

2010 CSAC GPA Submission Training

- To hear the audio portion of this training please dial-in to the telephone conference line:

(866) 636-0629

PRESENTED BY:

Cal Grant Operations Branch

California Student Aid Commission

E-Mail: schoolsupport@csac.ca.gov

Establishing a WebGrants Account

Who to Contact:

- Contact the CSAC Technology Help Desk
 - (888) 294-0148
 - csachelpdesk@csac.ca.gov
- Retrieve the WebGrants access request forms from the CSAC website
 - www.csac.ca.gov
- To access the WebGrants Home Page
 - <https://webgrants.csac.ca.gov>

Retrieving the CSAC WebGrants Access Forms

- Retrieve the WebGrants High School access request forms from the CSAC website:

- www.csac.ca.gov

- Schools
- High Schools
- WebGrants

GOVERNOR SCHWARZENEGGER

[Visit his Website](#)

- HIGHLIGHTS**
- [Robert C. Byrd](#)
 - [Financial Aid Programs](#)
 - [Getting Started](#)
 - [Cal Grants](#)
 - [Institutional Participation Agreement — IPA](#)
 - [Proposed Regulations](#)
 - [Reports](#)
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Welcome



The California Student Aid Commission is committed to our mission to make education beyond high school financially accessible to all Californians.

Whether you're planning to go to college or get career training, there's money available to help you pay for it. Here you'll learn about Cal Grants and other student aid programs, their requirements and how to apply for them. Higher education is a smart investment and can open doors to a variety of career paths. We're here to help you build a brighter future.

Executive Director's Update

- [Fast Blast — our online newsletter](#)
- [Cal Grant Program Manual revision underway—schools are invited to provide input](#)

Free cash for college
Cal Grant
What's better than free cash?
Cal Grants.
[calgrants.org](#)

QUICK HITS

- [WebGrants for Students](#)
- [Cal Grant GPA Forms](#)
- [Chafee Grants for Foster Youth](#)
- [Frequently Asked Questions](#)
- [Is it a free scholarship? Or a scam?](#)
- [Student Identity Theft](#)
- [Student Expense Budgets](#)
- [Income and Asset Ceilings](#)
- [Search for Cal Grant Eligible school](#)



Amber Alert: Save a Child



Flex Your Power


90 Days of Hope

[YourHome.ca.gov](#)
[SuCasa.ca.gov](#)



Schools

If you're a school staff member and you're looking for information and assistance on the topic of financial aid, this is the site for you.

- > [2008 CSAC Meeting Schedule](#) - Please note all meetings are subject to change
- > [2007 CSAC Meeting Schedule](#) - Please note all meetings are subject to change.
- > [Colleges](#) - Information for Financial Aid Administrators
- > [Community Colleges](#) - Student Services Staff
- > [High Schools](#) - Information for Counselors



High Schools

Information for Counselors

The following links provide information for High School Counselors and staff who assist with preparing students for college.

For information about the recent High School Counselor Workshops, select from the list below.

- > [GPA Verification Information](#) - Operations memo, and FAQ's
- > [Training](#) - Opportunities for High School Counselors and Administrators
- > [Financial Aid Programs](#) - Federal, State, Campus, and Other Sources of Financial Aid
- > [Application Process](#) -
- > [Publications](#) - List of Available Commission Publications
- > [WebGrants](#) - High School Online Access to GPA Upload and School of Origin Reports



WebGrants

High School Online Access to GPA Upload and School of Origin Reports

WebGrants is the California Student Aid Commission's (Commission) Internet-based access for Cal Grant grade point average (GPA) submission for high schools. It provides a high school with the ability to upload Cal Grant GPA data, access reports and use online services. It specifically allows high schools to:

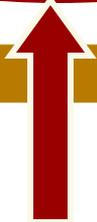
- Upload student GPA data files for consideration in the Cal Grant A, B, and C Programs
- Search, retrieve and edit records from the GPA data files
- Access and download Commission policy memos and bulletins
- Print School of Origin Reports anytime
- Use High School GPA collection tools

Advantages - There are many advantages and benefits for submitting high school GPAs online via WebGrants. This Web-based technology allows users 24-hour access to GPA information. WebGrants eliminates the need for desktop software, allowing instant uploads of GPA files in real time. With the ability to search, retrieve and edit records from the GPA table, users will find WebGrants to be a very helpful tool in submitting GPAs. Through the online GPA function, GPAs are certified electronically, thus eliminating the need to fax or mail a GPA Verification Form. All of this will make it easier for your students to meet the March 2nd Cal Grant deadline.

Security - Security concerns are very important to the Commission. The Commission has taken many precautions to assure that all transmissions are secure and the data is protected from unauthorized access. The system's design provides security features such as confidential individual user password access and secure firewalls to protect data and restrict unauthorized access. In addition, encrypted transmission of GPA data files and system generated audit trails monitor navigation and data transmission.

For more information about how to sign up for WebGrants, call the Commission's Help Desk at (888) 294-0148.

- > [CCC Confer Home Page](#) - Electronic GPA Upload Training
- > [Request for System Administrator Access](#) - System Administrator Access Form
- > [Request for Security Agreement](#) - Security and Confidentiality Agreement Form



Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Highlight Fields

Print Form

Grant Delivery System (GDS) - WebGrants High School System Administrator's Access Request Form



A signed Information Security and Confidentiality Agreement must be received and approved by the California Student Aid Commission prior to accessing the GDS - WebGrants system.

