Non-SSN GPA UPLOAD

WebGrants User Guide

Updated: January 2017

Contents

Getting Started

Purpose

The California Student Aid Commission (CSAC) accepts certified GPAs via on-line submission. This User Guide provides detailed instructions on the process of creating and uploading Grade Point Average (GPA) data into the WebGrants system.

GPAs can be entered individually (single GPA) or uploaded in batches (multiple GPAs). A batch must be saved as a text file in order for it to be accepted by the WebGrants system.

There is an Excel GPA Template that can be used to build the text file. The template has enabled Macros, which is used to automatically input data into the spreadsheet. If you work with a Financial Aid Management System (FAMS) or Student Information System (SIS) that can create this text file, it is not necessary to use the template.

File Specifications

The GPA File Layout displays the file specifications. The data to be uploaded is position and character specific. If the data does not follow the specifications, your file will be invalid and will not upload.

The following information will help define the fields of the file specifications.

Column: This identifies the column that corresponds to Field Name

Required Field: This identifies where data MUST be provided. (Some data is optional.)

Field Name: This is the field name as displayed on the Excel GPA Template.

Valid Content: This column gives examples of the type of data that is accepted in each of the fields.

Start/End: This provides a position listing of the records to be submitted. When the Excel GPA Template is used and saved as text file the position is saved via a macro.

Length: This is the required number of characters for each field (blank spaces included).

Justify Signed: This clarifies justification for each field element.

GPA File Layout

<table>
<tr><th colspan="9">2017-2018 GPA File Layout</th></tr>
<tr><th colspan="9">All public high schools and charters MUST use the Excel GPA Template</th></tr>
<tr><th>Column</th><th>Required Field?</th><th>Field Name</th><th>Acceptable Characters</th><th>Start</th><th>End</th><th>Length</th><th>Justify Signed</th></tr>
<tr><td>A</td><td>Yes</td><td>Record_ID</td><td>Input NS1 for all records</td><td>1</td><td>3</td><td>3</td><td>Left</td></tr>
<tr><td>B</td><td>Yes</td><td>SCH_CMPS_CODE</td><td>00000000 to 99999999
High School: College Board School Code + 00
College: OPE ID Number</td><td>4</td><td>11</td><td>8</td><td>Right</td></tr>
<tr><td>C</td><td>Yes</td><td>Graduation Date (High School Only)</td><td>YYYYMMDD
(i.e. 20170601)</td><td>12</td><td>19</td><td>8</td><td>Left</td></tr>
<tr><td>D</td><td>Yes</td><td>Student GPA (do not use decimal)</td><td>001 to 400
(000 GPA will not be accepted)</td><td>20</td><td>22</td><td>3</td><td>Right</td></tr>
<tr><td>E</td><td>Yes</td><td>High School or College GPA Indicator
~ means blank space
H= High School
C=College</td><td>H ~ ~ ~ ~ ~ ~
~ C ~ ~ ~ ~ ~ ~
~ ~ ~ ~ ~ ~ ~ ~
DO NOT EDIT: In CSAC template this field will auto-populate when Macros are enabled</td><td>23</td><td>30</td><td>8</td><td>Left</td></tr>
<tr><td>F</td><td>Optional</td><td>Spring School Code</td><td>00000000 to 99999999
High School: College Board School Code + 00
College: OPE ID Number</td><td>31</td><td>38</td><td>8</td><td>Right</td></tr>
<tr><td>G</td><td>Yes</td><td>Student Date of Birth</td><td>YYYYMMDD
(i.e. 19990125)</td><td>39</td><td>46</td><td>8</td><td>Left</td></tr>
<tr><td>H</td><td>Yes</td><td>Student's Last Name</td><td>0 to 9; Uppercase A to Z;   (space); . (period);
' (apostrophe) ; - (hyphen)</td><td>47</td><td>65</td><td>19</td><td>Left</td></tr>
</table>

