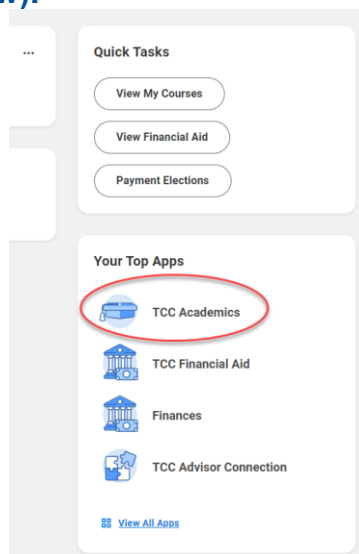


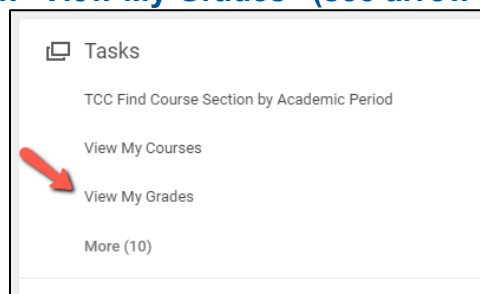
Viewing Your Grades

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

In the “Your Top Apps” pane at the top-right of your profile homepage, click “TCC Academics” (see arrow below).



In the “Tasks” pane, click “View My Grades” (see arrow below).



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

**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

Student Record * x Kanu Believeit - Tallahassee Community College/Associate (Associate in Arts) - 08/17/2020 - Active ⋮

Academic Period * x Fall 2020 (Main) ... ⋮

OK
Cancel

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 ⌵ ⌶

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