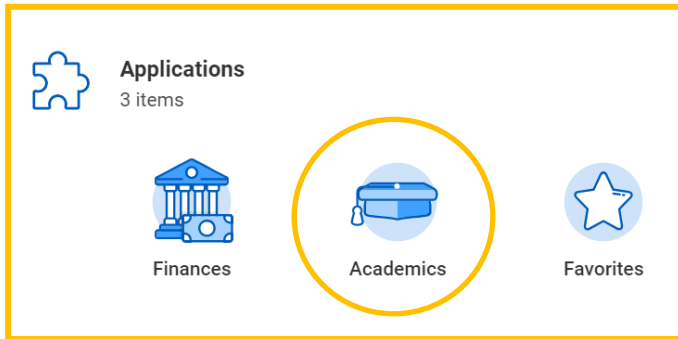


# Viewing Your Interim Grades (Progress Reports) in Workday

How to view Interim Grades in Workday.

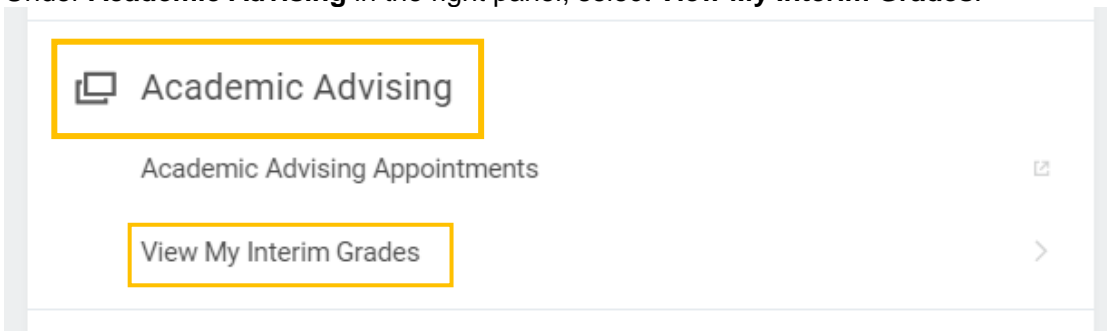
## STEP 1

After logging into Workday Select **Academics**.



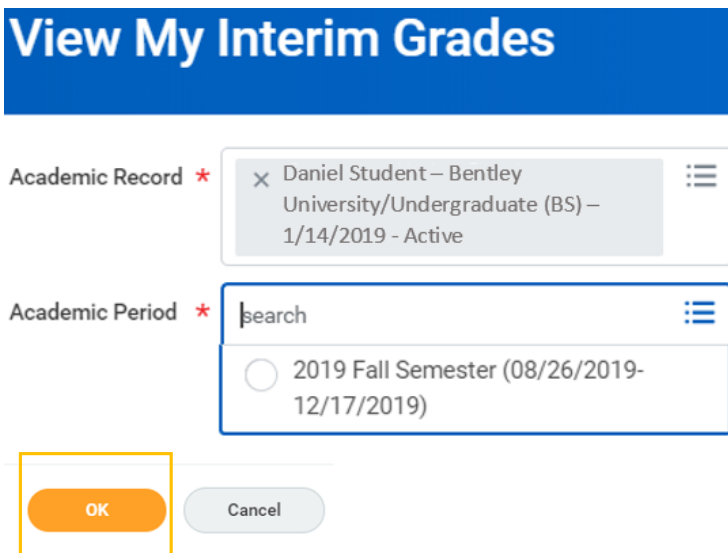
## STEP 2

Under **Academic Advising** in the right panel, select **View My Interim Grades**.



## STEP 3

In **View My Interim Grades**, select the **Academic Period** and click **OK**.



## STEP 4

Interim Grades will appear in the table of courses as below.

## STEP 5/NOTICE

“Concern” grades will have a **Grade Note**.

“No Concern” grades may or may not have a **Grade Note**.

Course	Course Title	Units	Grading Basis	Instructor	Student Interim Grade		
					Grade	Grade Date	Grade Note
CDI 301 - Career Development Intensive	Career Development Intensive	0	Pass/Fail	Ben T. Ley			
COM 210 - Effective Speaking	Effective Speaking	3	Graded	Flex Falcon	Concern	10/07/2019	needs to attend class more regularly.
					Concern	10/14/2019	Attendance is still a concern. Come see me.
EXP 201 - Expository Writing II: Advanced Inquiry in Writing	Expository Writing II: Advanced Inquiry in Writing	3	Graded	Rye Ting			
GB 310 - Business Processes and Systems	Business Processes and Systems	3	Graded	Harry Bentley	No Concern	10/10/2019	Great job on first exam!!
GB 320 - Integrated Business Project	Integrated Business Project	3	Graded	Walt Ham			
MK 322 - Marketing Research	Marketing Research	3	Graded	Mark E. Ting	No Concern	09/24/2019	

**If you are experiencing academic difficulty in a course, there are many support services available to you. We suggest that you take the following steps:**

1. Make an appointment with your instructor to discuss your status in the course, to develop a realistic assessment of how you are doing, and to begin outlining a plan to improve your performance.
2. Meet with your advisor to discuss the concerns raised by your faculty, gain valuable insight into the how's and why's behind the concerns, and get information about existing resources that are available to you. Your advisors are visible in Workday through the Academics worklet under **Important Contacts Support Network**.
3. Depending on your area of concern, seek out assistance through the [Counseling Center](#), the [Multicultural Center](#), the [Center for International Students and Scholars](#), or the [Athletics Center](#).
4. For those of you who would like to discuss your academic concerns or would like additional help in sorting out your academic needs, you are encouraged to contact **Academic Services** at 781.891.2803 or stop into the office in Jennison 336.