GPA File Layout

Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
2017-2018 GPA File Layout All public high schools and charters MUST use the Excel GPA Template							
I	Yes	Student's First Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	66	77	12	Left
J	Optional	Middle Initial	Uppercase A to Z	78	78	1	Left
K	Optional	Mother's Last Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	79	97	19	Left
L	Optional	Father's Last Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	98	116	19	Left
M	Yes	Student Street Address	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen); , (comma); # (number); @ (at); % (percent); (ampersand); / (slash)	117	151	35	Left
N	Yes	Student's City	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen); , (comma); # (number); @ (at); % (percent); (ampersand); / (slash)	152	168	17	Left
O	Yes	Student's Zip Code	00000 to 00000	169	173	5	Right
P	Yes	Student's Gender	M= Male ; F= Female	174	174	1	Left
Q	Optional	Parent's Phone Number	0000000000 to 9999999999	175	184	10	Right
R	Optional	Student's Phone Number	0000000000 to 9999999999	185	194	10	Right

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GPA File Layout

<table>
<tr>
<td colspan="9" align="center"><h2>2017-2018 GPA File Layout</h2>
All public high schools and charters MUST use the Excel GPA Template</td>
</tr>
<tr>
<td>Column</td>
<td>Required Field?</td>
<td>Field Name</td>
<td>Acceptable Characters</td>
<td>Start</td>
<td>End</td>
<td>Length</td>
<td colspan="2">Justify Signed</td>
</tr>
<tr>
<td>S</td>
<td>Optional</td>
<td>Student's Email Address</td>
<td>One @ (at-sign)

Before @:
• at least one valid character
• all characters in the range of ASCII 33- 126, except for the following 12 characters < > ( ) [ ] \ , ; : " @
• period cannot be first, last or adjacent to another period

After @:
• at least one valid character
• only letters, digits, hyphen, underscore, and period
• hyphen, underscore, and period cannot be first, or adjacent to a period</td>
<td>195</td>
<td>244</td>
<td>50</td>
<td colspan="2">Left</td>
</tr>
</table>

GPA File Layout

Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
		2017-2018 GPA File Layout					
		All public high schools and charters MUST use the Excel GPA Template					
T	Optional	Parent's Email Address	One @ (at-sign) **Before @:** • at least one valid character • all characters in the range of ASCII 33- 126, except for the following 12 characters < > ( ) [ ] \ , ; : " @ • period cannot be first, last or adjacent to another period **After @:** • at least one valid character • only letters, digits, hyphen, underscore, and period • hyphen, underscore, and period cannot be first, or adjacent to a period	245	294	50	Left
U	Optional	Student's Dream Act ID or leave blank	00100001 to 000999999	295	303	9	Right
V	Yes	Required data element	:~: DO NOT EDIT: When using CSAC template this field will auto-populate when Macros is enabled	304	306	3	Left
W	Optional	School Student ID	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	307	326	20	Left
X	Yes	State Student Identification Number	0000000000 to 9999999999	327	336	10	Right

Excel GPA Template

Excel GPA Template

The Excel GPA Template is used to gather your student data onto one spreadsheet. It is located in the Tools link on the WebGrants main page. Right click on the Excel GPA Template, select the "Save Link As" or "Save Target As" option to save the template to your computer.

