

Changing Grades for Prior Terms in Athena

*Office of the Registrar
University of Georgia*

A solid red horizontal bar at the bottom of the slide.

Instructor submits a grade change

An email notification that a grade change has been submitted is sent to the student and the course approver

Approver approves or denies the request for a grade change

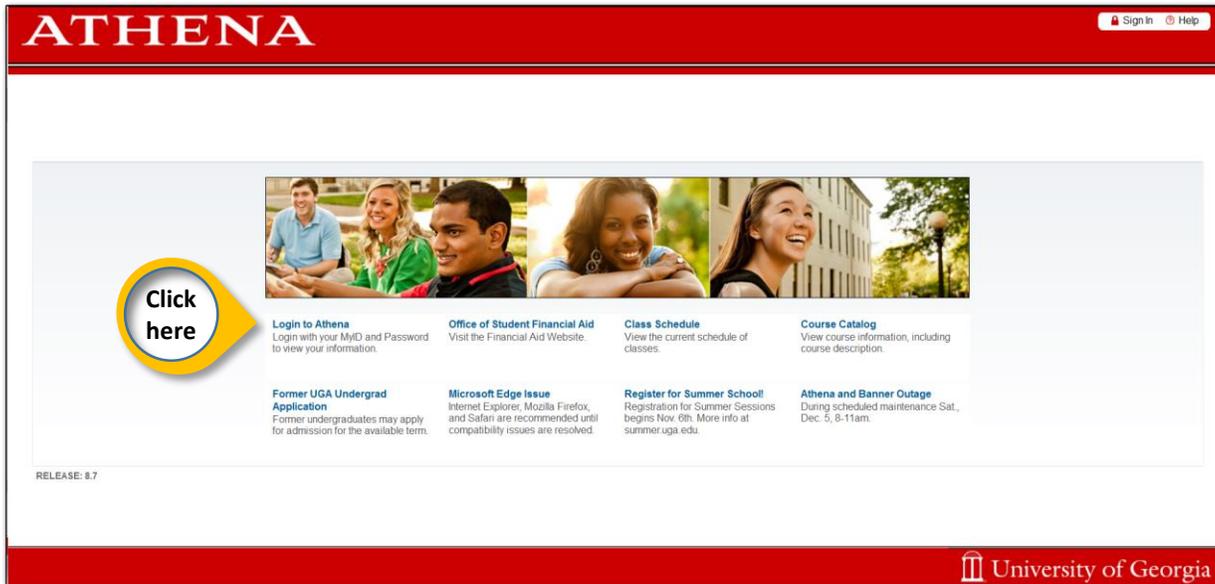
An email notification that a grade change has been approved or denied is sent to the student and instructor

ATHENA

Submit



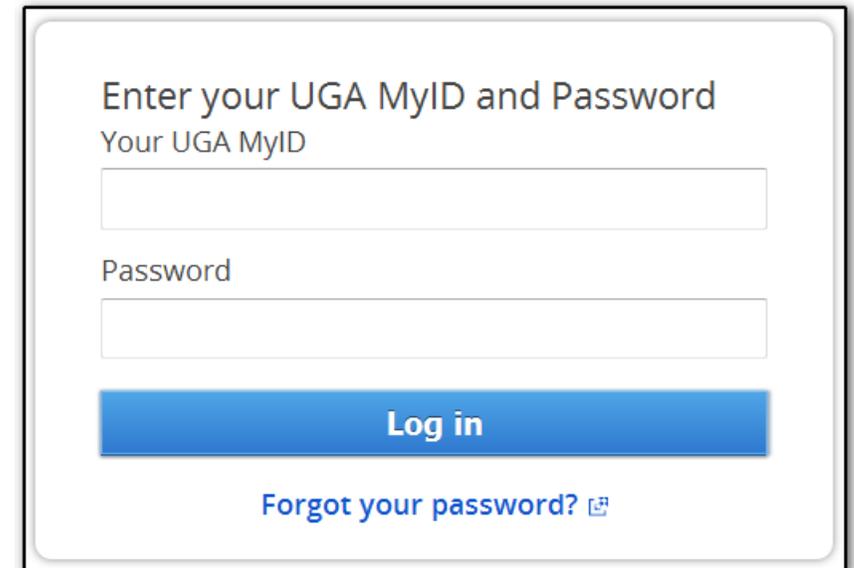
Log into Athena at www.athena.uga.edu.



