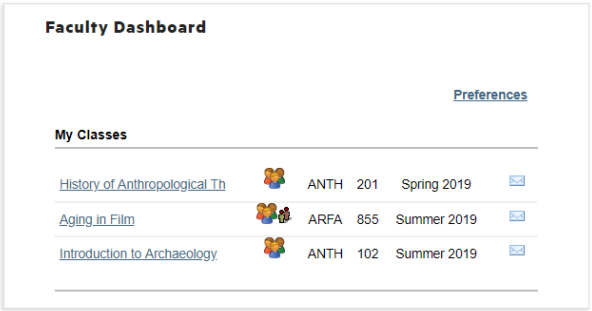
Faculty Instructions to View Past Terms and Submit Missing Grades

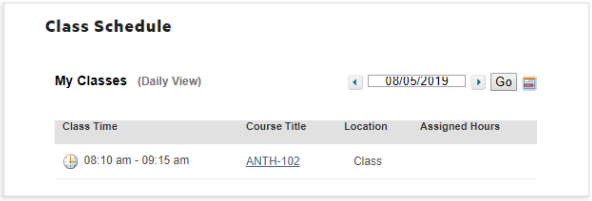
Instructors are able to view the final grades submitted for past terms in Treehouse. Instructors also have the ability to submit grades in a past term for students who were never graded. In addition to submitting the grade through Treehouse, instructors will have to email Regist@drew.edu to inform them to roll the grade to the student's record since it has been submitted after the grade would automatically roll.

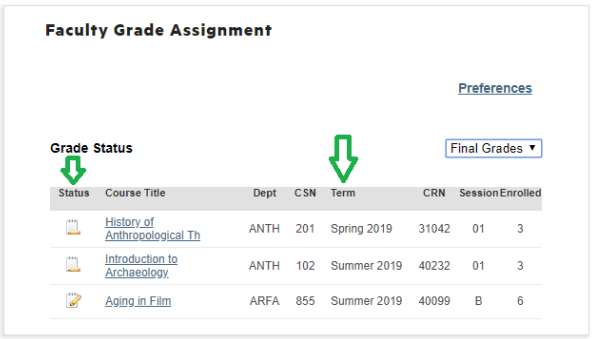
Instructions for viewing past terms and submitting missing grades.

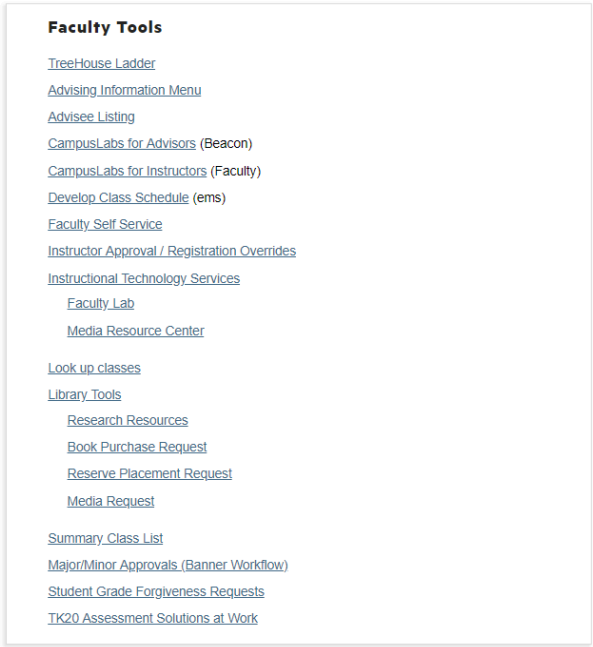
1. Login to Treehouse.

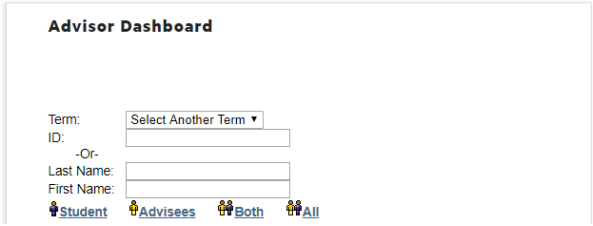
2. The *Faculty Grade Assignment* box in the bottom left corner will display your most recent classes with the current grade submission status.









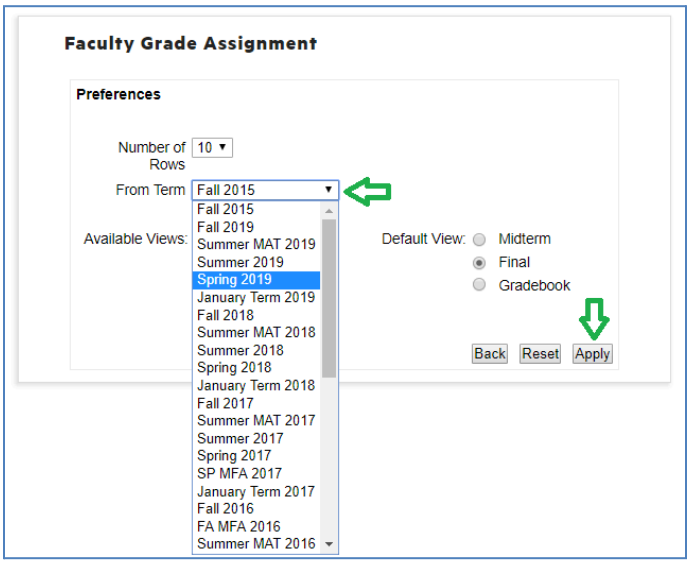


- A pencil at the bottom indicates grades have not been entered.
- A pencil at an angle indicates grades have been submitted but not yet rolled to the student's record.

