

2012 CAL GRANT GPA SUBMISSION PRESENTED BY....

PRESENTER

Tabitha Frost

Cal Grant
Operations
*Mgmt. Services
Technician*



CHAT ROOM

Justin Watkins

Cal Grant
Operations
*Mgmt. Services
Technician*



To hear the audio portion of this webinar, Please call:

1-877-669-3239

Enter Access Code: 664 757 977

TODAY'S WEBINAR

- ⦿ Phones will be muted until the end, at which point we will open the lines for questions.
- ⦿ If you have any questions during the presentation, please use the Q & A feature to the right (*Justin is available to answer questions*).
- ⦿ At the end of today's session, you will be prompted to complete a brief survey.
- ⦿ This presentation is currently available on our website www.csac.ca.gov, then click >Schools>High Schools >Electronic GPA Training

WHY USE WEBGRANTS TO SUBMIT GPA'S?

- GPAs can be uploaded in batches or individual records
- WebGrants has built-in edits to catch errors
- Confirmation that GPAs have been received
- Access to GPA Summary and School of Origin Reports
- More secure than US Mail

NEED TO ESTABLISH A WEBGRANTS ACCOUNT?

WHO TO CONTACT :

- ⦿ Retrieve the WebGrants access request forms from the CSAC website
 - www.csac.ca.gov
- ⦿ CSAC Technology Help Desk
 - 1 (888) 294-0148
 - csachelpdesk@csac.ca.gov

RETRIEVING THE WEBGRANTS ACCESS FORMS

- Retrieve the WebGrants High School access request forms from the CSAC website:
- www.csac.ca.gov
 - Schools
 - High Schools
 - WebGrants



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.

- > [Request for System Administrator Access](#) -  ss Form
- > [Request for Security Agreement](#)  y Agreement Form

SYSTEM ADMINISTRATOR'S ACCESS REQUEST FORM

- Form is used to add or delete administrators access to the WebGrants system.
- Form is to be signed by administrator requesting access and the principal of school.
- Without principal signature, access cannot be granted.

Print Form			
Grant Delivery System (GDS) - WebGrants High School System Administrator's Access Request Form			
			
<i>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>			
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) _____			
1. Special Identifier (Check only one; limited to nine alpha-numeric characters maximum)			
<input type="radio"/> Mother's Maiden Name	<input type="radio"/> Pet's name	_____	
<input type="radio"/> Favorite food	<input type="radio"/> Model of your first car (ie, Mustang)	_____	
2. Domain Name of the Network: _____			
Note: The item 2 above is mandatory. Please contact your IT department to get the Network domain name.			
<i>I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants System</i>			
Signature _____		Title _____	Date _____
E-mail Address (see Instructions on the reverse) _____		Phone Number (xxx) xxx-xxxx _____	Fax Number (xxx) xxx-xxxx _____
III. Access Request and High School Certification Section (to be completed by PRINCIPAL verifying access)			
If Changing user from a School System Administrator to a School User, please fill out User Access Request form.		Date Request Submitted _____	
<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Renew	<input type="checkbox"/> Delete
			User ID _____
<i>I certify that I am the High School's Principal and that I have designated the above named employee as our System Administrator for the GDS - WebGrants System.</i>			
Name of Principal - print or type _____		Telephone Number (xxx) xxx-xxxx _____	
Signature of Principal _____		Fax Number (xxx) xxx-xxxx _____	
		E-mail Address _____	
For CSAC Use Only		Updated By _____	Date _____
Form # 01-S002 02/28/2011			

INFO. SECURITY AND CONFIDENTIALITY AGREEMENT

- Form must be completed and sent with the System Administrator Access Form
- Form is to be signed by administrator requesting access and the principal of school.
- Without signatures, access cannot be granted.



