



# SSN GPA UPLOAD

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**WebGrants User Guide** Updated: August 2014

## Creating a GPA Text File

When submitting GPA Verifications to the Student Aid Commission, the data must be sent in a text (.txt) format. The record layout appears below.

### ▶ GPA - Text File Specification

FieldName	Length	Type	Position	Comments
SSN	9	Numeric	1-9	Required
Blank	1	Filler	10	Blank
GPA	3	Numeric	11-13	Required
Blank	1	Filler	14	Blank
School Code	6	Numeric	15-20	Required
Blank	1	Filler	21	Blank
High School GPA Flag	1	Alpha	22	Required
Blank	1	Filler	23	Blank
HS Grad Date	6	Numeric	24-29	Required
Blank	1	Filler	30	Blank
SP School Code	6	Numeric	31-36	Required
Blank	1	Filler	37	Blank
State Student ID (SSID)	10	Numeric	38-47	Required

#### Example of final output for High Schools:

```
123456789 250 050000 Y 062004 050000 1234567890
234567891 350 050000 Y 062004 050000 1234567891
345678912 400 050000 Y 062004 050000 1234567892
```

#### Example of final output for Colleges:

```
123456789 250 001111 Y 062004 050000
234567891 350 001111 N          001111
345678912 400 001111 N
```

### Using Excel

Many schools do not have the resources to create a data file directly from their campus software and download data into an Excel format. When creating a new document using Excel, it is not necessary to leave blank columns. The key is to ensure that all the data elements are formatted as text within each cell.

### ▶ GPA – Excel format File Specification

A	B	C	D	E	F	G
SSN	GPA	School Code	Y or N	HS Grad Date	Spring School code	SSID

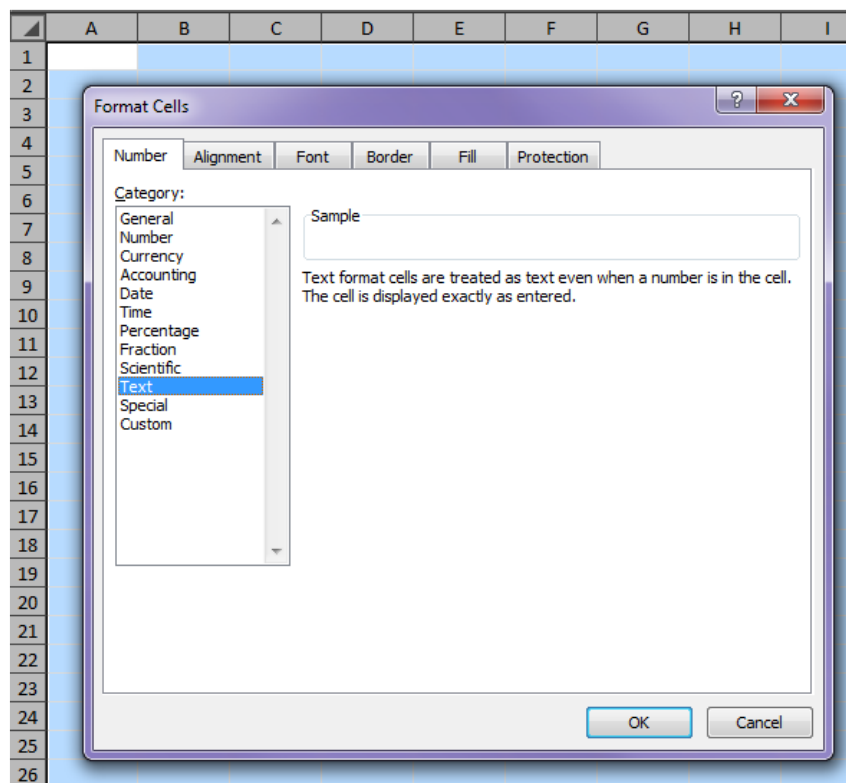
# Format Excel Spreadsheet as Text

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When using Excel to create the GPA file, you must first format all cells as text before entering data into the spreadsheet.

