

Grade Transfer from Sakai to DukeHub (Final Grades ONLY)

Select the **Import Grades** tab in DukeHub:

The screenshot shows the DukeHub dashboard with a sidebar on the left. The sidebar contains several menu items: Homepage, Department Center, Dashboard (highlighted), Schedule, Class Permissions, Class Roster, Grade Roster, Classic Faculty Center, **Import Grades** (highlighted with a blue arrow), and View Advisees. The main content area shows a 'Hello' message and two widgets: 'Teaching Exams 2022 Spring Term' and 'Teaching Schedule 2022 Spring Term'.

To **Transfer Grades** from Sakai:

1. Select the **Retrieve Sakai Site ID** icon for the appropriate course. A link to Sakai will then be created.
2. Select the **Transfer Grades** icon for the course to import grades from Sakai to the DukeHub grade roster.

The screenshot shows the 'Import Grades' interface. At the top, there is a 'Term' dropdown set to '2021 Fall Term' and a 'Grade Roster' button. Below is a table with columns: CLASS, DESCRIPTION, GRADE ROSTER, RETRIEVE SAKAI SITE ID, LINK TO SAKAI, TRANSFER GRADES, GRADES TEMPLATE, LOADING GRADES, and STATUS. Two rows are visible: 'AAAS - 89S (8194)' and 'HISTORY - 89S (6954)'. The 'RETRIEVE SAKAI SITE ID' icon (1) and the 'TRANSFER GRADES' icon (2) are highlighted with blue circles.

CLASS	DESCRIPTION	GRADE ROSTER	RETRIEVE SAKAI SITE ID	LINK TO SAKAI	TRANSFER GRADES	GRADES TEMPLATE	LOADING GRADES	STATUS
AAAS - 89S (8194)	FIRST-YEAR SEMINAR (TOP)	FIN		Sakai				Pending
HISTORY - 89S (6954)	FIRST-YEAR SEMINAR (TOP)	FIN		Sakai				Pending

3. Review the **Transfer Results*** message.
4. Select **Grade Roster** to review and submit the grades transferred from Sakai.

The screenshot shows the 'Import Grades' interface with a 'Transfer Results' dialog box open. The dialog box contains the following information:

- Total students processed from Sakai: 5**
- Please Note:** You must go into each roster and approve the grades and update any invalid grades.
- Class HISTORY 89S-01: Load Status**
Student grades successfully imported: 0
Student grades failed to import: 0
Blank grades from import: 0
- Class AAAS 89S-01: Load Status**
Student grades successfully imported: 3
Student grades failed to import: 1
Blank grades from import: 1

The 'Grade Roster' button (4) is highlighted with a blue circle in the background.

5. Select **View Details** for the grade roster to review transferred grades and enter missing grades.

Grade Roster

Term: 2021 Fall Term Expand All

CLASS	DESCRIPTION	TOPIC	ENROLLED
AAAS 89S 01-SEM (8194)	FIRST-YEAR SEMINAR (TOP)	US HISTORY FACT/FICTION	5

MID-TERM GRADE: Status: All Grades Submitted View Details

FINAL GRADE: Status: Submission Pending View Details

6. Select **Submit Grades** to submit the partial or full grade roster. Select the **Continue** button to proceed.

Grade Roster > AAAS 89S | 01-SEM (8194)

FIRST-YEAR SEMINAR (TOP) | Final Grade Submit Grades Save ... Email All

Approval Status: **SUBMISSION PENDING**

STUDENT (5)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [Student]	GRD	2025 Spring Term	Roster Grade: B+ <input type="checkbox"/>
> [Student]	GRD	2025 Spring Term	Roster Grade: A <input type="checkbox"/>

Submit Grades

** If all grades have been entered on the roster, you MUST select the FINALIZE ROSTER button to complete the grading process. **

Cancel Continue

7. Select **FINALIZE ROSTER** once all grades are entered to submit the completed grade roster to the Office of the University Registrar for posting. Select the **Continue** button to change the Approval Status to **All Grades Submitted**.

Grade Roster > AAAS 89S | 01-SEM (8194)

FIRST-YEAR SEMINAR (TOP) | Final Grade FINALIZE ROSTER Edit/Enter Grades Save ... Email All

Approval Status: **PARTIALLY SUBMITTED**

STUDENT (5)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [Student]	GRD	2025 Spring Term	B+ <input type="checkbox"/>
> [Student]	GRD	2025 Spring Term	A <input type="checkbox"/>

FINALIZE ROSTER

By selecting this button you will change the status to "All Grades Submitted". This will submit ALL FINAL grades for this roster to the Registrar for posting. Do you want to continue?

Cancel Continue

Grade Roster > AAAS 89S | 01-SEM (8194)

FIRST-YEAR SEMINAR (TOP) | Final Grade Edit/Enter Grades ... Email All

Approval Status: **ALL GRADES SUBMITTED** ←

STUDENT (5)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [Student]	GRD	2025 Spring Term	B+ <input type="checkbox"/>
> [Student]	GRD	2025 Spring Term	A <input type="checkbox"/>

****Note:** Edit/Enter Grades button will no longer be available once grades have been submitted for posting.

Transfer Results [X]

A ✓ Total students processed from Load Grades: 52

B ✗ Total students not on DukeHub roster: 1

C ✗ Total students not found in DukeHub: 0

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

✓ **Class EGR 101L-006: Load Status**

- D** Student grades successfully imported: 48
- E** Student grades failed to import: 0
- F** Blank grades from import: 3

- A. Total students processed from Load Grades:**
 - Total number of records found in transfer or import file.
- B. Total students not found on DukeHub roster:**
 - Students listed on Sakai Roster, not on DukeHub Roster, but the students exist within DukeHub.
- C. Total students not found in DukeHub:**
 - Students listed on Sakai Roster, not on DukeHub Roster, and the students do not exist within DukeHub.
 - Ex. Instructor manually added a person without a valid student record to the Sakai site. (invalid student NETID or DUKE_UNIQUE_ID).
- D. Student grades successfully imported:**
 - Number of records with grades successfully transferred or imported to DukeHub grade roster.
- E. Student grades failed to import:**
 - Number of records in transfer or import file where grade failed to import.
 - Ex: An A-F grade was entered for a student enrolled under the S/U grading basis.
- F. Blank grades from import:**
 - No grade was entered in the transfer or import file.