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 <small>(or other Eligible Regional Association Code)</small>	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 school 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.
4. The high school shall take all reasonable precautions to protect the data in the system from unauthorized access, change or destruction. Data shall not be altered, destroyed, copied, uploaded, or downloaded from the system except as authorized in the approved External User Access Request forms.
5. The Commission reserves the right to revoke access to the GDS – WebGrants System to any high school or individual staff member without notice.
6. Within five (5) working days of notice, the System Administrator will disable the password and ID of any employee whose change in employment status or duties no longer requires access to the GDS – WebGrants System. Documentation of this action shall remain at the school.
7. The high school shall complete a new Agreement should the Principal or System Administrator leave the high school. The new Agreement must be filed no later than 5 days after a new Principal or System Administrator is appointed.
8. The high school shall comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502) and Information Practices Act of 1977 (Civil Code 1798 et. seq.).
9. The high school shall ensure that information transmitted electronically or otherwise to the Commission has been examined and is complete and accurate to the best of its knowledge. No unencrypted email or storage media containing confidential information shall be sent to the Commission. Decryption keys shall not be sent with the encrypted data.

NOTE: A high school's Principal and System Administrator may not be the same person.

I, the undersigned, certify that I am the System Administrator for this Agreement. I have read and understand this agreement and certify that I will comply with the requirements stated herein.

Signature – High School System Administrator 1	Print Name	Date
E-Mail Address	Telephone Number	Fax Number

Signature – High School System Administrator 2	Print Name	Date
E-Mail Address	Telephone Number	Fax Number

I, the undersigned, certify that I am the Principal of the high school listed above and am authorized to act on its behalf. I have read and understand this agreement and certify that the high school is a WASC accredited or otherwise regional accredited as required by Title 5, California Code of Regulations Section 30008 and its authorized users will comply with the requirements stated herein. As the high school's Principal, I hereby designate the Individual(s) identified above as this high school's System Administrator.

Signature – High School Principal	Print Name	Date
E-Mail Address	Telephone Number	Fax Number

Form # 01-0001 03/18/2011

ACCESS FORMS

- Forms must be sent by mail, faxes are not accepted.
- Once your WebGrants access request forms are processed, you will receive an email or a phone call from the CSAC help desk with your WebGrants User ID and Password.

California Student Aid Commission WebGrants System

Welcome!

[Help With Your Account](#)

Please sign in

Please enter your user name, password.

Authorized Use Only

User Name

Password

Sign-in

Need to create an account?

- ✦ **For a School Administrator Account:**
Please call 1-916-526-8989 or 1-888-294-0148
or [E-mail CSAC Support](#)
- ✦ **For a User Account:**
Contact your School Administrator
- ✦ **For Browser Versions or Monitor Screen Area Settings:**
[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, any individual or any automated program, use this computer system without authority or in excess of your authority, you are subject to disciplinary action. The Commission may monitor any activity or communication on the system and retrieve any information stored within the system. By accessing and using this computer, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

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HOW DO YOU ACCESS THE USER GUIDES IN WEBGRANTS?

USE THE HELP LINK IN THE UPPER, RIGHT-HAND CORNER

California Student Aid Commission (SAPRD)
WebGrants System

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



Welcome! gggggg
To the **CSAC Portal** Menu

The last time you logged on to this system was: 07/29/2011 02:11:11 pm
Number of failed attempts since your last login: 0

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

Portal Menu

[WebGrants](#)

[User Administration](#)

Account Information

[View Your Account Details](#)

[Help With Your Account](#)

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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](#)

CALCULATING CAL GRANT GPA'S

FOR HIGH SCHOOL SENIORS THAT HAVE NOT GRADUATED

- ⦿ Use grades from sophomore year, summer after sophomore year, junior year and the summer after the junior year.
- ⦿ DO NOT include grades from P.E., ROTC, or remedial courses (as defined by the school).
- ⦿ Failing grades not retaken prior to the senior year must be included.
- ⦿ Calculate the GPA's on a 4.00 scale (GPA's over 4.00 will not be accepted).

CALCULATING CAL GRANT GPA'S

FOR HIGH SCHOOL GRADUATES

- Use grades from sophomore year, summer after sophomore year, junior year and the summer after the junior year, senior year and the summer after the senior year.
- DO NOT include grades from P.E., ROTC, or remedial courses (as defined by the school).
- Failing grades not retaken must be included.
- Calculate the GPA's on a 4.00 scale (GPA's over 4.00 will not be accepted).

