

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.

Faculty Dashboard

[Preferences](#)

My Classes

History of Anthropological Th		ANTH	201	Spring 2019	
Aging in Film		ARFA	855	Summer 2019	
Introduction to Archaeology		ANTH	102	Summer 2019	

Class Schedule

My Classes (Daily View)

Class Time	Course Title	Location	Assigned Hours
08:10 am - 09:15 am	ANTH-102	Class	

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
	Aging in Film	ARFA	855	Summer 2019	40099	B	6

Faculty Tools

[TreeHouse Ladder](#)
[Advising Information Menu](#)
[Advisee Listing](#)
[CampusLabs for Advisors](#) (Beacon)
[CampusLabs for Instructors](#) (Faculty)
[Develop Class Schedule](#) (ems)
[Faculty Self Service](#)
[Instructor Approval / Registration Overrides](#)
[Instructional Technology Services](#)
[Faculty Lab](#)
[Media Resource Center](#)
[Look up classes](#)
[Library Tools](#)
[Research Resources](#)
[Book Purchase Request](#)
[Reserve Placement Request](#)
[Media Request](#)
[Summary Class List](#)
[Major/Minor Approvals \(Banner Workflow\)](#)
[Student Grade Forgiveness Requests](#)
[TK20 Assessment Solutions at Work](#)


Advisor Dashboard

Term:
 ID:
 -Or-
 Last Name:
 First Name:

- 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.

View Past Terms and Submit Missing Grades

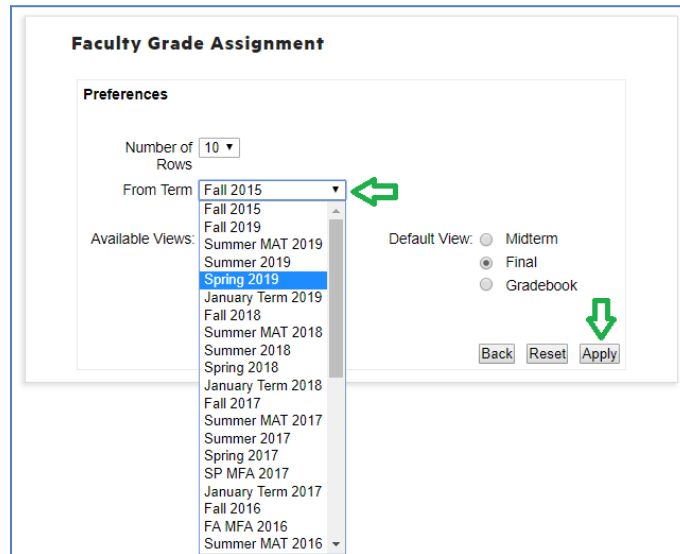


Faculty Grade Assignment

[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 Rows: 10 ▼

From Term: Fall 2015 ▼

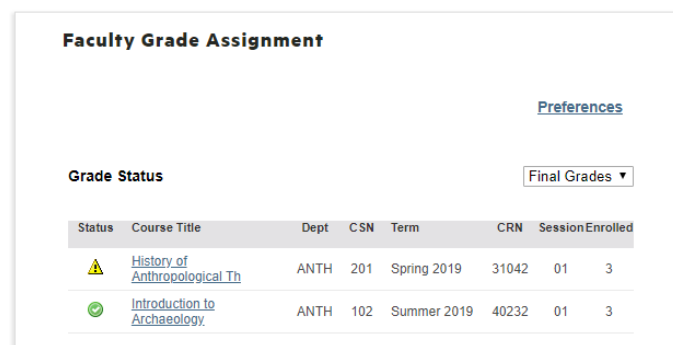
Available Views:

- 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

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
	Missing Grades To Anthropology	ANTH	102	Summer 2019	40232	01	3

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	Attend Hours	Registration Number
							MM/DD/YYYY	0-999.99	
1	Cassidy	002	**Registered**	A	Y	None	None	3	
			Jan 01, 2019						
2	Riley	002	**Registered**	None ▾	N			2	
			Jan 01, 2019						
3	Nazish	002	**Registered**	A	Y	None	None	1	
			Jan 01, 2019						

Please submit the grades often. There is a 60 minute time limit starting at 06:25 pm on 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

Sans Serif

B

I

U

A

Send

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