

Grade Submission, PreK-8



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1 Click hamburger menu button.



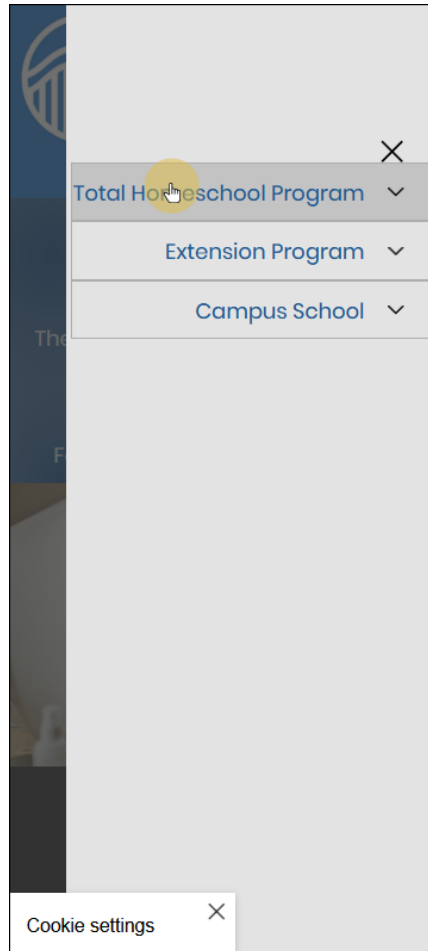
Yes, that's actually the name for these three-line menu buttons!

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2 Click "Total Homeschool Program" to go to our homepage (pictured below).

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GATEWAY
CHRISTIAN SCHOOLS

Search...





Total Homeschool

Start Teaching
Your Child Today!

Register Now →



Parent Portal

Log In →

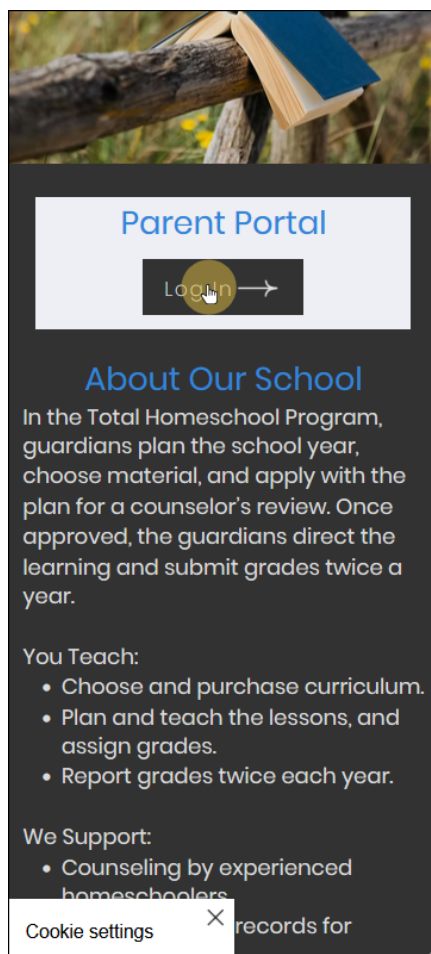
Cookie settings 

r School



3 Scroll down if necessary and click "Log In" button.

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4 Click to enter email and password.

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GATEWAY
CHRISTIAN SCHOOLS

Parent Portal Login

1 momsample@email.com

2 Password

[Show Password](#)

Login

[Forgot Password?](#)

Create Account - New Family

Email

Password

Re-Enter Password

Create new account

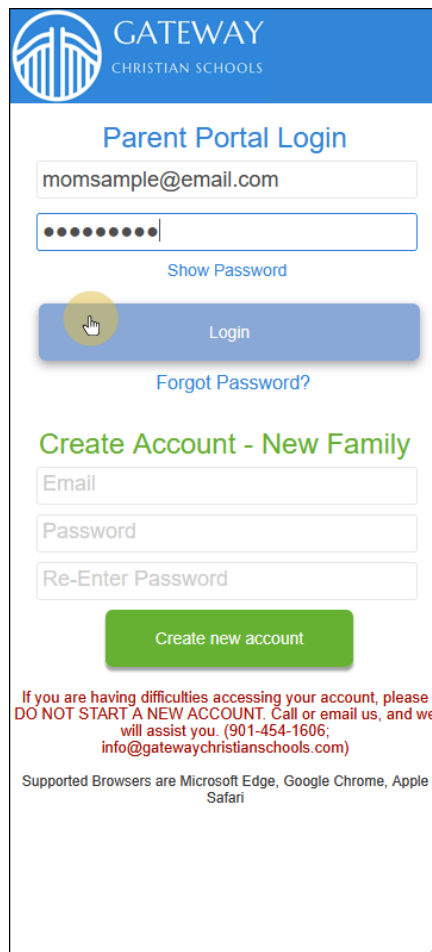
If you are having difficulties accessing your account, please DO NOT START A NEW ACCOUNT. Call or email us, and we will assist you. (901-454-1606; info@gatewaychristianschools.com)