I. High School Section

High School Name			
High School Address	City	State	Zip Code
College Board Code	CDS Code		
WASC Accreditation Code (or other eligible regional accreditation code)	Accreditation Association Contact Information (if other than WASC)		

II. Personal Information Section (to be completed by person requesting access)

Name (Last, First, Middle Initial)
Special Identifier (Check only one; limited to nine alpha-numeric characters maximum)

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Highlight Fields

High School Grant Delivery System (GDS) – WebGrants Information Security and Confidentiality Agreement

A signed Information Security and Confidentiality Agreement (the "Agreement") is required by the California Student Aid Commission from any Institution accessing the GDS – WebGrants System.



High School Name	College Board Code		
Western Association of Schools & Colleges (WASC) Code (or other Eligible Regional Association Code)	CDS Code		
High School Address	City	State	Zip Code

The High School listed above agrees to comply with the following requirements as a condition of gaining access to the GDS – WebGrants System of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. School employees shall not share passwords and IDs.
2. The high school's Principal will designate another individual as the high school's System Administrator. The System Administrator will be granted the authority and responsibility to create or disable individual user accounts for that high school's staff access to the GDS – WebGrants System. The Principal will not have this authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.

Access to WebGrants

- Once your System Administrator's Access form and your Information Security and Confidentiality Agreement are submitted and processed, our CSAC Help desk will e-mail your User ID and Password to you.
- CSAC requires the actual signed forms, faxes not accepted.
- At that time you will be able to access WebGrants

https://webgrants.csac.ca.gov

Address  

California Student Aid Commission WebGrants System



Welcome!

[Help With Your Account](#)

Please sign in

Need to create an account?

Please enter your user name, password.

Authorized Use Only

User Name	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Sign-in"/>

♦ **For a School Administrator Account:**

For a School Administrator Account:

Please call 1-916-526-8989 or 1-888-294-0148
or [E-mail CSAC Support](#)

[Help With Your Account](#)

♦ **Apple/Mac Computers:**

Results may be unpredictable

UNAUTHORIZED ACCESS TO THIS STATE OF CALIFORNIA COMPUTER SYSTEM AND SOFTWARE IS PROHIBITED BY CALIFORNIA PENAL CODE 502 AND PUBLIC LAW 99-474, TITLE 18, UNITED STATES CODE.

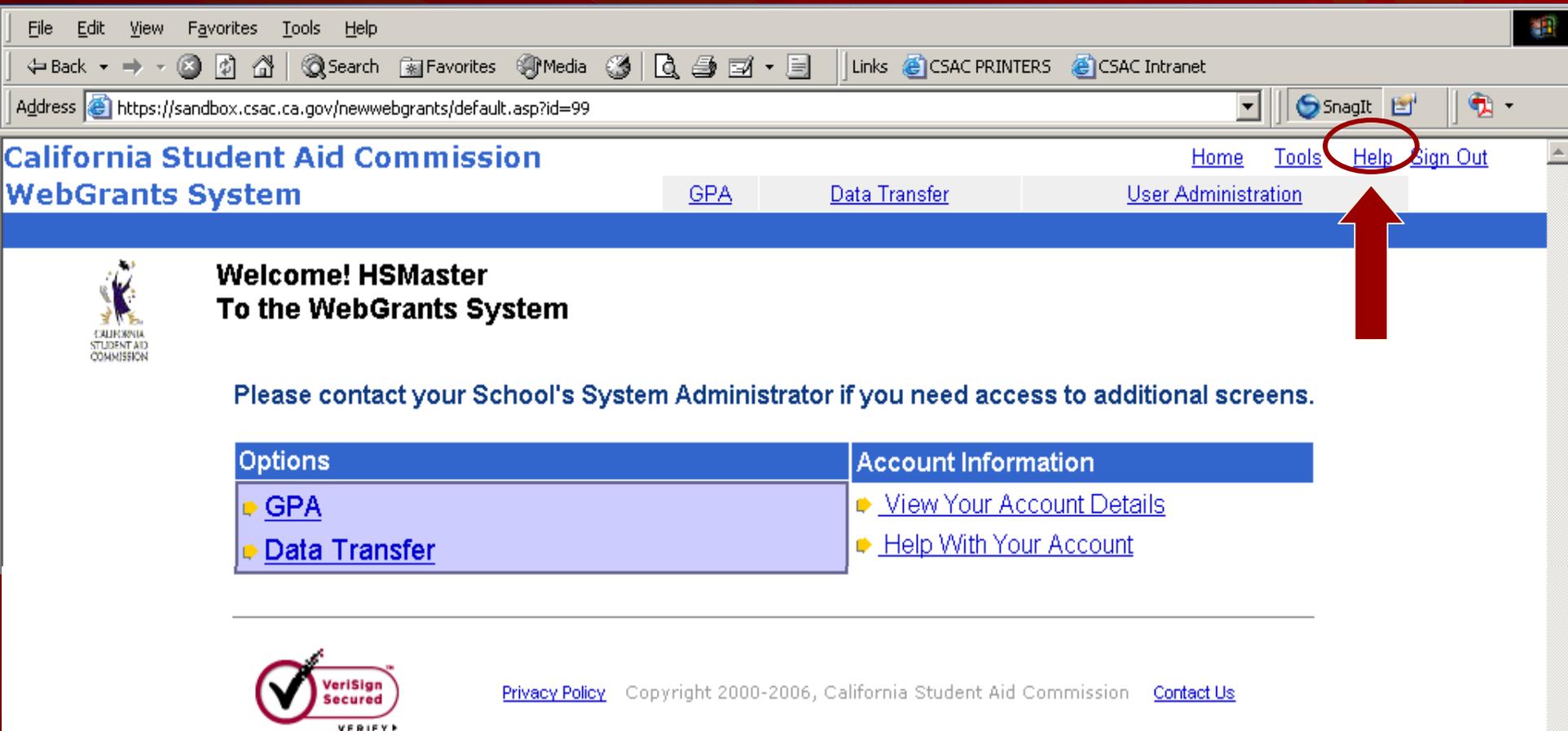
This system is to be accessed by authorized users only. If you, or any individual, use this computer system without authority or in excess of your authority, you are subject to disciplinary action. System personnel routinely monitor our computer system and account activities for improper uses. Anyone using this system expressly consents to such monitoring. If it reveals possible criminal activity, system personnel may provide the evidence from such monitoring to law enforcement officials.

