

Grade Submission, Pre-K to 8th



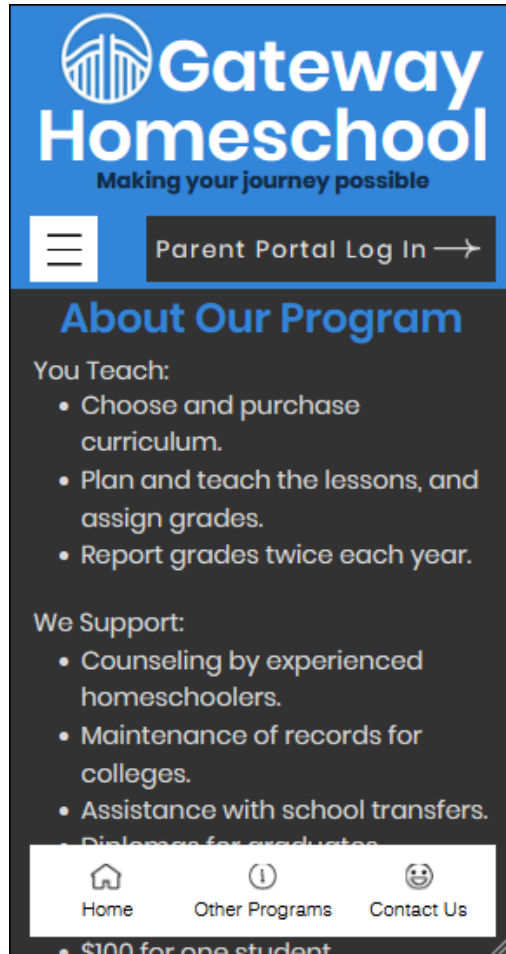
Brief Index

- [Getting to portal](#)
- [Logging into Portal](#)
- [Selecting correct student](#)
- [Getting to Grades tab](#)
- [Selecting correct School Year](#)
- [Fall Grades](#)
 - [Entering fall grades](#)
 - [Entering fall Attendance](#)
 - [Entering fall Semester End Date](#)
 - [Submitting fall grades](#)
- [Spring and Final Grades](#)
 - [Selecting correct School Year](#)
 - [Entering spring/final grades](#)
 - [Common questions about final grades](#)
 - [Entering spring Attendance](#)
 - [Entering spring Semester End Date](#)
 - [Submitting spring/final grades](#)



1 Go to our website at www.gatewayhomeschool.org

www.gatewayhomeschool.org



Gateway Homeschool
Making your journey possible

Parent Portal Log In →

About Our Program

You Teach:

- Choose and purchase curriculum.
- Plan and teach the lessons, and assign grades.
- Report grades twice each year.

We Support:

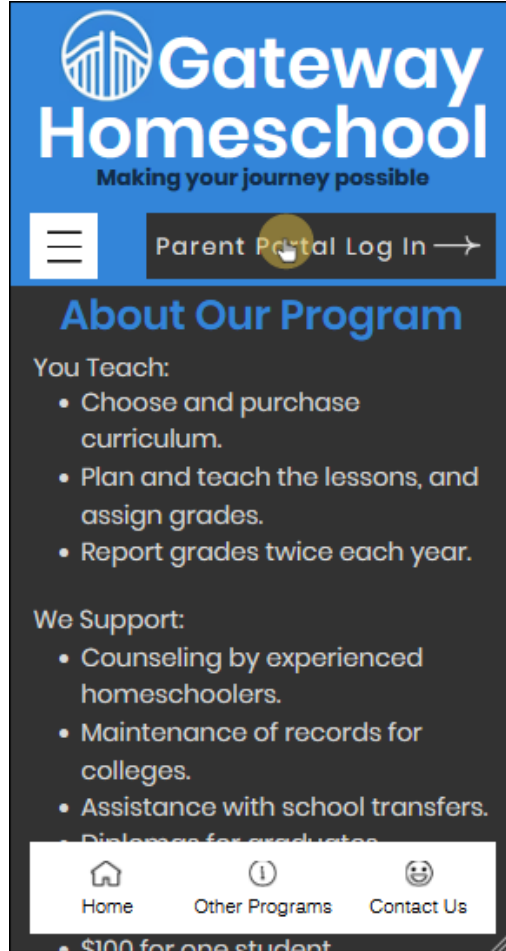
- Counseling by experienced homeschoolers.
- Maintenance of records for colleges.
- Assistance with school transfers.
- Diploma for graduates.