To format all cells as text:

- First, click on the corner cell between “1” and “A” to highlight all cells
- Next, right click to choose “Format Cells”
- Then, select “Text” in the Number tab
- Last, Click “OK”

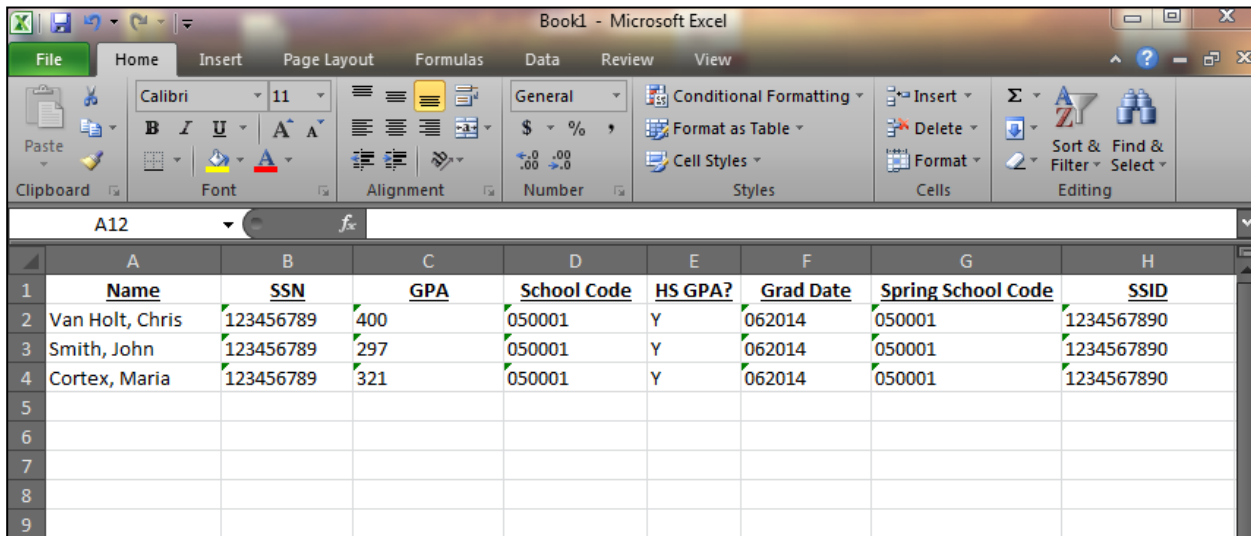


# Enter Student Data into the Spreadsheet

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All cells are now formatted as text; you can begin entering the student's data into the spreadsheet.

Your spreadsheet may look like the following illustration. You may want to have a title row and a column for student names while you are gathering the data.



The screenshot shows a Microsoft Excel window titled "Book1 - Microsoft Excel". The ribbon is set to "Home" with the "General" group selected. The spreadsheet contains the following data:

