

Grade Submission, High School



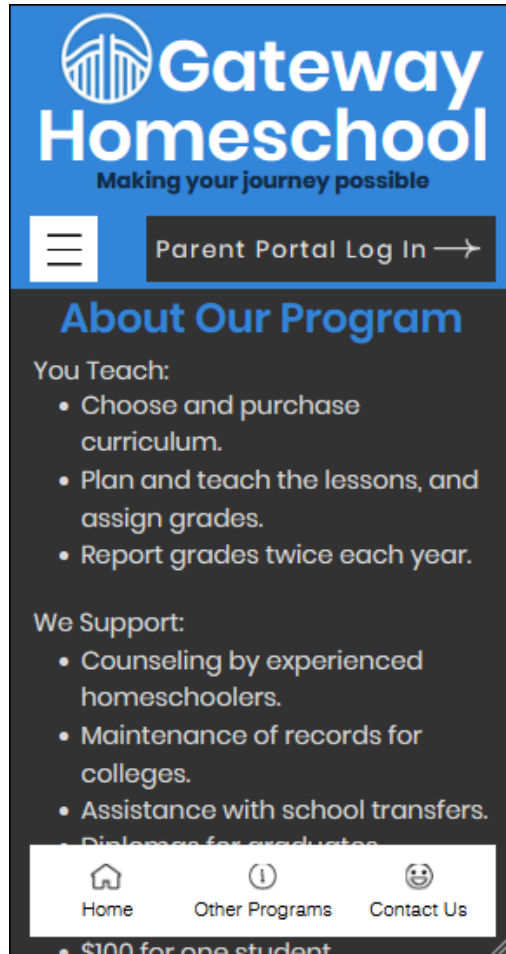
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1 Go to our website at www.gatewayhomeschool.org

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:

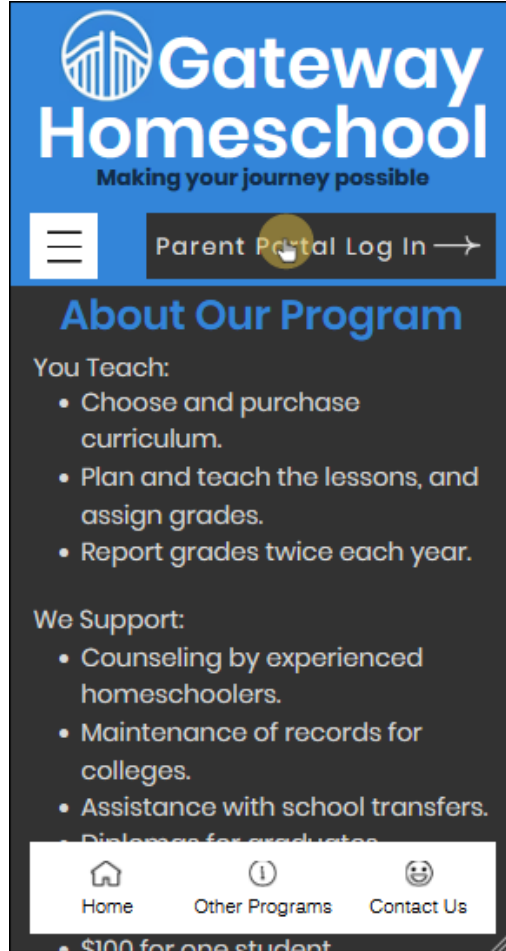
- Counseling by experienced homeschoolers.
- Maintenance of records for colleges.
- Assistance with school transfers.
- Diploma for graduates.

Home Other Programs Contact Us

• \$100 for one student



2 Click the "Parent Portal Log In" button.



3 Click 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](#)

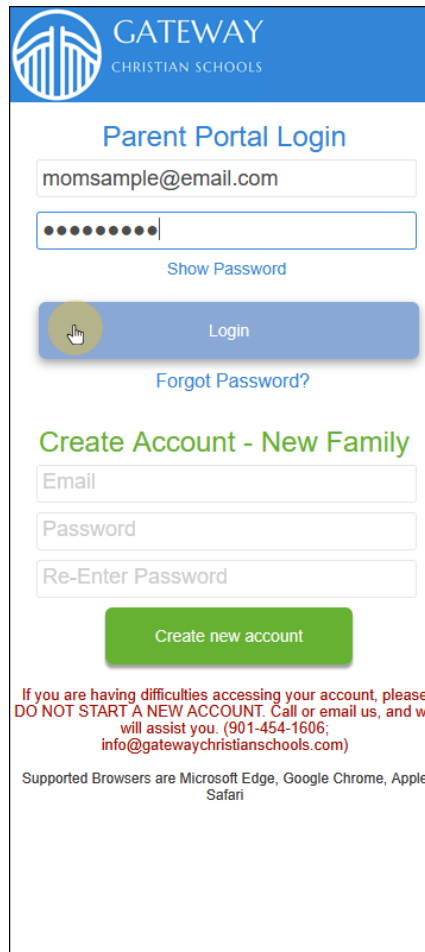
If you are having difficulties accessing your account, please DO NOT START A NEW ACCOUNT. Call or email us, and we will assist you. (901-454-1606; info@gatewaychristianschools.com)

Supported Browsers are Microsoft Edge, Google Chrome, Apple Safari



4 Click "Login" button.

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The screenshot shows the Gateway Christian Schools Parent Portal Login page. At the top left is the Gateway Christian Schools logo. The page title is "Parent Portal Login". Below the title are two input fields: the first contains the email address "momsample@email.com" and the second contains a masked password "●●●●●●●●". A "Show Password" link is positioned below the password field. A blue "Login" button with a hand cursor icon is centered below the fields. A "Forgot Password?" link is located below the "Login" button. 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 centered below these fields. At the bottom, there is a red warning message: "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)". Below the warning, it states "Supported Browsers are Microsoft Edge, Google Chrome, Apple Safari".



