

STEP 1: Login to Athena

- Go to https://Athena.uga.edu
- Enter your UGA MyID and password
- Enter your Duo Credentials

STEP 2: Click the Faculty & Advisor tab

- Select Classes & Grades
- Select a Grade Change (Prior Term)
- Select a Semester
- Select a Course
- Click Search

STEP 3: Click the green Change Grade button

- Select new grade from the Grade dropdown menu
- Select reason from the **Reason** dropdown menu
- Click the blue Change Grade button
- Click Save All to submit grade changes

For technical support, email <u>helpdesk@uga.edu</u> For faculty support, email <u>regsupp@uga.edu</u>

Grade Change (Prior Term) Screenshot:

Grade Change Request (Prior Term)									
Semester: Fail 2022 Course: GRUN 3070: German Faily Take Tradition (53781) Description of the tradition (53781) Click "Save AI" to submit this programment of the tradition (53781) Description of the tradition (53781) Click "Save AI" to submit your grade changes this programment of the tradition (53781)									
Search Ctear						Student Name (81 mmmm)		×	
Student Grade					Student Na Current Gra Select new gr	Student Name (SLXXXXXX) Current Grade: B Select new grade and the reason for grade change.			
Name 🛦	Student UGA ID	Current Grade	New Grade	Reason	Grade: *	–	1	Action	Clear Save All
Student Name	81xxxxxxx	В	B+	Error in Reporting		A A-		Change Grade	Clear
Student Name	81xxxxxxx	В-	В	Error in Reporting	Change Grad	B+ B-		Change Grade	Clear
Student Name	81xxxxxxx	A	В	Error in Reporting		C+		Request in progress	
Student Name	81xxxxxxx	B+	A-	Error in Reporting		c.		Change Grade	Click on "Clear" to clear an idividual grade change
Student Name	81xxxxxxx	A				D F		Change Grade	
Student Name	81xxxxxxx	A						Change Grade	
Student Name	81xxxxxxx	В						Change Grade	
Student Name	81xxxxxxx	W	hanged in this tool.	in this tool.			V and W grades cannot be changed in this tool.		
Student Name	81xxxxxxx	A-						Change Grade	
Student Name	81xxxxxxx	B+						Change Grade	
Student Name	81xxxxxxx	A						Change Grade	
Student Name	81xxxxxxx	A						Change Grade	
Student Name	81xxxxxxx	В-						Change Grade	
Student Name	81xxxxxxx	В						Change Grade	
Student Name	81xxxxxxx	A-						Change Grade	
Student Name	81xxxxxxx	В-	A-	Error in Reporting				Request in progress	
Save All Cano	ei	Click "Cancel" if you war to clear all grade change	nt es						