

Submitting Grades for High School, Mobile

V10-2025



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1 Click hamburger menu button.



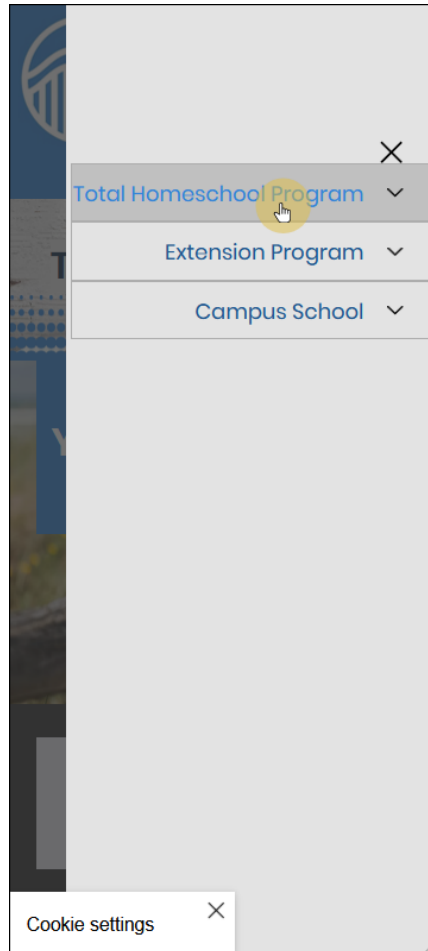
Yes, that's actually the name for these three-line menu buttons!

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

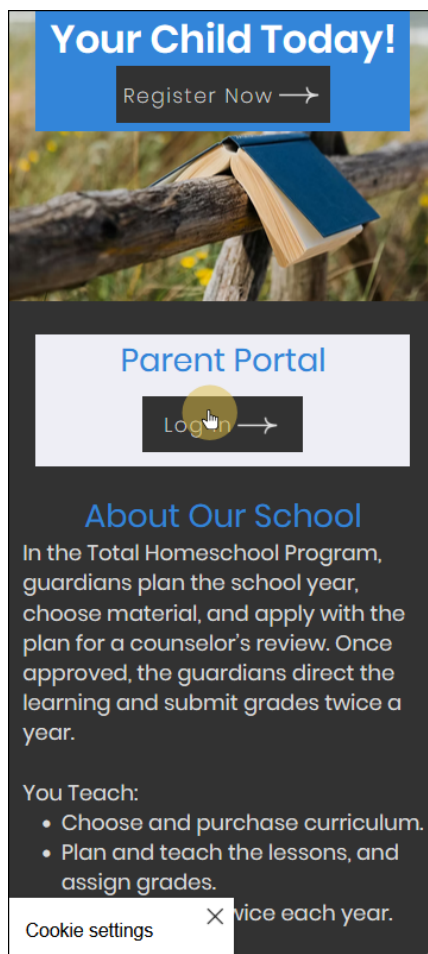
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3 Scroll down if necessary and click "Log In" button.

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4 Click to enter email and password.

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GATEWAY
CHRISTIAN SCHOOLS

Parent Portal Login

1 Email

2 Password

[Show Password](#)

Login

[Forgot Password?](#)

Create Account - New Family

Email

Password

Re-Enter Password

Create new account

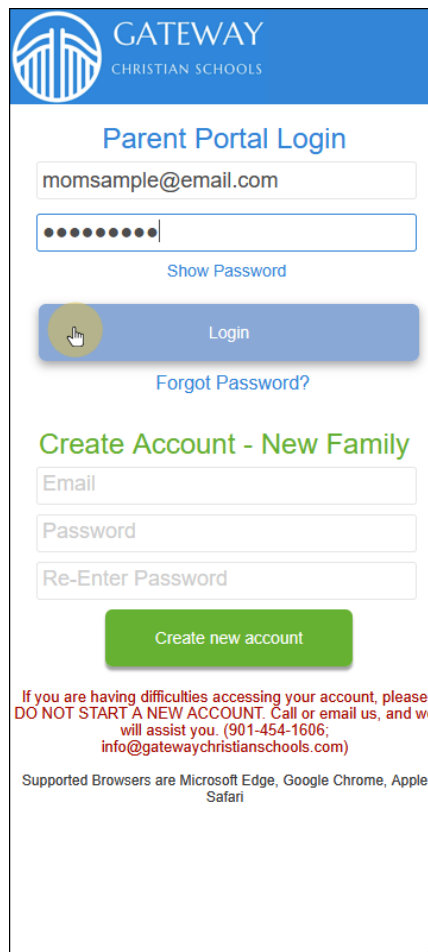
If you are having difficulties accessing your account, please DO NOT START A NEW ACCOUNT. Call or email us, and we will assist you. (901-454-1606; info@gatewaychristianschools.com)

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). Below the password field is a "Show Password" link. A blue "Login" button with a cursor icon is present, along with a "Forgot Password?" link. Below this is a "Create Account - New Family" section with three input fields: "Email", "Password", and "Re-Enter Password". A green "Create new account" button is at the bottom of this section. At the very bottom, there is a red warning message about account access and a note about 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 other students by clicking the "My Students" button, and then clicking the student's name.

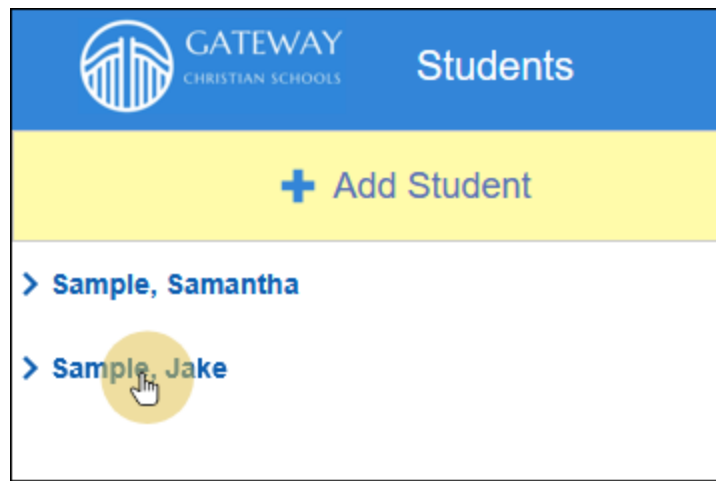


View any of your other students by clicking the "My Students" button, and then clicking the student's name.

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The screenshot shows the 'My Students' screen in the Gateway Christian Schools mobile app. At the top, there's a blue header with the Gateway Christian Schools logo and the word 'Students'. Below the header, there's a navigation bar with 'My Students' (highlighted with a yellow circle) and '+ Add Student'. The main content area shows the student's name 'Sample, Samantha' and four tabs: 'Info', 'Courses', 'Grades', and 'Docs'. The 'Info' tab is selected, showing 'Personal Information' fields: First Name (Samantha), Middle Name (Test), Last Name (Sample), Gender (Female), and DOB (04/14/2014) with an age of 11. Below this is the 'Status' section with 'Status' (Approved), 'Special Ed' (checked), and 'Sp Ed Desc' (Husband passed away. Grandmother is helping me). At the bottom is the 'Family Information' section with 'Parent Name 1' (Mom L. Sample) and 'Parent Name 2' (Grandma L. Amot). A blue pencil icon is visible next to the Family Information section.