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

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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: 'My Students' (highlighted with a yellow circle) and '+ Add Student'. The main content area displays the profile for 'Sample, Samantha'. There are four tabs: 'Info', 'Courses', 'Grades', and 'Docs'. The 'Info' tab is selected, showing 'Personal Information' with fields for First Name (Samantha), Middle Name (Test), Last Name (Sample), Gender (Female), and DOB (04/14/2014, Age 11). Below this is the 'Status' section, which includes a dropdown menu set to 'Approved', a checked 'Special Ed' checkbox with 'Sp Ed Note' and 'Prior School' buttons, and a 'Sp Ed Desc' field with a note: 'Husband passed away. Grandmother is helping me'. At the bottom, there is a 'Family Information' section with a pencil icon for editing, listing 'Parent Name 1 Mom L. Sample' and 'Parent Name 2 Grandma L. Amot'.

This screenshot shows the 'Students' page with a focus on the student list. The blue header with the school logo and 'Students' is at the top. Below it is a yellow bar with a '+ Add Student' button. The main area contains a list of students, each with a blue chevron icon to its left. The first student is 'Sample, Samantha' and the second is 'Sample, Jake', who is highlighted with a yellow circle and a hand cursor icon, indicating it is the selected student.



6 Click "Grades" to open the grades tab.

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The screenshot shows the 'Students' management interface for Gateway Christian Schools. At the top, there is a blue header with the school logo and the text 'GATEWAY CHRISTIAN SCHOOLS' and 'Students'. Below the header is a yellow navigation bar with 'My Students' and '+ Add Student' buttons. The main content area displays the profile for 'Sample, Jake'. There are four tabs: '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. Below this is the 'Status' section with a dropdown menu set to 'Approved', a 'Special Ed' checkbox, and a 'Prior School' button. There is also a 'Sp Ed Desc' field and a 'Note' field with an 'Add Note' button. At the bottom is the 'Family Information' section, which lists 'Parent Name 1' as 'Mom L. Sample' and 'Parent Name 2' as 'Grandma L. Amot'. A blue edit icon is visible next to the 'Family Information' header.



7 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
---------	------




8 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
---------	--------	-------	---------



9 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	<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 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' interface for Gateway Christian Schools. The user is logged in as 'Sample, Jake'. The interface has 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 the following text: 'Grade scale: 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 for 'Subject' and 'Fall'. The 'Fall' column has a dropdown menu open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. The 'B' grade is highlighted with a yellow circle. Below the table are sections for 'Attendance (in days)' and 'Semester End Date', followed by a blue 'Submit Fall' button. The 'Spring and Final' section is partially visible at the bottom, with columns for 'Subject', 'Spring', 'Final', and 'Credits'.



11 Click dropdown to right of next Course (Subject) to open grade menu, and 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	Grade
English I	
Algebra I	

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



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

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The screenshot shows the 'Students' page for Gateway Christian Schools. The student's name is 'Sample, Jake'. 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 selected, and a table lists subjects with their corresponding grade dropdowns. The 'Biology' dropdown is highlighted with a hand cursor. 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 partially visible at the bottom.

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

This close-up shows the 'Biology' subject row with the grade dropdown menu open. The menu lists letter grades from A+ to D+. The 'A+' option is highlighted with a hand cursor. The background shows the 'School Year' as '2025-26' and the 'Grade scale'.

Subject	Grade
English I	
Algebra I	
Biology	A+



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

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The screenshot shows the 'Students' page for Gateway Christian Schools. At the top, there are buttons for 'My Students' and '+ Add Student'. Below this, the student's name 'Sample, Jake' is displayed. There are tabs for 'Info', 'Courses', 'Grades', and 'Docs', with 'Grades' being the active tab. A 'School Year' dropdown is set to '2025-26'. A 'Grade scale' is listed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' section contains a table with columns for 'Subject' and 'Fall'. The subjects listed are English I, Algebra I, Biology, Health, P.E., and U.S. History. The 'Fall' column has dropdown menus for each subject, with 'B' selected for English I, 'B' for Algebra I, 'A' for Biology, and 'Health' highlighted with a mouse cursor. Below the table are input fields for 'Attendance (in days)' and 'Semester End Date', and a 'Submit Fall' button. The 'Spring and Final' section is partially visible at the bottom.

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



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

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The screenshot shows the 'Students' portal for Jake Sample. The 'Grades' tab is selected, and the 'School Year' is set to 2025-26. The grade scale is listed as 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 I, Algebra I, Biology, Health, P.E., and U.S. History. Each subject has a dropdown menu for selecting a grade. A hand cursor is pointing to the dropdown for P.E. Below the table are input fields for 'Attendance (in days)' and 'Semester End Date', and a 'Submit Fall' button. The 'Spring and Final' section is partially visible at the bottom.

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

This close-up shows the dropdown menu for the P.E. subject in the Fall semester. The grade scale is visible at the top: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The dropdown menu is open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A hand cursor is pointing to the 'A' grade option.

