



UTSA Faculty and Staff,

Congratulations on a successful beginning to Fall 2023! With the completion of the migration from the Blackboard Learning Management System (LMS) to Canvas, there are important changes to the grade extract process for Mid-Term grades.

These changes will streamline the grading process and ensure all stakeholders have timely access to necessary information. We encourage you to become familiar with these changes, affecting grade submission and processing.

Below are key dates and information about the modified grade extract process:

Grade Extract Schedule for Mid-Term Grades

Key dates: Monday, October 2 - Sunday, October 8

Update: Canvas will extract mid-term grades starting Monday, October 2, and will be reported to the Registrar's office. This ongoing reporting aims to enable the Registrar's Office to collaborate with our colleges in reminding faculty members of the upcoming mid-term grade submission deadlines. **“F” and “I” grades do NOT transfer from Canvas to myUTSA Account (formerly ASAP). Please manually enter F’s and I’s in myUTSA Account before the 2 p.m. deadline.**

Final Grade Extract for Mid-Term

Key date: Monday, October 9 at 2 p.m.

Update: The grade extract process will be disabled. Canvas will perform one final grade extract for the Registrar’s office. The grades acquired in this final extract will update the myUTSA Account system with official mid-term grades.

Post-Deadline Updates to Grades

Key date: Any time after Monday, October 9 at 2 p.m.

Update: Any faculty members who cannot submit their mid-term grades by the 2 p.m. deadline on October 9 must manually update grades in the myUTSA Account system.

Please visit the [Canvas to myUTSA Account Grade Transfer site](#) for Canvas and grade extracts questions. Don't hesitate to contact the [Office of the Registrar](#) for Banner support relating to grades.



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