



**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 image in the Faculty Services tile**

- 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 [helpdesk@uga.edu](mailto:helpdesk@uga.edu)

For faculty support, email [regsupp@uga.edu](mailto:regsupp@uga.edu)

**Grade Change (Prior Term) Screenshot:**

**Grade Change Request (Prior Term)**

Semester: ▼ Fall 2022  
Course: ▼ GRMN 3870: German Fairy Tale Tradition (53781)

Select the semester and then the course.  
This process can only be used for the previous three semesters.

Name	Student UGA ID	Current Grade	New Grade	Reason	Action
Student Name	81xxxxxxxx	B	B-	Error in Reporting	<input type="button" value="Change Grade"/> <input type="button" value="Clear"/>
Student Name	81xxxxxxxx	B-	B	Error in Reporting	<input type="button" value="Change Grade"/> <input type="button" value="Clear"/>
Student Name	81xxxxxxxx	A	B	Error in Reporting	<input type="button" value="Change Grade"/> <input type="button" value="Clear"/>
Student Name	81xxxxxxxx	B+	A-	Error in Reporting	<input type="button" value="Change Grade"/> <input type="button" value="Clear"/>
Student Name	81xxxxxxxx	A			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	A			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	B			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	W		V and W grades cannot be changed in this tool.	<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	A-			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	B-			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	A			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	A			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	B-			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	B			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	A-			<input type="button" value="Change Grade"/>
Student Name	81xxxxxxxx	B-	A-	Error in Reporting	<input type="button" value="Change Grade"/> <input type="button" value="Clear"/>