Why use WebGrants to submit GPA's?

- GPA's can be uploaded by batches or individual records
- WebGrants has built-in edits to catch errors
- Confirmation of receipt of records
- Access to GPA Summary and School of Origin Reports
- More secure than US Mail

How do you access the User Guides in WebGrants?

Use the Help link in the upper, right-hand corner.



The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help
- Address Bar:** <https://sandbox.csac.ca.gov/newwebgrants/default.asp?id=99>
- Page Header:** California Student Aid Commission WebGrants System
- Navigation Links:** Home, Tools, **Help** (circled in red), Sign Out
- Secondary Navigation:** GPA, Data Transfer, User Administration
- Content Area:**
 - Welcome! HSMaster To the WebGrants System**
 - Please contact your School's System Administrator if you need access to additional screens.**
 - Options:**
 - [GPA](#)
 - [Data Transfer](#)
 - Account Information:**
 - [View Your Account Details](#)
 - [Help With Your Account](#)
- Footer:**
 - 
 - [Privacy Policy](#) Copyright 2000-2006, California Student Aid Commission [Contact Us](#)

WebGrants Help Menu

Help Center

General Information

- ◆ [Changing Your Password](#)
- ◆ [Preparing GPA files for upload to the California Student Aid Commission](#)
- ◆ [Help with your Account](#)

Publications

- ◆ [Operation Memos and Alerts](#)
- ◆ [Production Schedule](#)

User Guides

- ◆ [Getting Started for High Schools](#) (Revised November 13, 2003)
- ◆ [GPA Screens](#) (Revised June 17, 2004)
- ◆ [School Information Screens for High Schools](#) (Revised June 17, 2004)
- ◆ [Data Transfer Screens for High Schools](#) (Revised December 15, 2004)
- ◆ [User Administration for High Schools](#) (Revised April 23, 2004)

File Specifications

- ◆ [GPA](#)

How to Calculate Cal Grant GPA's

How to calculate GPA's for High School Seniors:

- Base GPA only on courses taken during Sophomore and Junior years (including any Summer courses taken for Sophomore and Junior years). NEVER include grades from P.E., ROTC, or remedial courses (use your school's own definition of remedial). Failing grades not retaken prior to the students Senior year must be included.
- Calculate the GPA's based on a maximum 4.00 scale (anything over a 4.00 will reject).

How to Calculate Cal Grant GPA's Cont.

For high school graduates include their senior year grades as well.

To calculate a college GPA, go to:

<http://www.csac.ca.gov/doc.asp?id=1177>

Look for:

“March 2 Cal Grant GPA Verification Form”