Home Other Programs Contact Us

• \$100 for one student



2 Click the "Parent Portal Log In" button.



3 Click hamburger menu button.



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

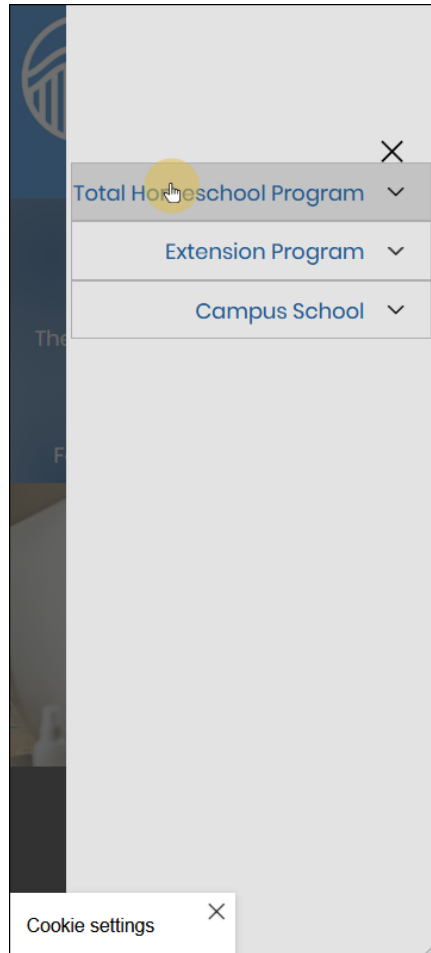
[Go to Index](#)

The screenshot shows the Gateway Christian Schools website. At the top left is the Gateway logo, a stylized 'G' inside a circle. To its right is the text 'GATEWAY CHRISTIAN SCHOOLS'. Below the logo is a search bar with the text 'Search...' and a magnifying glass icon. To the right of the search bar is a yellow hamburger menu icon. Below the navigation bar is a red banner with the text 'Tennessee Promise Scholarship: The Tennessee Promise Scholarship application deadline is November 3, 2025. For more information click [HERE](#).' Below the banner is a photograph of a woman and a young boy sitting at a desk, looking at a computer monitor. Below the photograph is a dark blue banner with the text 'Total Homeschool Program'. At the bottom of the page is a white cookie settings banner with the text 'Cookie settings' and a close button 'X'.



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

[Go to Index](#)