Supported Browsers are Microsoft Edge, Google Chrome, Apple Safari



5 Click "Login" button.

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The screenshot shows the Gateway Christian Schools Parent Portal Login page. At the top is the Gateway Christian Schools logo. Below it is the title "Parent Portal Login". There are two input fields: one for email (containing "momsample@email.com") and one for password (containing masked characters). A "Show Password" link is below the password field. A blue "Login" button is highlighted with a yellow circle and a hand cursor icon. Below the button is a "Forgot Password?" link. Underneath is a section titled "Create Account - New Family" with three input fields: "Email", "Password", and "Re-Enter Password". A green "Create new account" button is below these fields. At the bottom, there is a red text block providing contact information for account access issues, and a line of text stating supported browsers: Microsoft Edge, Google Chrome, Apple Safari.

GATEWAY
CHRISTIAN SCHOOLS

Parent Portal Login

[Show Password](#)

 [Login](#)

[Forgot Password?](#)

Create Account - New Family

[Create new account](#)

If you are having difficulties accessing your account, please
DO NOT START A NEW ACCOUNT. Call or email us, and we
will assist you. (901-454-1606;
info@gatewaychristianschools.com)

Supported Browsers are Microsoft Edge, Google Chrome, Apple
Safari



6 View any of your students by clicking the "My Students" button, and then clicking the student's name.



For K-8 grade students, continue process as outlined in this guide.
For high school students, see the Submitting Grades for High School guide.

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The screenshot shows the 'Students' page of the Gateway Christian Schools system. At the top, there is a blue header with the Gateway Christian Schools logo and the word 'Students'. Below the header, there is a yellow bar with two buttons: 'My Students' (with a person icon) and '+ Add Student'. The 'My Students' button is highlighted with a yellow circle and a hand cursor. Below the yellow bar, the profile for 'Sample, Jake' is displayed. The profile has four tabs: 'Info', 'Courses', 'Grades', and 'Docs'. The 'Info' tab is selected. Under the 'Info' tab, there is a section for 'Personal Information' with fields for First Name (Jake), Middle Name (Test), Last Name (Sample), Gender (Male), and DOB (01/01/2011). Below this is a 'Status' section with a dropdown menu set to 'Approved', a checkbox for 'Special Ed', and a 'Prior School' button. There is also a 'Sp Ed Desc' field and a 'Note' field with an 'Add Note' button. At the bottom, there is a 'Family Information' section with fields for 'Parent Name 1' (Mom L. Sample) and 'Parent Name 2' (Grandma L. Amot). A blue pencil icon is next to the 'Family Information' section.

The screenshot shows the 'Students' page of the Gateway Christian Schools system. At the top, there is a blue header with the Gateway Christian Schools logo and the word 'Students'. Below the header, there is a yellow bar with a '+ Add Student' button. Below the yellow bar, there is a list of students. The first student is 'Sample, Samantha' and the second is 'Sample, Jake'. Both names are preceded by a blue chevron icon. The 'Sample, Samantha' entry is highlighted with a yellow circle and a hand cursor.



7 Click "Grades" to open the grades tab.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Pay \$120 Now

My Students

+ Add Student

Sample, Samantha

Info

Courses

Grades

Docs

Personal Information

First Name

Samantha

Middle Name

Test

Last Name

Sample

Gender

Female

DOB

04/14/2014

Age

11

Status

Approved

Special Ed

☒

Sp Ed Note

Prior School

Sp Ed Desc

Note

Husband passed away.
Grandmother is helping me

Family Information

Parent Name 1

Mom L. Sample

Parent Name 2

Grandma L. Amot



8 Check School Year for which you're submitting grades and select previous year if needed.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. The user is logged in as 'Sample, Samantha'. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. Below this, the 'Grade scale' is listed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section contains a table for subject selection:

Subject	Fall
English	<input type="text"/>
Math	<input type="text"/>
Science	<input type="text"/>
Social Studies	<input type="text"/>

Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. The 'Spring and Final' section contains a table for subject selection:

Subject	Spring	Final
English	<input type="text"/>	<input type="text"/>
Math	<input type="text"/>	<input type="text"/>
Science	<input type="text"/>	<input type="text"/>

This close-up shows the 'School Year' dropdown menu. The current selection is '2025-26'. The dropdown list shows the following options: 2023-24, 2024-25, and 2025-26. A hand cursor is pointing at the '2025-26' option, which is highlighted in blue.