Best Practice Topics

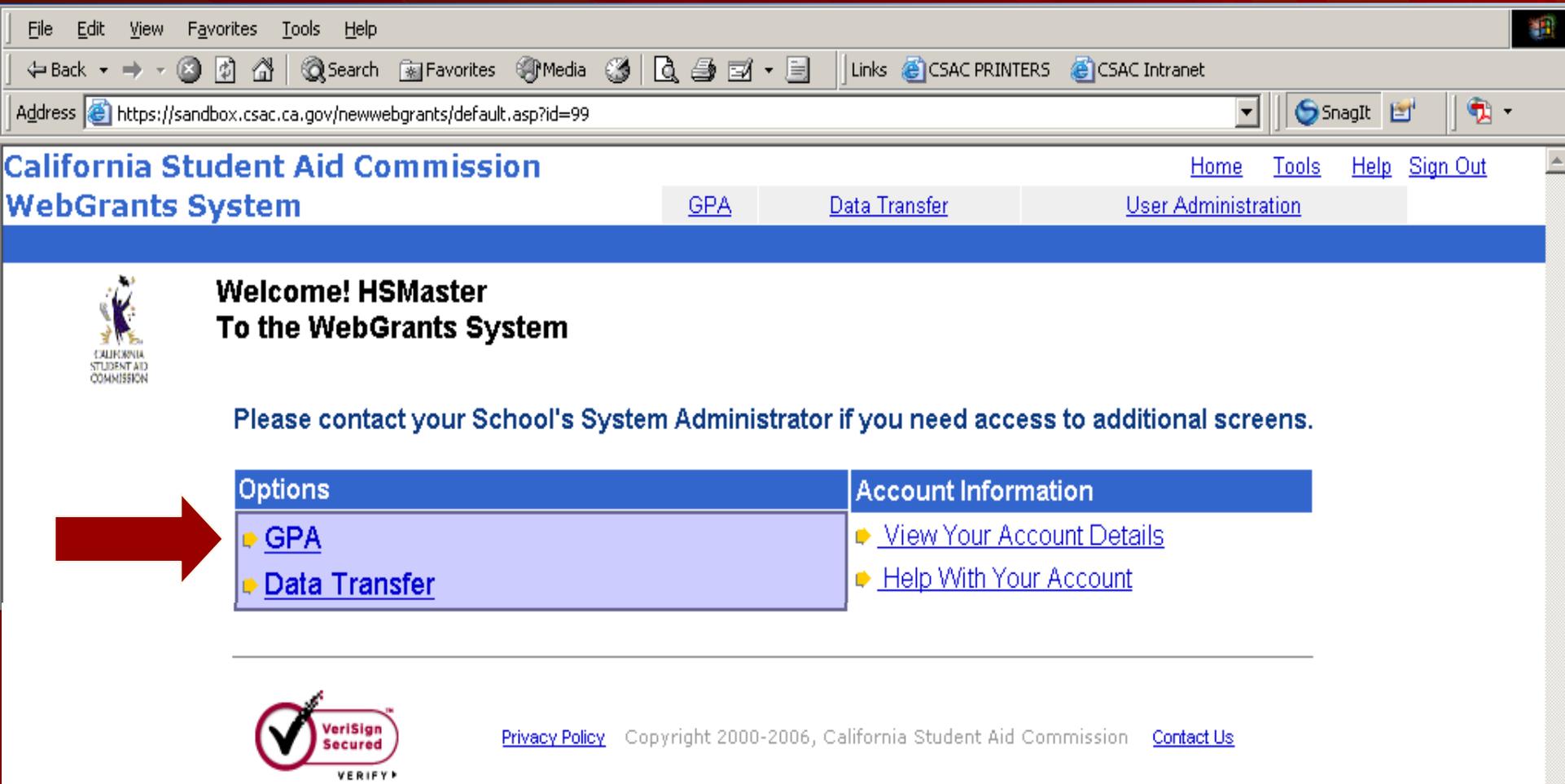
1. DON'T WAIT! (GPA's can be uploaded right now)
2. Establish a WebGrants account.
3. Know how to access the WebGrants User Guides on the GPA upload process.
4. Use the "Add GPA's" screen for a small batch of GPA records (ex. less than 100).
5. Upload a GPA data file in .txt format if you have a lot of GPA records (more than 100).
6. Use WebGrants reports to see the status of your submitted GPA records.

Only have a small number of
students?

Add their GPA's individually.

Uploading GPA's by individual record.

“Click GPA”



The screenshot shows a web browser window displaying the California Student Aid Commission WebGrants System. The browser's address bar shows the URL: <https://sandbox.csac.ca.gov/newwebgrants/default.asp?id=99>. The page title is "California Student Aid Commission WebGrants System". The navigation menu includes links for "Home", "Tools", "Help", and "Sign Out". Below the navigation menu, there are three tabs: "GPA", "Data Transfer", and "User Administration". The "GPA" tab is selected. The main content area features a welcome message: "Welcome! HSMaster To the WebGrants System". Below this, a message states: "Please contact your School's System Administrator if you need access to additional screens." There are two columns of menu items. The left column, titled "Options", contains links for "GPA" and "Data Transfer". A large red arrow points to the "GPA" link. The right column, titled "Account Information", contains links for "View Your Account Details" and "Help With Your Account". At the bottom of the page, there is a "VeriSign Secured" logo and a "VERIFY" button. The footer also includes a "Privacy Policy" link, copyright information for 2000-2006, and a "Contact Us" link.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Links CSAC PRINTERS CSAC Intranet

Address <https://sandbox.csac.ca.gov/newwebgrants/default.asp?id=99> Snagit

California Student Aid Commission Home Tools Help Sign Out
WebGrants System GPA Data Transfer User Administration

 **Welcome! HSMaster**
To the WebGrants System

Please contact your School's System Administrator if you need access to additional screens.

Options	Account Information
<ul style="list-style-type: none">▶ GPA▶ Data Transfer	<ul style="list-style-type: none">▶ View Your Account Details▶ Help With Your Account

 **VeriSign Secured**
VERIFY ▶

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Uploading GPA's by individual record.

Click "Add GPA's"

Webgrants Main Menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://webgrants.csac.ca.gov/Common/default.aspx?id=2

Most Visited CSAC Printers CSAC WebVPN Services California Student Aid... Sendio I.C.E. Webgrants Logon Dictionary.com IFAP - Information fo... CSAC Home Page YouTube - CaStudent...

California Student Aid Commission - Cal... Webgrants Main Menu California Student Aid Commission

California Student Aid Commission (Instance = SAPRD)
WebGrants System

Enrollment **GPA** Student Info School Info Table Edit Roster/Reconciliation Data Transfer Chafee Grant User Administration Accounting

Home Tools Help Sign Out

The Commission is now accepting GPAs for the 2009-10 award year. The deadline for submission is March 2, 2009. Please contact School Support at (888) 294-0153 if you require assistance.