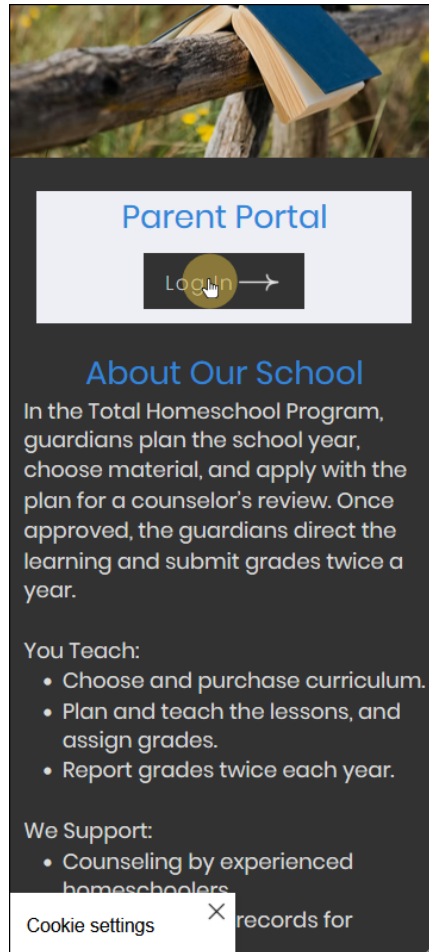


The image shows a vertical screenshot of a website. At the top left is the Gateway Christian Schools logo, a circular emblem with a stylized building facade. To its right, the text "GATEWAY CHRISTIAN SCHOOLS" is displayed in white on a blue background. Below the logo is a search bar with the placeholder text "Search..." and a magnifying glass icon. To the right of the search bar is a hamburger menu icon. The main content area features a background image of a desk with a plant and a pen. Overlaid on this is a blue banner with the text "Total Homeschool" in white. Below this is another blue banner with the text "Start Teaching Your Child Today!" in white, and a dark button with the text "Register Now" and a right-pointing arrow. Below the banners is a photograph of an open book resting on a wooden branch. At the bottom of the page is a dark grey bar with the text "Parent Portal" in blue, and a dark button with the text "Log In" and a right-pointing arrow. In the bottom left corner, there is a white box with the text "Cookie settings" and a close button (X). In the bottom right corner, the text "r School" is partially visible.



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

[Go to Index](#)



6 Click to enter email and password.

[Go to Index](#)

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



7 Click "Login" button.

[Go to Index](#)

GATEWAY
CHRISTIAN SCHOOLS

Parent Portal Login

[Show Password](#)

[Forgot Password?](#)

Create Account - New Family

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



8 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.

[Go to Index](#)

The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there is a blue header with the school logo and the word 'Students'. Below the header is a yellow bar with two buttons: 'My Students' (with a person icon) and '+ Add Student'. The main content area displays the profile for 'Sample, Jake'. There are four tabs: 'Info', 'Courses', 'Grades', and 'Docs'. The 'Info' tab is active, showing 'Personal Information' with fields for First Name (Jake), Middle Name (Test), Last Name (Sample), Gender (Male), and DOB (01/01/2011, Age 14). Below this is the 'Status' section with a dropdown set to 'Approved', a 'Special Ed' checkbox, a 'Prior School' button, and a 'Sp Ed Desc' field. At the bottom is the 'Family Information' section with a pencil icon, listing 'Parent Name 1: Mom L. Sample' and 'Parent Name 2: Grandma L. Amot'.

The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there is a blue header with the school logo and the word 'Students'. Below the header is a yellow bar with a '+ Add Student' button. Below the yellow bar 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. A yellow circle with a hand cursor is positioned over the 'Sample, Samantha' name, indicating it is being clicked.



9 Click "Grades" to open the grades tab.

[Go to Index](#)

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

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



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

[Go to Index](#)

The screenshot shows the 'Students' page for Samantha Sample. The 'Grades' tab is selected. The 'School Year' is set to 2025-26. Below this, there is a 'Grade scale' section with a list of grades: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section contains a table with columns for 'Subject' and 'Fall'. The subjects listed are English, Math, Science, and Social Studies, each with a dropdown menu. 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 table with columns for 'Subject', 'Spring', and 'Final'. The subjects listed are English, Math, and Science, each with two dropdown menus.

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



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



Fall is the first semester, typically August through December.

[Go to Index](#)

The screenshot shows the 'Students' page for Samantha Sample. The 'Grades' tab is selected. The 'School Year' is set to 2025-26. The grade scale is 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 for subject grades, an attendance field, and a semester end date field. Below it is a 'Submit Fall' button. The 'Spring and Final' section is highlighted in green and contains a table for subject grades.

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

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



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

[Go to Index](#)

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"/>



13 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.

