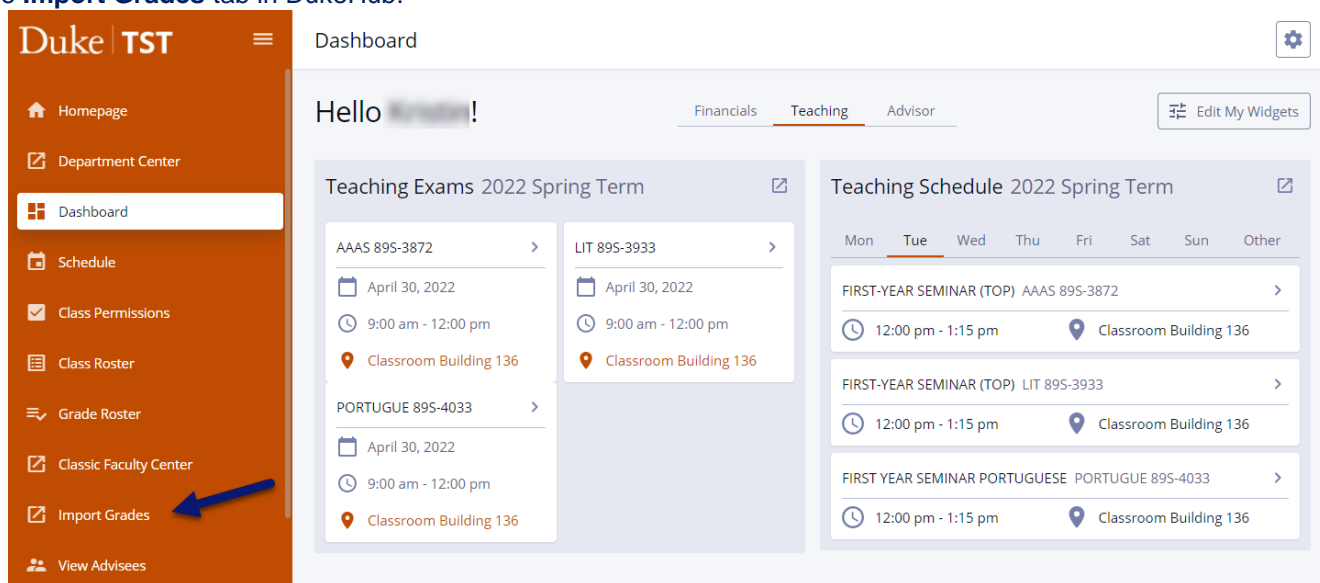


# Import Grades from CSV File to DukeHub (Mid-Term or Final Grades)

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



To **Import Grades** from CSV File:

1. Select the **Grades Template** icon to open the CSV grade entry file for the course.

Import Grades

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, both for 'FIRST-YEAR SEMINAR (TOP)' courses. The 'GRADES TEMPLATE' column for the first row has a document icon with a blue circle containing the number '1' next to it.

CLASS	DESCRIPTION	GRADE ROSTER	RETRIEVE SAKAI SITE ID	LINK TO SAKAI	TRANSFER GRADES	GRADES TEMPLATE	LOADING GRADES	STATUS
AAAS - 895 (8194)	FIRST-YEAR SEMINAR (TOP)	FIN		<a href="#">Sakai</a>		1		Pending
HISTORY - 895 (6954)	FIRST-YEAR SEMINAR (TOP)	FIN		<a href="#">Sakai</a>				Pending

2. Enter the appropriate grade under the **COURSE\_GRADE** column. Save the file as a CSV.

The screenshot shows an Excel spreadsheet titled 'DU\_CX\_GRADE\_IMPORT\_TEMPLATE (2)'. The spreadsheet has columns: A (NETID), B (DUKE\_UNIQUE\_ID), C (FIRST\_NAME), D (MIDDLE\_NAME), E (LAST\_NAME), F (ADMIT\_TERM), G (EXP\_GRAD\_TERM), H (GRADING\_BASIS\_ENRL), and I (COURSE\_GRADE). The 'COURSE\_GRADE' column is highlighted with a blue circle containing the number '2'. The data rows show various combinations of terms and grading bases.

	A	B	C	D	E	F	G	H	I
1	NETID	DUKE_UNIQUE_ID	FIRST_NAME	MIDDLE_NAME	LAST_NAME	ADMIT_TERM	EXP_GRAD_TERM	GRADING_BASIS_ENRL	COURSE_GRADE
2						2021 Fall	2025 Sprng	GRD	B+
3						2021 Fall	2025 Sprng	GRD	A
4						2021 Fall	2025 Sprng	GRD	A-
5						2020 Fall	2025 Sprng	GRD	B+
6						2021 Fall	2025 Sprng	GRD	A
7									

3. Select the **Loading Grades** icon to upload your saved CSV grade file.

- Review the **Transfer Results\*** message.
- Select **Grade Roster** to review and submit the uploaded grades.

**Import Grades**

Term: 2021 Fall Term

Grade Roster

SAKAI TRANSFER LOADING GRADES

**Transfer Results**

- ✓ Total students processed from Load Grades: 5
- ✗ 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 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: 5  
 Student grades failed to import: 0  
 Blank grades from import: 0

- Select **View Details** for the grade roster to review imported 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**

- 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+ [X] [v] [ ]
> [Student]	GRD	2025 Spring Term	Roster Grade: A [X] [v] [ ]

**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**

- 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 895 | 01-SEM (8194)

FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **PARTIALLY SUBMITTED**

**FINALIZE ROSTER** Edit/Enter Grades Save ... Email All

STUDENT (5)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [blurred]	GRD	2025 Spring Term	B+
> [blurred]	GRD	2025 Spring Term	A

**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 895 | 01-SEM (8194)

FIRST-YEAR SEMINAR (TOP) | Final Grade

Approval Status: **ALL GRADES SUBMITTED**

Edit/Enter Grades ... Email All

STUDENT (5)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [blurred]	GRD	2025 Spring Term	B+
> [blurred]	GRD	2025 Spring Term	A

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

**\*Transfer Results Guide**

**Transfer Results**

**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.