Preparing the Template

When the template is initially opened from your computer, a yellow **PROTECTED VIEW** notification will pop-up. Click the Enable Editing box.
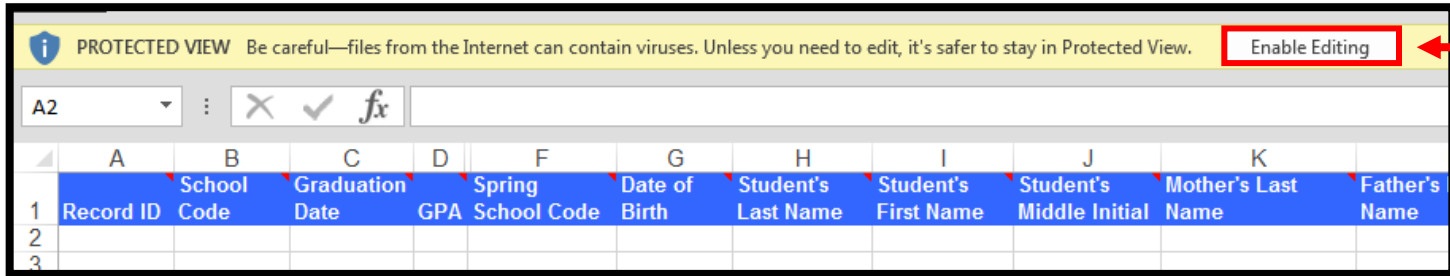
Next, a yellow **SECURITY WARNING** will pop-up. Click the Enable Content box. When the purple Macros box appears, exit the box. The template is now ready for you to input your student data. After the student data has been entered into the spreadsheet, <u>the excel template should be re-saved</u>.
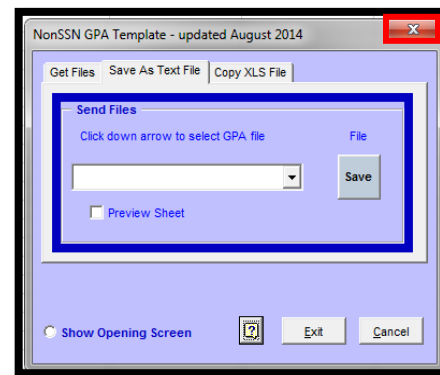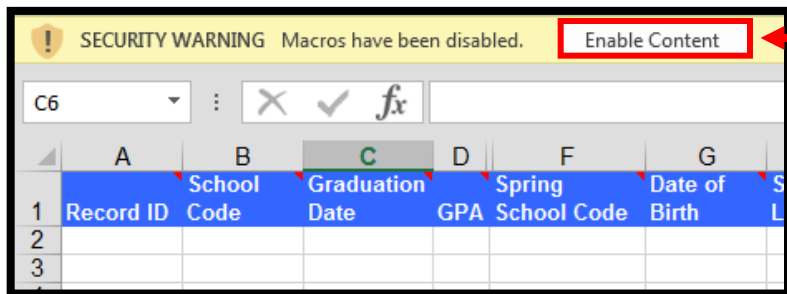
Saving as a Text File

The following process will allow the user to save the excel template as a text file (txt.).

IMPORTANT: Before you save your excel template as a text file, validate that the data is accurate for each student.

    ✓ Check that each student's GPA is calculated correctly (unweighted) on the spreadsheet
   ✓ Check that each student's high school graduation date is correct on the spreadsheet

After inputting all of your student data:

1. Click the *View* tab to access the Macros menu.

2. Click the *Macros* button to bring up the Macros window.
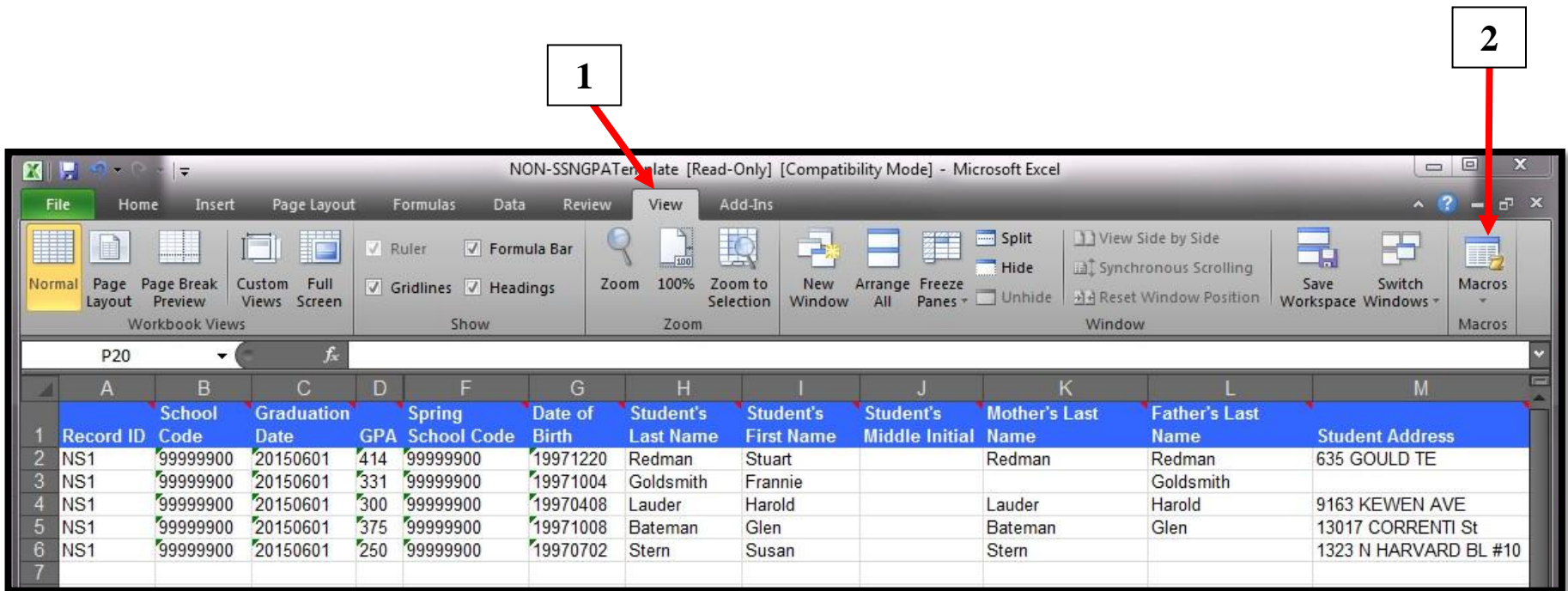
Saving as a Text File