CAL GRANT GPA INFORMATION RELEASE FORM

- Provided for schools who's policy requires permission
- A Form for students to take home
- Explains California Information Privacy Act
- Requires a parent and student signature
- Social Security Number
- To be returned to high school and retained

CAL GRANT GPA INFORMATION RELEASE FORM

- Form located at www.csac.ca.gov
- Click on
 - Schools
 - High Schools
 - GPA Verification Information
 - GPA Release Form – for students

BEST PRACTICE

- DON'T WAIT! (GPA's can be uploaded right now)
- Establish a WebGrants account
- Send GPA Information Release Form home with students with a deadline for return
- Know how to access the WebGrants User Guides on the GPA upload process
- Use WebGrants reports to check the accuracy of the submitted GPA records

Add the GPAs individually.

**HAVE A SMALL NUMBER
OF GPAS TO SUBMIT?**

SUBMITTING GPA'S INDIVIDUALLY

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[GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#)

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GPAs uploaded at this time will be used only for the September 2 deadline awards. Please contact Tabitha Frost at (916) 464-2113 for any questions.

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[Add GPAs](#)

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SUBMITTING GPA'S INDIVIDUALLY

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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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Add GPA Records

School Code will Auto Populate

Enter # of records to add

Select "GO"

USED = Academic Year = 2011-2012

Please Enter the Number of New Records to Add

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QUICK TIP

- When adding GPAs individually, only add 10 at a time. The WebGrants system will time out; if the system times out before you “Submit” the GPAs, they will not be saved.

SUBMITTING GPA'S INDIVIDUALLY

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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)

USED = Academic Year = 2011-2012

Please Enter the Number of New Records to Add

SEQ #	SSN	Grad Date (mmyyyy)	HS GPA Flag	School Code	GPA	SP School Code
1						
2						
3						

Use the GPA Upload Process.

**HAVE A LOT OF GPAS
TO SUBMIT?**

YOUR GPA UPLOAD OPTIONS . . .

- A. Create text file using your Student Information Management System (e.g. Aeries)
- B. Use Excel to create your file and upload to WebGrants

Using SIMS

OPTION “A”

OPTION “A”

- Option “A” would be better if you will be submitting GPA’s for your entire senior class.
- Use your SIMS to export the necessary data into a Text file then upload the information to WebGrants
- The text file must meet certain specifications in order to upload successfully.
- File specifications are available in WebGrants within the Help Menu.

OPTION "A"

DATA FILE SPECIFICATIONS

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

Using Excel

OPTION “B”

OPTION “B”