[Go to Index](#)

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

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	
Math	
Science	
Social Studies	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final
English		
Math		
Science		
Social Studies		



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

[Go to Index](#)

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	
Science	
Social Studies	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final
English		
Math		
Science		
Social Studies		

Math

Science

Social Studies

Attendance (in days)

Semester End Date

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



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

[Go to Index](#)

The screenshot shows the student portal for Samantha Sample. At the top, it says "GATEWAY CHRISTIAN SCHOOLS Students". Below that, the student's name "Sample, Samantha" is displayed. There are tabs for "Info", "Courses", "Grades", and "Docs". The "Grades" tab is active, showing the "School Year" as "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 contains a table with columns for "Subject" and "Fall". The subjects listed are English, Math, Science, and Social Studies. Each subject has a dropdown menu with "A" selected. A hand cursor is pointing at the Science dropdown. Below the table are fields for "Attendance (in days)" and "Semester End Date", and a "Submit Fall" button. The "Spring and Final" section contains a table with columns for "Subject", "Spring", and "Final". The subjects listed are English, Math, Science, and Social Studies. Each subject has dropdown menus for "Spring" and "Final".

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



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

[Go to Index](#)

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	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final
English		
Math		
Science		
Social Studies		

Social Studies

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

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



17 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.

[Go to Index](#)

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		



18 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.

[Go to Index](#)

The screenshot shows the 'Students' page for Samantha Sample. The page is titled 'Sample, Samantha' and has tabs for 'Info', 'Courses', 'Grades', and 'Docs'. 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 for subject grades:

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Below the table, there is an 'Attendance (in days)' field with the value '90'. The 'Semester End Date' field is highlighted with a yellow circle and a hand cursor, indicating it is the focus of the instruction. A blue 'Submit Fall' button is located below the attendance field. The 'Spring and Final' section contains a table for subject grades:

Subject	Spring	Final
English		
Math		
Science		
Social Studies		



19 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.

[Go to Index](#)

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

Spring and Fit

Subject	28	29	30	1	2	3	4
English	5	6	7	8	9	10	11
Math	12	13	14	15	16	17	18
Science	19	20	21	22	23	24	25
Social Studies	26	27	28	29	30	31	1
	2	3	4	5	6	7	8



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



Be sure to use a weekday.

[Go to Index](#)

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 Fit

Subject		
English		
Math		
Science		
Social Studies		



21 Click "Submit Fall" to submit fall grades.

[Go to Index](#)

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 12/23/2025

Submit Fall

Spring and Final

Subject	Spring	Final
English		
Math		
Science		
Social Studies		



22 Click "Submit" button.

[Go to Index](#)

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

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

Cancel Submit

Attendance (in days) 90

Semester End Date

Submit Fall

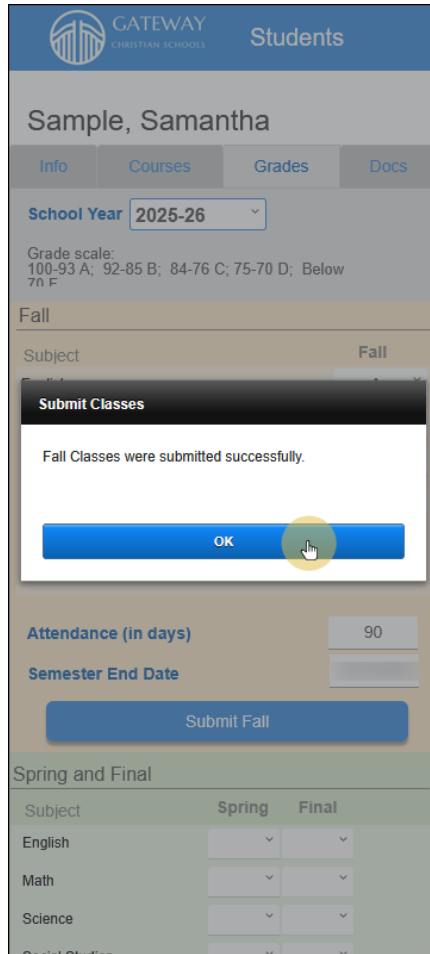
Spring and Final

Subject	Spring	Final
English		
Math		
Science		



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

[Go to Index](#)



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



Continue reading for instructions on submitting Spring and Final grades.