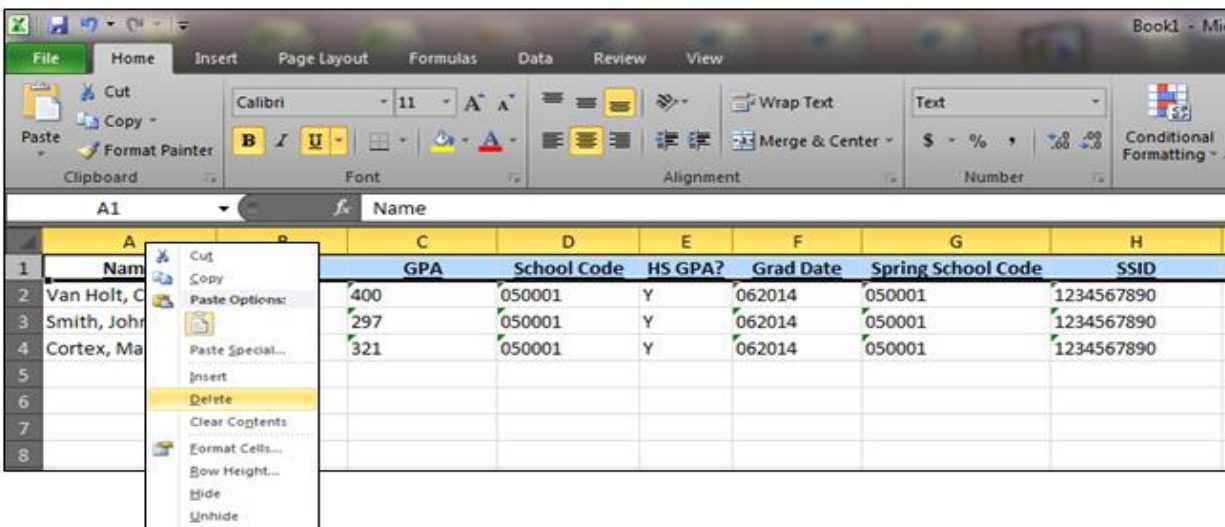
	A	B	C	D	E	F	G	H
1	Name	SSN	GPA	School Code	HS GPA?	Grad Date	Spring School Code	SSID
2	Van Holt, Chris	123456789	400	050001	Y	062014	050001	1234567890
3	Smith, John	123456789	297	050001	Y	062014	050001	1234567890
4	Cortex, Maria	123456789	321	050001	Y	062014	050001	1234567890
5								
6								
7								
8								
9								

# Remove Title Row

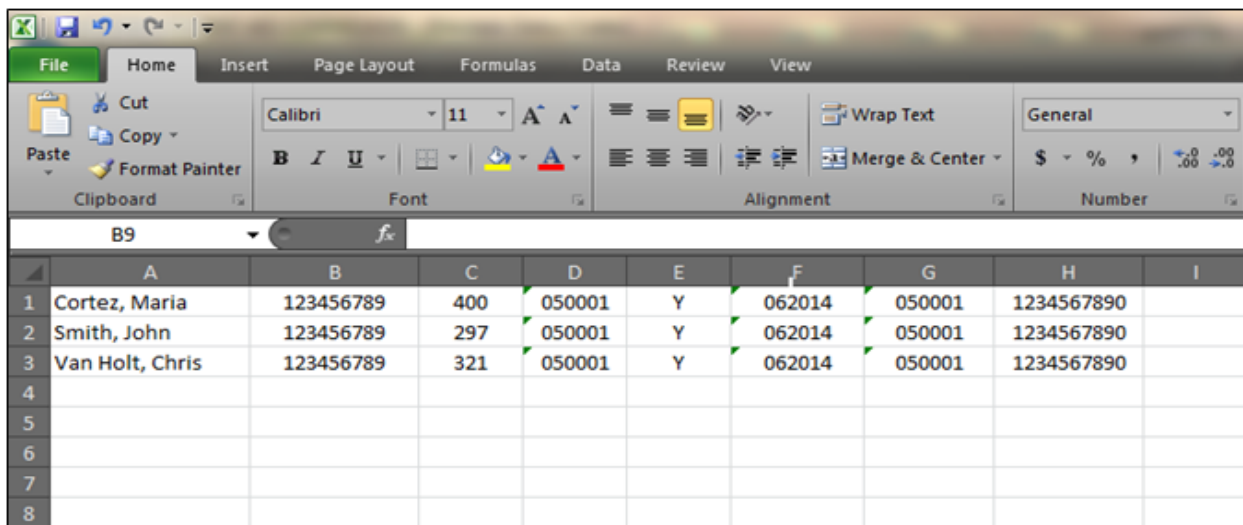
Before the spreadsheet is saved as text; the title row and student names must be removed.