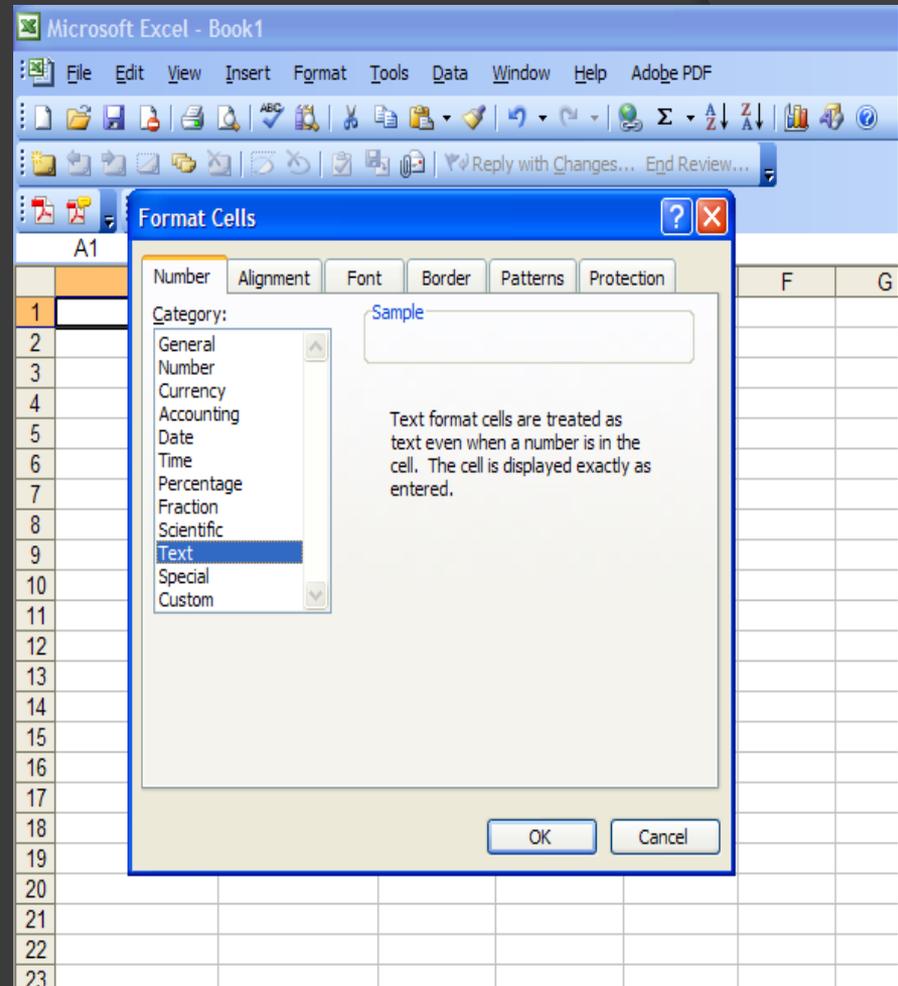
- If you will be collecting many GPA Information Release forms from students over time, Option “B” might be a better choice.
- With Option “B”, you can Save the Excel file to your computer and add records as you receive Release forms. Then in February (right before the deadline), upload your file all at once.
- Your Excel spreadsheet must also meet certain specifications in order to upload successfully. Specifications are also available in the Help section of WebGrants.

FORMAT CELLS AS TEXT

- When using Excel to create your GPA file, you must first format your cells as text.

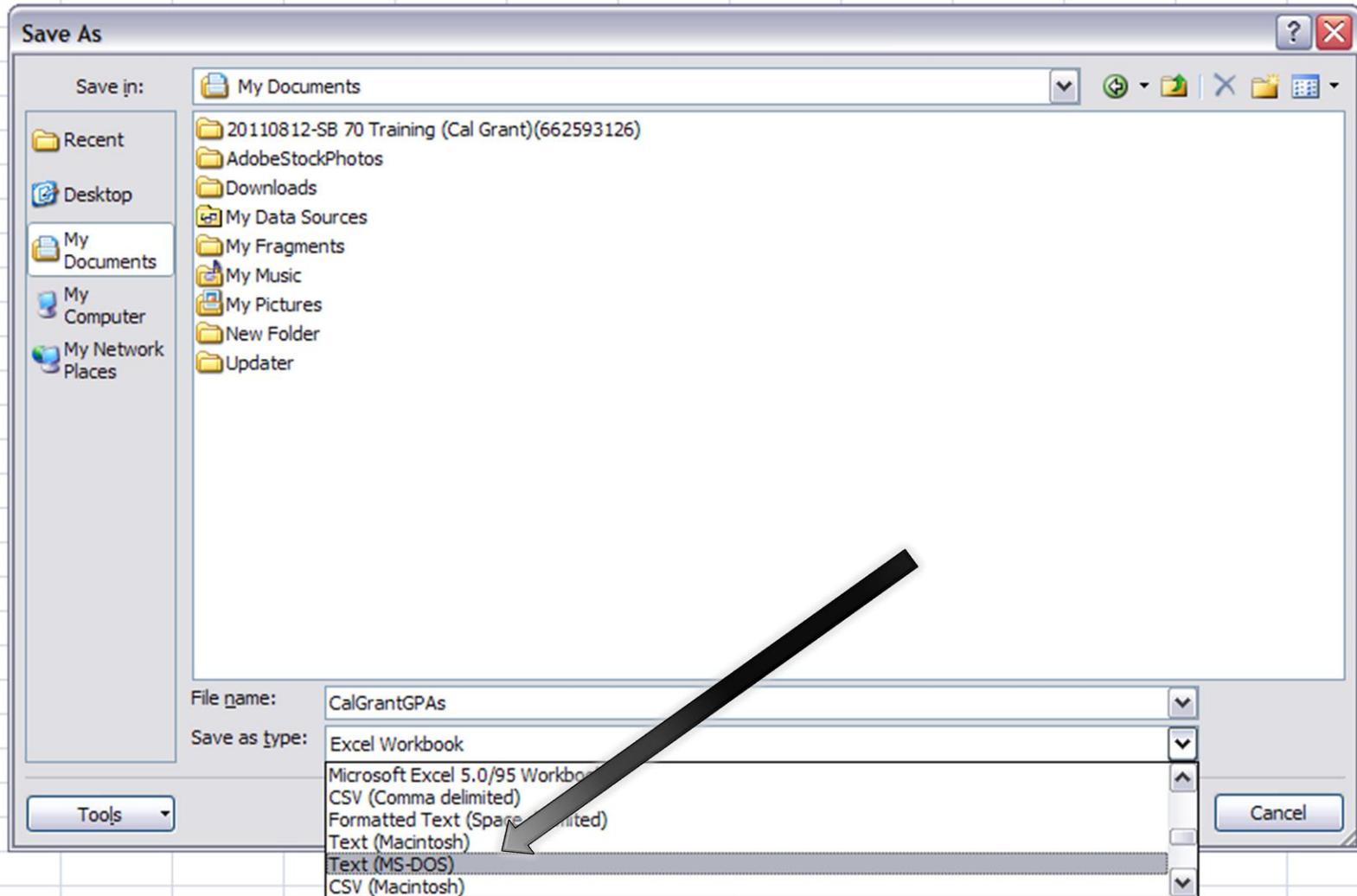
To do this:

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



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

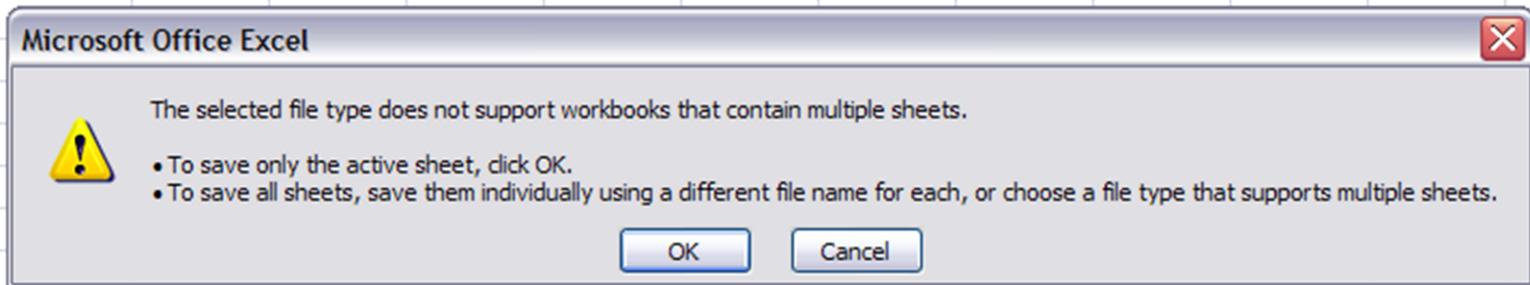
Choose Text (MS-DOS) (*.txt)