7 Click "Grades" to open the grades tab.

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

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GATEWAY
CHRISTIAN SCHOOLS

Students

[My Students](#) [+ Add Student](#)

Sample, Jake

[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 I	
Algebra I	
Biology	
Health	
P.E.	
U.S. History	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

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

School Year 2025-26

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

Fall

Subject

Fall




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



Fall is the first semester, typically August to December.

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 GATEWAY
CHRISTIAN SCHOOLS

Students

My Students

+ Add Student

Sample, Jake

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 I	<input type="text"/>
Algebra I	<input type="text"/>
Biology	<input type="text"/>
Health	<input type="text"/>
P.E.	<input type="text"/>
U.S. History	<input type="text"/>

Attendance (in days)

Semester End Date

Submit Fall


Spring and Final

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





10 Click dropdown to right of 1st Course (Subject) to open grade menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

 My Students

 Add Student

Sample, Jake

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 I	<div>▼</div>
Algebra I	<div>▼</div>
Biology	<div>▼</div>
Health	<div>▼</div>
P.E.	<div>▼</div>
U.S. History	<div>▼</div>

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

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



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 [#23](#).

For specific questions, see below.

Scrolling down in letter grade menu: Steps [#20](#)

Scrolling down to see all courses: Step [#17](#)

Using N/A for a spring semester only course: Step [#21](#)

The screenshot shows the 'Students' app 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' buttons. The main section is for 'Sample, Jake', with tabs for 'Info', 'Courses', 'Grades', and 'Docs'. The 'Grades' tab is active, showing a 'School Year' dropdown set to '2025-26'. Below this is a 'Grade scale' section with a list: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section is highlighted in orange and contains a table with columns 'Subject' and 'Fall'. The 'Fall' column has a dropdown menu open, showing letter grades from A+ to D+. The 'B+' grade is highlighted with a yellow circle. Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a blue 'Submit Fall' button. At the bottom, there's a green section for 'Spring and Final' with columns for 'Subject', 'Spring', 'Final', and 'Credits'.

Subject	Fall
English I	
Algebra I	
Biology	
Health	
P.E.	
U.S. History	

Attendance (in days)
Semester End Date
Submit Fall

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



12 Click dropdown to right of next Course (Subject) to open grade menu, and then select correct letter grade.

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GATEWAY
CHRISTIAN SCHOOLS

Students

My Students Add Student

Sample, Jake

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 I	B
Algebra I	
Biology	
Health	
P.E.	
U.S. History	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

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

Info Courses Grades

School Year 2025-26

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

Fall

Subject

English I

Algebra I

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



13 Click dropdown to right of next Course (Subject) to open grade menu, and then select correct letter grade.

[Go to Index](#)

GATEWAY
CHRISTIAN SCHOOLS

Students

My Students Add Student

Sample, Jake

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 I	B
Algebra I	B
Biology	
Health	
P.E.	
U.S. History	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

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

School Year 2025-26

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

Fall

Subject

English I

Algebra I

Biology

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



14 Click dropdown to right of next Course (Subject) to open grade menu, and then select correct letter grade.

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GATEWAY
CHRISTIAN SCHOOLS

Students

[My Students](#) [Add Student](#)

Sample, Jake

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 I	B
Algebra I	B
Biology	A
Health	
P.E.	
U.S. History	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

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

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 I	B
Algebra I	B
Biology	A
Health	B

A+

A

A-

B+

B

B-

C+

C

C-

D+



15 Click dropdown to right of next Course (Subject) to open grade menu, and then select correct letter grade.

[Go to Index](#)

GATEWAY CHRISTIAN SCHOOLS Students

My Students Add Student

Sample, Jake

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 I	B
Algebra I	B
Biology	A
Health	B
P.E.	
U.S. History	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

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

Fall

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

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



16 Click dropdown to right of next Course (Subject) to open grade menu, and then select correct letter grade.

[Go to Index](#)

GATEWAY CHRISTIAN SCHOOLS Students

My Students Add Student

Sample, Jake

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 I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

Fall

Subject

English I

Algebra I

Biology

Health

P.E.

U.S. History

A+

A

A-

B+

B

B-

C+

C


C-

D+



17 Scroll down in the lighter orange area if needed to view the rest of the courses.

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GATEWAY
CHRISTIAN SCHOOLS

Students

[My Students](#) [Add Student](#)

Sample, Jake

[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
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B
Music Appreciation	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			



18 Click dropdown to right of next Course (Subject) to open grade menu, and then 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, Jake'. The 'Grades' tab is selected. The 'School Year' is set to '2025-26'. A 'Grade scale' is displayed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' semester is selected. A table lists subjects with dropdown menus for grades: Health (B), P.E. (A), U.S. History (B), Music Appreciation (A), Art Appreciation, and Spanish I. Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. A 'Spring and Final' section is also visible with columns for Subject, Spring, Final, and Credits.

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	
Spanish I	

Attendance (in days):
Semester End Date:

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

This close-up shows the 'Music Appreciation' row in the 'Fall' semester 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.

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A



19 Click dropdown to right of next Course (Subject) to open grade menu, and then select correct letter grade.

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The screenshot shows the 'Students' section of the Gateway Christian Schools app. At the top, there's a blue header with the school logo and 'Students' text. Below it, a yellow bar contains 'My Students' and 'Add Student' buttons. The main area is for a student named 'Sample, Jake'. It has tabs for 'Info', 'Courses', 'Grades', and 'Docs'. Under the 'Grades' tab, there's a 'School Year' dropdown set to '2025-26' and a 'Grade scale' section. The 'Fall' semester section is highlighted in orange and contains a table with columns 'Subject' and 'Fall'. The subjects listed are Health (B), P.E. (A), U.S. History (B), Music Appreciation (A), Art Appreciation (with a hand icon over the dropdown), and Spanish I. Below this table are input fields for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. The 'Spring and Final' section is highlighted in green and contains a table with columns 'Subject', 'Spring', 'Final', and 'Credits'. The only subject listed is English I.

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	
Spanish I	

Subject	Spring	Final	Credits
English I			



20 To scroll down in menu, click in middle of blank area at bottom.

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

Fall

Subject

Health

P.E.

U.S. History

Music Appreciation

Art Appreciation

A+

A

A-

B+

B

B-

C+

C

C-

D+

N/A

A hand icon is shown clicking on the N/A option in the dropdown menu.

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



If a 0.5 credit course is NOT taken in the current semester, select N/A for the grade.
(All grade spaces must be filled.)

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

Fall

Subject

Health

P.E.

U.S. History

Music Appreciation

Art Appreciation

Fall

D

D-

F

I

N/A

A hand icon is shown clicking on the N/A option in the dropdown menu.



22 Click dropdown to right of next Course (Subject) to open grade menu, and then 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, Jake'. The 'Courses' 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' semester is active. A table lists subjects with corresponding grade dropdowns: Health (B), P.E. (A), U.S. History (B), Music Appreciation (A), Art Appreciation (N/A), and Spanish I (dropdown menu open). Below the table are fields for 'Attendance (in days)' and 'Semester End Date', followed by a 'Submit Fall' button. A 'Spring and Final' section is also visible with a table for English I.