The screenshot shows the Athena website homepage. At the top, there is a red header with the word "ATHENA" in white. To the right of the header, there are links for "Sign In" and "Help". Below the header, there is a large banner image featuring several students. On the left side of the banner, there is a yellow speech bubble with the text "Click here". Below the banner, there are several links and notices:

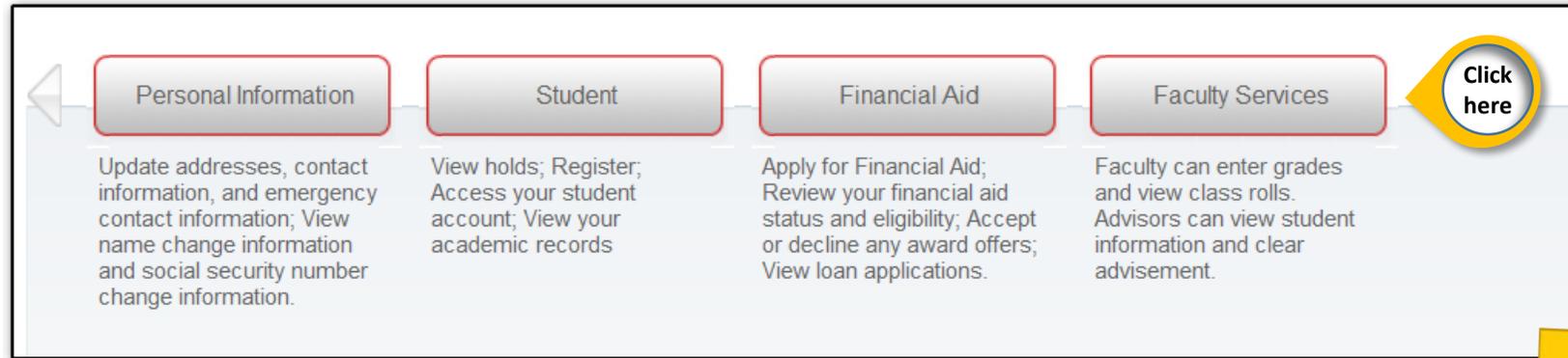
- Login to Athena**: Login with your MyID and Password to view your information.
- Office of Student Financial Aid**: Visit the Financial Aid Website.
- Class Schedule**: View the current schedule of classes.
- Course Catalog**: View course information, including course description.
- Former UGA Undergrad Application**: Former undergraduates may apply for admission for the available term.
- Microsoft Edge Issue**: Internet Explorer, Mozilla Firefox, and Safari are recommended until compatibility issues are resolved.
- Register for Summer School!**: Registration for Summer Sessions begins Nov 9th. More info at summer.uga.edu.
- Athena and Banner Outage**: During scheduled maintenance Sat, Dec. 5, 8-11am.

At the bottom left, it says "RELEASE: 8.7". At the bottom right, there is the University of Georgia logo and the text "University of Georgia".



The screenshot shows the Athena login page. It has a white background with a thin black border. At the top, it says "Enter your UGA MyID and Password". Below this, there are two input fields: "Your UGA MyID" and "Password". Below the input fields, there is a blue button with the text "Log in". At the bottom, there is a link that says "Forgot your password?" with an external link icon.

Go to Grade Change (Prior Term) Student List



Curriculum Change Application History View This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.	Final Grades Faculty members can assign individual grades to students registered in their courses.	Attendance Verification
Mass Grade Upload Faculty members can upload grades via a CSV file for students registered in their courses.	Grade Change (Prior Term) Initiate a grade change request for a student's grade in a previous term.	Grade Change (Prior Term) – Approver View This menu item is for those allowed to approve grade change requests.