GPA

- Upload GPAs
- File Upload Status
- Add GPAs**
- Change/View GPAs
- Add Test Scores
- View/Change Test Scores
- High School Graduate Verification



Uploading GPA's by individual record

Address <https://sandbox.csac.ca.gov/newwebgrants/GPA/PerjuryWarning.asp?mode=addrecords&id=203> SnagIt

California Student Aid Commission Home Tools Help Sign Out
WebGrants System

GPA Data Transfer User Administration
GPA Main Upload GPAs File Upload Status Add GPAs Change/View GPAs

GPA Certification

Please review the GPA Certification Agreement. If you agree to the terms and conditions click [ACCEPT](#) to continue.

To Submit GPA's, you must certify that you are an authorized school official and that the reported GPA's:

- 1) are correct and are accurately reported to the best of your knowledge under penalty of perjury, and
- 2) are subject to review by the Commission or its designee.

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Uploading GPA's by individual record

Add / Edit GPA Records - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ca.gov

Most Visited CSAC Printers Yahoo Fantasy Football Eligible School List Participant Forms and ... HS Codes

Add / Edit GPA Records

California Student Aid Commission (Instance = SAPRD) Home Tools Help Sign Out

WebGrants System Enrollment GPA Student Info School Info Table Edit Roster/Reconciliation Data Transfer Chafee Grant User Administration

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

Add GPA Records

- Click on **GO**
- Enter information **Select the 2010-2011 AY**
- Print this page
- Click **Submit GPAs to CSAC** (only be updated at CSAC when this step is completed)

USED = 053053 Academic Year = 2010-2011

Please Enter the Number of New Records to Add

Choose the number of records and click "GO"



Uploading GPA's by individual record

Add / Edit GPA Records - Mozilla Firefox
File Edit View History Bookmarks Tools Help
https://webgrants.csac.ca.gov/GPA/AddEditGPARecords.aspx?mode=new&id=203 www.cccconfer.org
Most Visited CSAC Printers California Student Aid ...
Add / Edit GPA Records California Student Aid Commission - Cal...
California Student Aid Commission (Instance = SAPRD) Home Tools Help Sign Out
WebGrants System Enrollment GPA Student Info School Info Table Edit 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

Add GPA Records

- Click on **GO** or **Enter**
- Enter information
- Print this page before submitting the GPA records to CSAC
- Click **Submit GPAs to CSAC** (GPAs will only be updated at CSAC when this step is completed)

Academic Year = 2008-2009
Please Enter the Number of New Records to Add 3 **GO!**
 Override All

Submit GPAs to CSAC

Row #	SSN	GPA	School Code	HS GPA Flag	Grad Date (mmyyyy)	SP School Code	RE	C2	CC	Override
1	123456789	325	051049	Y	062009	051049	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			051049				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			051049				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit GPAs to CSAC



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Revision: 18 Date: 4/29/2008 11:06:19 AM

TIP

- When adding GPA's individually, only add about 10 at a time. The WebGrants system does time out, so if the system times out before you "Submit" the GPA's, they will not be saved.

**Have a lot of GPA records to
submit?**

Use the GPA Upload Process.