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	

Attendance (in days):
Semester End Date:

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

This close-up shows the dropdown menu for the 'Spanish I' subject in the 'Fall' semester. The menu lists letter grades from A+ to D+. The 'B' grade is highlighted with a yellow circle and a hand cursor, indicating it is the selected option.

Subject	Fall
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B




23 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

[Add Student](#)

Sample, Jake

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
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			




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



Enter the date your first semester was completed.
Typically this is a date between mid-December and mid-January.

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GATEWAY
CHRISTIAN SCHOOLS

Students

My Students

Add Student

Sample, Jake

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
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (in days) 90

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			



25 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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GATEWAY CHRISTIAN SCHOOLS Students

My Students Add Student

Sample, Jake

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
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (1)

Semester End

Spring and First

Subject	Spring and First
English I	

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



26 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

My Students Add Student

Sample, Jake

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
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (1)

Semester End

Spring and First

Subject

English I


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



27 Click "Submit Fall" to submit fall grades.

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GATEWAY
CHRISTIAN SCHOOLS

Students

[Add Student](#)

Sample, Jake

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
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (in days) 90

Semester End Date 12/23/2025

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			



28 Click "Submit" button.

[Go to Index](#)

The screenshot shows the 'Students' section of the Gateway Christian Schools mobile app. The student profile for 'Sample, Jake' is displayed with tabs for 'Info', 'Courses', 'Grades', and 'Docs'. The 'School Year' is set to '2025-26'. A confirmation dialog 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, the 'Grades' section is visible, showing 'Art Appreciation' with a grade of 'N/A' and 'Spanish I' with a grade of 'B'. The 'Attendance (in days)' is set to '90'. There is a 'Submit Fall' button at the bottom of the grades section. Below the grades section is a 'Spring and Final' table with columns for 'Subject', 'Spring', 'Final', and 'Credits'. The table has one row for 'English I'.

Subject	Spring	Final	Credits
English I			



29 Check that submission was successful, and click "OK" button.

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The screenshot shows the 'Students' section of the Gateway Christian Schools portal. The user is logged in as 'Sample, Jake'. The 'Courses' tab is selected. A 'Submit Classes' modal is displayed, showing a success message: 'Fall Classes were submitted successfully.' Below the message is a blue 'OK' button, which is highlighted with a yellow circle and a mouse cursor. The background shows a list of courses with grades: Music Appreciation (A), Art Appreciation (N/A), Spanish I (B), and English I (dropdown). There are also fields for 'Attendance (in days)' (90) and 'Semester End Date' (empty), and a 'Submit Fall' button.

Gateway Christian Schools Students

Sample, Jake

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

Submit Classes

Fall Classes were submitted successfully.

OK

Music Appreciation A

Art Appreciation N/A

Spanish I B

Attendance (in days) 90

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			




30 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

 My Students

 Add Student

Sample, Jake

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 I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

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



31 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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GATEWAY CHRISTIAN SCHOOLS Students

[My Students](#) [Add Student](#)

Sample, Jake

[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
Health	B
P.E.	A
U.S. History	B
Music Appreciation	A
Art Appreciation	N/A
Spanish I	B

Attendance (in days) 90

Semester End Date 10/20/2025

Submitted 10/20/25

Spring and Final

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

School Year 2025-26

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

Fall

Subject	Fall
---------	------




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



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

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GATEWAY
CHRISTIAN SCHOOLS

Students

Sample, Jake

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 I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I			
Algebra I			
Biology			
Health			



33 Click dropdown under "Spring" to right of 1st Course (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 name. Below it, there are input 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: Subject, Spring, Final, and Credits. The 'Spring' column has dropdown menus for each subject: English I, Algebra I, Biology, Health, P.E., and U.S. History. A yellow circle highlights the dropdown arrow for English I. Below the table, there are more input fields for 'Attendance (in days)' (90), 'Semester End Date', and 'Total Credits'. A blue button labeled 'Submit Spring & Final' is at the bottom of this section. Below the 'Spring and Final' section is a 'Summer' section with a table for 'Subject' and 'Grade'.

Subject	Spring	Final	Credits
English I	▼	▼	▼
Algebra I	▼	▼	▼
Biology	▼	▼	▼
Health	▼	▼	▼
P.E.	▼	▼	▼
U.S. History	▼	▼	▼

Attendance (in days) 90
Semester End Date
Total Credits
Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



34 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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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I			
Algebra I			
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

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



35 Click dropdown under "Final" to right of 1st Course (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	Credits
English I	B		
Algebra I			
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



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



The final grade represents the student's work over the whole 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.

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B		
Algebra I		A+	
Biology		A	
Health		A-	
P.E.		B+	
U.S. History		B	
		C+	
		C	
		C-	
		D+	

Attendance (in days)

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



37 Click dropdown under "Credits" to right of 1st course to open credit menu.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	▼
Algebra I	▼	▼	▼
Biology	▼	▼	▼
Health	▼	▼	▼
P.E.	▼	▼	▼
U.S. History	▼	▼	▼

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



38 Click to select correct credit amount.

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To skip instructions for each subject, go to Step #73.

For specific questions, see below.

Scrolling down in letter grade menu: Step #40

Using the + or - in final grades: Step #43

Planned vs actual credits: Steps #45 and #55

Scrolling down to see all courses: Step #56

Final grades for fall semester only courses: Step #65

The screenshot shows the 'Students' portal for Gateway Christian Schools. The top navigation bar is blue with the school logo and the word 'Students'. Below this, there are input fields for 'Attendance (in days)' (set to 90), 'Semester End Date', and a 'Submitted' button. The main section is titled 'Spring and Final' and contains a table for grade submission. The table has columns for 'Subject', 'Spring', 'Final', and 'Credits'. A dropdown menu is open for the 'Credits' column of the 'Algebra I' row, showing options '0.5', '1', and 'NA'. Below the table, there are more input fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits', followed by a blue 'Submit Spring & Final' button. The bottom section is titled 'Summer' and contains a table with columns for 'Subject' and 'Grade'.

Subject	Spring	Final	Credits
English I	B	B	
Algebra I			0.5
Biology			1
Health			NA
P.E.			
U.S. History			

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Attendance (in days) 90
Semester End Date
Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



39 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu.

[Go to Index](#)

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 name. Below it, there are input 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: Subject, Spring, Final, and Credits. The table lists several subjects: English I, Algebra I, Biology, Health, P.E., and U.S. History. Each subject has a dropdown menu for the Spring grade. A yellow circle highlights the dropdown arrow for Algebra I. Below the table, there are more input fields for 'Attendance (in days)' (90), 'Semester End Date', and 'Total Credits' (1). A blue button labeled 'Submit Spring & Final' is at the bottom of this section. Below the 'Submit Spring & Final' button is a section titled 'Summer' with a table for entering summer grades, with columns for Subject and Grade.

