

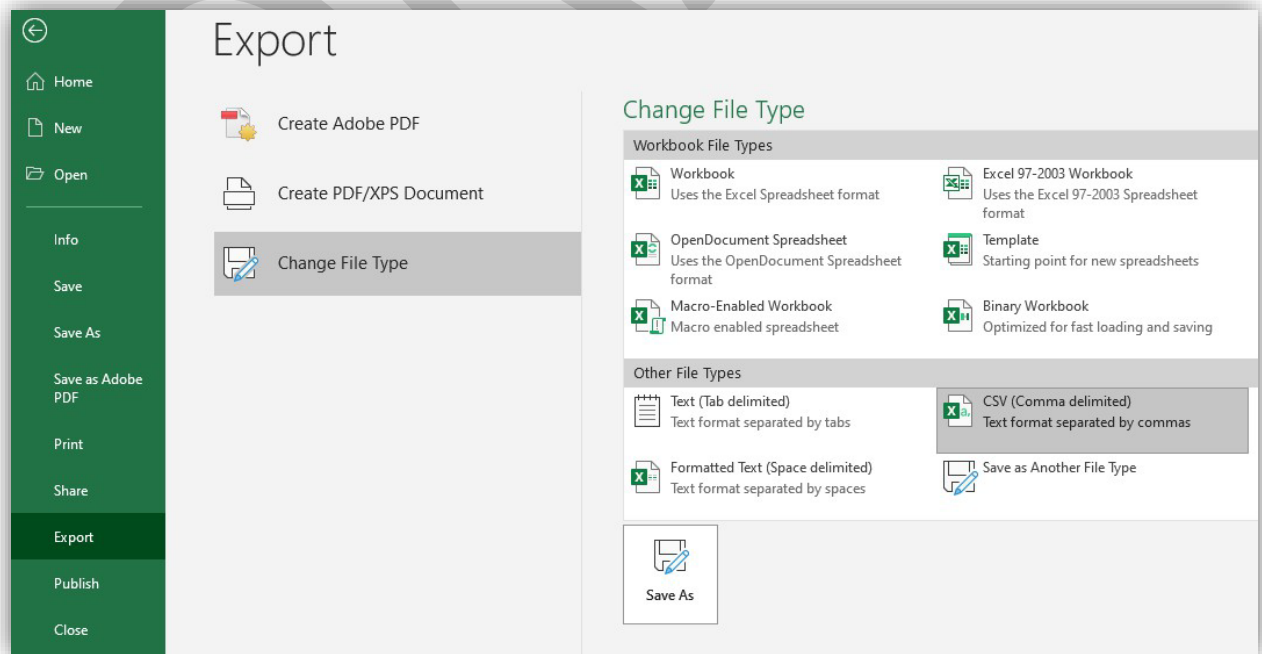
## CSV File Creation Instructions for:

### 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.
  - Alternatively, you may open a blank Excel document and add the following field names in the first row. Only one field name should be in 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...**
    - Under **Category**, choose **Text**, then choose **OK**.
  - **Note:** If you copy and paste data into the file, ensure you match the destination formatting to keep the cells formatted as 'text'.
3. Enter the student information. Use one row per student.
  - Utilize the following guide to enter the appropriate cell values.
    - Maximum Number of Characters – data entered should not have more than this number of characters.
    - Field Name – name of the field. Used as the column headers in the [SSN-GPA Record Layout](#) excel file.
    - Valid Content – description of the values that should be entered.

SSN GPA CSV Excel File Layout			
Maximum Number of Characters	Field Name	Required Field?	Valid Content
9	SSN	Y	001010001 - 999999999
3	GPA	Y	001-400
6	School Code	Y	Six Digit College Board Code or OPE ID
1	High School GPA Flag	Y	Y - High School GPA N - College GPA
6	HS Grad Date	N	MMYYYY <b>Null</b>
6	<del>SP School Code</del>		<b>Numeric</b>
10	State Student ID	N	0000000000-9999999999 <b>Null</b>

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.
  - After saving, do not re-open the CSV file before uploading it to WebGrants. Doing so removes the leading zeros and corrupts the file, causing the upload to fail.
  - If the file has errors, they will need to be corrected in the Excel file, and a new CSV will need to be created before re-uploading.
6. Upload this file in WebGrants.
- GPA>Upload GPAs using SSN

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