To remove the title row:

- First, highlight the title row by clicking on the number “1” to the far left of the spreadsheet.
- Next, right click with your mouse and choose “Delete”



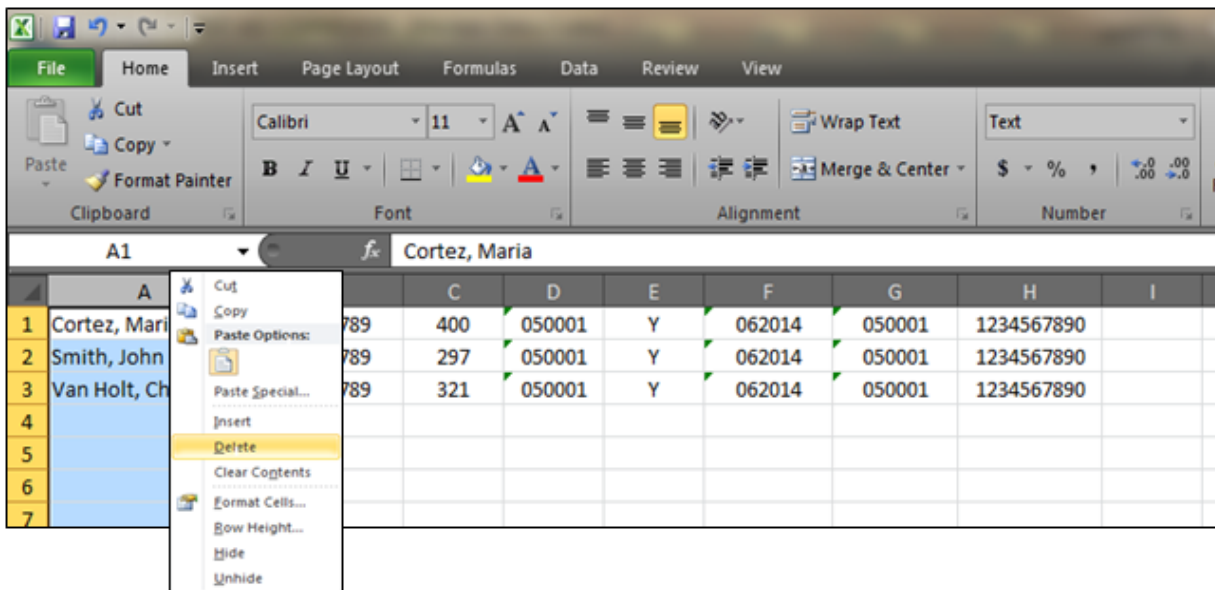
- The title row will delete and the data below will move up.