9 To submit Fall grades, work in the orange "Fall" section.



Fall is the first semester, typically August through December.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Sample, Samantha

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English	<input type="text"/>
Math	<input type="text"/>
Science	<input type="text"/>
Social Studies	<input type="text"/>

Attendance (in days)

Semester End Date

Submit Fall


Spring and Final

Subject	Spring	Final
English	<input type="text"/>	<input type="text"/>
Math	<input type="text"/>	<input type="text"/>
Science	<input type="text"/>	<input type="text"/>



10 Click dropdown to right of 1st subject to open grade menu.

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 **GATEWAY**
CHRISTIAN SCHOOLS

Students

Sample, Samantha

[Info](#) [Courses](#) [Grades](#) [Docs](#)

School Year **2025-26** ▾

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English	<div>▾</div>
Math	<div>▾</div>
Science	<div>▾</div>
Social Studies	<div>▾</div>

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final
English	<div>▾</div>	<div>▾</div>
Math	<div>▾</div>	<div>▾</div>
Science	<div>▾</div>	<div>▾</div>



11 Click to select correct letter grade (or other designation).



Scroll down in the menu if needed to find the correct letter grade (or other designation).



If converting from number grades, see our grade scale just above the "Fall" section.

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To skip instructions for each subject, go to Step #15

The screenshot shows the 'Students' portal for Samantha Sample. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. A 'Grade scale' is provided: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section is active, showing a list of subjects (English, Math, Science, Social Studies) and a dropdown menu for selecting a letter grade. The dropdown menu is open, showing options from A+ to D+. The 'Submit Fall' button is visible. Below the 'Fall' section is the 'Spring and Final' section, which includes a table for selecting grades for Spring and Final exams.

Subject	Spring	Final
English	<input type="text"/>	<input type="text"/>
Math	<input type="text"/>	<input type="text"/>
Science	<input type="text"/>	<input type="text"/>
Social Studies	<input type="text"/>	<input type="text"/>



- 12 Click dropdown to right of next subject to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. The user is logged in as 'Sample, Samantha'. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. A grade scale is provided: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section contains a table with columns 'Subject' and 'Fall'. The subjects listed are English, Math, Science, and Social Studies. The grade for Math is currently set to 'A'. Below this table are input fields for 'Attendance (in days)' and 'Semester End Date', and a 'Submit Fall' button. The 'Spring and Final' section contains a similar table with columns 'Subject', 'Spring', and 'Final'.

Subject	Fall
English	A
Math	
Science	
Social Studies	

Subject	Spring	Final
English		
Math		
Science		
Social Studies		

This close-up shows the 'Math' row of the 'Fall' table. The grade dropdown menu is open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. The 'A' grade is highlighted with a yellow circle and a hand cursor, indicating it is the selected option.



13 Click dropdown to right of next subject to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' page for Samantha Sample. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. A grade scale is provided: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section contains a table with columns 'Subject' and 'Fall'. The subjects listed are English, Math, Science, and Social Studies. The 'Fall' column has dropdown menus, with 'A' selected for English and Math. A hand cursor is pointing at the Science dropdown. Below the table are input fields for 'Attendance (in days)' and 'Semester End Date', and a 'Submit Fall' button. The 'Spring and Final' section has a table with columns 'Subject', 'Spring', and 'Final', with dropdown menus for each.

Subject	Fall
English	A
Math	A
Science	
Social Studies	

Attendance (in days):

Semester End Date:

Submit Fall

Subject	Spring	Final
English		
Math		
Science		
Social Studies		

This close-up shows the 'Science' dropdown menu open. The options are A+, A, A-, B+, B, B-, C+, C, C-, and D+. The 'A' option is highlighted with a hand cursor.

Science

Social Studies

Attendance (in days)

Semester End Date

Submit Fall

- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+



- 14** Click dropdown to right of next subject to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' page for Samantha Sample. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. Below this, a 'Grade scale' is listed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section contains a table with columns 'Subject' and 'Fall'. The subjects listed are English, Math, Science, and Social Studies. Each subject has a dropdown menu to its right, all currently showing 'A'. A yellow circle highlights the dropdown for Social Studies. Below the table are input fields for 'Attendance (in days)' and 'Semester End Date', and a 'Submit Fall' button. The 'Spring and Final' section has a similar table with columns 'Subject', 'Spring', and 'Final', all with dropdown menus.

Subject	Fall
English	A
Math	A
Science	A
Social Studies	A

Attendance (in days):

Semester End Date:

Submit Fall

Subject	Spring	Final
English		
Math		
Science		
Social Studies		

This close-up shows the 'Social Studies' row from the previous screenshot. The dropdown menu for the 'Fall' grade is open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, and D+. A yellow circle highlights the 'C' option, which is being selected by a cursor.

