# DREW UNIVERSITY

# 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](mailto: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.
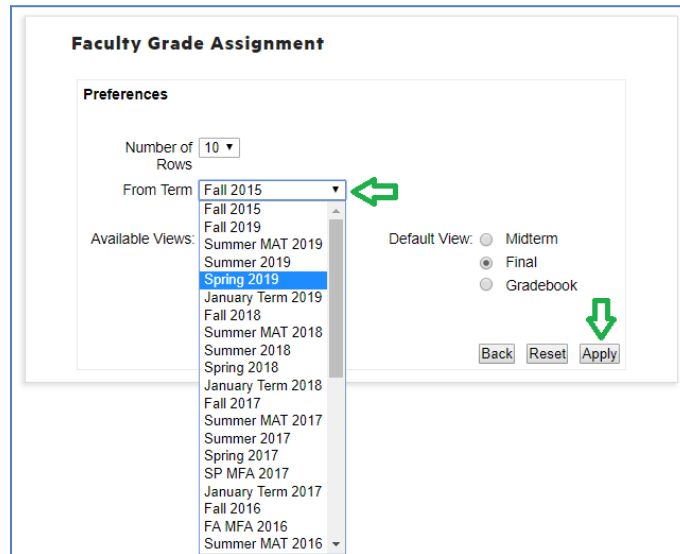
**Faculty Grade Assignment**

Preferences

Grade Status                                        Final Grades ▾

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

**Faculty Grade Assignment**

Preferences
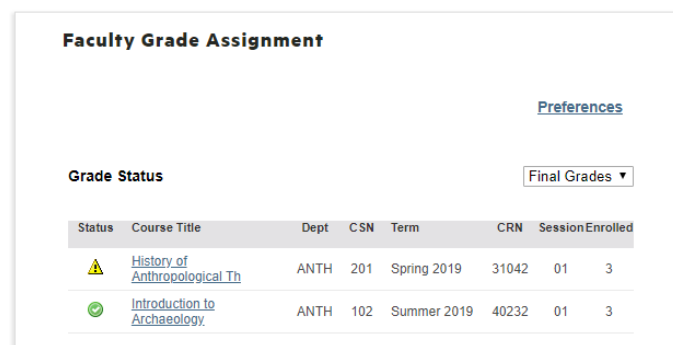
Number of 10 ▾
Rows

From Term  Fall 2015 ▾

Available Views:
Fall 2015
Fall 2019
Summer MAT 2019
Summer 2019
Spring 2019
January Term 2019
Fall 2018
Summer MAT 2018
Summer 2018
Spring 2018
January Term 2018
Fall 2017
Summer MAT 2017
Summer 2017
Spring 2017
SP MFA 2017
January Term 2017
Fall 2016
FA MFA 2016
Summer MAT 2016

Default View: ○ Midterm
● Final
○ Gradebook

Back  Reset  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.

**Faculty Grade Assignment**

Preferences

Grade Status                                        Final Grades ▾

| Status | Course Title | Dept | CSN | Term | CRN | Session | Enrolled |
|---|---|---|---|---|---|---|---|
| ⚠ | History of Anthropological Th | ANTH | 201 | Spring 2019 | 31042 | 01 | 3 |
| ✔ | Introduction to Archaeology | ANTH | 102 | Summer 2019 | 40232 | 01 | 3 |

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*.

**Course Information**

**History of Anthropological Theory - ANTH 201 01**

**CRN:**                                                                  31042

**Students Registered:**                                                  3

⚠ Please submit the grades often. There is a 60 minute time limit starting at 06:25 pm on Aug 07, 2019 for this page.

**Final Grades**

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Rolled | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Cassidy | 002 | | **Registered** Jan 01, 2019 | A | Y | None | None | 3 | ✉ |
| 2 | Riley | 002 | | **Registered** Jan 01, 2019 | None ▾ | N | | | 2 | ✉ |
| 3 | Nazish | 002 | | **Registered** Jan 01, 2019 | | Y | None | None | 1 | ✉ |

Drop-down menu options: None, A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, P, WA, X

Submit   Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 06: n Aug 07, 2019 for this page.

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

**Roll Grade**

University Registrar (regist@drew.edu)

Roll Grade

Hello -

I submitted late grades. Please roll CRN 12345 from Fall 2020.

Thanks,
Drew Faculty