[Go to Index](#)

The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there are navigation options: 'Pay \$120 Now', 'My Students', and 'Add Student'. The student's name is '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 provided: 100-93 A, 92-85 B, 84-76 C, 75-70 D, Below 70 F. The 'Fall' section is highlighted with a yellow border and contains a table of grades:

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Below the table, there are input fields for 'Attendance (in days)' (90), 'Semester End Date', and a 'Submitted' checkbox. The 'Spring and Final' section is partially visible at the bottom.



25 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.

[Go to Index](#)

The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there are navigation tabs for 'Info', 'Courses', 'Grades', and 'Docs'. The 'School Year' is currently 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 for 'Subject' and 'Fall'.

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

Below the table, there are input fields for 'Attendance (in days)' (90) and 'Semester End Date'. A 'Submitted' button is also visible. The 'Spring and Final' section contains a table with columns for 'Subject', 'Spring', and 'Final'.

Subject	Spring	Final
English		
Math		
Science		
Social Studies		

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.



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



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

[Go to Index](#)

The screenshot shows the 'Students' page for Gateway Christian Schools. The 'School Year' is set to 2025-26. The 'Fall' section shows grades for English (A), Math (A), Science (A), and Social Studies (C). The 'Attendance (in days)' is 90. The 'Semester End Date' is empty. The 'Spring and Final' section is highlighted in green and contains dropdown menus for English, Math, Science, and Social Studies for both Spring and Final.

Subject	Fall
English	A
Math	A
Science	A
Social Studies	C

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"/>



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

[Go to Index](#)

GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

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

Attendance (in days) 90

Semester End Date

Submit Spring & Final



28 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).

[Go to Index](#)

Subject	Spring	Final
English		
Math		
Science		
Social Studies		

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Attendance (in days) 90
Semester End Date

Submit Spring & Final

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

Fall



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

[Go to Index](#)

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	A	
Math		
Science		
Social Studies		

Attendance (in days) 90

Semester End Date

Submit Spring & Final



30 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.

[Go to Index](#)

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.

Subject	Spring	Final
English	A	
Math		
Science		A+
Social Studies		

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Attendance (in days)
Semester End Date

Submit Spring & Final



31 Click dropdown under "Spring" to right of next subject to open grade menu, and 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
English	A	A
Math		
Science		
Social Studies		

Attendance (in days) 90
Semester End Date

Submit Spring & Final

Math

Science

Social Studies

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

Attendance (in days) 90
Semester End Date



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

[Go to Index](#)

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



33 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.

[Go to Index](#)

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.

Subject	Spring	Final
English	A	A
Math	B	
Science		
Social Studies		

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Attendance (in days)
Semester End Date

Submit Spring & Final



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

[Go to Index](#)

The screenshot shows the 'Students' page for Gateway Christian Schools. It features a table for 'Spring and Final' grades. The table has columns for 'Subject', 'Spring', and 'Final'. The rows are English, Math, Science, and Social Studies. The Science row has a yellow circle highlighting the Spring dropdown menu. Below the table, there are fields for 'Attendance (in days)' and 'Semester End Date', and a 'Submit Spring & Final' button.

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

This close-up shows the Science row with the Spring dropdown menu open. The menu lists the following grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the B+ option. The Final column is also visible with a dropdown arrow.



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

[Go to Index](#)

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

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

Attendance (in days) 90

Semester End Date

Submit Spring & Final



36 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.

[Go to Index](#)

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.

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

Attendance (in days) 90

Semester End Date

Submitted

Submit Spring & Final



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

[Go to Index](#)

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

Attendance (in days) 90
Semester End Date
Submitted

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+



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

[Go to Index](#)

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days)

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) 90

Semester End Date

Submit Spring & Final



39 Click to select correct letter grade.



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

[Go to Index](#)

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.

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

Attendance (in days)

Semester End Date

Submitted

Submit Spring & F



40 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.

