DORAL COLLEGE

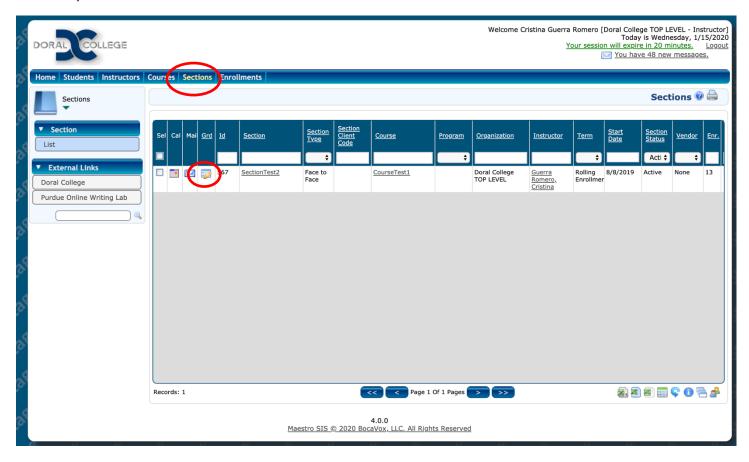**Division of Student Affairs**
studentaffairs@doral.edu

Inputting Final Grades in Maestro—New and Improved!

The following document explains how to input final grades in the College's student information system, MaestroSIS, at the end of a semester. Your MaestroSIS account was created for you when began teaching for the College, and your credentials for this system may differ from those for Schoology. Please contact support@doral.edu if you are unable to login to your account.

Screenshots included herein are for instructional purposes only and do not reflect actual student information.
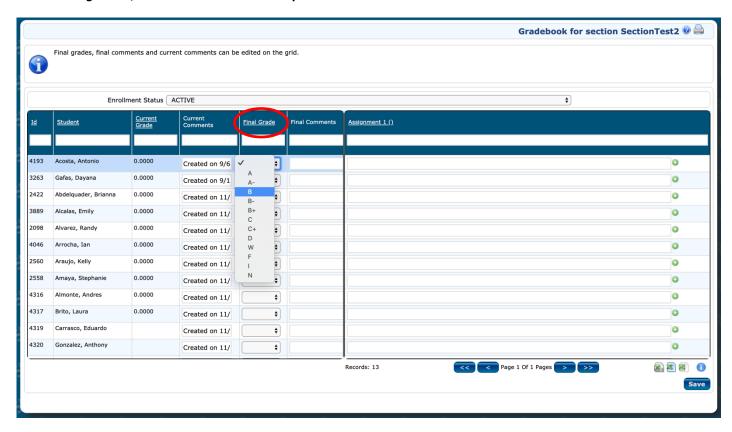
PLEASE NOTE: You **MUST** submit a grade for every student in MaestroSIS. Grades will NOT sync from Schoology.

1. Login to your Maestro account at doralcollege.maestrosis.com. Then Select the **Sections** tab.

2. You should now see a list of the sections assigned to you. Click on the **Grade grid** icon for the section for which you intend to input grades. This is abbreviated as "Grd" and may appear in a different order than pictured here on your individual account.

3. The grid will then open to display all students currently enrolled in the section you selected. Each student's average, as synced from Schoology, will appear beside their name.

4. Use the "Final Grade" column to select a letter grade for each student listed. Please scroll down to ensure you are able to view all students. Do not change anything else on this screen. *Because the two systems do not sync immediately, we recommend you base your final letter grade off the average in Schoology, rather than the average here, as that will be the most updated.*
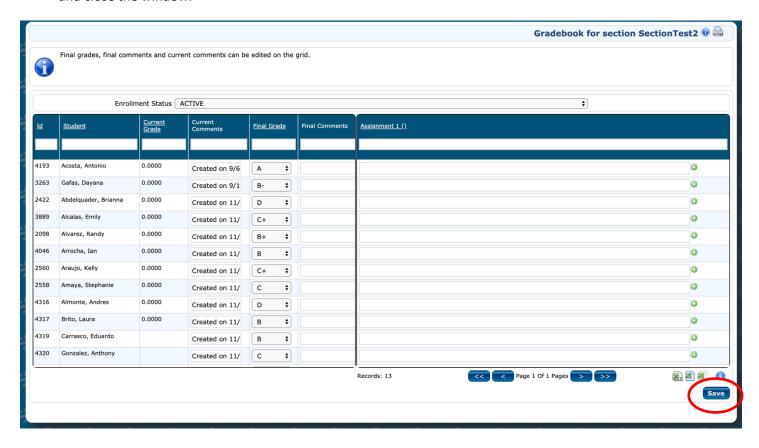

PLEASE NOTE: Please assign students only letter grades. Do not attempt to drop a student or assign them a W grade. **Students must be dropped by applicable deadlines, and through the Division of Student Affairs.** Should you feel you are unable to assign a grade to a particular student, please contact Cristina Guerra Romero, the Chief Student Affairs Officer directly at cguerraromero@doral.edu.

Further, should you have any questions about the College's grading scale, please refer to the chart below. Please remember that in the case of Gordon Rule courses, only grades of C or above earn credit.

Grade	Low	High	GPA
A	92.50	100	4.000000
A-	89.50	92.49	3.700000
B+	86.50	89.49	3.300000
B	82.50	86.49	3.000000
B-	79.50	82.49	2.700000
C+	76.50	79.49	2.300000
C	69.50	76.49	2.000000
D	59.50	69.49	1.000000
F	0	59.49	0.000000

5. Once you have selected a final grade for each student, do not forget to click "Save" at the bottom of the page and close the window.

		Gradebook for section SectionTest2

Final grades, final comments and current comments can be edited on the grid.

Enrollment Status | ACTIVE

Id	Student	Current Grade	Current Comments	Final Grade	Final Comments	Assignment 1 ()
4193	Acosta, Antonio	0.0000	Created on 9/6	A		
3263	Gafas, Dayana	0.0000	Created on 9/1	B-		
2422	Abdelquader, Brianna	0.0000	Created on 11/	D		
3889	Alcalas, Emily	0.0000	Created on 11/	C+		
2098	Alvarez, Randy	0.0000	Created on 11/	B+		
4046	Arrocha, Ian	0.0000	Created on 11/	B		
2560	Araujo, Kelly	0.0000	Created on 11/	C+		
2558	Amaya, Stephanie	0.0000	Created on 11/	C		
4316	Almonte, Andres	0.0000	Created on 11/	D		
4317	Brito, Laura	0.0000	Created on 11/	B		
4319	Carrasco, Eduardo		Created on 11/	B		
4320	Gonzalez, Anthony		Created on 11/	C		

Records: 13   << < Page 1 Of 1 Pages > >>

Save

6. Repeat this process for each additional section you are assigned. Once you are done, please review your enrollments to make sure there are no blanks to ensure all grades have been recorded.