Social Studies

Attendance (in days):

Semester End Date:

Submit Fall

Spring and Final




15 Click in the white box to right of "Attendance" to enter attendance.



Enter the number of days your student did school since your school year began.
A typical semester is 90 days.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Sample, Samantha

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final
English		
Math		
Science		
Social Studies		




16 Click in the white box to right of "Semester End Date" to open calendar for date, or type date in.



Enter the date when you finished the first semester.
Typically this is a date between mid-December and mid-January.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Sample, Samantha

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Attendance (in days) 90

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final
English		
Math		
Science		
Social Studies		



17 Click the single < or > arrows at top of the calendar to change the displayed month.



Click as many times as needed to get to the correct month.

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The screenshot shows the Gateway Christian Schools Students portal for Samantha Sample. The 'Courses' tab is selected, and the 'School Year' is set to 2025-26. The 'Fall' semester is displayed with a table of subjects and grades. A calendar for October 2025 is open, showing the dates 1 through 31. The calendar is used to select the 'Semester End Date'.

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Attendance (in days) 90

Semester End Date

October 2025

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8




18 Click the correct day on the calendar to enter end date.



Be sure to use a weekday.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Sample, Samantha

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Attendance (in days) 90

Semester End Date

December 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10


Spring and Fin

Subject		
English		
Math		
Science		
Social Studies		



19 Click "Submit Fall" to submit fall grades.

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 **GATEWAY**
CHRISTIAN SCHOOLS

Students

Sample, Samantha

Info

Courses

Grades

Docs

School Year

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English	<input type="text" value="A"/>
Math	<input type="text" value="A"/>
Science	<input type="text" value="A"/>
Social Studies	<input type="text" value="C"/>

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final
English	<input type="text"/>	<input type="text"/>
Math	<input type="text"/>	<input type="text"/>
Science	<input type="text"/>	<input type="text"/>
Social Studies	<input type="text"/>	<input type="text"/>



20 Click "Submit" button.

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The screenshot shows the Gateway Christian Schools Students portal. At the top, the logo and "Students" header are visible. The user's name, "Sample, Samantha", is displayed. Below the name are tabs for "Info", "Courses", "Grades", and "Docs". The "Grades" tab is selected. Under "Grades", there is a "School Year" dropdown set to "2025-26" and a "Grade scale" section with the text: "Grade scale: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F". A "Fall" section is visible, containing a "Subject" dropdown and a "Fall" button. A confirmation dialog box is overlaid on the screen, asking: "You are submitting 2025-26 Fall Grades and Attendance. Would you like to proceed?". The dialog has two buttons: "Cancel" and "Submit". A yellow circle highlights the "Submit" button. Below the dialog, there is an "Attendance (in days)" field with the value "90" and a "Semester End Date" field. A "Submit Fall" button is located below these fields. At the bottom, there is a "Spring and Final" section with a table for subjects and their respective Spring and Final grades.

Subject	Spring	Final
English		
Math		
Science		



21 See that submission was successful, and click "OK" button.

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The screenshot shows the Gateway Christian Schools Students portal. At the top, the logo and "Students" are visible. The user is logged in as "Sample, Samantha". Below the name are tabs for "Info", "Courses", "Grades", and "Docs". The "School Year" is set to "2025-26". A grade scale is listed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The "Fall" section is active, showing a "Subject" column and a "Fall" column. A "Submit Classes" modal is open, displaying the message "Fall Classes were submitted successfully." and an "OK" button. Below the modal, the "Attendance (in days)" is 90, and the "Semester End Date" is empty. A "Submit Fall" button is present. The "Spring and Final" section is partially visible, showing a table with columns for "Subject", "Spring", and "Final".

Subject	Spring	Final
English		
Math		
Science		




22 The "Fall" grades section is gray when grades are successfully submitted.





Continue reading for instructions on submitting Spring and Final grades.


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 GATEWAY
CHRISTIAN SCHOOLS

Students

 Pay \$120 Now

 My Students

 Add Student

Sample, Samantha

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
---------	--------	-------



23 To submit Spring and Final grades, first check School Year and select previous year if needed.



Once registration opens for the next school year, the portal will automatically open to that year.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. The 'School Year' dropdown menu is open, showing the current selection '2025-26' and a hand cursor pointing at it. Below the dropdown, the 'Grade scale' is listed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section contains a table with subjects and their corresponding grades.

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Below the 'Fall' section, the 'Attendance (in days)' is set to 90, and the 'Semester End Date' is empty. The 'Submitted' status is also empty.

The 'Spring and Final' section contains a table with subjects and their corresponding Spring and Final grades.

Subject	Spring	Final
English		
Math		
Science		
Social Studies		

This screenshot shows the 'School Year' dropdown menu open, with the '2025-26' option selected. The dropdown menu lists the years 2023-24, 2024-25, and 2025-26. The '2025-26' option is highlighted with a blue bar and a hand cursor pointing at it. The background of the portal is visible, showing the 'Grade scale' and the 'Fall' section.




