I know I can see my assignment grades in Blackboard, but how do I check my final grades for a previous class?

Checking your grades can be done in a few, quick, easy steps.

1. Go to [www.allencc.edu](http://www.allencc.edu). This will bring up the page shown below.

2. Click on the myAllen tab that appears on the left-hand side of the page. This will bring up another screen (see next page).

3. Login to the myAllen portal. To do this, use your student id number for your user name. The password is your 4x4 password (the first four letters of your last name and the last four digits of your social security number). After you click login, a screen that looks similar to the image below will appear.

Rev. 9/19/12
4. Select the red Academics tab that appears near the top of the page. This will bring up the next screen (see next page):

5. Look on the left side of the page for an area titled Unofficial Transcript. Click View My Unofficial Transcript.