3. In the Macro window, scroll down and select *StartDataTools,* then click the *Run* button.

4. A purple pop-up box will appear, click the "*Save as Text File*" tab. Next, select your GPA file from the drop down menu and click the *Save* button (if you haven't named your spreadsheet it will be the *BlankDataEntry* file). Then, select the location where you would like your text file to be saved. The text document should be saved in the same location as the Excel document.

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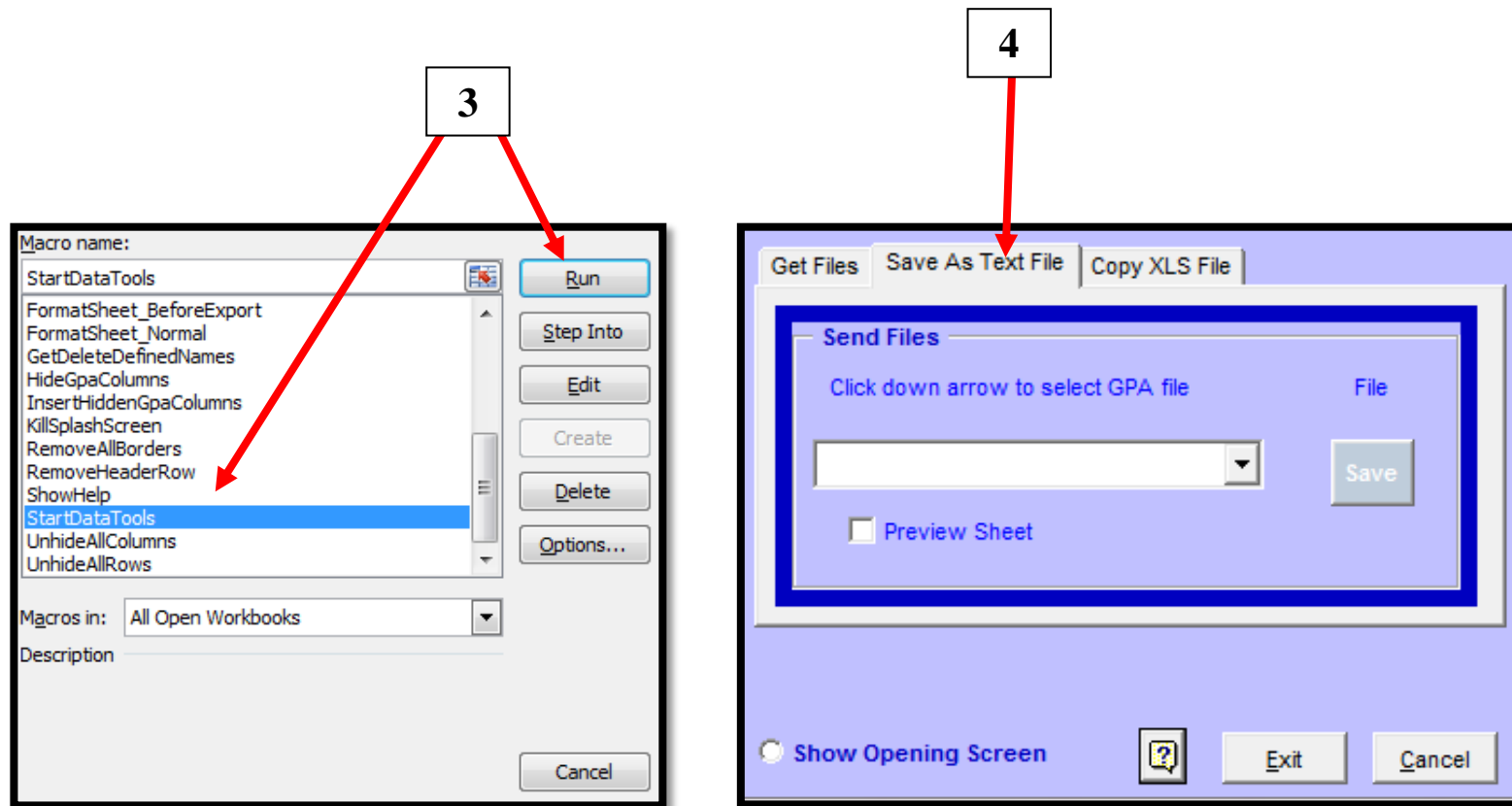
View of the Text File