24 Scroll down to the green "Spring and Final" section.



Spring is the 2nd semester, typically January through May.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Info

Courses

Grades

Docs

School Year 2025-26

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Attendance (in days) 90

Semester End Date

Submitted

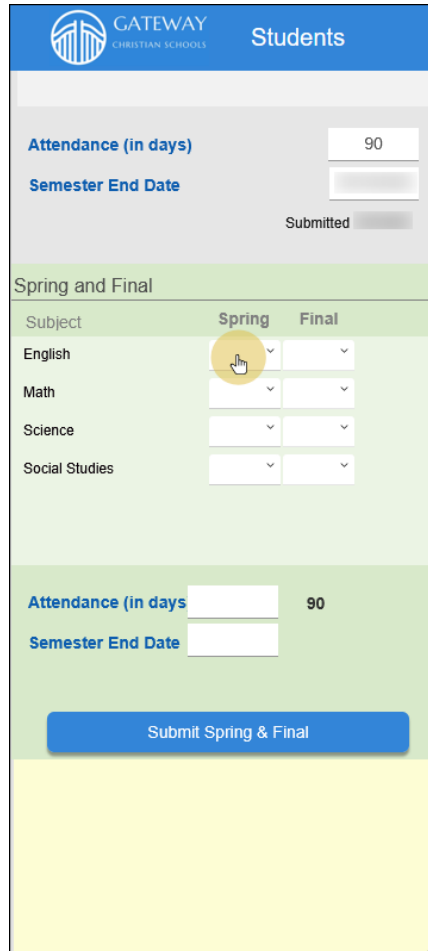
Spring and Final

Subject	Spring	Final
English		
Math		
Science		
Social Studies		



25 Click dropdown under "Spring" to right of 1st subject to open grade menu.

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The screenshot shows the Gateway Christian Schools Students portal. At the top, there is a blue header with the Gateway Christian Schools logo and the word "Students". Below the header, there is a section for "Attendance (in days)" with a value of 90 and a "Semester End Date" field. A "Submitted" button is also visible. The main section is titled "Spring and Final" and contains a table with columns for "Subject", "Spring", and "Final". The subjects listed are English, Math, Science, and Social Studies. A yellow circle highlights the dropdown arrow for the Spring grade for English. Below the table, there is another "Attendance (in days)" field with a value of 90 and a "Semester End Date" field. At the bottom, there is a blue button labeled "Submit Spring & Final".

Subject	Spring	Final
English	▼	▼
Math	▼	▼
Science	▼	▼
Social Studies	▼	▼



26 Click to select correct letter grade (or other designation).



Scroll down in the menu if needed to find the correct letter grade (or other designation).



If converting from number grades, see our grade scale just above the "Fall" section (pictured below).

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Subject	Spring	Final
English		
Math		
Science	A+	
Social Studies		

Grade scale:
100-93 A; 92-85 B; 84-76 C; 75-70 D; Below
70 F

Fall



27 Click dropdown under "Final" to right of 1st subject to open grade menu.

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The screenshot shows the 'Students' section of the Gateway Christian Schools portal. At the top, there's a blue header with the school logo and the word 'Students'. Below this, there are input fields for 'Attendance (in days)' (with a value of 90) and 'Semester End Date'. A 'Submitted' status is shown as a grey bar. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', and 'Final'. The 'English' row shows a grade of 'A' for Spring and a dropdown arrow for Final, which is highlighted with a yellow circle. Below the table, there are more input fields for 'Attendance (in days)' (with a value of 90) and 'Semester End Date'. At the bottom, there is a blue button labeled 'Submit Spring & Final'.

Subject	Spring	Final
English	A	▼
Math	▼	▼
Science	▼	▼
Social Studies	▼	▼



28 Click to select correct letter grade (or other designation).



The final grade represents the student's work over the whole school year. It's the average of the fall and spring semester grades.

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If using number grades, add the semester grades together and divide by 2. Then convert to a letter grade before submitting.

If using letter grades and the semesters are different, the final should be the grade in between. For an example, see Step [#34](#).

To skip instructions for each subject, go to Step [#38](#).

The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a blue header with the school logo and the word 'Students'. Below this, there's a section for 'Attendance (in days)' with a value of 90 and a 'Semester End Date' field. A 'Submitted' button is visible. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', and 'Final'. The subjects listed are English, Math, Science, and Social Studies. The 'Spring' column has a dropdown menu with 'A' selected. The 'Final' column has a dropdown menu with 'A+' selected. Below the table, there are fields for 'Attendance (in days)' and 'Semester End Date'. At the bottom, there is a blue button labeled 'Submit Spring & Final'.

