

CSV File Creation Instructions for:

SSN GPA Record Layout

1. Utilize an Excel worksheet to enter the data that will be converted into a CSV file.
 - Open the SSN GPA Record Layout Excel file. This file will have the field names listed below across the first row.

OR

- Open a blank Excel document and add the following field names in the first row. Only one field name should be each cell.
 - SSN
 - GPA
 - School Code
 - High School
 - HS Grad Date
 - SP School Code
 - State Student ID
2. Prepare the Excel file before entering the student information.
 - Select the entire Excel worksheet by using Ctrl+A
 - Change the worksheet format to Text
 - After selecting the entire Excel worksheet, right click on the worksheet and choose Format Cells...
 - Choose Text under Category: then choose OK.
 3. Enter the student information. Use one row per student.
 - Utilize the following guide to enter the appropriate cell value.
 - Maximum Number of Characters – data entered should not have more than this number of characters.
 - Field Name – field name matches the columns in Excel.
 - Valid Content – description of the values that should be entered.

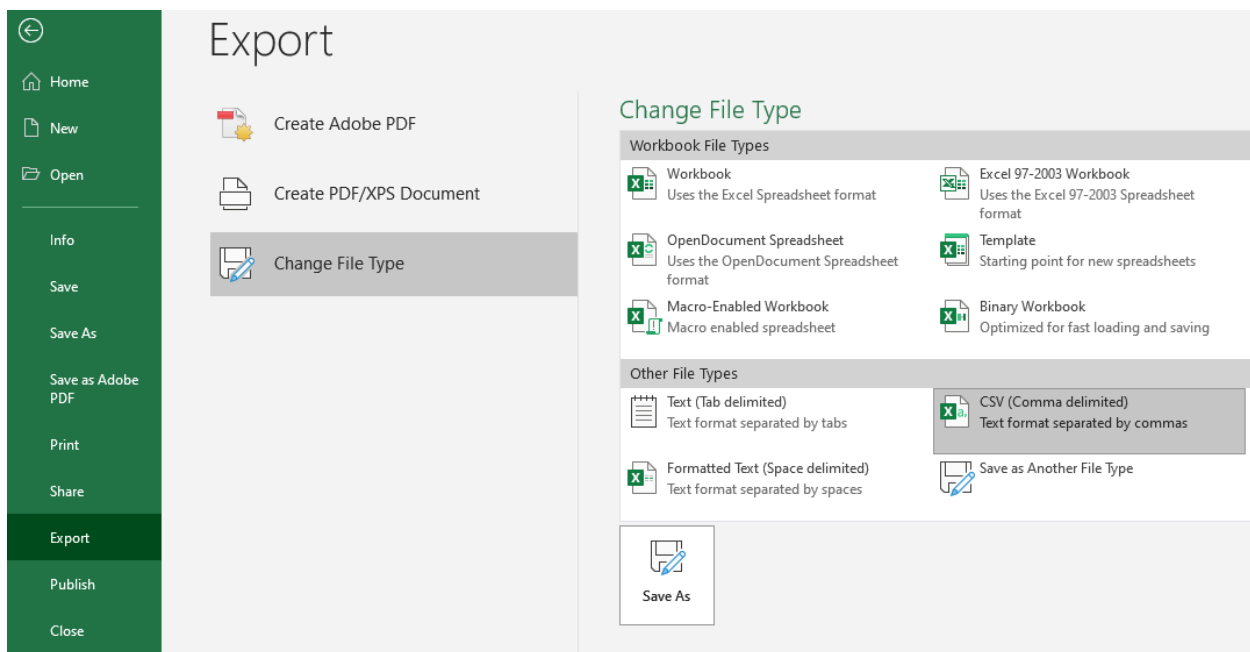
SSN GPA CSV Excel File Layout		
Maximum Number of Characters	Field Name	Valid Content
9	SSN	Numeric
3	GPA	Numeric
6	School Code	Numeric
1	High School	Y or N
6	HS Grad Date	Numeric Format is MMYYYY
6	SP School Code	Numeric
10	State Student ID	Numeric

4. Prepare the Excel file for export after entering the student information.

- Delete the first row with all the field names.
- Delete any rows that may be partially completed.

5. Export as a CSV file.

- Follow this path: File>Export
- Choose 'Change File Type'
- Choose 'CSV (Comma delimited)'
- Choose 'Save As'
- Save the file with the appropriate file name and save.



6. Upload this file in WebGrants.

- GPA>Upload GPAs using SSN