Quick Reference for Changing Prior Term Grades in Athena

Step 1

Login to Athena

- Open an internet browser and go to https://athena.uga.edu
- Click "Login to Athena"
- Enter your UGA MyID and password, then click "Log In"

Step 2

Accessing Prior Term Grading

- Open the Faculty-Specific Athena pages by clicking "Faculty & Advisor"
- Click "Change Grades (Prior Term)"
- Select a semester then click "Next"
- Select a course then click "Next"

Step 3

Submitting a Grade Change

- Click on the name of the desired student
- Select a grade
- Select a grade change comment
- Click "Submit"

Selecting another Student, CRN, or Term

- To select another student, click on the name of the desired student
- To select another CRN, click the "Change CRN" link
- To select another Term, click the "Change Semester" link

Notes

- Any instructor of record on the section can submit a grade change
- After a grade change has been submitted, an email notification that a grade change has been submitted is sent to the student and the course's department head/grade change designee
- After a grade change has been approved or denied by the course's department head/grade change designee, an email notification of the grade change decision is sent to the student and the instructor
- Grade information is not included in email notifications
- Any grade change submitted by a chair will be immediately approved

Sample Prior Term Roster

Sample Student

Sample of Successful Submission