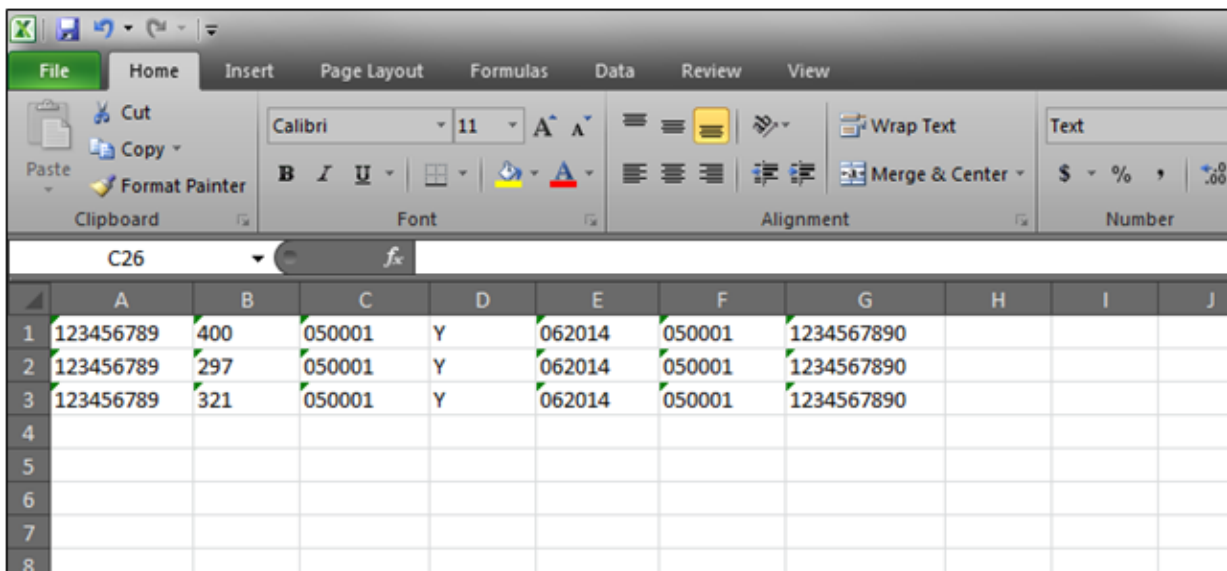
# Remove Student Name Column

To remove the student names column:

- First, highlight the student name column by clicking on the “A” at the top of the spreadsheet.
- Next, right click with your mouse and choose “Delete”



- The student name column will delete and the data will move to the left.



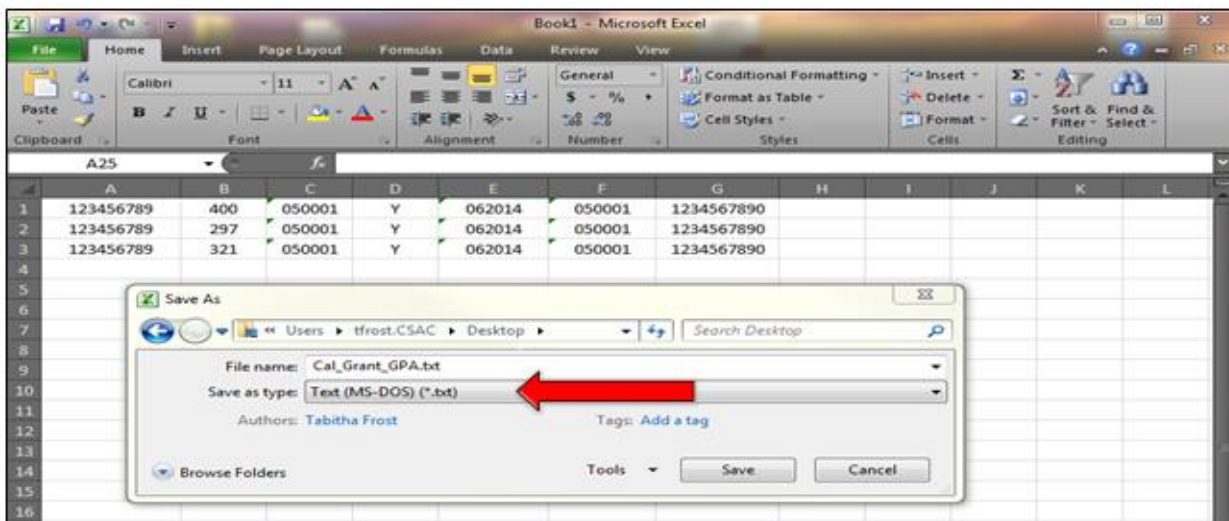
# Save As Text

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The first student's social security number should be in box "A1".  
Now, you are ready to save the spreadsheet as text.

To save the spreadsheet as text:

- First, click on "File" in the top left of spreadsheet and choose "Save As".
- When the Save As box appears, the "Save as Type" needs to be: **Text (MS-DOS)(.txt)**