GPA Text File

The text document below is an example of the Excel template after it has been saved as a text file.

Text File Elements

Position: Based on the Data Fields definition the sample below shows that the School Code starts at positions 4 and goes through position 11. This text file is ready to be uploaded.
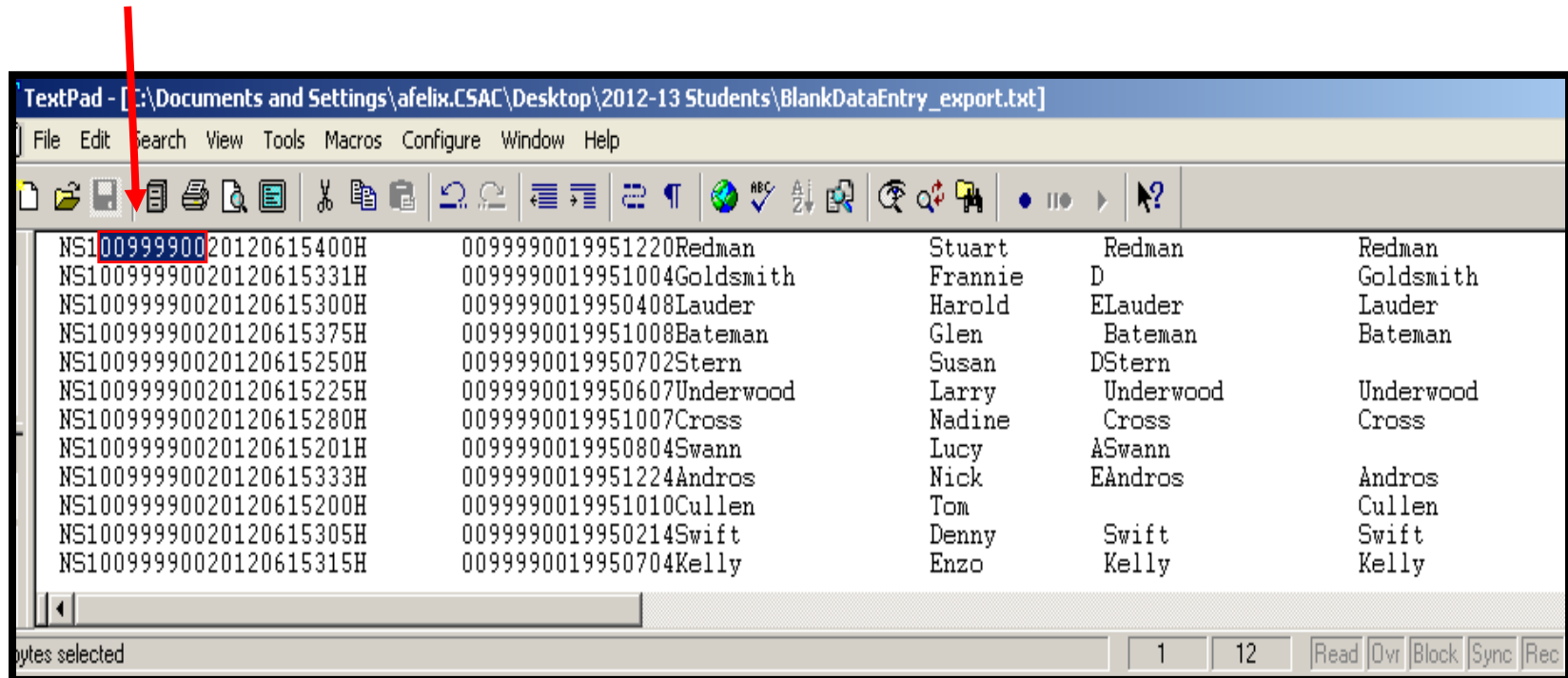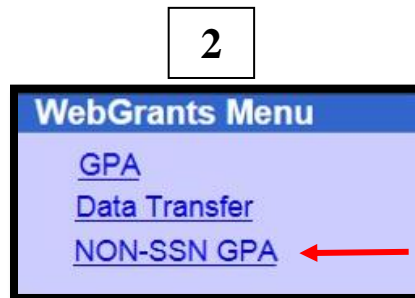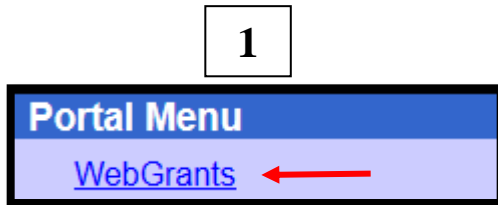
Upload GPA Data