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I			
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Attendance (in days) 90
Semester End Date
Total Credits 1
Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



40 To scroll down in menu, click in middle of blank area at bottom.

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Algebra I	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>
Health	<input type="text"/>	<input type="text"/>	<input type="text"/>
P.E.	<input type="text"/>	<input type="text"/>	<input type="text"/>
U.S. History	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attendance (in days)	<input type="text"/>	90	
Semester End Date	<input type="text"/>		
Total Credits			1

41 Click to select correct letter grade.

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Algebra I	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>
Health	<input type="text"/>	<input type="text"/>	<input type="text"/>
P.E.	<input type="text"/>	<input type="text"/>	<input type="text"/>
U.S. History	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attendance (in days)	<input type="text"/>	90	
Semester End Date	<input type="text"/>		
Total Credits			1



42 Click dropdown under "Final" to right of next Course (Subject) to open grade menu.

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The screenshot shows the 'Students' section of the Gateway Christian Schools app. 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), 'Semester End Date', and a 'Submitted' button. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', 'Final', and 'Credits'. The table lists subjects: English I, Algebra I, Biology, Health, P.E., and U.S. History. For Algebra I, the 'Spring' grade is 'D' and the 'Final' grade dropdown is highlighted with a yellow circle. Below the table, there are more input fields for 'Attendance (in days)' (90), 'Semester End Date', and 'Total Credits' (1). A blue button labeled 'Submit Spring & Final' is positioned below these fields. At the bottom, there's a 'Summer' section with a table for 'Subject' and 'Grade'.

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D		
Biology			
Health			
P.E.			
U.S. History			

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Attendance (in days) 90
Semester End Date
Total Credits 1
Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



43 Click to select correct letter grade.



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

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For guidelines on calculating grades, see Step #??.

In this example, the semester grades for Algebra I are: B (fall), D (spring), and D+ (final). For another example, see Step #31.

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D		↓
Biology			↓
Health			↓
P.E.			↓
U.S. History			↓

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & Final


Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



44 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D	D+	↓
Biology			↓
Health			↓
P.E.			↓
U.S. History			↓

Attendance (in days)

90

Semester End Date

Total Credits

1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



45 Click to select correct credit amount.



Credits on the grade report are credits earned in the school year. They may be different from the planned credits on the education plan.

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In this example, a whole credit of Algebra I was planned, but the student struggled in the course. Since they completed half the work, they earn 0.5 credit. Later they will complete the rest to earn the other 0.5 of the Algebra I credit.

For a different example of planned vs. actual credits, see [Step #55](#).

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D	D+	▼
Biology	▼	▼	0.5
Health	▼	▼	1
P.E.	▼	▼	NA
U.S. History	▼	▼	▼

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



46 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and then select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a header with the school logo and name. Below it, 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: Subject, Spring, Final, and Credits. The table lists subjects: English I, Algebra I, Biology, Health, P.E., and U.S. History. Each subject has dropdown menus for Spring and Final grades. A yellow circle highlights the dropdown for Biology in the Spring column. Below the table, there are more fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits' (set to 1). A blue button labeled 'Submit Spring & Final' is at the bottom of this section. Below this, there's a 'Summer' section with a table for Subject and Grade.

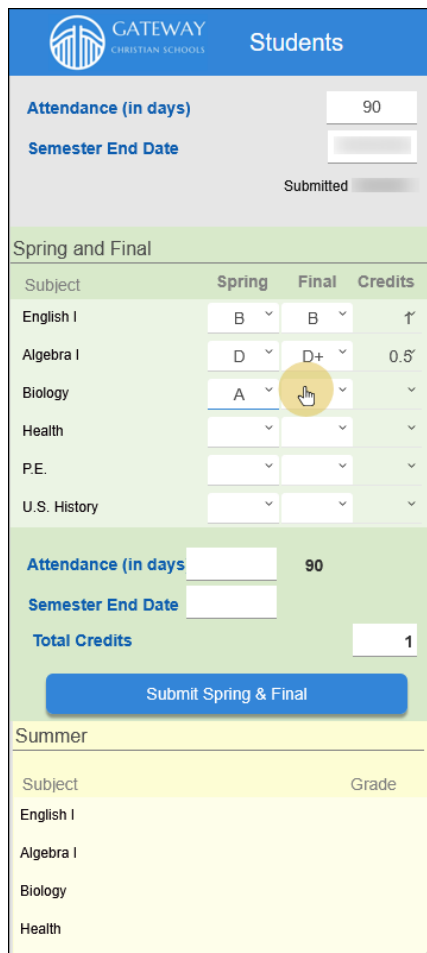
Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology			
Health			
P.E.			
U.S. History			

This is a close-up of the grade dropdown menu for the Biology subject in the Spring column. The dropdown list is open, showing letter grades from A+ to D+. A yellow circle highlights the 'A' grade, which is being selected by a mouse cursor. The background shows parts of the 'Attendance (in days)' (90) and 'Total Credits' (1) fields.



47 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and then 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	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology	A		
Health			
P.E.			
U.S. History			

Attendance (in days) 90

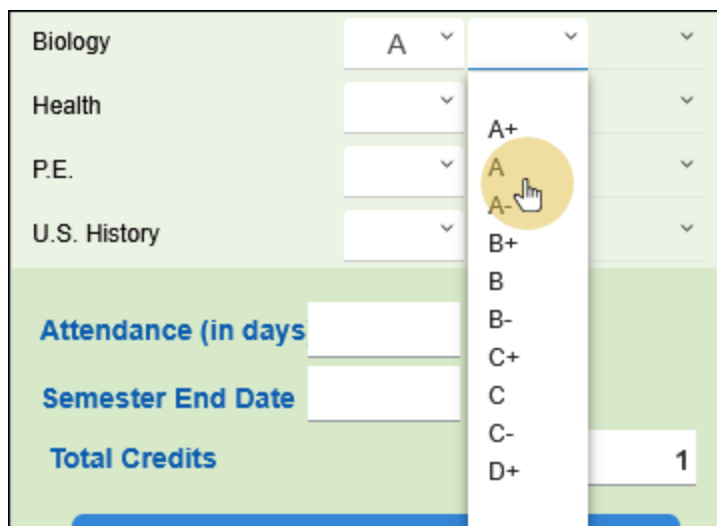
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



Biology A

Health

P.E.

U.S. History

Attendance (in days)

Semester End Date

Total Credits 1

A+

A

A-

B+

B

B-

C+

C


C-

D+



48 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and then select correct credit amount.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B ▾	B ▾	↑
Algebra I	D ▾	D+ ▾	0.5
Biology	A ▾	A ▾	▾
Health	▾	▾	▾
P.E.	▾	▾	▾
U.S. History	▾	▾	▾

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	

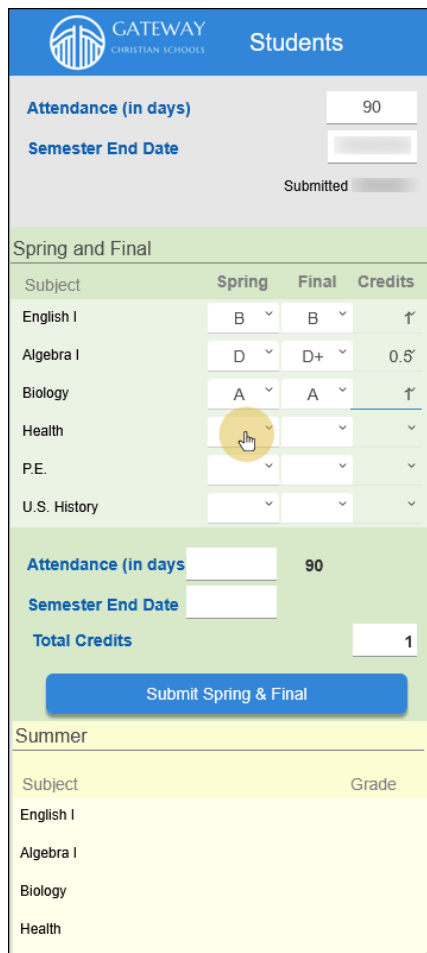
Biology	A ▾	A ▾	▾
Health	▾	▾	▾
P.E.	▾	▾	▾
U.S. History	▾	▾	▾

0.5
1
NA



49 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and then select correct letter grade.