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



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

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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

Subject	Spring	Final	Credits
English I			

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

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



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

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The screenshot shows the 'Students' page for Jake Sample. The page has a blue header with the Gateway Christian Schools logo and 'Students' text. Below the header is a yellow navigation bar with 'My Students' and 'Add Student' buttons. The main content area is white and contains the student's name 'Sample, Jake' and tabs for 'Info', 'Courses', 'Grades', and 'Docs'. The 'Courses' tab is selected. Underneath, there is a 'School Year' dropdown set to '2025-26' and a 'Grade scale' section with the following text: 'Grade scale: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F'. The 'Fall' section is highlighted in light orange and contains a table for course submission. The table has two columns: 'Subject' and 'Fall'. The rows are: Algebra I (B), Biology (A), Health (B), P.E. (A), U.S. History (B), and Music Appreciation. Below the table are input fields for 'Attendance (in days)' and 'Semester End Date', and a blue 'Submit Fall' button. The 'Spring and Final' section is highlighted in light green and contains a table with columns 'Subject', 'Spring', 'Final', and 'Credits'. The row for 'English I' has dropdown menus for 'Spring' and 'Final'.

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

Subject	Spring	Final	Credits
English I			



17 Click dropdown to right of next Course (Subject) to open grade menu, and 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
Health	B
P.E.	A
U.S. History	B
Music Appreciation	
Art Appreciation	
Spanish I	

Attendance (in days)

Semester End Date

Submit Fall

Spring and Final

Subject	Spring	Final	Credits
English I			

School Year 2025-26

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

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



18 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
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			



19 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	A+
Subject	A
Health	A-
P.E.	B+
U.S. History	B
Music Appreciation	B-
Art Appreciation	C+
	C
	C-
	D+

20 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	Fall
Subject	D
Health	D-
P.E.	F
U.S. History	I
Music Appreciation	N/A
Art Appreciation	



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

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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

Subject	Spring	Final	Credits
English I			

Fall

Subject	Grade
Health	
P.E.	
U.S. History	
Music Appreciation	
Art Appreciation	
Spanish I	

A+

A

A-

B+

B

B-

C+

C

C-

D+



22 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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The screenshot shows the 'Students' page for Jake Sample. The 'Attendance (in days)' field is highlighted with a yellow circle and a hand cursor, indicating where to click to enter the number of days. Below it is the 'Semester End Date' field. A blue 'Submit Fall' button is located below these fields. The page also displays a table of subjects and grades for the Fall semester.

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

Subject	Spring	Final	Credits
English I			



23 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

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			



24 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

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 (Semester End)

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

Spring and Fall

Subject	Spring and Fall
English I	



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



Be sure to use a weekday.

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GATEWAY CHRISTIAN SCHOOLS Students

Sample, 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 ()

Semester End

Spring and First

Subject	Spring and First
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



26 Click "Submit Fall" to submit fall grades.

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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
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			



27 Click "Submit" button.

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The screenshot shows a web interface for Gateway Christian Schools. At the top, there is a navigation bar with the school logo and the text "GATEWAY CHRISTIAN SCHOOLS" and "Students". Below this, there are tabs for "Info", "Courses", "Grades", and "Docs". The "Grades" tab is selected, and the student's name "Sample, Jake" is displayed. A dropdown menu for "School Year" is set to "2025-26". Below this, a "Grade scale" is listed: "100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 E". A confirmation dialog box is overlaid on the screen, asking "You are submitting 2025-26 Fall Grades and Attendance. Would you like to proceed?". The dialog has two buttons: "Cancel" and "Submit". A yellow circle highlights the "Submit" button. Below the dialog, there are input fields for "Art Appreciation" (N/A), "Spanish I" (B), "Attendance (in days)" (90), and "Semester End Date". A "Submit Fall" button is located below these fields. At the bottom, there is a section titled "Spring and Final" with a table for "English I" showing columns for "Spring", "Final", and "Credits".



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

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The screenshot shows a web interface for Gateway Christian Schools. At the top, there is a header with the school's logo and the text "GATEWAY CHRISTIAN SCHOOLS" and "Students". Below the header, there are tabs for "Info", "Courses", "Grades", and "Docs". The "Info" tab is selected, showing the student's name "Sample, Jake" and the "School Year" set to "2025-26". A "Grade scale" is listed: "100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F". A modal window titled "Submit Classes" is open, displaying the message "Fall Classes were submitted successfully." and a blue "OK" button. A yellow circle highlights the "OK" button. Below the modal, there is a "Submit Fall" button and a table for "Spring and Final" grades.

Subject	Spring	Final	Credits
English I			



29 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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The screenshot shows the 'Students' page for Gateway Christian Schools. The student profile for 'Sample, Jake' is displayed, with the 'Grades' tab 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 grades are shown in a table, which is highlighted with a yellow border. Below the table 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.

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:

Subject	Spring	Final	Credits
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30 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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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
---------	------



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



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

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GATEWAY CHRISTIAN SCHOOLS Students

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
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"/>



32 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. It features a form for submitting Spring and Final grades. The form includes fields for 'Attendance (in days)' (set to 90), 'Semester End Date', and 'Submitted'. Below these is a table for 'Spring and Final' grades. The table has columns for 'Subject', 'Spring', 'Final', and 'Credits'. The 'Spring' column contains dropdown menus for each subject. A yellow circle highlights the dropdown arrow for 'English I'. Below the table are fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits', followed by a blue 'Submit Spring & Final' button. At the bottom, there 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
Submitted
Total Credits
Submit Spring & Final

Summer

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



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



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



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

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Subject	Spring	Final	Credits
English I	<input type="text" value="B+"/>	<input type="text" value=""/>	<input type="text" value=""/>
Algebra I	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Biology	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Health	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
P.E.	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
U.S. History	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Attendance (in days)
Semester End Date
Submitted

Spring and Final

Attendance (in days)
Semester End Date
Total Credits

Summer

Subject	Grade
English I	<input type="text" value=""/>
Algebra I	<input type="text" value=""/>
Biology	<input type="text" value=""/>
Health	<input type="text" value=""/>
P.E.	<input type="text" value=""/>

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



34 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)

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.	



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



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

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

If using letter grades and the semesters are different, the final should be the grade in between.

