

Logging In

Open an Internet browser and go to <https://athena.uga.edu>. Click the “Login to Athena” menu item in the middle of the page. Login with your MyID and MyID password. Click the Faculty Services tab.

Faculty-Specific Pages

<p>Faculty Week at a Glance</p> <p>Faculty members can view their weekly teaching schedule.</p>	<p>The Faculty Week at a Glance page displays all of the courses that you are scheduled to teach for the current week. For more information, see page 8 of the <i>Athena Training Manual for Faculty and Instructors</i>.</p>
<p>Summary Class Roll</p> <p>Faculty members can view a list of students registered for their courses.</p>	<p>The Summary Class Roll page provides you with a summarized list of students who are registered for a specified course and term.</p> <ul style="list-style-type: none"> You can view the Detailed Class Roll, which includes more information about each student, by clicking the hyperlinked Course Reference Number (CRN) under Course Information. To email an individual student, click the email icon to the right of the student’s record. To email all students in a class, click the Email Class hyperlink at the bottom of the page. Note: This feature places student email addresses in the Blind Carbon Copy (bcc) line of an email to ensure confidentiality. <p>For more information, see page 11 of the <i>Athena Training Manual for Faculty and Instructors</i>.</p>
<p>Faculty Detail Schedule</p> <p>Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.</p>	<p>The Faculty Detail Schedule page displays detailed information about the courses you are scheduled to teach for the specified term. You may have to scroll down the page to view all of your courses for the term.</p> <ul style="list-style-type: none"> You can view enrollment counts here. <p>For more information, see page 13 of the <i>Athena Training Manual for Faculty and Instructors</i>.</p>
<p>Assignment History</p> <p>Faculty members can view their assignment history.</p>	<p>The Assignment History page displays all courses for which you have been assigned as the instructor since the implementation of Athena. You may have to scroll down the page to view all of your active and past assignments. For more information, see page 15 of the <i>Athena Training Manual for Faculty and Instructors</i>.</p>
<p>Office Hours</p> <p>Faculty members can provide office hours for their courses.</p>	<p>The Office Hours page enables you to provide office hours for each of the courses you are teaching. For more information, see page 17 of the <i>Athena Training Manual for Faculty and Instructors</i>.</p>
<p>Term Selection</p> <p>Choose a specific term that can be used for further processing of other pages in Athena.</p>	<p>The Term Selection page enables you to choose a specific term to use, which is then used for further processing of other Faculty Athena pages until a new term is specified. For more information, see page 21 of the <i>Athena Training Manual for Faculty and Instructors</i>.</p>
<p>CRN Selection</p> <p>Choose a specific CRN that can be used for further processing of other pages in Athena.</p>	<p>The CRN Selection page enables you to choose a specific CRN to use, which is then used for further processing of other Faculty Athena pages until a new CRN is specified. For more information, see page 22 of the <i>Athena Training Manual for Faculty and Instructors</i>.</p>

Other Faculty and Advisor Pages

<p>Student Information Menu ▼</p> <p>Search for student contact information, registration information, view holds and test scores.</p>	<p>The Student Information Menu reveals additional pages. These pages allow you to view students' programs of study, contact information, schedules, test scores, and holds. For more information, see page 6 of the <i>Athena Training Manual for Advisors</i>.</p>
<p>Clear Advisement</p> <p>Advisors use this to clear students for registration.</p>	<p>The Clear Advisement page allows advisors to clear a student for registration using a student's UGAID (81X number) or name. For more information, see page 25 of the <i>Athena Training Manual for Advisors</i>.</p>
<p>Schedule of Classes</p> <p>View the Schedule of Classes by term.</p>	<p>The Schedule of Classes page allows users to search for class sections by term. For more information, see page 29 of the <i>Athena Training Manual for Advisors</i>.</p>
<p>Course Catalog</p> <p>Go to the UGA Bulletin</p>	<p>The Course Catalog page allows users to search for courses in order to find course descriptions, restrictions, and attributes. Attributes include University and college-wide requirements. This link will take the user to the UGA Bulletin (www.bulletin.uga.edu) until further notice. For more information, see page 31 of the <i>Athena Training Manual for Advisors</i>.</p>
<p>Curriculum Change Application Approver View</p> <p>This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.</p> <hr/> <p>Curriculum Change Application History View</p> <p>This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.</p>	<p>The Curriculum Change Application pages allow Curriculum Change Approvers to approve major, minor, and certificate changes for students and to view the history of these changes. These pages may not appear on your Faculty Services tab if you are not authorized to approve changes to high-demand majors. For more information, see <i>Curriculum Change Application Training</i>.</p>