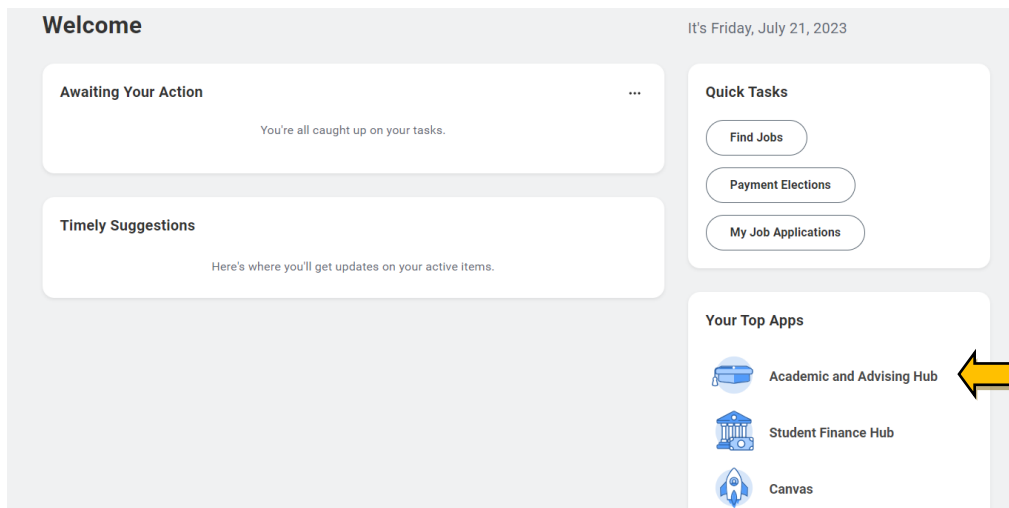


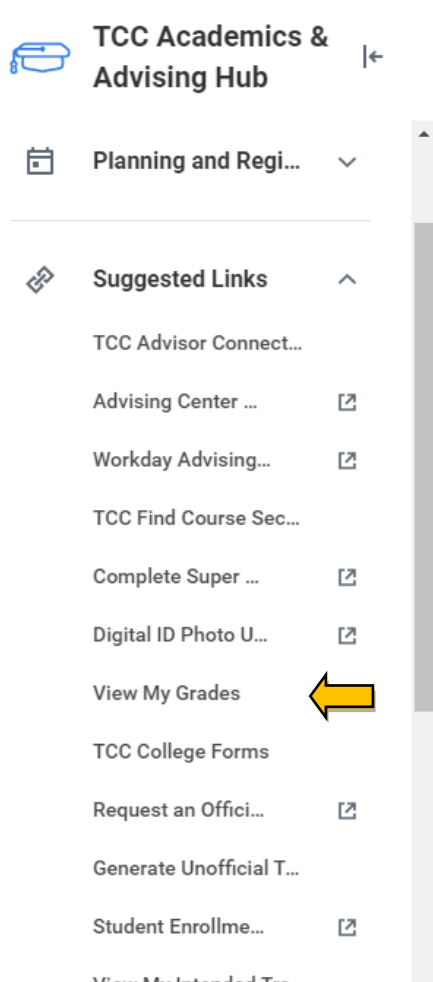
Viewing Your Grades

After logging into Workday, follow the steps below to carry out the process.

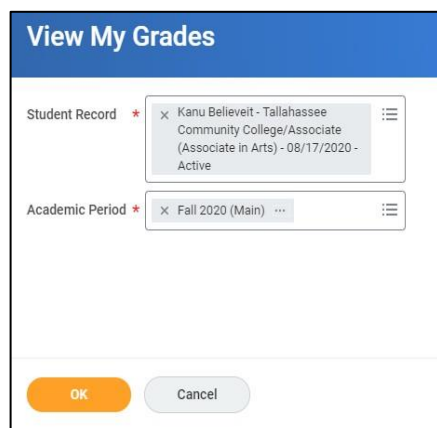
From your dashboard, click on “Academic and Advising Hub”.



In the next window, open Navigation pane on the left side of the screen and expand it to show all Suggested Links, then click on “View My Grades” (see arrow below).



Use the fields to select your **ACTIVE** Student Record and the desired Academic Period, then click the orange “OK” button.



Your grade for each course will be displayed on the line for that course in the “Grade” column (see highlight box below). If no grade is present, that simply means the instructor has not yet submitted your grade for the course. Grades are visible immediately after the instructor submits them.

**All information within this document is based on a fictitious student and serves a training need only. None of the images, records or finances are from an actual student; the details are not meant to be accurate.*

← View My Grades

Academic Period Kanu Believeit - Tallahassee Community College/Associate (Associate in Arts) - 08/17/2020 - Active - Fall 2020 (Main)

Course Listing 2 items

Course	Course Title	Units	Grade	Course Enrollment Grade Points	Instructor
HSC 1171 - Stress Management	Stress Management	3	B	3	Susanne
ENC 1101 - College Composition	College Composition	3		0	Don

Term GPA 3.000
TCC Cumulative GPA 3.000

You may click the printer icon in the top-right corner of the “View My Grades” window to generate and download a PDF file of your grades, which you can save and/or print for your records. Below is an example of what the PDF will look like. (NOTE: The fictitious student in this example has only received a grade for one class.)

View My Grades

12:05 PM
10/16/2020
Page 1 of 1

Academic Period Kanu Believeit - Tallahassee Community College/Associate (Associate in Arts) - 08/17/2020 - Active - Fall 2020 (Main)

Course Listing

Course	Course Title	Units	Grade	Course Enrollment Grade Points	Instructor
HSC 1171 - Stress Management	Stress Management	3	B	3	Susanne
ENC 1101 - College Composition	College Composition	3		0	Don
Term GPA	3.000				
TCC Cumulative GPA	3.000				

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