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

Attendance (in days)

Semester End Date

Submitted

Total Credits

Submit Spring & Final

Summer

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



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

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there is a blue header with the school logo and the word 'Students'. Below this, there are input fields for 'Attendance (in days)' (set to 90) and 'Semester End Date'. A 'Submitted' button is visible. The main section is titled 'Spring and Final' and contains a table with columns for 'Subject', 'Spring', 'Final', and 'Credits'. The 'Credits' column for 'English I' has a dropdown arrow highlighted with a yellow circle. Below the table, there are more input fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits', along with a '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	▼	▼	▼
Biology	▼	▼	▼
Health	▼	▼	▼
P.E.	▼	▼	▼
U.S. History	▼	▼	▼

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



37 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. It features a 'Spring and Final' section with a table for grade submission. The table has columns for 'Subject', 'Spring', 'Final', and 'Credits'. The 'Credits' column for Biology is currently open, showing a dropdown menu with options 0.5, 1, and NA. A yellow circle highlights the '1' option. Below the table, there are fields for 'Attendance (in days)' (set to 90), 'Semester End Date', and 'Total Credits'. A blue button labeled 'Submit Spring & Final' is visible. Below this is a 'Summer' section with a table for 'Subject' and 'Grade'.

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

Attendance (in days) 90
Semester End Date
Submitted

Submit Spring & Final

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



38 Click dropdown under "Spring" 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 portal. It features a table for 'Spring and Final' grades with columns for Subject, Spring, Final, and Credits. A yellow circle highlights the dropdown arrow for the Spring grade of Algebra I. Below the table are fields for Attendance (in days), Semester End Date, and Total Credits, along with a 'Submit Spring & Final' button. A 'Summer' section is also visible at the bottom.

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

Attendance (in days) 90
Semester End Date
Submitted

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

Submit Spring & Final

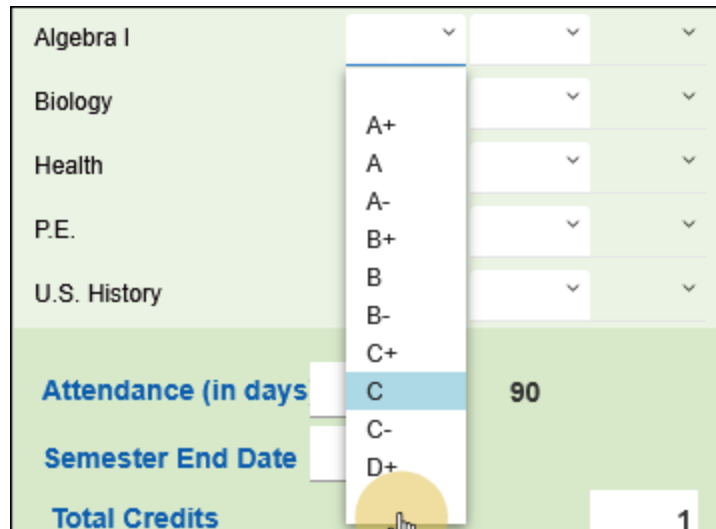
Summer

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



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

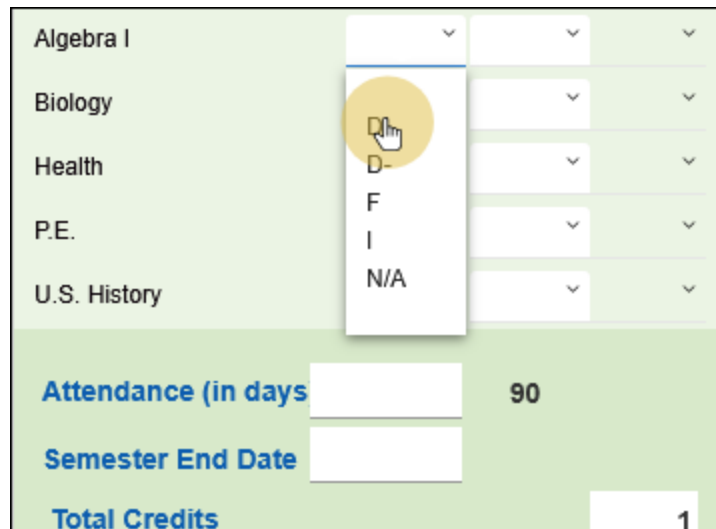
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The screenshot shows a form with a list of subjects: Algebra I, Biology, Health, P.E., and U.S. History. Below the subjects are fields for 'Attendance (in days)' (value: 90), 'Semester End Date', and 'Total Credits' (value: 1). A dropdown menu is open over the 'Attendance' field, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. The 'C' grade is highlighted in blue, and a mouse cursor is positioned at the bottom of the menu.

40 Click to select correct letter grade.

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The screenshot shows the same form as in step 39. The dropdown menu is open, showing a list of letter grades: D-, F, I, and N/A. A yellow circle highlights the 'D-' grade, and a mouse cursor is clicking on it.



41 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
English I	B	B	↑
Algebra I	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	



42 Click to select correct letter grade.



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

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For guidelines on averaging grades, see Step #36.

In this example, the semester grades for Algebra I are: B (fall), D (spring), and C (final). For another example, see Step #59.

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

Submitted

Attendance (in days)

Semester End Date

Total Credits **1**

[Submit Spring & Final](#)

Summer	
Subject	Grade
English I	
Algebra I	
Biology	
Health	



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

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The screenshot shows the 'Students' section of the Gateway Christian Schools portal. It features a blue header with the school logo and name. Below the header, 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 for '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 arrow in the 'Credits' column 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 'Submit Spring & Final' button is located below these fields. The bottom section is titled 'Summer' and contains a table with columns for 'Subject' and 'Grade', listing English I, Algebra I, Biology, and Health.

