This quick reference quide (QRG) provides instructions on how to view your Interim, sometimes called Mid-Term, or your Final Grades in Workday.

To view your Interim or Final Grades, complete the following steps.

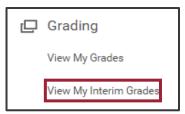
VIEW INTERIM GRADES

To view your Interim Grades, from the Workday Home page:

- 1. Click the **Menu** button in the top left-hand side of the page.
- 2. Click Student Resources.



3. Under **Grading** on the right-hand side of the page select View My Interim Grades.



4. Select the **Academic Period** you wish to view from the dropdown list.



5. Click **OK** to view your **Interim Grades**.



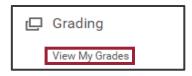


Note: If a course has no grade listed, that means an Interim Grade has yet to be submitted. If a course has multiple grades listed, the Grade Date Column can be used to view the most recent grade.

VIEW FINAL GRADES

To view your Interim Grades, from the Workday Home page:

- 1. Click the **Menu** button in the top left-hand side of the page.
- Click Student Resources.
- 3. Under **Grading** on the right-hand side of the page select View My Grades.



- 4. Select the **Academic Period** you wish to view from the dropdown list.
- 5. Click **OK** to view your **Grades**.



Note: If a course has no grade listed, that means a Final Grade has yet to be submitted.