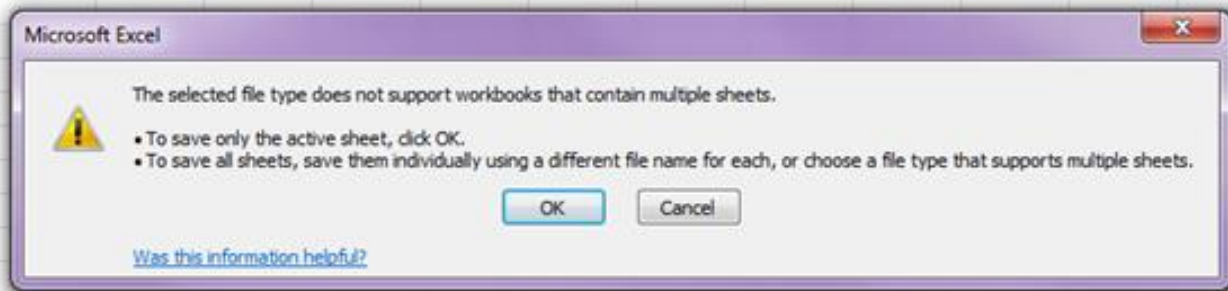
# Save As Text

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When saving an Excel spreadsheet as text, you will receive two pop-up alerts.

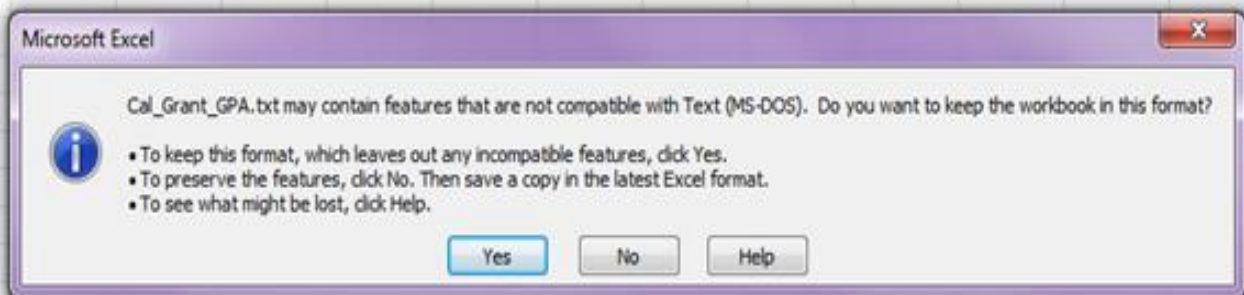
The first alert informs you that Excel has multiple sheets and that only the selected sheet will be saving as text. This is ok; the data is on the selected sheet.

Click “OK” to the first alert.



The second alert informs you that by saving the spreadsheet as text, the data will only be saved in a plain text format. No highlights or special fonts will be saved. This is ok.

Click “Yes” to the second alert.





## GPA Text File

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The text file document will look like this:

You are ready to upload.

123456789	400	050001	Y	062014	050001	1234567890
123456789	297	050001	Y	062014	050001	1234567890
123456789	321	050001	Y	062014	050001	1234567890

# Uploading the GPA Text File

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Choose 'Upload GPAs' from the GPA Menu.

California Student Aid Commission (SAPRD) [Portal Menu](#) [WebGrants](#) [Tools](#) [Help](#) [Sign Out](#)  
WebGrants System [Enrollment](#) [GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#)

[GPA](#) [Upload GPAs](#) [File Upload Status](#) [Add GPAs](#) [Change/View GPAs](#) [Add Test Scores](#) [View/Change Test Scores](#) [High School Graduate Verification](#)  
[Reports](#) [Delete GPA Batches](#) [Late GPA Appeals](#)



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Revision: 9 Date: 12/14/2009 11:43:03 AM

**Step 1 of 3: Browse your computer for the text file and Click the 'Begin Upload' button.**

**Step 1 of 3: Select a file to upload by following the instructions below.**

The 'Upload GPAs' form includes the following instructions:

- Enter the file path and name of your file (Use the **BROWSE** button to find your file)
- File type must be .txt or .xml
- Select the GPA type (if necessary) all boxes checked will apply to all records on the upload
- Click the **Begin Upload** button to start this operation

The form contains a 'GPA File:' input field with a 'Browse...' button next to it, and an 'Academic Year:' dropdown menu. A 'Begin Upload' button is located at the bottom of the form. Red circles highlight the 'Browse...' and 'Begin Upload' buttons.

# Uploading the GPA Text File

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As your file is uploading, these gears will turn, WebGrants is checking the file for valid data. These gears should only turn for a few seconds.