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

Subject	Grade
English I	
Algebra I	
Biology	
Health	



44 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 only completed half the work, they earned 0.5 credit. Later they will complete the rest to earn the other 0.5 of Algebra I.

For a different example of planned vs. actual credits, see Step #55.

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

Attendance (in days) 90
Semester End Date
Submitted

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

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



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

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there's a blue header with the school logo and the word 'Students'. Below this, there are input fields for 'Attendance (in days)' (set to 90) and 'Semester End Date'. A 'Submitted' button is visible. 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. The 'Spring' column has dropdown menus, with the 'Biology' dropdown highlighted by a yellow circle and a mouse cursor. Below the table, there are more input fields for 'Attendance (in days)' (90), 'Semester End Date', and 'Total Credits' (1). A blue 'Submit Spring & Final' button is at the bottom of this section. Below that is a 'Summer' section with a table for 'Subject' and 'Grade'.

This is a close-up of the 'Biology' row in the 'Spring and Final' table. The 'Spring' dropdown menu is open, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the 'A' grade, and a mouse cursor is pointing at it. The background shows the 'Attendance (in days)' field (90) and the 'Total Credits' field (1).



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

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D	C	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+



47 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and 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	C	0.5
Biology	A	A	▼
Health	▼	▼	▼
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	

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

0.5
1
NA



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

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The screenshot shows the 'Students' page for Gateway Christian Schools. It features a blue header with the school logo and name. Below the header, 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 for '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 menu for the 'Spring' grade of 'Health'. Below the table, there are more input fields for 'Attendance (in days)' (90), 'Semester End Date', and 'Total Credits' (1). A blue 'Submit Spring & Final' button is at the bottom. Below this section is a 'Summer' section with a table for 'Subject' and 'Grade'.

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

This close-up screenshot shows the dropdown menu for the 'Spring' grade of the 'Health' subject. The menu is open, displaying a list of letter grades: A+, A, A-, B+, B, C+, C, C-, and D+. A yellow circle highlights the 'B' option, which is being selected by the mouse cursor. The background shows the 'Health' row in the table, with the 'Spring' dropdown menu open over it. Other parts of the form, such as the 'Attendance (in days)' field (90) and the 'Total Credits' field (1), are also visible in the background.



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

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The screenshot shows the 'Students' portal for Gateway Christian Schools. It features a blue header with the school logo and name. Below the header, 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 for '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)' (90), 'Semester End Date', and 'Total Credits' (1). A blue 'Submit Spring & Final' button is at the bottom. Below this section is a 'Summer' section with a table for 'Subject' and 'Grade'.

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

This close-up screenshot shows the 'Health' row from the table above. The 'Final' dropdown 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 'B' option, with a mouse cursor pointing to it. The 'Spring' dropdown is set to 'B'. Below the table, the 'Attendance (in days)' field is empty, 'Semester End Date' is empty, and 'Total Credits' is set to 1. A blue 'Submit Spring & Final' button is at the bottom.



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

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Students

Attendance (in days) 90

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D	C	0.5
Biology	A	A	↑
Health	B	B	↓
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 B B ↓

P.E. ↓ ↓

U.S. History ↓ ↓

Attendance (in days) 90

0.5

1

NA



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

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	↑
Algebra I	D	C	0.5
Biology	A	A	↑
Health	B	B	0.5
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	

P.E. U.S. History

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

Summer

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



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

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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', 'Final', and 'Credits'. The subjects listed are English I, Algebra I, Biology, Health, P.E., and U.S. History. The 'Final' column for P.E. is highlighted with a yellow circle and a mouse cursor pointing to the dropdown arrow. Below the table, there are input fields for 'Attendance (in days)' (90), 'Semester End Date', and 'Total Credits' (1). A blue button labeled 'Submit Spring & Final' is visible. Below this is a 'Summer' section with a table for 'Subject' and 'Grade'.

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

This is a close-up view of the 'Final' dropdown menu for the P.E. subject. The dropdown is open, showing a list of letter grades: A+, A, B+, B, B-, C+, C, C-, and D+. The 'A' grade is highlighted with a yellow circle and a mouse cursor. The background shows the 'P.E.' subject name and the 'Final' dropdown arrow.



53 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	↑
Algebra I	D	C	0.5
Biology	A	A	↑
Health	B	B	0.5
P.E.	A	A	↓
U.S. History			↓

Attendance (in days) 90

Semester End Date

Total Credits

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



54 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 only completed 75 hours, they earned 0.5 credit. Later they will do another 75 hours to earn the other required 0.5 credit of P.E.

For a different example of planned vs. actual credits, see Step #55.

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	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
Submitted

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

Submit Spring & Final

Subject	Grade
English I	
Algebra I	
Biology	
Health	



55 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)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
Algebra I	D	C	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

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



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

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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
Submitted

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

A+

A

A-

B+

B

B-

C+

C

C-

D+

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



57

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 portal. It features a blue header with the school logo and name. Below the header, 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 for 'Subject', 'Spring', 'Final', and 'Credits'. The table lists subjects like Health, P.E., U.S. History, Music Appreciation, Art Appreciation, and Spanish I. A yellow circle highlights the 'Final' dropdown menu for 'U.S. History'. Below the table, there are more input fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits' (set to 1). A blue 'Submit Spring & Final' button is at the bottom of this section. The 'Summer' section below is partially visible, showing a table with 'Subject' and 'Grade' columns.

