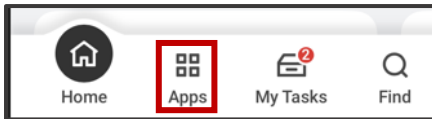


This Quick Reference Guide (QRG) shows you how to view final grades for an academic period in the Workday mobile app. Grades refer to your final marks for the course sometimes referred to as final grades. You will only be able to view a final grade if it has been submitted by your course instructor. For information on when grades are due, refer to your institution’s academic calendar. Keep in mind that this is not an official transcript; it’s just a snapshot of your final standing in each course.

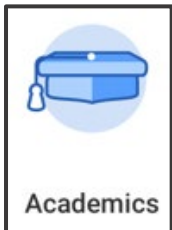
## VIEW YOUR GRADES FOR AN ACADEMIC PERIOD

From the Workday Mobile App Home page:

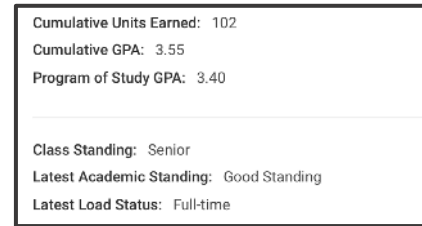
1. Select **Apps** from the bottom Menu.



2. Select **Academics** from the list of Apps.

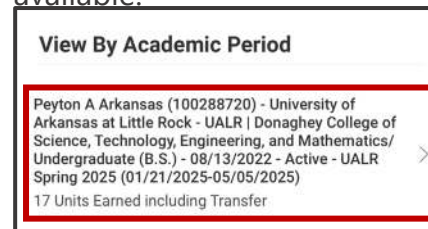


3. Under Educational Objectives select **Academic Record** from the list.



**Note:** The first part of the screen provides you with a summary that includes your Units Earned, GPA, Class Standing, Academic Standing, and Load Status or full-time/part-time student status based on your number of enrolled units.

4. Under the **View By Academic Period** heading select the Academic Period you would like to view your grades for from the listed options. Note that only final grades are available.



5. Review the **Summary** of the Academic Period and then the individually reported grades by Course.

