

Quick Reference for Grading 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 a Grade Roll

- Open the Faculty-Specific Athena pages by clicking "Faculty Services"
- Click "Final Grades"
- Select a term then click "Submit"
- Select a course then click "Submit"

Step 3

Assigning Grades

- Find the desired student on the grade roll
- Click the dropdown arrow in the Grade field
- Click a grade
- Repeat to assign a grade to additional students
- Click "Submit" to save grades

Sample Grade Roll

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Roll	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[Redacted]	[Redacted]	3.000	**Web Registered** Apr 11, 2014	None ▾	N			2
2	[Redacted]	[Redacted]	2.000	**Web Registered** Apr 27, 2014	None ▾	N			3
3	[Redacted]	[Redacted]	3.000	**Web Registered** Apr 11, 2014	None ▾	N			1

Grade selection dropdown

Submit Reset

⚠ Please submit the grades often. There is a 35 minute time limit starting at 11:04 am on Nov 19, 2014 for this page.

Changing Grades

- Access the desired grade roll
- Click the dropdown arrow in the Grade column of the desired student
- Click a grade
- Repeat as necessary
- Click "Submit" to save grades

Notes

- The grade roll will time out after 35 minutes of inactivity. Any grades not submitted before a time out will not be saved.
- If you enter grades but navigate from the Final Grades screen without submitting, the grades will not be saved.
- Grades should be submitted often.
- Do not enter data into the Last Attend Date or the Attend Hours fields.
- Pre-assigned Grades – withdrawn and audit students will be included on the grade roll along with the pre-assigned grade of W or V, respectively.