WebGrants GPA File Layout

Data File Layout Specifications

GPA Upload

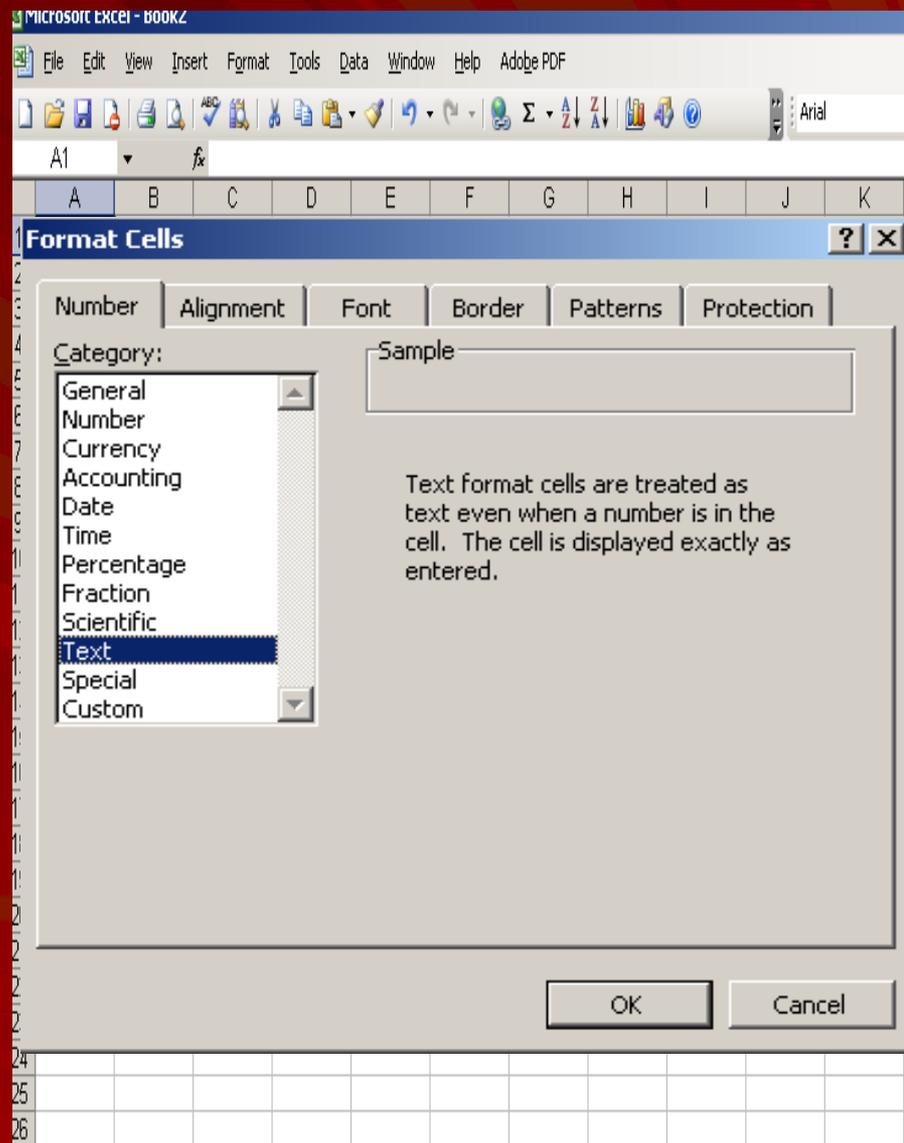
■ GPA - Text File Specification

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

GPA Upload

■ If you will be using Excel to create your GPA file, you should first format your cells to a text format. To do this:

- First click on the corner cell next to “1” and “A”
- Then click on “Format”
- Then select “Cells”
- Finally choose “Text” located in the Number Tab



Saving an Excel Spreadsheet as a text file (.txt)

Text (MS-DOS) (*.txt)

The screenshot shows the 'Save As' dialog box in Microsoft Excel. The 'Save in' location is set to a folder named '2009'. The file list contains four Excel files: 'GPA2006.xls', 'HS_GPA_2.xls', 'Things to do.xls', and 'HSIND08 FOR BRYAN -UC APPROVED ADDED.xls'. The 'File name' field contains 'GPA2006.xls'. The 'Save as type' dropdown menu is open, showing various file formats. The 'Text (MS-DOS) (*.txt)' option is selected and highlighted by the mouse cursor. The 'Save' and 'Cancel' buttons are visible at the bottom right.

Microsoft Excel Save As

Save in: 2009

File list:

- GPA2006.xls
- HS_GPA_2.xls
- Things to do.xls
- HSIND08 FOR BRYAN -UC APPROVED ADDED.xls

File name: GPA2006.xls

Save as type: Text (MS-DOS) (*.txt)

Buttons: Save, Cancel

TIP

- When saving your .txt file, do not add any extra “.” (periods) to your file name.
- For example, instead of naming your file “march2_gpaf^uile.txt” just name it “march2gpaf^uile.txt”.
- Putting additional periods in your file name will reject your file from uploading.

You will get two alert messages, just click OK or Yes for both of them.

The screenshot shows the Microsoft Excel 2006 interface. The title bar reads "Microsoft Excel - 2006GPA.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Adobe PDF. The toolbar contains various icons for file operations and editing. The active sheet is named "N1". The data table is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	523456783	400	050001	Y	062006	050001						
2	177345672	321	050001	Y	062006	050001						
3	034945671	297	050001	Y	062006	050001						
4												
5												
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14												
15												

An error dialog box titled "Microsoft Excel" is displayed in the foreground. It contains a yellow warning triangle icon and the following text:

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

The dialog box has "OK" and "Cancel" buttons at the bottom.

You will get two alert messages, just click OK or Yes for both of them.

The screenshot shows the Microsoft Excel 2006 interface. The title bar reads "Microsoft Excel - 2006GPA.txt". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Adobe PDF. The toolbar contains various icons for file operations and editing. The formula bar shows "L31" and a function icon. The spreadsheet grid has columns A through L and rows 1 through 15. The data in the first three rows is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	123456783	400	050001	Y	062006	050001						
2	122345672	321	050001	Y	062006	050001						
3	123345671	297	050001	Y	062006	050001						
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

A dialog box titled "Microsoft Excel" is open in the foreground. It contains the following text:

2006GPA.txt may contain features that are not compatible with Text (MS-DOS). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

The dialog box has three buttons at the bottom: "Yes", "No", and "Help".

California Student Aid Commission (Instance = SAPRD)

[Home](#) [Tools](#) [Help](#) [Sign Out](#)

WebGrants System

[Enrollment](#) **[GPA](#)** [Student Info](#) [School Info](#) [Table Edit](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#) [User Administration](#) [Accounting](#)

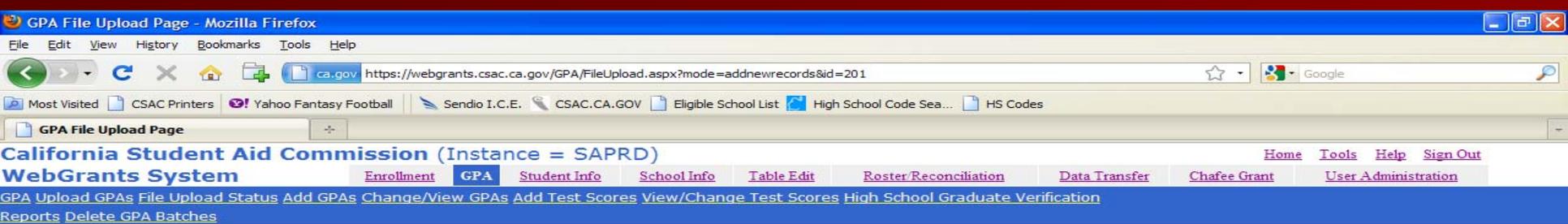
The Commission is now accepting GPAs for the 2009-10 award year. The deadline for submission is March 2, 2009. Please contact School Support at (888) 294-0153 if you require assistance.