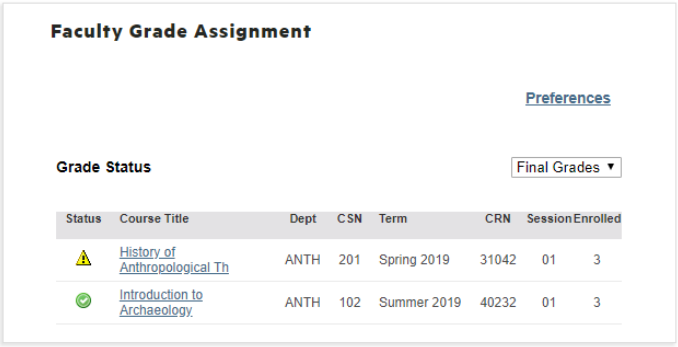
3. To find a specific term, click *Preferences* from the *Faculty Grade Assignment* box.



4. Select the term you want to view from the *From Term* box and click *Apply*.

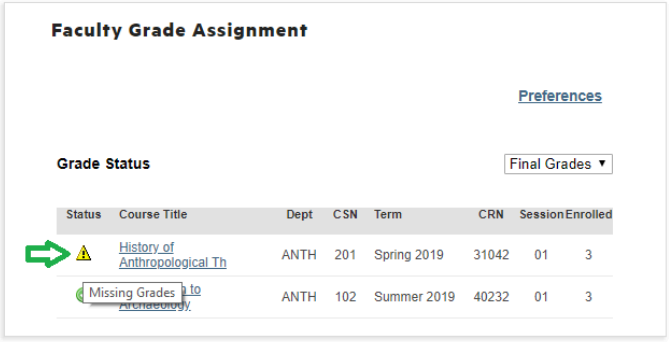


5. This will display your classes for that term and the grade status.
   - If you taught less than 10 classes in a term, you will see additional terms since the system defaults to display 10 rows at a time.

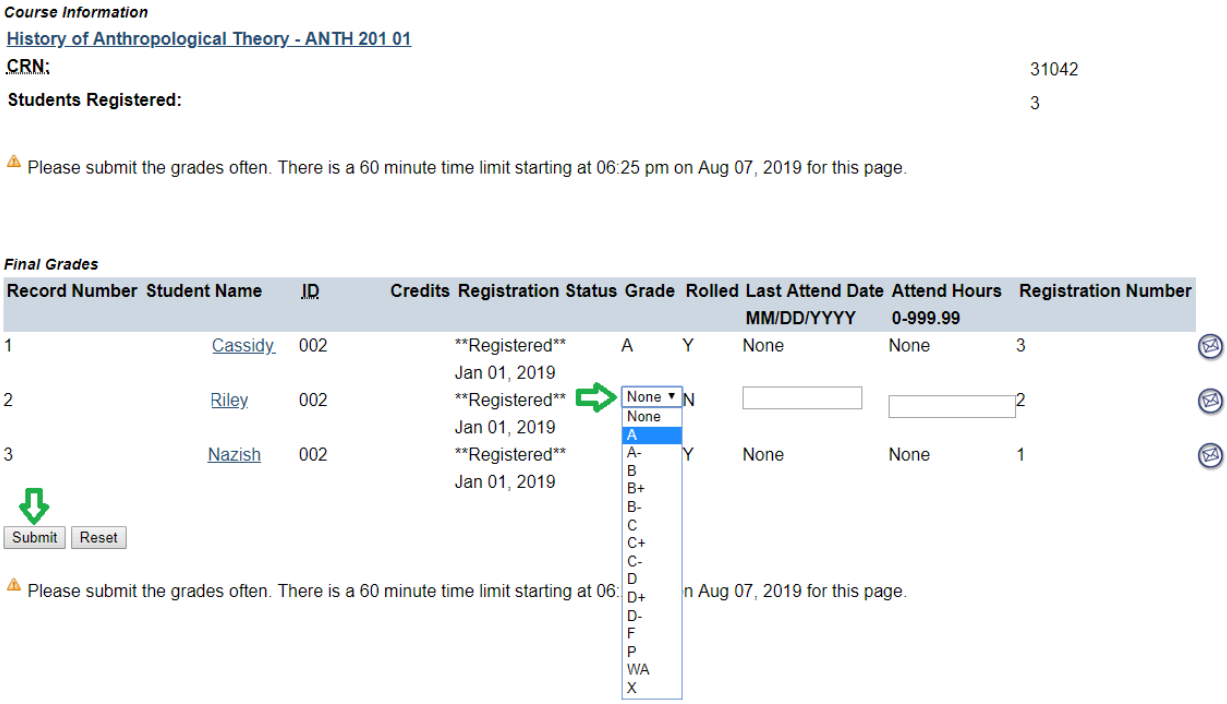


6. Any classes with a yellow triangle need to be reviewed as it indicates missing grades.
   - The only exception to this would be if a student applied for an 'I' grade (incomplete). That student would show as a missing grade even though they have received a grade of 'I' or have since had it changed.

View Past Terms and Submit Missing Grades



7. To submit missing grades:
    - Click on the course title to open the *Final Grades* screen.
    - Select a grade from the drop-down menu and click *Submit*.



8. Email Regist@drew.edu to request the grade to be rolled to the student's record.
    - Include the term and CRN in the email.

View Past Terms and Submit Missing Grades