Subject	Spring	Final
English	A	A+
Math		
Science		
Social Studies		



29 Click dropdown under "Spring" to right of next subject to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a blue header with the school logo and name. Below the header, there are fields for 'Attendance (in days)' (set to 90) and 'Semester End Date'. A 'Submitted' button is visible. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', and 'Final'. The subjects listed are English, Math, Science, and Social Studies. The 'Spring' column has a dropdown menu open for 'Math', showing a list of letter grades. Below the table, there are more fields for 'Attendance (in days)' (set to 90) and 'Semester End Date', followed by a 'Submit Spring & Final' button.

Subject	Spring	Final
English	A	A
Math	[Dropdown Menu]	
Science		
Social Studies		

This close-up screenshot shows the 'Math' row of the grade submission table. The 'Spring' column has a dropdown menu open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. The 'B' grade is highlighted with a yellow circle and a hand cursor, indicating it is the selected option. The 'Final' column also has a dropdown menu, but it is not open. Below the table, the 'Attendance (in days)' field is set to 90, and the 'Semester End Date' field is empty.

Math	[Dropdown Menu: A+, A, A-, B+, B, B-, C+, C, C-, D+]	[Dropdown Menu]
------	--	-----------------



30 Click dropdown under "Final" to right of next subject to open grade menu.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	A
Math	B	
Science		
Social Studies		

Attendance (in days) 90

Semester End Date

Submit Spring & Final

Yellow sticky note area



31 Click to select correct letter grade.



The final grade represents the student's work over the whole school year. It's the average of the fall and spring semester grades.

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For guidelines on averaging grades, see Step [#28](#).

In this example, the semester grades for Math are: A (fall), B (spring), and B (final). For final grades using the +/- system, see Steps [#34](#) and [37](#).

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	A
Math	B	
Science		
Social Studies		

Attendance (in days)

Semester End Date

Submit Spring & Final

Dropdown menu for Math Final grade: A+, A, A-, B+, B, C+, C, C-, D+



32 Click dropdown under "Spring" to right of next subject to open grade menu, and select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a blue header with the school logo and the word 'Students'. Below this, there are input fields for 'Attendance (in days)' (set to 90) and 'Semester End Date'. A 'Submitted' status bar is visible. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', and 'Final'. The subjects listed are English, Math, Science, and Social Studies. The 'Spring' column has dropdown menus for each subject, with the 'Science' dropdown currently open, showing a hand cursor over the 'B' option. Below the table, there are more input fields for 'Attendance (in days)' and 'Semester End Date', followed by a blue button labeled 'Submit Spring & Final'.

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	
Social Studies		

This close-up screenshot focuses on the 'Science' subject row in the 'Spring and Final' table. The 'Spring' dropdown menu is open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A hand cursor is positioned over the 'B' option, indicating it is being selected. The background shows the 'Attendance (in days)' field set to 90 and the 'Semester End Date' field.



33 Click dropdown under "Final" to right of next subject to open grade menu.

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The screenshot shows the 'Students' section of the Gateway Christian Schools portal. At the top, there's a blue header with the school logo and the word 'Students'. Below this, there are input fields for 'Attendance (in days)' (set to 90) and 'Semester End Date'. A 'Submitted' status bar is also visible. The main section is titled 'Spring and Final' and contains a table for grade submission. The table has columns for 'Subject', 'Spring', and 'Final'. The subjects listed are English, Math, Science, and Social Studies. For each subject, there are dropdown menus for the Spring and Final grades. A yellow circle with a hand icon points to the dropdown arrow for the 'Final' grade for Science. Below the table, there are more input fields for 'Attendance (in days)' (set to 90) and 'Semester End Date', followed by a blue button labeled 'Submit Spring & Final'. The bottom of the page is a solid yellow area.

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	
Social Studies		



34 Click to select correct letter grade.



The final grade represents the student's work over the whole school year. It's the average of the fall and spring semester grades.

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For guidelines on averaging grades, see Step [#28](#).

In this example, the semester grades for Science are: A (fall), B (spring), and B+ (final). For final grades without the +/- system, see Step [#31](#).

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	
Social Studies		

Attendance (in days)

Semester End Date

Submit Spring & Final

Dropdown menu for Science Final grade:

- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+



35 Click dropdown under "Spring" to right of next subject to open grade menu, and select correct letter grade.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+
Social Studies		

Attendance (in days) 90

Semester End Date

Submit Spring & Final

Social Studies

Attendance (in days) 90

Semester End Date

Submit Spring & Final

- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+



36 Click dropdown under "Final" to right of next subject to open grade menu.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a blue header with the school logo and the word 'Students'. Below this, there's a section for 'Attendance (in days)' with a value of 90 and a 'Semester End Date' field. A 'Submitted' button is also visible. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', and 'Final'. The subjects listed are English, Math, Science, and Social Studies. For each subject, there are dropdown menus for the Spring and Final grades. A yellow circle highlights the dropdown arrow for the 'Final' grade for Social Studies. Below the table, there's another 'Attendance (in days)' field with a value of 90 and a 'Semester End Date' field. At the bottom, there's a blue button labeled 'Submit Spring & Final'.