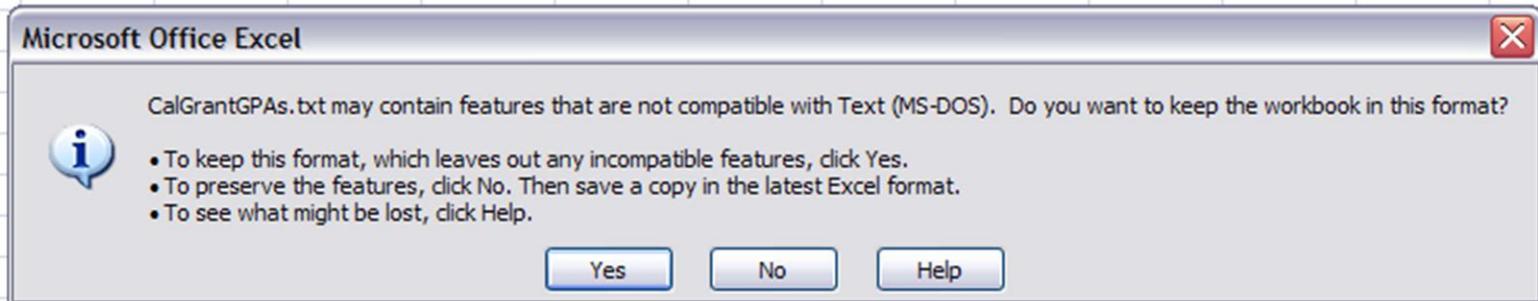
QUICK TIP

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

You will get two alert messages, click 'OK' for the first message.



You will get two alert messages, click 'Yes' for the second message.



Let's Upload the Text File

California Student Aid Commission (SAPRD)

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

First, click on 'Browse' to find the file on your desktop.

Then, click on 'Begin Upload'.

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[Delete GPA Batches](#) [Late GPA Appeals](#)

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

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

California Student Aid Commission (Instance = SAPRD)

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File Uploading. Please wait...





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This is the upload status screen once the upload has begun. This screen tells you if any of the records have errors that need to be fixed.

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](#)

You must fix the error records before you can Upload

California Student Aid Commission (Instance = SAPRD)

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[Reports](#) [Delete GPA Batches](#)

Step 2 of 3: Review Pending Records

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[View Valid Records](#)

[View / Print Invalid Records](#)

[Download Invalid Records](#)

File Name	05271900.txt
File Size	11018
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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 Rec](#)
[Download Invalid Rec](#)

- When **Submit R**
- 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

Rec #	SSN	GPA	School Code	HS GPA	Grad Date	Spring School Code	GPA Type	Reject Reason
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

Print the invalid records (Ctrl + P)

you print your



Once you have corrected the GPA records that had errors, begin the upload process again. You should get a confirmation that there are zero invalid records!

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

Now click "Submit Records"

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 screen will appear when you have successfully uploaded your GPA file. Print this screen and the Submitted Records screen.

California Student Aid Commission (Instance = TEST2)
WebGrants System

Portal Page WebGrants Home Tools Help Sign Out

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

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](#)

Non-SSN Upload

OPTION “C”

OPTION “C”

- Last year, CSAC conducted a Non-SSN Upload pilot program with the LAUSD. The results were successful by offering approximately 2,100 additional awards.
- An Operations Memo will be released soon with training registration instructions.
- Training will provide detailed instructions on the process of uploading Non-SSN GPAs.
- The Non-SSN upload process is similar to Option B in this presentation, but requires more student identifying information.

WEBGRANTS REPORTS

WEBGRANTS REPORTS

◎ GPA Summary Report

- An accumulative list of all GPA records CSAC has received
- Produced nightly, so retrieve this report the morning after your submission
- Compare this report to your records for possible errors

WEBGRANTS REPORTS

● School of Origin Report

- An accumulative list of student's from your campus that are offered a Cal Grant Award
- Becomes available on March 1st
- Produced weekly, a fresh report is available each Monday
- Lists student's name and date of birth only
- Does not list award type or award amount

To view WebGrants Reports – Click on Data Transfer

California Student Aid Commission (SAPRD) WebGrants System

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Welcome! SA3JXW
To the [WebGrants](#) Menu

The last time you logged on to this system was: 10/04/2011 01:28:44 pm
Number of failed attempts since your last login: 0

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

WebGrants Menu

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[GPA](#)

[Data Transfer](#)

Account Information

[View Your Account Details](#)

[Help With Your Account](#)

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



Select Report Download

Data Transfer

▶ [Report Download](#)



Choose Acad Year 2012-13, then use the drop-down menu in the “Report” field to select the report
Click GO!

California Student Aid Commission (SAPRD)

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WebGrants System

[GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#)

[Data Transfer](#) [File Upload](#) [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.
- ◆ To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- ◆ To delete uploaded Audit Files, select Audit File for Report and the Delete checkbox column will appear.

