Viewing your grades and academic record

About your grades and academic record

In Workday, there are 2 different places to find your grades depending on the academic period:

- The “View My Grades“ page will show you your grades for a specific academic term.
- The “View my Academic Record“ page will display your grades for all terms, your cumulative average, and your academic standing.

If you don't see a grade for a course, your professor hasn't submitted it yet.

Visit the UBC Academic Calendar to learn more about grades and standings.

How to view your grades and academic record

First, go to your Academics app

1. Log into your Workday account at myworkday.ubc.ca.
2. Click the “Academics“ tab in the “Your Top Apps” menu on the right side of the page.
View your grades

1. You will be on the “Academics” page by default. On the right, in the “Academic Records” menu, click the “View My Grades” link.

2. In the pop-up window, select the academic year and session you want to see your grades for. The “Student Record” field should be filled in automatically with your name and program. You should not need to change this field unless you have multiple academic records. For example, if you are an undergraduate dual degree student you may need to select the student record for the degree program you want to view.

3. Click the orange “OK” button to display your grades.
4. You’ll be brought to the “View My Grades” page. Your grades for the selected academic year and session will be listed in a table. You can find your Academic Period Average and Cumulative Average under the table.

   - Your **Academic Period Average** shows you the average grade you received for the academic period listed.

   - Your **Cumulative Average** shows your average grade for all the courses you’ve completed in the academic record you selected in step 2.
View your academic record

1. Follow the steps above to go to the Academics app. You will be on the “Academics” page by default.
2. On the right, in the “Academic Records” menu, click the “View My Academic Record” link.

3. You will be taken to the “View My Academic Record” page. Here, under “Coursework,” you will see a list of your academic sessions.
4. Click the arrow icon on the left of the session you want to view to expand the description. You will see your courses and grades for the period listed in a table.

   Below the table, you will also see:

   - **Your Academic Period Totals**, including your grade average for the academic year and the number of credits used to calculate your average.

   - **Your cumulative average**, which is the average grade of all the courses you’ve completed since you started at UBC. This average will be listed on your transcript.

   - **Your Academic Standing**, which reflects your performance in your program. You may see “Good Academic Standing,” “Academic Probation,” or “Failed Standing.” Learn more about your [academic standing](#).
Honours for outstanding academic performance will be listed here as well.

Additional resources

- Viewing your academic progress report