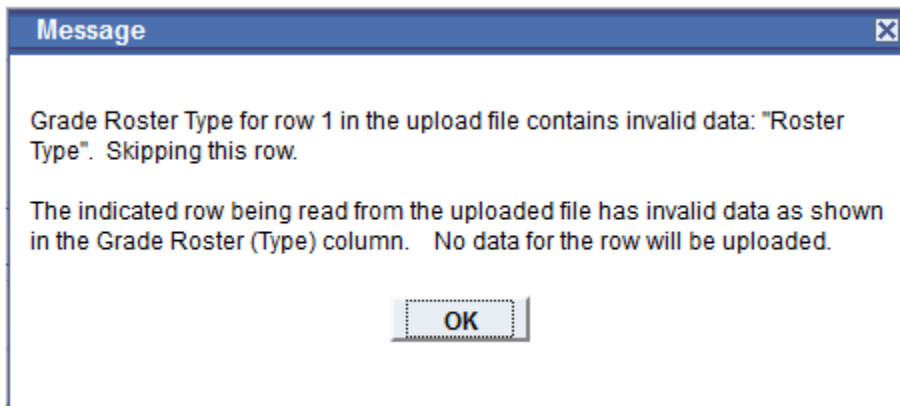
The proper format to use the upload functionality:

Term	Class Nbr	Roster Type	Student ID	Duke Unique	Grade	Name
1380	5745	FIN	1234567	7654321	A+	Guest, Woo

3) Browse for the Sakai file you exported in step 1 and click the **Upload button.**



NOTE: You will see the message below, DON'T WORRY! It is only validating your header row and letting you know that it is "skipping this row"



If you receive errors messages at this point, read the error message carefully. Most error messages will refer to the correction needed for each row on your spreadsheet file. The file and roster MUST match identically. Review your file VERY CAREFULLY.

4) Once grades are uploaded into STORM. Select the **SUBMIT GRADES button for grades to be posted.**

YOU'RE DONE!

NOTE: Grades will be officially POSTED by the Office of the University Registrar (at least every hour on the hour) OR the Medical School Registrar's Office (twice a day), more frequently during high grading periods.

Who do I contact if I have problems uploading grades?

For technical questions:

OIT Help Desk

Phone: (919) 684-2200

help@oit.duke.edu

For grading and roster questions:

Undergraduates and Grad/Professional Schools

Office of the University Registrar

Phone: (919) 684-2813

Fax: (919) 684-4500

Email: registrar@duke.edu

Medical Schools

School of Medicine Registrar's Office

Phone: (919) 684-2304

Fax: (919) 684-2593

Email: medreg@mc.duke.edu