[Go to Index](#)

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



41 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.

[Go to Index](#)

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



42 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.

[Go to Index](#)

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 are two input fields: "Attendance (in days)" with the value "90" and "Semester End Date" with a date picker. A "Submitted" button is located below these fields. The main content area is titled "Spring and Final" and contains a table with columns for "Subject", "Spring", and "Final". The table lists subjects and their corresponding grades for the Spring and Final exams.

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

Below the table, there are two more input fields: "Attendance (in days)" with the value "90" and "180" and "Semester End Date" with a date picker. A calendar is open over the "Semester End Date" field, showing the month of October 2025. The calendar has navigation arrows at the top and a grid of dates. The date "10" is highlighted in blue, and a yellow circle with a hand icon is pointing to the right arrow at the top of the calendar.



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



Be sure to use a weekday.

[Go to Index](#)

GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final
English	<input type="text" value="A"/>	<input type="text" value="A"/>
Math	<input type="text" value="B"/>	<input type="text" value="B"/>
Science	<input type="text" value="B"/>	<input type="text" value="B+"/>
Social Studies	<input type="text" value="B"/>	<input type="text" value="B-"/>

Attendance (in days)

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



44 Scroll down to the "Submit" button.

[Go to Index](#)

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



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

[Go to Index](#)

GATEWAY
CHRISTIAN SCHOOLS

Students

Attendance (in days)

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)

Semester End Date

Submit Spring & Final



46 Click "Submit" button.

[Go to Index](#)

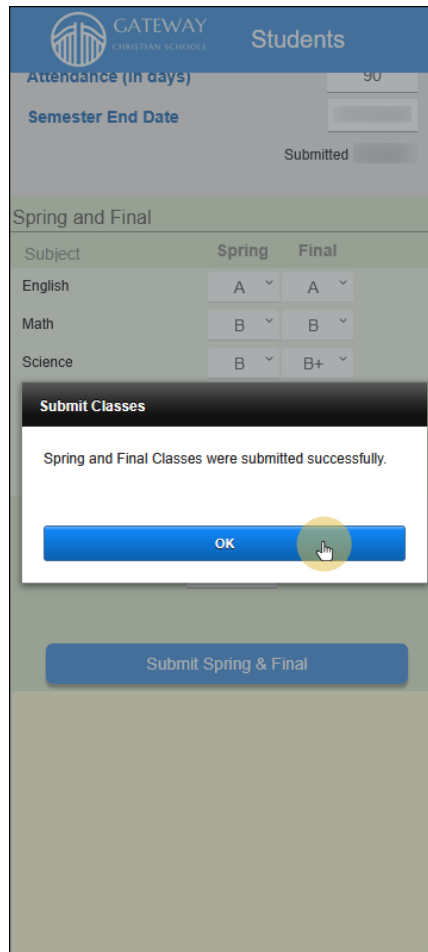
The screenshot shows a web interface for Gateway Christian Schools. At the top, there is a header with the school logo and the text "GATEWAY CHRISTIAN SCHOOLS" and "Students". Below the header, there are input fields for "Attendance (in days)" with the value "90", "Semester End Date", and a "Submitted" checkbox. A section titled "Spring and Final" contains a table with columns for "Subject", "Spring", and "Final". The table has three rows: "English" with "A" in both columns, "Math" with "B" in both columns, and "Science" with "B" in the Spring column and "B+" in the Final column. A modal dialog box is overlaid on the table, containing the text "You are submitting 2025-26 Spring and Final Grades and Attendance. Would you like to proceed?". Below the text are two buttons: "Cancel" and "Submit". A yellow circle highlights the "Submit" button. Below the dialog box, there is a blue button labeled "Submit Spring & Final".

