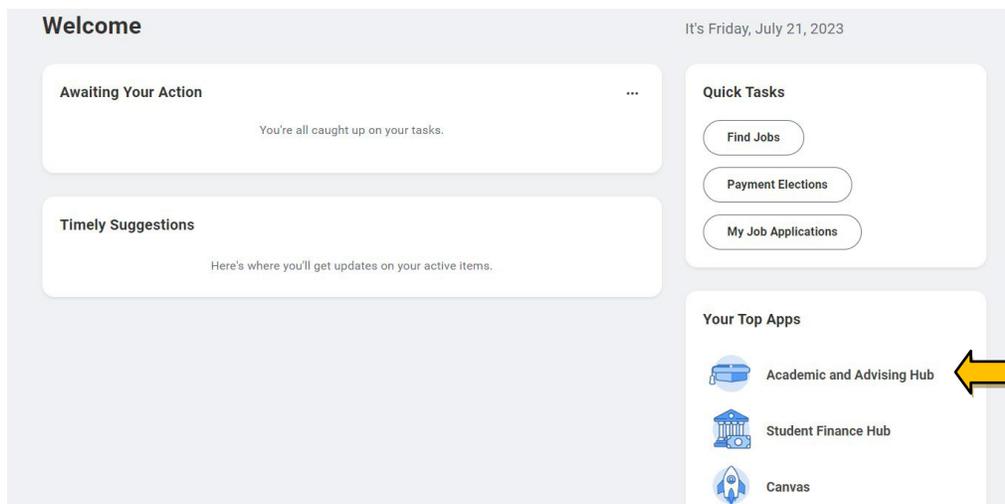


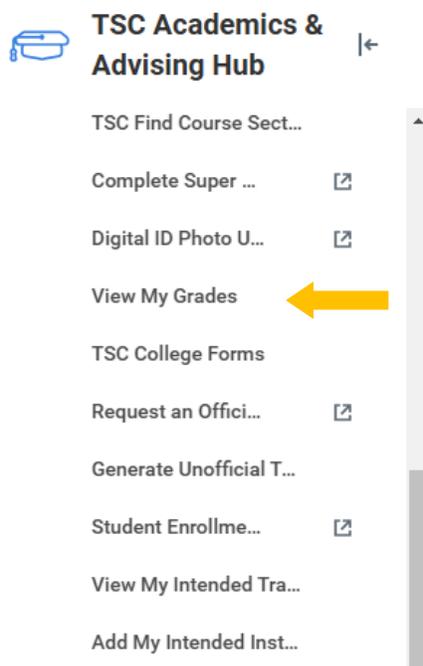
## Viewing Your Grades

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”



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

## View My Grades



Student Record \*

× Joe Dough (J98010994) - Tallahassee State College/Associate (Associate in Arts) - 01/01/2023 - Active

Academic Period \*

× Summer 2001 (Main) ...

Cancel

OK

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.

## View My Grades

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Course Listing 2 items



Course	Course Title	Units	Grade	Course Enrollment Grade Points	Instructor
AMH 2020 - History of the United States II	History of the United States II	3	A	4	Kyle Harris
PSY 2012 - General Psychology	General Psychology	3	A	4	Kimberly Davis

Term GPA 4.00

TSC GPA 4.00

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.)

*\*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.*

## Course Listing

Course	Course Title	Units	Grade	Course Enrollment Grade Points	Instructor
AMH 2020 - History of the United States II	History of the United States II	3	A	4	Kyle Harris
PSY 2012 - General Psychology	General Psychology	3	A	4	Kimberly Davis

**Term GPA** 4.00**TSC GPA** 4.00