

Transfer Grades from Sakai

Quick Guide for Grade Transfer

1. In DukeHub, select the Sakai Connect tab on the Faculty homepage.
2. Select the Get Sakai ID icon for the appropriate course.
3. Click the Transfer Grades icon for the course to import grades from Sakai to the DukeHub grade roster.
4. Select the Grade Roster to review the transferred grades and enter any missing grades.
5. Submit the partial or final grade roster.
6. Review the Grading Status to confirm submission status.

Faculty Classes

Faculty Class List Additional Functions Sakai Connect 1

Course (Class #)	Class Title	Get Sakai ID	Sakai ID	Link to Sakai	Transfer Grades	Grade Roster	Grading Status
AAAS 103 - 01 (1885)	INTRO TO AFRICAN STUDIES (LEC)	2	1ac324e8-4328-4fef-9049-bee506d657fa		3	4	Partial 6

Grade Roster: AAAS 103 - 01 (1885)

5 [Submit Grades](#)

Personalize | Find | | First 1-12 of 12 Last

Student Grade	ID	Graduating Student?	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1			<input type="text" value="A-"/>		GRD	Trinity College - Biology (BS)/Chemistry (MIN)/Medical Sociology (MIN)	Junior