Uploading GPA data to the Commission

Uploading GPAs is a process schools use to transmit specifically formatted text files containing student GPA data to CSAC for batch processing.

Navigating the WebGrants System

After logging into WebGrants:

1. Choose the **WebGrants** link on the Portal Menu

2. Choose the **Non-SSN GPA** link from the WebGrants Menu; then

3. Choose the **Upload NON-SSN GPAs** link from the NON-SSN GPA Menu.
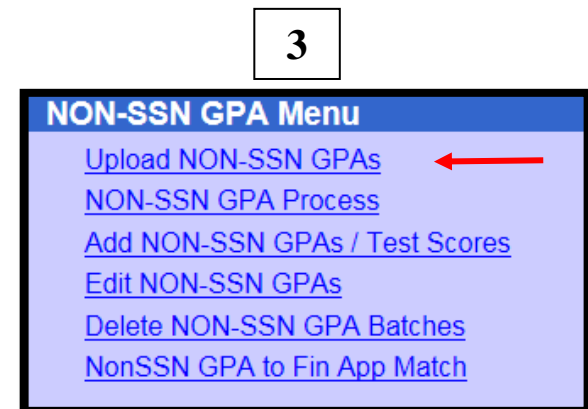
Upload GPA Data

Uploading GPA data to the Commission

At the Upload NON-SSN GPAs screen you will browse for and upload your Non-SSN GPA text file.

Screen Elements

1. Click on **Browse** to search your PC or network drive for the GPA text file (.txt) that you want to upload.

2. Click the drop down arrow in the **Academic Year** box to select the academic year that corresponds to the file that is being uploaded.

3. After selecting a text file and an academic year, click the **Begin Upload** button to start the upload process.

Invalid Records

NON-SSN GPA File Upload Status: This screen will be displayed after clicking the Begin Upload button on the Upload GPAs screen.

Invalid Records: <u>**If there is at least 1 invalid record, 0 records will upload.**</u> Although the example below shows 6 Valid Records, because there are 3 Invalid records, 0 records will upload.

View Invalid Records: Click on the *View Invalid Records* box to view the *Invalid Record List*.

NON-SSN GPA File Upload Status

View Invalid Records	
File Name:	**GPA Upload_export.txt**
File Size:	**3043**
File Type:	**text/plain**
Academic Year and Cycle:	**2016**
Total Records:	**9**
Valid Records:	**6**
Invalid Records:	**3**

BACK

Invalid Record List: The example below shows 3 invalid records. Refer to the Reject Reason to identify the specific error. Corrections must be made on your GPA text file or Excel GPA Template. If corrections are made on the Excel GPA Template, it must be resaved as a new text file in the same location. After the corrections are made, re-attempt your upload.