[Go to Index](#)



GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology	A	A	1
Health			
P.E.			
U.S. History			

Attendance (in days) 90

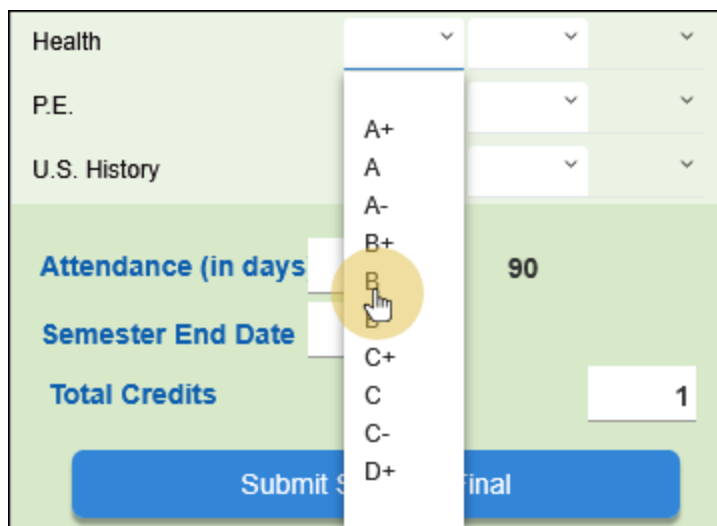
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



Health

P.E.

U.S. History

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

A+

A

A-

B+

B

C+

C

C-

D+



50 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and then select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a header with the school logo and name. Below it, 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: Subject, Spring, Final, and Credits. The table lists subjects: English I, Algebra I, Biology, Health, P.E., and U.S. History. Each subject has dropdown menus for Spring and Final grades. A yellow circle highlights the 'Final' dropdown for 'Health', which is currently set to 'B'. Below the table, there are more input fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits' (set to 1). A blue button labeled 'Submit Spring & Final' is at the bottom of this section. Below this, there's a 'Summer' section with a table for 'Subject' and 'Grade'.

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology	A	A	1
Health	B	B	
P.E.			
U.S. History			

This is a close-up of the grade dropdown menu for the 'Health' subject. The dropdown is open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the 'B' option, which is being selected by a mouse cursor. The background shows the 'Health' subject name and the 'Final' dropdown menu.



51 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and then select correct credit amount.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D	D+	0.5
Biology	A	A	↑
Health	B	B	↓
P.E.			↓
U.S. History			↓

Attendance (in days)

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	

Health B B ↓

P.E. ↓ ↓

U.S. History ↓ ↓

Attendance (in days)

0.5

1

NA



52 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and then select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a header with the school logo and name. Below it, there are input 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: Subject, Spring, Final, and Credits. The table lists subjects: English I, Algebra I, Biology, Health, P.E., and U.S. History. Each subject has dropdown menus for Spring and Final grades. A yellow circle highlights the dropdown for P.E. Spring. Below the table, there are more input fields for 'Attendance (in days)' (90), 'Semester End Date', and 'Total Credits' (1). A blue button labeled 'Submit Spring & Final' is at the bottom of this section. Below this is a 'Summer' section with a table for Subject and Grade.

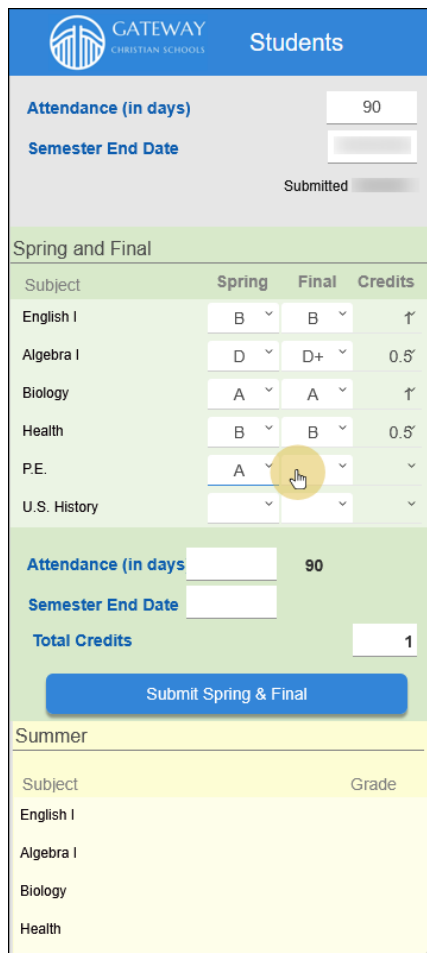
Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.			
U.S. History			

This close-up shows the dropdown menu for the P.E. Spring grade. The menu is open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the 'A' grade, which is being selected by a mouse cursor. The background shows parts of the 'Spring and Final' section, including the 'Attendance (in days)' field (90), 'Semester End Date' field, 'Total Credits' field (1), and the 'Submit Spring & Final' button.



53 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and then 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	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.	A		
U.S. History			

Attendance (in days) 90

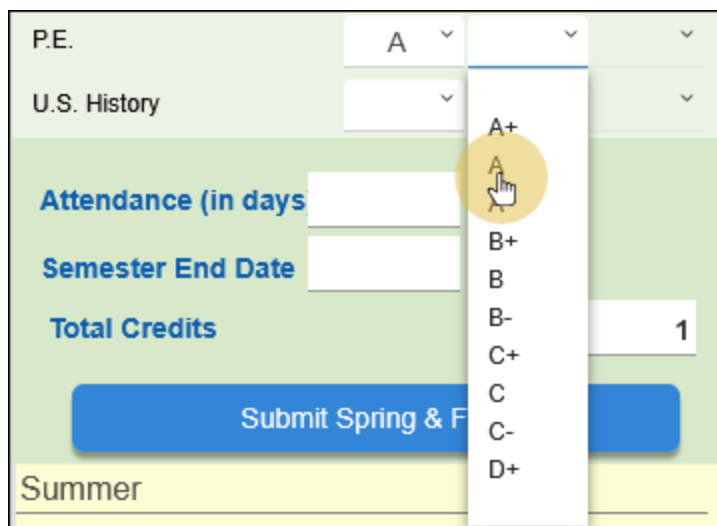
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



P.E. A

U.S. History

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & F

Summer

A+

A

B+

B

B-

C+

C


C-

D+



54 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B ▾	B ▾	1
Algebra I	D ▾	D+ ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	1
U.S. History	▾	▾	▾

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



55 Click to select correct credit amount.



Credits on the grade report are credits earned in the school year. They may be different from the planned credits on the education plan.