GPA

- ◆ [Upload GPAs](#)
- ◆ [File Upload Status](#)
- ◆ [Add GPAs](#)
- ◆ [Change/View GPAs](#)
- ◆ [Add Test Scores](#)
- ◆ [View/Change Test Scores](#)
- ◆ [High School Graduate Verification](#)



Under the GPA – Upload GPA’s screen, the .txt file you just saved to your desktop is the one you upload. Click on Browse to find the file on your desktop.



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

Upload GPAs

- 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

GPA File:

Academic Year:

GPA Type: Re-established September GPAs Community College GPAs



This is the screen you'll get during the upload.

GPA File Upload Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ca.gov https://webgrants.csac.ca.gov/GPA/FileUpload.aspx?mode=addnewrecords&id=201

Most Visited CSAC Printers Yahoo Fantasy Football Sendio I.C.E. CSAC.CA.GOV Eligible School List High School Code Sea... HS Codes

GPA File Upload Page

California Student Aid Commission (Instance = SAPRD) Home Tools Help Sign Out

WebGrants System Enrollment GPA Student Info School Info Table Edit Roster/Reconciliation Data Transfer Chafee Grant User Administration

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

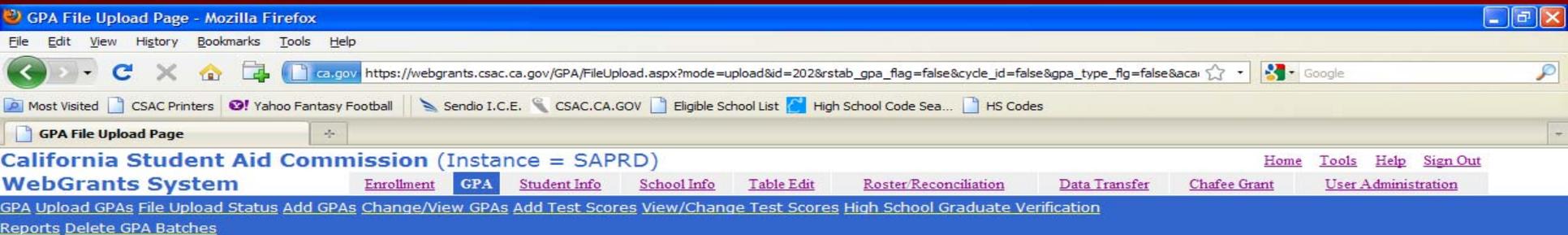
File Uploading. Please wait...



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Revision: 14 Date: 9/4/2008 12:12:47 PM

This is the upload status screen you get after the upload. This screen tells you if any of the records had errors and need to be fixed and uploaded again.



Step 2 of 3: Review Pending Records

GPA File Upload Status

THIS IS NOT THE FINAL SCREEN!

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](#)

- Valid Records w
- Download Invali
- option.
- Schools must pr
- irretrievable.

[View Valid Records](#)

[View / Print Invalid Re](#)

[Download Invalid Rec](#)

- When **Submit F**
- submitted recor

GPA Printer Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ca.gov https://webgrants.csac.ca.gov/GPA/PrinterFrien

GPA Printer Page

GPA File Upload Page: 1

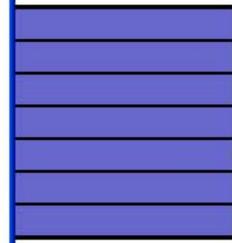
File Name: 05271900.txt Date: 11/24/2009

Number of Records: 4 Academic Year 2010 - 2011 Time: 4:18:34 PM

<u>Rec #</u>	<u>SSN</u>	<u>GPA</u>	<u>School Code</u>	<u>HS GPA Flag</u>	<u>Grad Date</u>	<u>Spring School Code</u>	<u>GPA Type</u>	<u>Reject Reason</u>
1	993463795	312	052719	Y	062009	052719		Invalid SSN
2	603480659	414	052719	Y	062009	052719		Invalid GPA
3	603501199	303	052719	Y	052719	052719		Invalid HS Grad Date
4	603742698	414	052719	Y	062009	052719		Invalid GPA

Done

choose the "Save" the invalid data is



you print your



Once you have corrected the GPA records that had errors and re-uploaded the file, you should get a confirmation that there were zero invalid records!

GPA File Upload Page - Mozilla Firefox

http://webtest/test2_aspx/GPA/FileUpload.aspx?mode=upload&id=202&rstab_gpa_flag=false&cycle_id=false&gpa_type_fig=false&academic_year=...

California Student Aid Commission (Instance = TEST2)
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

THIS IS NOT THE FINAL SCREEN EITHER!