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			

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



58 Click to select correct letter grade.



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

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For guidelines on averaging grades, see Step #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

Total Credits 1

Submit Spring & Final

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



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

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The screenshot shows the 'Students' form for Gateway Christian Schools. The 'Spring and Final' section contains a table with columns for Subject, Spring, Final, and Credits. The 'U.S. History' row has a dropdown menu open for the 'Credits' column, showing options 0.5, 1, and NA. A hand cursor is pointing at the '1' option.

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			

This close-up shows the 'Credits' dropdown menu for 'U.S. History'. The menu is open, displaying options 0.5, 1, and NA. A hand cursor is pointing at the '1' option, which is highlighted.



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

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The screenshot shows the 'Students' page for Gateway Christian Schools. It features a blue header with the school logo and name. Below the header, 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 for '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. A yellow circle highlights the dropdown menu for 'Music Appreciation' in the 'Spring' column. 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 positioned below these fields. At the bottom, there is a section titled 'Summer' with a table listing subjects: English I, Algebra I, Biology, Health, and P.E.

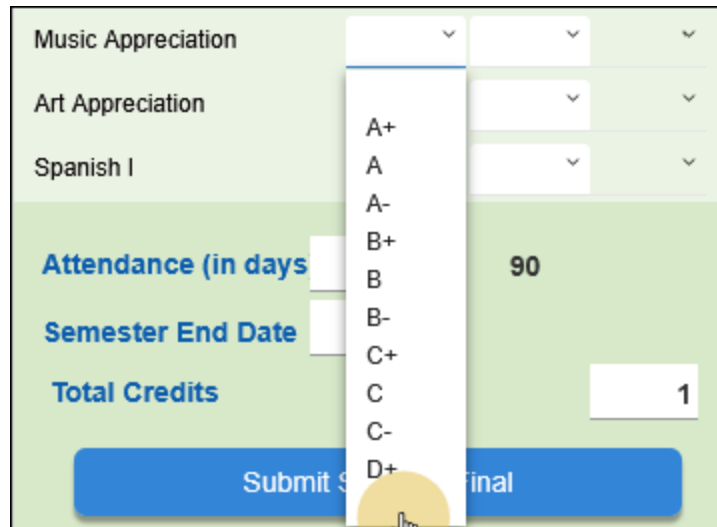
Subject	Spring	Final	Credits
Health	B	B	0.5
P.E.	A	A	0.5
U.S. History	A	A-	1
Music Appreciation			
Art Appreciation			
Spanish I			

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



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

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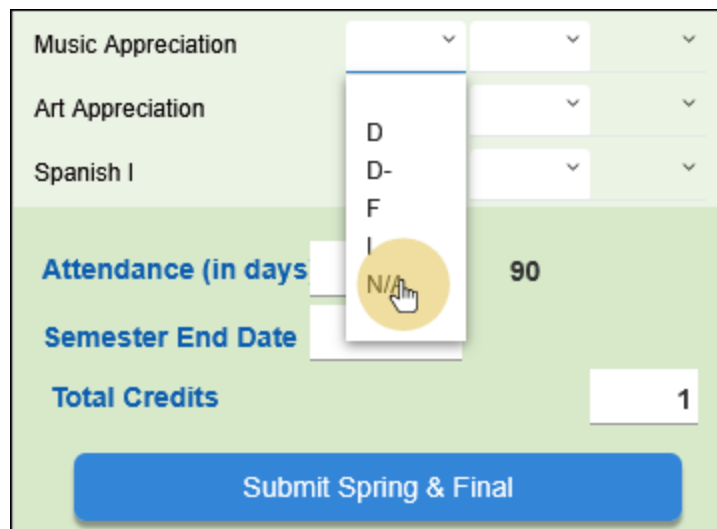
A screenshot of a grade submission form. The form has a light green background. At the top, there are three rows of subject names: "Music Appreciation", "Art Appreciation", and "Spanish I". Each row has three dropdown menus. Below these is a section with "Attendance (in days)" and "Semester End Date" labels, and a "Total Credits" field with the value "1". A blue button at the bottom says "Submit Spring & Final". A dropdown menu is open over the "Total Credits" field, showing a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A yellow circle highlights the bottom of the menu, and a mouse cursor is pointing at it.

62 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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A screenshot of a grade submission form, similar to the one in step 61. The dropdown menu is open, showing a list of letter grades: D, D-, F, I, and N/A. A yellow circle highlights the "N/A" option, and a mouse cursor is pointing at it. The "Total Credits" field still shows "1", and the blue button at the bottom says "Submit Spring & Final".



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

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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	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.	



64 Click to select correct letter grade.



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

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

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	N/A		
Art Appreciation			
Spanish I			

Attendance (in days)
Semester End Date
Total Credits 1

Submit Spring & F

Summer

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



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

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

Attendance (in days) 90

Semester End Date

Submitted

Total Credits 1

Submit Spring & Final

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

Music Appreciation N/A A

Art Appreciation

Spanish I

Attendance (in days) 90

0.5

1

NA



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

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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
Submitted

Submit Spring & Final

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+



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

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GATEWAY CHRISTIAN SCHOOLS Students

Attendance (in days) 90
Semester End Date
Submitted

Spring and Final

Subject	Spring	Final	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 & F

Summer

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



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

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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
 Submitted
 Total Credits 1
 Submit Spring & Final

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

Art Appreciation C C

Spanish I

Attendance (in days) 90

Semester End Date

0.5
1
NA



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

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The screenshot shows the 'Students' portal for Gateway Christian Schools. At the top, there are fields for 'Attendance (in days)' (90) and 'Semester End Date'. Below this is a section for 'Spring and Final' with a table of subjects and their grades. The 'Spanish I' row has a yellow circle highlighting the 'Spring' dropdown menu. Below the table are more 'Attendance (in days)' (90) and 'Semester End Date' fields, a 'Total Credits' field (1), and a 'Submit Spring & Final' button. At the bottom, there is a 'Summer' section with a table of subjects and 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			

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

This close-up screenshot shows the 'Spanish I' row from the previous image. The 'Spring' dropdown 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, with a hand cursor pointing to it. The background shows the 'Attendance (in days)' field (90) and the 'Total Credits' field (1).