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In this example, a whole credit of P.E. was planned, but the student spent less than 150 hours on the activities. Since they completed 75 hours, they earned 0.5 credit. Later they will do another 75 hours to earn the other 0.5 credit of P.E. needed.

For a different example of planned vs. actual credits, see Step [#55](#).

GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History			1

Attendance (in days) 90
Semester End Date
Total Credits 1

Submit Spring & Final


Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



56 Scroll down in the lighter green area if needed to view the rest of the courses.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Algebra I	D ▾	D+ ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	▾	▾	▾
Music Appreciation	▾	▾	▾

Attendance (in days)

90

Semester End Date

Total Credits

1

Submit Spring & Final

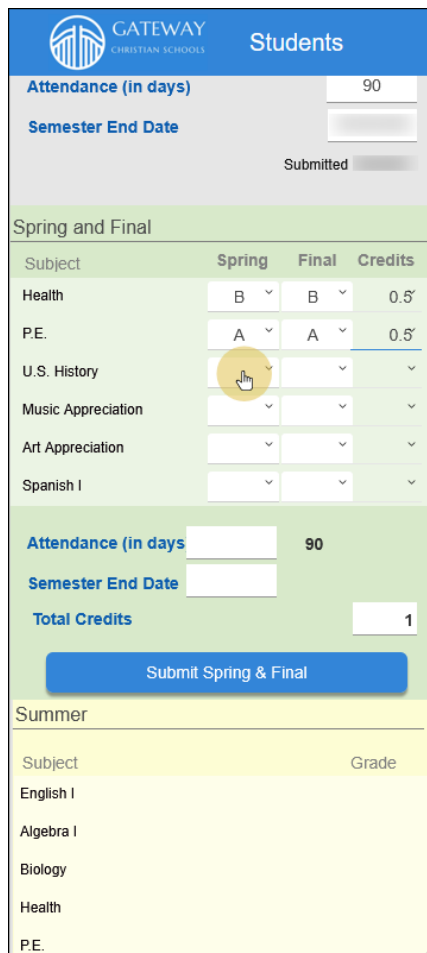
Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



57 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and then 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	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History			
Music Appreciation			
Art Appreciation			
Spanish I			

Attendance (in days) 90

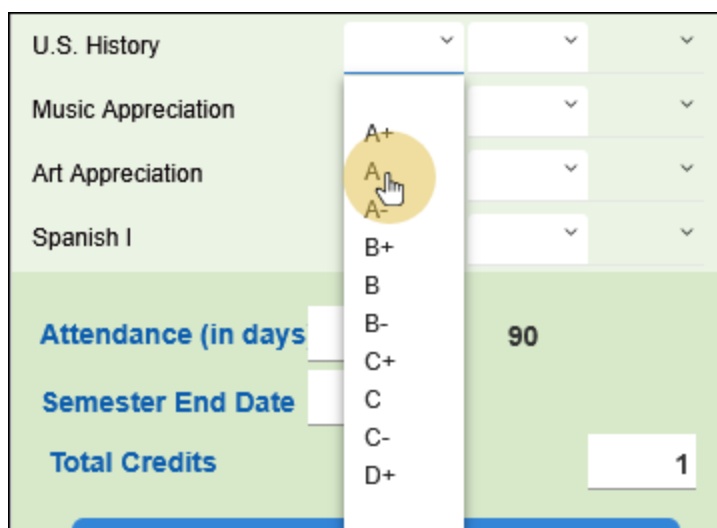
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



U.S. History

Music Appreciation

Art Appreciation

Spanish I

Attendance (in days) 90

Semester End Date

Total Credits 1

A+

A

A-

B+

B

B-

C+

C


C-

D+



58 Click dropdown under "Final" to right of next Course (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	Credits
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	▾	▾
Music Appreciation	▾	▾	▾
Art Appreciation	▾	▾	▾
Spanish I	▾	▾	▾

Attendance (in days)

90

Semester End Date

Total Credits

1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



59 Click to select correct letter grade.



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

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For guidelines on calculating grades, see Step [#36](#).

In this example, the semester grades for U.S. History are: B (fall), A (spring), and A- (final). For another example, see Step [#43](#).

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A		
Music Appreciation			
Art Appreciation			
Spanish I			

Attendance (in days)

Semester End Date

Submitted

Submit Spring & Final


Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



60 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	
Music Appreciation			
Art Appreciation			
Spanish I			

Attendance (in days) 90
Semester End Date
Total Credits 1
Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	


U.S. History	A	A-	
Music Appreciation			
Art Appreciation			
Spanish I			

0.5
1
NA



61 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and then 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	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation			
Art Appreciation			
Spanish I			

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



62 To scroll down in menu, click in middle of blank area at bottom.

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The screenshot shows a mobile application interface for submitting grades. At the top, there are three rows of subject names: "Music Appreciation", "Art Appreciation", and "Spanish I". Each row has a dropdown menu to its right. Below these, there are three more dropdown menus labeled "Attendance (in days)", "Semester End Date", and "Total Credits". The "Attendance (in days)" dropdown is currently open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle with a hand icon is positioned over the bottom of the dropdown menu, indicating where to click to scroll down. The "Total Credits" dropdown is also open, showing the number "1". At the bottom of the screen, there is a blue button labeled "Submit Spring & Final".

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



If a 0.5 credit course is NOT taken in the current semester, select N/A for the grade.
(All grade spaces must be filled.)


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The screenshot shows the same mobile application interface as in the previous image. The "Attendance (in days)" dropdown menu is open, showing a list of letter grades: D, D-, F, I, and N/A. A yellow circle with a hand icon is positioned over the "N/A" option, indicating where to click to select it. The "Total Credits" dropdown is also open, showing the number "1". At the bottom of the screen, there is a blue button labeled "Submit Spring & Final".



64 Click dropdown under "Final" to right of next Course (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	Credits
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1
Music Appreciation	N/A ▾	▾	▾
Art Appreciation	▾	▾	▾
Spanish I	▾	▾	▾

Attendance (in days) 90
Semester End Date
Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



65 Click to select correct letter grade.



For courses taken in the fall semester, use that grade as the final.

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In this example, the grades for Art Appreciation are: A (fall), N/A (spring), and A (final).

The screenshot shows the 'Students' portal for Gateway Christian Schools. The top section includes fields for 'Attendance (in days)' (90), 'Semester End Date', and a 'Submitted' status. Below this is the 'Spring and Final' section, which contains a table for grade submission. The table has columns for 'Subject', 'Spring', 'Final', and 'Credits'. The subjects listed are Health, P.E., U.S. History, Music Appreciation, Art Appreciation, and Spanish I. The 'Spring' column shows 'N/A' for Music Appreciation and 'A' for Art Appreciation. The 'Final' column shows 'B' for Health, 'A' for P.E., 'A-' for U.S. History, and 'A' for Art Appreciation. The 'Credits' column shows '0.5' for Health, P.E., and U.S. History, and '1' for Art Appreciation. A dropdown menu is open for the 'Final' grade of Art Appreciation, showing options from A+ to D+. The 'A' option is selected. Below the table are fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits' (1). A 'Submit Spring & Final' button is at the bottom. The 'Summer' section is also visible, with a table for 'Subject' and 'Grade'.