School ID =	<input type="text"/>	Acad Year =	2012-2013	Month =	All
Report =	All	Media Type =	All	<input type="button" value="GO!"/>	
	FAFSA (No GPA) Report GPA Summary School of Origin				

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Revision: 9 Date: 10/5/2010 2:49:54 PM



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'.

California Student Aid Commission (SAPRD)
WebGrants System

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Report Download - Mozilla Firefox

http://webgrants.csac.ca.gov/DataTransfer/Report_Download.aspx?id=702&mode=display&school_id=05132500&acad_year=2011&rpt_month=OCT&rpt_type=GPSR&rpt_file_type=R8

California Student Aid Commission (SAPRD)
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[Data Transfer](#) [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](#)

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VERIFYP

Done

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Save report on your computer or Print it out.

SABRGPAS
 BATCH DATE: 08/18/2010

CALIFORNIA STUDENT AID COMMISSION
 GPA SUMMARY REPORT
 ACADEMIC YEAR 2010

PAGE: 1
 RUN DATE: 08/18/2010
 RUN TIME: 09:28:03

050000 - A California High School

MARCH		SEPTEMBER ONLY	
REESTABLISHED GPA	0	REESTABLISHED GPA	0
REGULAR GPA	76	REGULAR GPA	1
CC	0	CC	0
GRAND TOTAL	76	GRAND TOTAL	1

SSN	GPA	GRAD DATE	STATUS	GPA TYPE	METHOD	CYCLE PROCESSED
	3.24	05/2010	C	HIGH SCHOOL	SAWGPA	02/10/10
	3.82	05/2010	C	HIGH SCHOOL	SAWGPA	02/12/10
	2.72	05/2010	C	HIGH SCHOOL	SAWGPA	02/16/10
	2.25	05/2010	C	HIGH SCHOOL	SAWGPA	02/22/10
	3.84	05/2010	C	HIGH SCHOOL	SAWGPA	02/12/10
	3.59	05/2010	C	HIGH SCHOOL	SAWGPA	02/16/10
	3.21	05/2010	C	HIGH SCHOOL	SAWGPA	02/16/10
	3.39	05/2010	C	HIGH SCHOOL	SAWGPA	02/10/10
	3.14	05/2010	C	HIGH SCHOOL	SAWGPA	02/16/10
	3.74	05/2010	C	HIGH SCHOOL	SAWGPA	02/10/10
	3.49	05/2010	C	HIGH SCHOOL	SAWGPA	02/16/10
	3.24	05/2010	C	HIGH SCHOOL	SAWGPA	02/22/10
	3.00	05/2010	A	HIGH SCHOOL	SAWGPA	03/01/10
	3.59	05/2010	C	HIGH SCHOOL	SAWGPA	02/16/10

Tip

- Print the GPA Summary Report when it is available.
- Compare the GPA Summary Report to your records verifying that you submitted correct information.
- SSNs and GPAs are often keyed incorrectly and delay the student from being awarded.

CORRECTIONS

Corrections

- Corrections can only be made by CSAC representatives.
- Request corrections as soon as possible.
- Corrections must be sent in writing on school letterhead, and **must** include:
 - Explanation of Situation
 - Incorrect Information vs. Correct Information
 - SSN, GPA, School Code & Grad Date
 - Your contact information

Corrections

- ◎ Example of SSN Correction Letter:
 - Address letter to Cal Grant Operations
 - Explain that incorrect SSN was submitted
 - List incorrect SSN and correct SSN
 - List the GPA, School Code & Grad Date
 - List your contact information including email address
 - You will receive an email after the correction has been made

CSAC GPA Videos on Teacher Tube

- View CSAC GPA videos on Teacher Tube
- Go to www.teachertube.com
- Click on the “Videos” tab.
- In the “search videos” field enter “CaStudentAid” (case sensitive)

**THIS CONCLUDES THE 2012-13
ELECTRONIC GPA SUBMISSION TRAINING**

QUESTIONS?

schoolsupport@csac.ca.gov

1 (888) 294-0153