[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

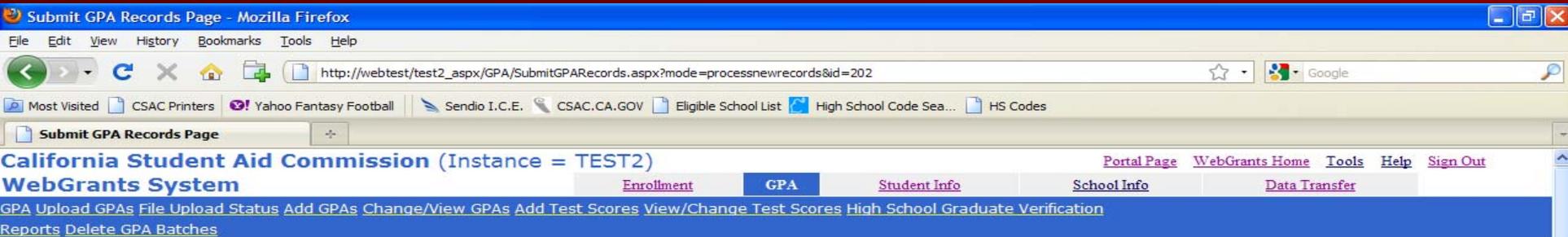
Step 3 of 3: Submit Records to CSAC

- 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](#)



This is the screen you will get when you have successfully uploaded your GPA file (print it out!)



THIS IS THE FINAL SCREEN!

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.

1 Email(s) sent successfully

Summary of GPA Records

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](#)

WEBGRANTS REPORTS

To view WebGrants Reports – Click on Data Transfer

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://sandbox.csac.ca.gov/newwebgrants/default.asp?id=99>
- Page Header:** California Student Aid Commission WebGrants System. Navigation links: [Home](#), [Tools](#), [Help](#), [Sign Out](#). A menu bar contains [GPA](#), [Data Transfer](#), and [User Administration](#).
- Logo:** California Student Aid Commission logo on the left.
- Text:** **Welcome! HSMaster To the WebGrants System**
- Message:** Please contact your School's System Administrator if you need access to additional screens.
- Options Table:**

Options	Account Information
GPA	View Your Account Details
Data Transfer	Help With Your Account



Select Report Download

Address  https://sandbox.csac.ca.gov/newwebgrants/DataTransfer/Data_Transfer_Main.asp?id=7   

California Student Aid Commission [Home](#) [Tools](#) [Help](#) [Sign Out](#)
WebGrants System [GPA](#) **Data Transfer** [User Administration](#)

[Data Transfer Main](#) [Report Download](#)

Data Transfer

- ◆ [Report Download](#)

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Your school ID will auto-populate, then use the drop-down menu in the Reports field to select GPA Summary report. Then click GO!

Address https://sandbox.csac.ca.gov/newwebgrants/DataTransfer/Report_Download.asp?id=702&mode=new SnagIt

California Student Aid Commission Home Tools Help Sign Out
WebGrants System GPA Data Transfer User Administration
Data Transfer Main Report Download

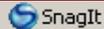
Report Download

- To download or display a report or data file click on the Retrieve File button.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.

School ID = Acad Year = 2006-2007 Month = All
Report = All Media Type = All **GO!**

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Note the Report Date; this is the day that we last ran a batch cycle so every GPA that was uploaded through this date will be on the report. Click on Retrieve File.

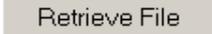
Address  https://webgrants.csac.ca.gov/DataTransfer/Report_Download.asp?id=702&mode=retrieve  

California Student Aid Commission (Instance = saprd) [Home](#) [Tools](#) [Help](#) [Sign Out](#)
WebGrants System [Enrollment](#) [GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#)
Data Transfer Main File Upload Report Download SSN/ID Main

Report Download for CSU SACRAMENTO

- To download or display a report or data file click on the Retrieve File button.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.

School ID = Acad Year = 2006-2007 Month = All
Report = GPA Summary Media Type = All 

Report Date	Description	Media Type	Month	
09-FEB-06	GPA Summary	Report	FEB	

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Click on Display/Download link to view the report. To save or print the report, RIGHT CLICK on this link and select Save Target As to save it to your desktop as a text file.

https://webgrants.csac.ca.gov/DataTransfer/Report_Download.asp?id=702&mode=dis... - Microsoft Internet Explorer provided by C

File Edit View Favorites Tools

https://webgrants.csac.ca.gov/DataTransfer/Report_Download.asp?id=702&mode=dis...

California Student Aid Commission (Instance = saprd)
WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Da

Data Transfer Main File Upload Report Download SSN/ID Main

- ▶ To view, select the Display/Download link.
- ▶ To download, right click on the Display/Download link and choose the "Save" option.

[Display/Download](#)

School ID = 00115000

Report Date ▾
09-FEB-06

GO!

SnagIt

Help Sign Out

afee Grant

SSN/ID Main

File

VERITY

CSAC GPA Videos on Teacher Tube

- Access CSAC GPA videos on Teacher Tube
- Go to www.teachertube.com
- Hit the “Videos” tab.
- In the “search videos” field enter “CaStudentAid”
- Please note the search function is case sensitive.

**This concludes the 2010 Electronic GPA Submission
Training!**

QUESTIONS?

PLEASE EMAIL US AT:

SCHOOLSUPPORT@CSAC.CA.GOV