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A		
Art Appreciation	A	A	1
Spanish I			

Attendance (in days)

Semester End Date

Total Credits

Submit Spring & Final


Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



66 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and then select correct credit amount.

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation			
Spanish I			

Attendance (in days) 90
Semester End Date
Total Credits 1
Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

Music Appreciation	N/A	A	0.5
Art Appreciation			1
Spanish I			NA

Attendance (in days) 90



67 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and then 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	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation			
Spanish I			

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

Art Appreciation

Spanish I

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

A+

A

A-

B+

B

B-

C+

C

C-

D+



68 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and then 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	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C		
Spanish I			

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

Art Appreciation C

Spanish I

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

A+

A

A-

B+

B

B-

C+

C

C-

D+



69 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and then select correct credit amount.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C	C	0.5
Spanish I			

Attendance (in days) 90

Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	

Art Appreciation C C 0.5

Spanish I

Attendance (in days) 90

Semester End Date



70 Click dropdown under "Spring" to right of next Course (Subject) to open grade menu, and then select correct letter grade.

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a header with the school logo and name. Below it, there are input 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: Subject, Spring, Final, and Credits. The table lists several subjects: Health, P.E., U.S. History, Music Appreciation, Art Appreciation, and Spanish I. Each subject has dropdown menus for Spring and Final grades and a credit value. A yellow circle highlights the dropdown menu for Spanish I. Below the table, there are more input fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits' (set to 1). A blue button labeled 'Submit Spring & Final' is at the bottom of this section. Below this, there's a 'Summer' section with a table for entering summer grades.

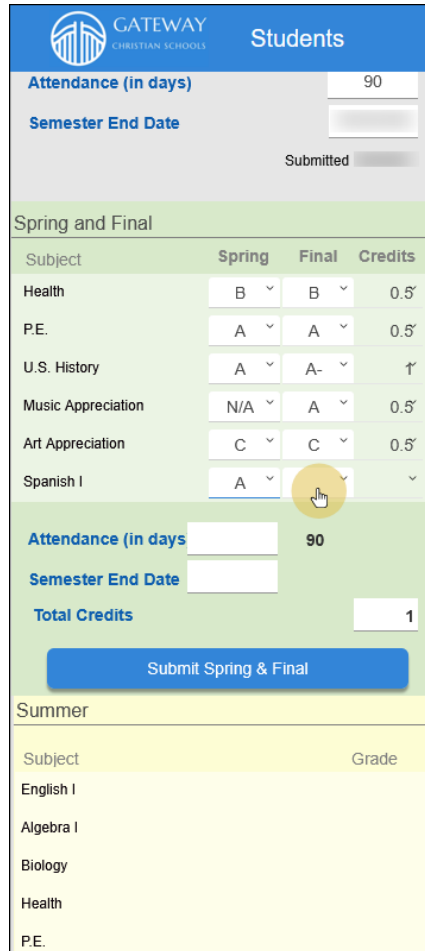
Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C	C	0.5
Spanish I			

This close-up screenshot shows the dropdown menu for the 'Spring' grade of Spanish I. The menu is open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the 'A' grade, which is being selected by the user. The background shows parts of the 'Attendance (in days)' field (set to 90), 'Semester End Date' field, 'Total Credits' field (set to 1), and the 'Submit Spring & Final' button.



71 Click dropdown under "Final" to right of next Course (Subject) to open grade menu, and then 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	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C	C	0.5
Spanish I	A		

Attendance (in days) 90

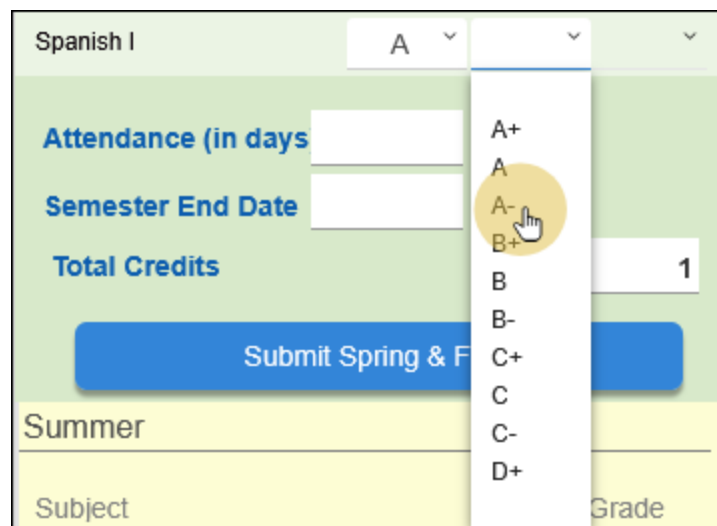
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



Spanish I A

Attendance (in days)

Semester End Date

Total Credits 1

Submit Spring & F

Summer

Subject	Grade

A+

A

A- (selected)

B+

B

B-

C+

C

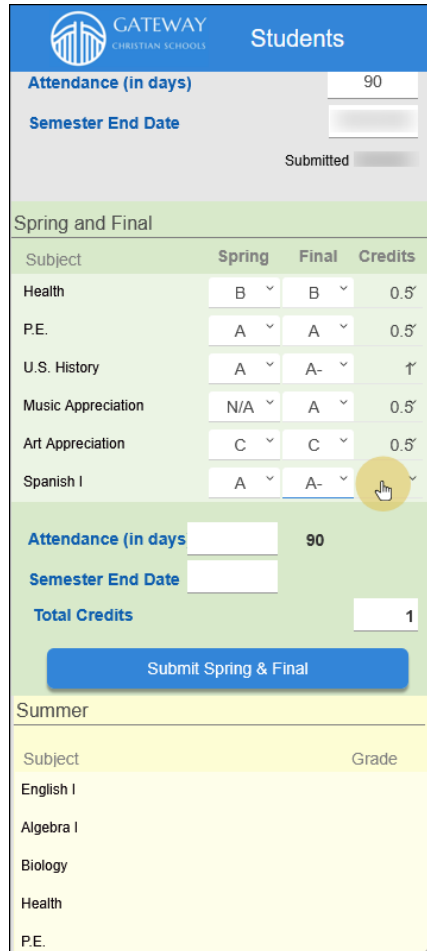
C-

D+



72 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and then select correct credit amount.