File Uploading. Please wait...



## Step 2 of 3: Review and Print the invalid records report.

### Step 2 of 3: Review Pending Records

#### GPA File Upload Status

- Valid Records will be copied to CSAC when **Submit Records** is clicked.
- Download Invalid Records Instructions: To view, select the Download link. To download, right click on the Download link and choose the "Save" option.
- Schools must print or download their invalid records prior to completing the upload. Once valid GPA records are submitted, the invalid data is irretrievable.

[View Valid Records](#)

[View / Print Invalid Records](#)

[Download Invalid Records](#)

File Name	05271900.txt
File Size	11018
File Type	text/plain
Total Records	290
Valid Records	286
Invalid Records	4
Deleted Records	0

### Step 3 of 3: Submit Records to CSAC

- When **Submit Records** is selected you will receive an "GPA File Successfully Submitted" message. We recommend that you print your submitted records at that time.

[Submit Records](#)

# Invalid Records

The GPA File Upload – Invalid Records report will display in a pop-up window. The reject reason is listed for each invalid record so that you may fix the error.

The screenshot shows a Mozilla Firefox browser window titled "GPA Printer Page". The address bar displays "https://webgrants.csac.ca.gov/GPA/PrinterFriend". The page content includes a header "GPA File Upload" and "Invalid Records" for the "Academic Year 2010 - 2011". It lists file details: "File Name: 05271900.txt", "Number of Records: 4", "Date: 11/24/2009", and "Time: 4:18:34 PM". A table lists four records with their respective reject reasons. On the left, there are navigation links: "View Valid Records", "View / Print Invalid Records", and "Download Invalid Records". On the right, there are instructions: "choose the 'Save' the invalid data is" and "you print your".

Rec #	SSN	GPA	School Code	HS GPA Flag	Grad Date	Spring School Code	GPA Type	Reject Reason
1	312	052719	052719	Y	062009	052719		Invalid SSN
2	414	052719	052719	Y	062009	052719		Invalid GPA
3	303	052719	052719	Y	052719	052719		Invalid HS Grad Date
4	414	052719	052719	Y	062009	052719		Invalid GPA

# Uploading the GPA Text File

After the invalid records are corrected, re-save your file as Text (MS-DOS)(.txt), and re-upload.

## Step 3 of 3: Submit Records

When there are zero Invalid Records, click the 'Submit Records' button.

### WebGrants System

[Enrollment](#)[GPA](#)[Student Info](#)[School Info](#)[Data Transfer](#)

[GPA Upload](#) [GPAs File Upload Status](#) [Add GPAs](#) [Change/View GPAs](#) [Add Test Scores](#) [View/Change Test Scores](#) [High School Graduate Verification](#)  
[Reports](#) [Delete GPA Batches](#)

### Step 2 of 3: Review Pending Records

#### GPA File Upload Status

- Valid Records will be copied to CSAC when **Submit Records** is clicked.

[View Valid Records](#)

File Name	05271900.txt
File Size	11018
File Type	text/plain
Total Records	290
Valid Records	290
Invalid Records	0
Deleted Records	0

### Step 3 of 3: Submit Records to CSAC

- When **Submit Records** is selected you will receive an "GPA File Successfully Submitted" message. We recommend that you print your submitted records at that time.

**Submit Records**



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# Upload Successful

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Once your upload is successful you will see an instant confirmation message in green.

It is recommended that you print the report of students that you uploaded.

**GPA File Successfully Submitted to CSAC**

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

## THIS IS THE FINAL SCREEN!

Batch Number	201
File Name	05271900.txt
File Size	11018
File Type	text/plain
Date Created	11/24/2009 4:23:50 PM
Total Records Submitted	290
Records Added as Active GPAs	290
Records NOT Added to Active GPAs	0
	0 Failed additional edits on the GPA record.
	0 have an existing record for the student with equal or higher GPA value.

[Print Submitted Records](#)

[Return to Upload GPA Screen](#)