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+
Social Studies	B	



37 Click to select correct letter grade.



Here a minus (-) is used in the final grade to indicate the average of the semester grades.

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For guidelines on averaging grades, see Step [#28](#).

In this example, the semester grades for Social Studies are: C (fall), B (spring), and B- (final). For final grades without the +/- system, see Step [#31](#).

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+
Social Studies	B	

Attendance (in days)

Semester End Date

Submit Spring & F

A+
A
A-
B+
B
B-
C
C-
D+



38 Click in the white box to right of "Attendance" to enter attendance.




The bold number to the right is the total days calculated by the program.



Enter the number of days your student did school since you started the semester (usually January).
A typical semester is 90 days.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A ▾	A ▾
Math	B ▾	B ▾
Science	B ▾	B+ ▾
Social Studies	B ▾	B- ▾

Attendance (in days)

90

Semester End Date

Submit Spring & Final




39 Click in the white box to right of "Semester End Date" to open calendar for date, or type date in.



Enter the date when you finished the second semester.
This is the last day of your school year.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A ▾	A ▾
Math	B ▾	B ▾
Science	B ▾	B+ ▾
Social Studies	B ▾	B- ▾

Attendance (in days)

90

180

Semester End Date

Submit Spring & Final



40 Click the single < or > arrows at top of the calendar to change the displayed month.



Click as many times as needed to get to the correct month.

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The screenshot shows the Gateway Christian Schools Students portal. At the top, there is a blue header with the Gateway Christian Schools logo and the word "Students". Below the header, there is a section for "Attendance (in days)" with a value of 90 and a "Semester End Date" field. A "Submitted" button is also visible. Below this, there is a section titled "Spring and Final" with a table of subjects and their corresponding grades. The table has columns for "Subject", "Spring", and "Final". The subjects listed are English, Math, Science, and Social Studies. The Spring grades are A, B, B, and B respectively. The Final grades are A, B, B+, and B- respectively. Below the table, there is another "Attendance (in days)" section with a value of 90 and a "Semester End Date" field. A calendar pop-up is displayed over the "Semester End Date" field, showing the month of October 2025. The calendar has a header with the month and year, and a grid of days. The day 10 is highlighted. A yellow circle with a hand icon points to the right arrow at the top of the calendar, indicating how to navigate to the next month.

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+
Social Studies	B	B-

Attendance (in days)		90	180
Semester End Date			




41 Click the correct day on the calendar to enter end date.



Be sure to use a weekday.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+
Social Studies	B	B-

Attendance (in days)

90

180

Semester End Date


May 2026

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6



42 Scroll down to the "Submit" button.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Science	A
Social Studies	C

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+
Social Studies	B	B-

Attendance (in days)

90

180

Semester End Date


5/29/2026

Submit Spring & Final



43 Click "Submit Spring & Final" button to submit the grades.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A ▾	A ▾
Math	B ▾	B ▾
Science	B ▾	B+ ▾
Social Studies	B ▾	B- ▾

Attendance (in days)

90

180

Semester End Date

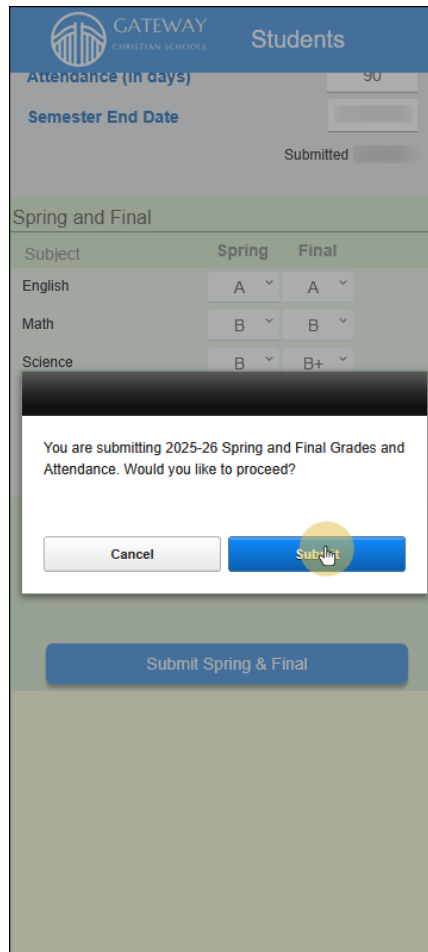
5/29/2026

Submit Spring & Final



44 Click "Submit" button.

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The screenshot shows the Gateway Christian Schools Students portal. At the top, there is a header with the Gateway Christian Schools logo and the word "Students". Below the header, there are fields for "Attendance (in days)" with a value of 90, "Semester End Date", and a "Submitted" status. A section titled "Spring and Final" contains a table with columns "Subject", "Spring", and "Final". The table lists grades for English, Math, and Science. A confirmation dialog box is displayed in the center, asking "You are submitting 2025-26 Spring and Final Grades and Attendance. Would you like to proceed?". The dialog has two buttons: "Cancel" and "Submit". A yellow circle highlights the "Submit" button. Below the dialog, there is a "Submit Spring & Final" button.