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation	N/A	A	0.5
Art Appreciation	C	C	0.5
Spanish I	A	A-	0.5

Attendance (in days) 90

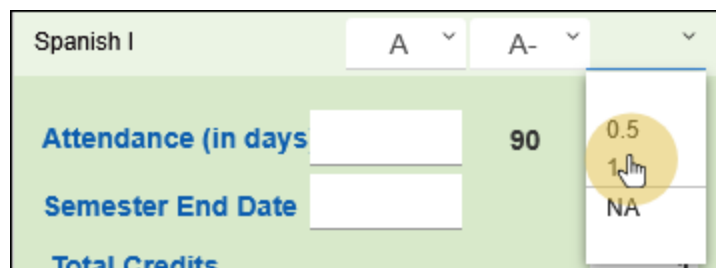
Semester End Date

Total Credits 1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



Spanish I

A A-

Attendance (in days) 90

Semester End Date

Total Credits

0.5 1 NA



73 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 since your semester began (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	Credits
English I	B ▾	B ▾	1
Algebra I	D ▾	D+ ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1

Attendance (in days)

90

Semester End Date

Total Credits

1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	




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



Enter the date when your second semester was completed.
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	Credits
English I	B ▾	B ▾	1
Algebra I	D ▾	D+ ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1

Attendance (in days)

90

180

Semester End Date

Total Credits

1

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



75 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's a blue header with the Gateway Christian Schools logo and the word "Students". Below the header, there are input fields for "Attendance (in days)" (90), "Semester End Date", and a "Submitted" button. A section titled "Spring and Final" contains a table with columns for Subject, Spring, Final, and Credits. The subjects listed are English I, Algebra I, Biology, Health, P.E., and U.S. History, each with corresponding grade options and credit values. Below this, there are more input fields for "Attendance (in days)" (90), "Semester End Date", and "Total Credits" (180). A calendar pop-up is visible, showing "October 2025" with a hand cursor clicking on the right arrow to navigate to the next month. The calendar shows days from 28 to 31, with the 20th highlighted. Below the calendar, there's a "Summer" section with a table for subjects like English I, Algebra I, Biology, and Health.

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1

Subject	Spring	Final	Credits
English I	2	3	4
Algebra I	5	6	7
Biology	8	9	10
Health	11	12	13




76 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)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B ▾	B ▾	1
Algebra I	D ▾	D+ ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1

Attendance (in days) **180**

Semester End Date

Total Credits

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


Summer

Subject
English I
Algebra I
Biology
Health



77 Scroll down again if necessary

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 GATEWAY
CHRISTIAN SCHOOLS

Students

Sample, Jake

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 I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days)

90

Semester End Date

Submitted


Spring and Final

Subject	Spring	Final	Credits
English I	<div>B</div>	<div>B</div>	1
Algebra I	<div>D</div>	<div>D+</div>	0.5
Biology	<div>A</div>	<div>A</div>	1



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

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GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

90

Semester End Date

10/20/2025

Submitted 10/20/25

Spring and Final

Subject	Spring	Final	Credits
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1
Music Appreciation	N/A ▾	A ▾	0.5
Art Appreciation	C ▾	C ▾	0.5
Spanish I	A ▾	A- ▾	1

Attendance (in days)

90

180

Semester End Date

5/29/2026

Total Credits

6

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	
P.E.	



79 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. Below this, there are fields for "Attendance (in days)" with a value of 90, and "Semester End Date" with a value of 10/20/2025. A "Submitted 10/20/25" status is also shown. A section titled "Spring and Final" contains a table with columns for Subject, Spring, Final, and Credits. The table lists "Health" with a Spring grade of B and a Final grade of B, and "P.E." with a Spring grade of A and a Final grade of A, both with 0.5 credits. A confirmation dialog box is overlaid on the screen, asking "You are submitting 2025-26 Spring and Final Grades and Attendance. Would you like to proceed?" with "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a yellow circle. Below the dialog, there is a "Submit Spring & Final" button. At the bottom, a "Summer" section is partially visible with a table for Subject and Grade.

Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5

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

Cancel Submit

Submit Spring & Final

Subject	Grade
English I	
Algebra I	
Biology	
Health	



80 Check that submission was successful, and click "OK" button.

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The screenshot shows the 'Students' screen in the Gateway Christian Schools app. At the top, the app's logo and name are visible. Below this, there are fields for 'Attendance (in days)' (90) and 'Semester End Date' (10/20/2025), with a 'Submitted 10/20/25' timestamp. A section titled 'Spring and Final' contains a table with columns for 'Subject', 'Spring', 'Final', and 'Credits'. The table lists 'Health' and 'P.E.' with their respective grades and credits. A modal dialog box titled 'Submit Classes' is overlaid on the screen, displaying the message 'Spring and Final Classes were submitted successfully.' and an 'OK' button. A hand icon is pointing at the 'OK' button. Below the dialog, the 'Semester End Date' field is visible again, followed by the 'Total Credits' field (6) and a 'Submit Spring & Final' button. At the bottom, there is a 'Summer' section with a table for 'Subject' and 'Grade'.


Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5

Subject	Grade
English I	
Algebra I	
Biology	
Health	



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

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GATEWAY
CHRISTIAN SCHOOLS

Students

English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Attendance (in days)

90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	D+	0.5
Biology	A	A	1
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1

Attendance (in days)

90

180

Semester End Date

Total Credits

6.5

Submitted



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

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The screenshot shows the mobile app interface for Gateway Christian Schools. At the top, there is a blue header with the school's logo and the word "Students". Below this, there are two buttons: "My Students" (highlighted in yellow with a hand cursor) and "+ Add Student". The main content area displays the student's name "Sample, Jake" and tabs for "Info", "Courses", "Grades", and "Docs". Under the "Grades" tab, there is a "School Year" dropdown 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 of subjects and grades:

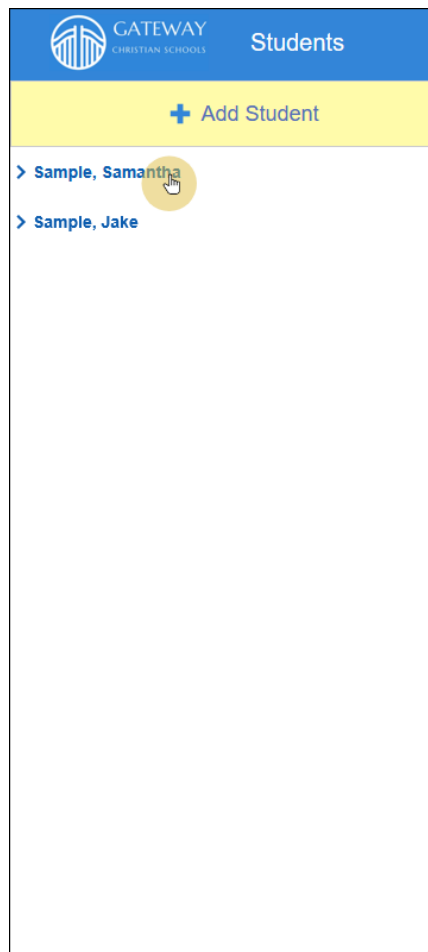
Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Below the table, there are input fields for "Attendance (in days)" (set to 90) and "Semester End Date". A "Submitted" button is also visible. The "Spring and Final" section is partially visible at the bottom, showing a table with columns for "Subject", "Spring", "Final", and "Credits".



83 Click name of next student to open their record.

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



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

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The screenshot shows the Gateway Christian Schools mobile app interface. At the top, there's a blue header with the Gateway logo and the word "Students". Below this is a yellow bar with "My Students" and "Add Student" buttons. The main content area shows the student's name "Sample, Samantha" and four tabs: "Info", "Courses", "Grades" (which is highlighted with a yellow circle and a hand icon), and "Docs". Under the "Grades" tab, there's a "Personal Information" section with fields for First Name (Samantha), Middle Name (Test), Last Name (Sample), Gender (Female), and DOB (04/14/2014) with an "Age" field showing 11. Below this is a "Status" section with a "Status" dropdown set to "Approved", a "Special Ed" checkbox checked, and buttons for "Sp Ed Note" and "Prior School". There's also a "Sp Ed Desc" field and a "Note" field containing the text "Husband passed away. Grandmother is helping me". 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.