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

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The screenshot shows the 'Students' portal for Gateway Christian Schools. It features a blue header with the school logo and the word 'Students'. Below the header, there are input fields for 'Attendance (in days)' (set to 90), 'Semester End Date', and a 'Submitted' status indicator. A green section titled 'Spring and Final' contains a table with columns for 'Subject', 'Spring', 'Final', and 'Credits'. The table lists subjects: 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), and Spanish I (A, C, 0.5). A hand cursor is pointing at the 'Final' dropdown for Spanish I. Below the table, there are more input fields for 'Attendance (in days)', 'Semester End Date', and 'Total Credits' (set to 1), along with a blue 'Submit Spring & Final' button. A yellow section titled 'Summer' contains a table with columns for 'Subject' and 'Grade', listing English I, Algebra I, Biology, Health, and P.E.

This close-up screenshot shows the 'Spanish I' row from the 'Spring and Final' table. The 'Spring' dropdown is set to 'A'. The 'Final' dropdown is open, displaying a list of letter grades: A+, A, A-, B+, B, B-, C+, C, C-, and D+. A hand cursor is pointing at the 'A-' option, which is highlighted with a yellow circle. The background shows the 'Attendance (in days)', 'Semester End Date', and 'Total Credits' fields, along with the 'Submit Spring & Final' button.



71 Click dropdown under "Credits" to right of next Course (Subject) to open credit menu, and 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
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-	<input type="text" value="0.5"/>

Attendance (in days) 90

Semester End Date

Total Credits

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



72 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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The screenshot shows the 'Students' page for Gateway Christian Schools. It features a blue header with the school logo and the word 'Students'. Below the header, 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 for 'Subject', 'Spring', 'Final', and 'Credits'. The table lists subjects like English I, Algebra I, Biology, Health, P.E., and U.S. History with their respective grades and credit values. Below the table, there are more input fields for 'Attendance (in days)' (set to 90), 'Semester End Date', and 'Total Credits' (set to 1). A blue button labeled 'Submit Spring & Final' is positioned below these fields. The bottom section is titled 'Summer' and has a table with columns for 'Subject' and 'Grade', listing subjects like English I, Algebra I, Biology, and Health.

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

Subject	Grade
English I	
Algebra I	
Biology	
Health	



73 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	C	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	



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



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

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The screenshot shows the Gateway Christian Schools Students portal. At the top, there is a blue header with the Gateway Christian Schools logo and the word "Students". Below the header, there are several sections:

- Attendance (in days):** A text input field containing "90".
- Semester End Date:** A date input field.
- Submitted:** A progress bar.
- Spring and Final:** A table with columns for Subject, Spring, Final, and Credits.
- Attendance (in days):** A text input field containing "90" and a total of "180".
- Semester End Date:** A date input field.
- Total Credits:** A text input field containing "1".
- Summer:** A section with a yellow background, containing a table with columns for Subject and a grid of numbers.

A calendar pop-up is displayed over the "Total Credits" field, showing the month of October 2025. The calendar has navigation arrows at the top and a grid of days. The day "20" is highlighted in blue. A yellow circle highlights the right arrow at the top of the calendar, indicating the instruction to click it to change the month.

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

Subject	Grid
English I	2 3 4 5 6 7 8
Algebra I	
Biology	
Health	



75 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 ▾	C ▾	0.5
Biology	A ▾	A ▾	1
Health	B ▾	B ▾	0.5
P.E.	A ▾	A ▾	0.5
U.S. History	A ▾	A- ▾	1

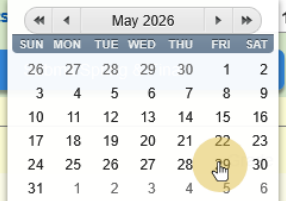
Attendance (in days) **180**

Semester End Date

Total Credits


Summer

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



76 Scroll down again if necessary

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**GATEWAY**
CHRISTIAN SCHOOLS

Students

Sample, Jake

InfoCoursesGradesDocs

School Year

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)

Semester End Date

Submitted

Spring and Final


Subject	Spring	Final	Credits
English I	<input type="text" value="B"/>	<input type="text" value="B"/>	1
Algebra I	<input type="text" value="D"/>	<input type="text" value="C"/>	0.5
Biology	<input type="text" value="A"/>	<input type="text" value="A"/>	1



77

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

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**GATEWAY**
CHRISTIAN SCHOOLS

Students

Attendance (in days)

Semester End Date

Submitted 10/20/25

Spring and Final

Subject	Spring	Final	Credits
Health	<input type="text" value="B"/>	<input type="text" value="B"/>	0.5
P.E.	<input type="text" value="A"/>	<input type="text" value="A"/>	0.5
U.S. History	<input type="text" value="A"/>	<input type="text" value="A-"/>	↑
Music Appreciation	<input type="text" value="N/A"/>	<input type="text" value="A"/>	0.5
Art Appreciation	<input type="text" value="C"/>	<input type="text" value="C"/>	0.5
Spanish I	<input type="text" value="A"/>	<input type="text" value="A-"/>	↑