Record(s): 3   **Invalid Record List**   Page: 1 of 1

Rec	Student Name	Grad Date	DOB	GPA	Reject Reason
1	,				Invalid Record Length
2	SMITH, JOHN	060116	1996/06/12	3.33	Invalid Zip Code
9	DOE, JOHN	060116	1997/02/26	4.01	Invalid GPA

Print   Export   BACK

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Accepted GPA File Upload Status Screen

The **File Upload Status** screen provides a summary of the records to be submitted. If there are Invalid Records, they must be corrected before the upload can continue.

1. If all records to be submitted are Valid click the **Submit Records** button to continue. Note: If there are Invalid records; this button may not appear.

2. Clicking the **BACK** button will take the user to the previous screen and re-sets the Upload screen.
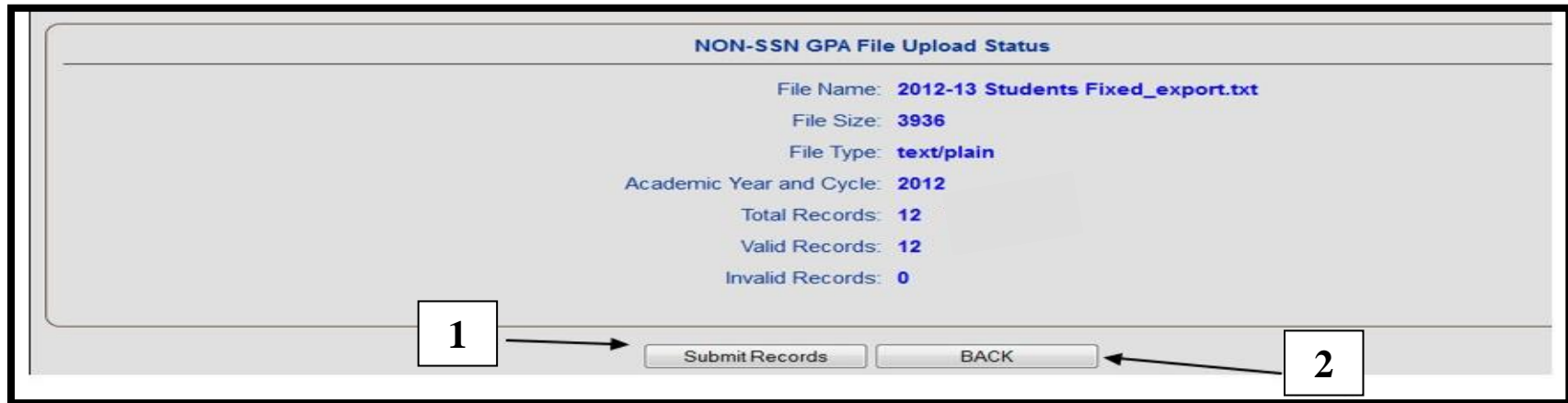
GPA Confirmation Screen

Confirmation of Upload

The GPA Confirmation Screen will be displayed after clicking the Submit Records button on the GPA File Upload Status screen.

Screen Elements

1. **Batch Number:** The batch number identifies the group of GPAs submitted and is useful when contacting the Commission. By clicking on the batch number a list of the students submitted will be displayed. This list can be printed or exported to Excel.

2. **Print / Export:** The Print button prints a summary of the records submitted. The Export button will export the summary of the records submitted to Excel for saving.

3. **BACK:** Clicking the BACK button will take the user to the GPA File Upload screen to begin a new upload. Clicking the BACK button while viewing the list of students will return the user to the Summary of GPA Records screen.

Record(s): 1 — **Summary of NON-SSN GPA Records**

Congratulations! Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records and maintain the report as proof of submission. The report will not be available once you exit this screen.

Batch Number	School Code	Report Name	Submitted	Accepted	Errors
887	00999900	NSLD-2012-00999900-09OCT12-111253.TXT	12	12	0

Print   Export   BACK

Congratulations! Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records and maintain the report as proof of submission. The report will not be available once you exit this screen.