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+

You are submitting 2025-26 Spring and Final Grades and Attendance. Would you like to proceed?

Cancel Submit

Submit Spring & Final



45 See that submission was successful, and click "OK" button.

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The screenshot shows the Gateway Christian Schools Students portal. At the top, there is a header with the Gateway Christian Schools logo and the word "Students". Below the header, there are fields for "Attendance (in days)" with a value of 90, "Semester End Date", and a "Submitted" button. A section titled "Spring and Final" contains a table with columns "Subject", "Spring", and "Final". The table lists three subjects: English, Math, and Science, each with a grade selected from a dropdown menu. Below the table, there is a "Submit Classes" button. A modal dialog box is open in the center of the screen, displaying the message "Spring and Final Classes were submitted successfully." and an "OK" button. A yellow circle highlights the "OK" button, indicating it should be clicked. Below the modal, there is a "Submit Spring & Final" button.

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+

Submit Classes

Spring and Final Classes were submitted successfully.


OK

Submit Spring & Final



46 The "Spring and Final" grades section is gray when grades are successfully submitted.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Math	A
Science	A
Social Studies	C

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	A
Math	B	B
Science	B	B+
Social Studies	B	B-

Attendance (in days)

90

180

Semester End Date



47 To submit grades for another student, click yellow "My Students" button at top of screen.

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GATEWAY CHRISTIAN SCHOOLS Students

My Students + Add Student

Sample, Samantha

Info Courses Grades Docs

Personal Information

First Name: Samantha
Middle Name: Test
Last Name: Sample
Gender: Female
DOB: 04/14/2014 Age: 11

Status

Status: Approved
Special Ed: ☒ **Sp Ed Note** **Prior School**
Sp Ed Desc:
Note: Husband passed away. Grandmother is helping me

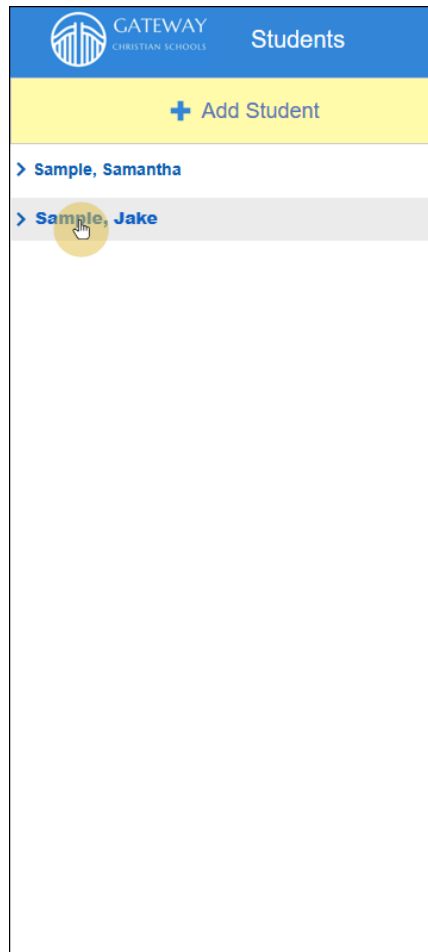
Family Information

Parent Name 1: Mom L. Sample
Parent Name 2: Grandma L. Amot



48 Click name of next student to open their record.

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49 In next student's record, click "Grades" to go to the grades tab.



For K-8 grade students, continue process as outlined in this guide.

For high school students, see the guide: Grade Submission, High School.

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The screenshot shows the 'Students' interface for Gateway Christian Schools. At the top, there's a blue header with the school logo and the word 'Students'. Below this is a yellow bar with 'My Students' and '+ Add Student'. The main content area shows the student's name 'Sample, Jake' and four tabs: 'Info', 'Courses', 'Grades' (which is highlighted with a yellow circle and a cursor), and 'Docs'. Under the 'Grades' tab, there's a 'Personal Information' section with fields for First Name (Jake), Middle Name (Test), Last Name (Sample), Gender (Male), and DOB (01/01/2011) with an 'Age' field showing 14. Below this is a 'Status' section with 'Status' set to 'Approved', a 'Special Ed' checkbox, and a 'Prior School' button. There's also a 'Sp Ed Desc' field and a 'Note' field with an 'Add Note' button. At the bottom, there's a 'Family Information' section with fields for 'Parent Name 1' (Mom L. Sample) and 'Parent Name 2' (Grandma L. Amot), and a blue edit button.