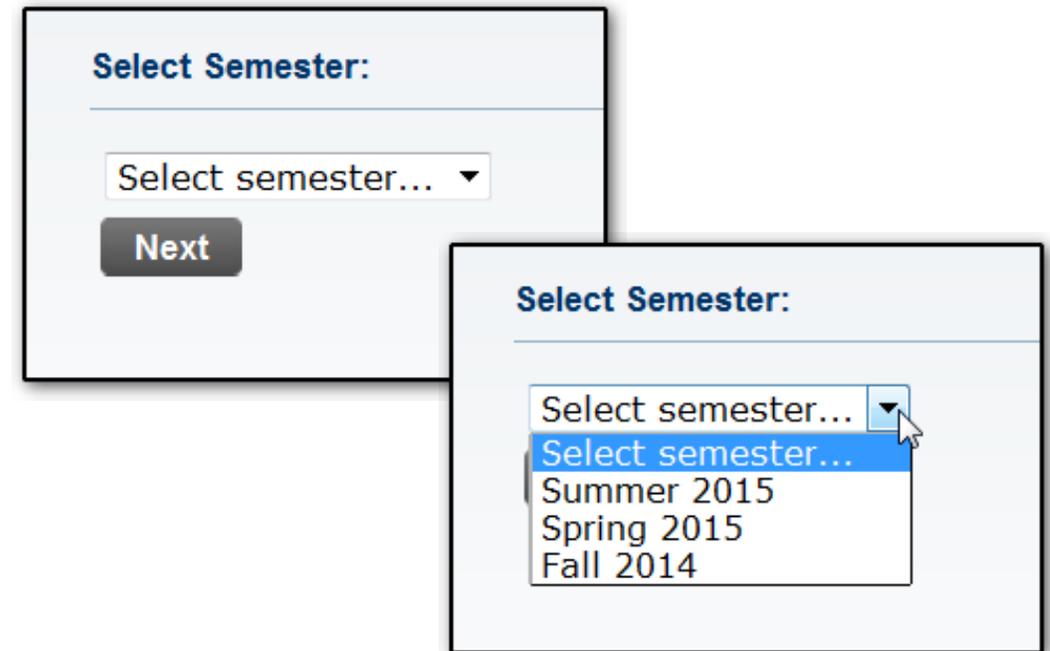
Click here

Grade changes can only be processed in Athena for the previous three semesters.

Select the semester in which the student needing a grade change was enrolled

Click the dropdown arrow to display the available semesters.

Highlight a term then click the Next button.



The image shows two overlapping screenshots of a web form titled "Select Semester:". The top screenshot shows the form with a dropdown menu labeled "Select semester..." and a "Next" button. The bottom screenshot shows the dropdown menu open, displaying a list of semesters: "Select semester...", "Select semester...", "Summer 2015", "Spring 2015", and "Fall 2014". A mouse cursor is pointing at the dropdown arrow, and the second "Select semester..." option is highlighted in blue.

Select the course in which a grade change needs to be initiated

Click the dropdown arrow to display the sections in which you were instructor of record for the specified term.

Highlight a course then click the Next button.

Select course:

Select course...

Next

Select new semester

Select course:

Select course...

Select course...

BIOL 4150L 0: Pop Biol Infect Dis (32701)

CHEM 1211 0: Freshman Chem I (24383)

CHEM 8210 0: Group Theory (26305)

SPAN 1002 0: Elementary Spanish (26073)

SPAN 2002 0: Interm Span (26451)

Select the student name for which a grade needs to be changed by clicking the name

Only one student may be selected at a time.



Current selected course:

Semester: Spring 2015 [Change Semester](#)

CRN: 26305 [Change CRN](#)

Select student:

Name	UGA ID	Grade	Comments
Miss, Jodie T	000000000	NG	
Miss, Jodie T	000000000	NG	
Miss, Jodie T	000000000	NG	
Miss, Jodie T	000000000	NG	
Miss, Jodie T	000000000	NG	
Miss, Jodie T	000000000	NG	
Miss, Jodie T	000000000	NG	
Miss, Jodie T	000000000	NG	
Miss, Jodie T	000000000	V	V and W grades cannot be changed in this tool.
Miss, Jodie T	000000000	NG	

Let's change this grade.



Select a New Grade and Grade Change Comment

Grade Change Request:

Student: [REDACTED]

UGA ID: [REDACTED]

Term: 201502

CRN: 26305

Original Grade: NG

New Grade:

Grade Change Comment:

The New Grade dropdown will include only those grades that are valid for the section.

Select grade change comment...
Select grade change comment...
Error in Reporting
Removal of Incomplete
Original Grade Not Reported

Click the Submit button to save the request.

Success!

Note the green check mark that indicates the grade change request was successfully submitted.

✓ The grade change request has been successfully received.

Current selected course:

Semester: Spring 2015 [Change Semester](#)

CRN: 26305 [Change CRN](#)

Select student:

Name	UGA ID	Grade	Comments
John, Joseph T.	#000000000	NG	Grade change request already in progress.
John, John B.	#000000000	NG	
John, John B.	#000000000	NG	
John, John B.	#000000000	NG	
John, John B.	#000000000	NG	
John, John B.	#000000000	NG	
John, John B.	#000000000	NG	
John, John B.	#000000000	NG	
John, John B.	#000000000	V	V and W grades cannot be changed in this tool.
John, John B.	#000000000	NG	

The request will remain in progress until it is approved or denied.

Choosing another student, CRN, or semester

To select another student, repeat steps 4 – 7.

Name	UGA ID	Grade	Comments
[Name]	[UGA ID]	A	
[Name]	[UGA ID]	B-	
[Name]	[UGA ID]	C+	
[Name]	[UGA ID]	B+	
[Name]	[UGA ID]	W	V and W grades cannot be changed in this tool.
[Name]	[UGA ID]	B	
[Name]	[UGA ID]	A	
[Name]	[UGA ID]	B+	
[Name]	[UGA ID]	B+	

To select another semester, click Change Semester then repeat steps 2 – 7.

To select another CRN for the same semester, click Change CRN then repeat steps 3 – 7.

- Any instructor of record on the section can submit a grade change
- Grade information is not included in email notifications
- 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
- Any grade change submitted by a chair will be immediately approved
- Contact the Office of the Registrar if you have questions or concerns about changing grades for prior terms
 - regsupp@uga.edu
 - 706-542-4040