Attendance (in days) **180**

Semester End Date

Total Credits

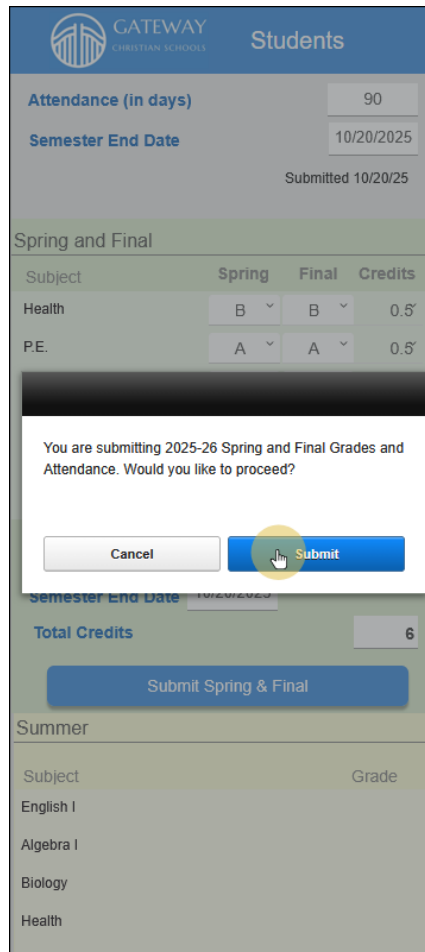
Summer

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



78 Click "Submit" button.

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The screenshot shows the 'Students' page in the Gateway Christian Schools system. At the top, the logo and name 'GATEWAY CHRISTIAN SCHOOLS' are visible. The page displays student information: 'Attendance (in days)' is 90, and 'Semester End Date' is 10/20/2025, with a note 'Submitted 10/20/25'. Below this is a section for 'Spring and Final' grades, which includes 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 page, 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 and a mouse cursor. Below the dialog, the 'Total Credits' is shown as 6, and a 'Submit Spring & Final' button is visible. At the bottom, a 'Summer' section lists subjects: English I, Algebra I, Biology, and Health.

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

Semester End Date 10/20/2025

Total Credits 6

Submit Spring & Final

Summer

Subject	Grade
English I	
Algebra I	
Biology	
Health	



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

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The screenshot shows the 'Students' page in the Gateway Christian Schools system. At the top, the logo and name 'GATEWAY CHRISTIAN SCHOOLS' are visible. Below the header, 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' timestamp is also present. 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'. A modal dialog box titled 'Submit Classes' is overlaid on the page, displaying the message 'Spring and Final Classes were submitted successfully.' and an 'OK' button. A mouse cursor is pointing at the 'OK' button. Below the dialog box, there is a 'Submit Spring & Final' button. At the bottom of the page, there is a 'Summer' section with a table listing subjects like 'English I', 'Algebra I', 'Biology', and 'Health'.


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

Subject	Grade
English I	
Algebra I	
Biology	
Health	



80 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)

Semester End Date

Submitted

Spring and Final

Subject	Spring	Final	Credits
English I	B	B	1
Algebra I	D	C	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

Submitted



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

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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: 'My Students' (highlighted in yellow) and '+ Add Student'. The main content area displays the name 'Sample, Jake' and tabs for 'Info', 'Courses', 'Grades', and 'Docs'. A 'School Year' dropdown menu is set to '2025-26'. Below this, a 'Grade scale' is listed: 100-93 A; 92-85 B; 84-76 C; 75-70 D; Below 70 F. The 'Fall' semester grades are shown in a table:

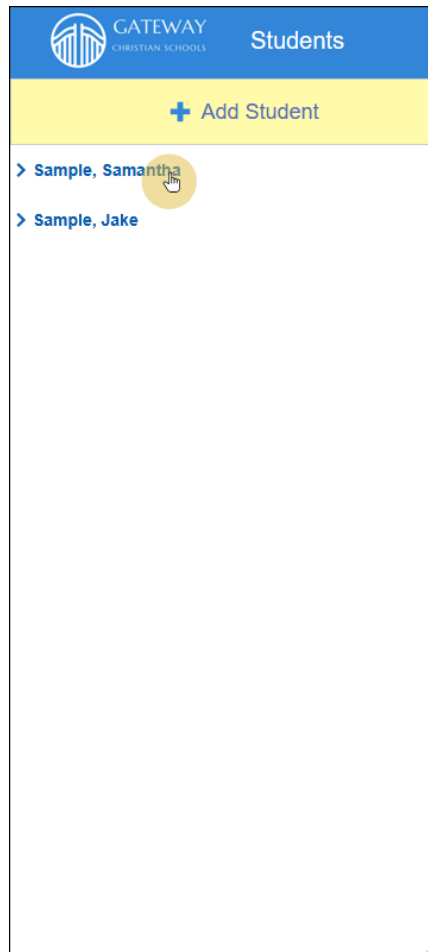
Subject	Fall
English I	B
Algebra I	B
Biology	A
Health	B
P.E.	A
U.S. History	B

Below the table, there are input fields for 'Attendance (in days)' (value: 90), 'Semester End Date', and 'Submitted'. The 'Spring and Final' section is partially visible at the bottom, with columns for 'Subject', 'Spring', 'Final', and 'Credits'.



82 Click name of next student to open their record.

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83 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 guide: Grade Submission, PreK-8.

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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 this is a yellow navigation bar with 'My Students' and '+ Add Student'. The main content area displays the student's name 'Sample, Samantha' 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 (Samantha), Middle Name (Test), Last Name (Sample), Gender (Female), and DOB (04/14/2014, Age 11). The 'Status' section shows 'Approved' and 'Special Ed' checked, with buttons for 'Sp Ed Note' and 'Prior School'. A 'Note' field contains the text 'Husband passed away. Grandmother is helping me'. The 'Family Information' section at the bottom lists 'Parent Name 1: Mom L. Sample' and 'Parent Name 2: Grandma L. Amot'.