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



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

[Go to Index](#)



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

[Go to Index](#)

The screenshot shows the 'Students' page for Gateway Christian Schools. The page is divided into several sections. The top section shows the school logo and the title 'Students'. Below this, there is a table of subjects and their current grades: Math (A), Science (A), and Social Studies (C). The next section contains 'Attendance (in days)' with a value of 90, 'Semester End Date' (empty), and a 'Submitted' checkbox. The 'Spring and Final' section is highlighted with a yellow border and is grayed out. It contains a table with columns for 'Subject', 'Spring', and 'Final'. The table lists English (A, A), Math (B, B), Science (B, B+), and Social Studies (B, B-). Below this table, there is another 'Attendance (in days)' field with values 90 and 180, and another 'Semester End Date' field (empty). The bottom of the page shows a yellow bar.

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



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

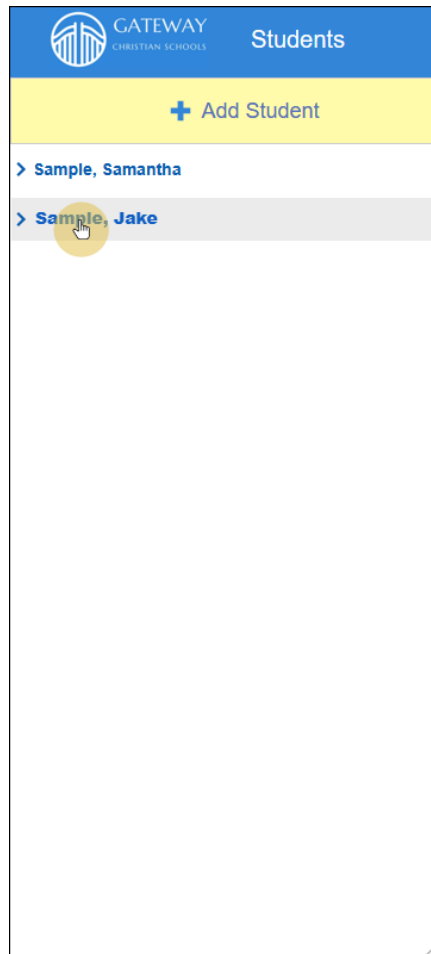
[Go to Index](#)

The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there is a blue header with the school logo and the word 'Students'. Below the header, there are two buttons: a yellow 'My Students' button with a person icon and a yellow '+ Add Student' button. The main content area displays the profile for 'Sample, Samantha'. There are four tabs: 'Info', 'Courses', 'Grades', and 'Docs'. The 'Info' tab is selected. Under 'Personal Information', there are 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 dropdown menu set to 'Approved'. There is a 'Special Ed' checkbox which is checked, with buttons for 'Sp Ed Note' and 'Prior School'. A 'Sp Ed Desc' field is empty. A 'Note' field contains the text 'Husband passed away. Grandmother is helping me'. At the bottom, there is a 'Family Information' section with a blue edit button. It lists 'Parent Name 1' as 'Mom L. Sample' and 'Parent Name 2' as 'Grandma L. Amot'.



50 Click name of next student to open their record.

[Go to Index](#)



51 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.

[Go to Index](#)

The screenshot shows the 'Students' interface for Gateway Christian Schools. At the top, there is a blue header with the school logo and the text 'GATEWAY CHRISTIAN SCHOOLS Students'. Below the header is a yellow navigation bar with 'My Students' and '+ Add Student'. The main content area displays the student's name 'Sample, Jake' and a tabbed interface with 'Info', 'Courses', 'Grades', and 'Docs'. The 'Grades' tab is highlighted with a yellow circle and a mouse cursor. Below the tabs is the 'Personal Information' section, which includes fields for First Name (Jake), Middle Name (Test), Last Name (Sample), Gender (Male), and DOB (01/01/2011) with an 'Age' field showing 14. There is also a 'Status' section with 'Approved' selected, a 'Special Ed' checkbox, and a 'Prior School' button. A 'Note' field with 'Add Note' is also present. At the bottom, there is a 'Family Information' section with a pencil icon, listing 'Parent Name 1 Mom L. Sample' and 'Parent Name 2 Grandma L. Amot'.

