



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

For faculty support, email regsupp@uga.edu

Grade Change (Prior Term) Screenshot:

The screenshot shows the 'Grade Change Request (Prior Term)' interface. At the top, there are dropdowns for 'Semester' (Fall 2022) and 'Course' (GRMN 3870: German Fairy Tale Tradition (53781)). Below these are 'Search' and 'Clear' buttons. A table lists students with columns for Name, UGA ID, Current Grade, New Grade, Reason, and Action. The 'Action' column contains 'Change Grade' buttons and 'Clear' links. A modal window is open for 'Student Name (81xxxxxxx)' showing a 'Grade' dropdown (A, A-, B+, B-, C+, C-, D, F) and a 'Reason' dropdown. Annotations include: a red box around the 'Save All' button with the text 'Click "Save All" to submit your grade changes'; a red box around the 'Change Grade' button with the text 'Click "Change Grade" to clear an individual grade change'; and a red box around the 'Cancel' button with the text 'Click "Cancel" if you want to clear all grade changes'.

Name A	Student UGA ID	Current Grade	New Grade	Reason	Action
Student Name	81xxxxxxx	B	B+	Error in Reporting	Change Grade Clear
Student Name	81xxxxxxx	B-	B	Error in Reporting	Change Grade Clear
Student Name	81xxxxxxx	A	B	Error in Reporting	Change Grade
Student Name	81xxxxxxx	B+	A-	Error in Reporting	Change Grade
Student Name	81xxxxxxx	A			Change Grade
Student Name	81xxxxxxx	A			Change Grade
Student Name	81xxxxxxx	B			Change Grade
Student Name	81xxxxxxx	W		V and W grades cannot be changed in this tool.	Change Grade
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	B-			Change Grade
Student Name	81xxxxxxx	B			Change Grade
Student Name	81xxxxxxx	A-			Change Grade
Student Name	81xxxxxxx	B-	A-	Error in Reporting	Change Grade