



DATA TRANSFER

WebGrants User Guide

Updated: October 27, 2011

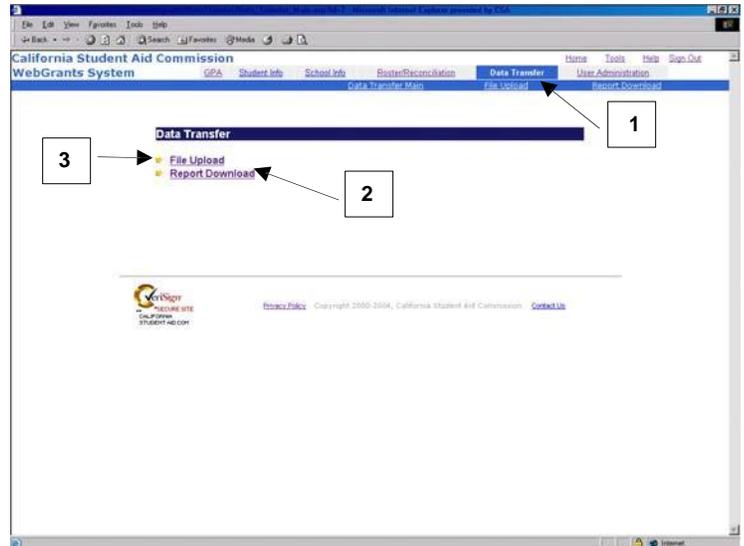
DATA TRANSFER MAIN PAGE

Purpose

The Data Transfer area of WebGrants allows schools to view and download school specific reports.

Page Elements

1. **Data Transfer Navigation Bar** This shortcut navigation bar contains links to all pages within the Data Transfer area of WebGrants.
2. **Report Download** Link to the Report Download Page where users can view and download various reports.
2. **File Upload** Link to the Report Download Page where users can view and download various reports. (Not available for High School users at this time.)



Access

This page can be accessed by clicking on the [Data Transfer](#) link in the Options box on the WebGrants Home Page or by clicking on the [Data Transfer](#) link in the WebGrants Navigation Bar located in the upper right of all WebGrants pages.

Page Functions

Navigate to all other pages within the Data Transfer Area of WebGrants

The main page of each WebGrants area contains links to the pages included in that area. In addition, each area within WebGrants has its own submenu navigation bar that is located in the blue bar directly under the WebGrants Navigation Bar. This submenu navigation bar allows the user to move from page to page within the same area of WebGrants without continually going through the Main Page of each area.

Click the [Report Download](#) link to view the Report Download Page (see page 2).

OR

Click a link on the Data Transfer navigation bar to view the indicated page.

Report Download Page

Purpose

The Report Download Page gives users access to any Commission generated reports.

Page Elements

1. **Record Display Criteria Bar:** The fields on this blue bar allow users to select which types of reports to display.

- **School ID:** Users select the school to display by selecting the 8-digit school code from this drop down list. Only the schools to which the user is authorized will be displayed.
- **Academic Year:** Users select the academic year for which to display reports by selecting a year from the drop down box.
- **Report:** Users select the type of report to display by selecting a report type from the drop down box. Selecting "All" will display all available types.
- **Month:** Users can display reports that were created during a particular month by selecting a month from this drop down box. Selecting "All" will display reports for every month in the current academic year.
- **Media Type:** WebGrants reports are created in two different file types. Users can filter reports by their output type by selecting a media type from the drop down box. Selecting "All" will display all available media types. For high schools, only the Report option is available at this time.

- **DataFile:** The report data is formatted to facilitate download into an external database program.

- **Report:** The report data is formatted to facilitate on screen viewing or printing.

- **FAFSA (No GPA) Report:** A daily report containing a list of students who have submitted a FAFSA but do not have a GPA on file. The report lists students by SSN, First & Last Name and Date FAFSA was processed; and if FAFSA is incomplete with No EFC.

- **GPA Summary:** A cumulative report produced each time GPA records are processed that lists all students with GPAs successfully submitted by a particular school for the current award cycle. Starting with the 2011-12 academic year, the student's FAFSA application status (Yes, No EFC, Late or None) will be listed as well.

- Status Description: 7-Below another GPA; 8-Equal to another GPA; 9-Duplicate; A-Available; C-Used in award cycle; D-Deleted; E-GPA has a processing error; R-Replaced.

- **NON-SSN GPA Roster Report:** A report containing a list of students submitted without SSNs.

- **NON-SSN GPA School Unmatched Report:** A daily report containing students that were not matched against ISIR files.

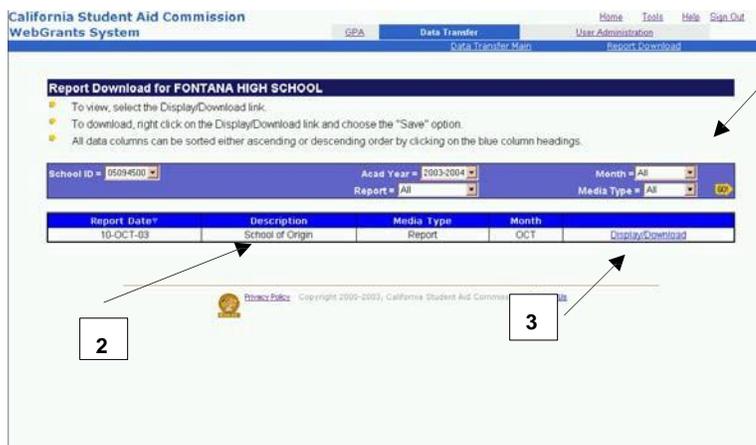
- **NON-SSN GPA School Upload Report:** A report containing a summary of the number of students uploaded successfully and any students not loaded including the reason and student information.

- **Other:** If the Commission runs any special system queries or reports for one or more schools, these would be located under the "Other" category of reports.

- **School of Origin:** Provides a list of students who have been newly awarded Cal Grant benefits for that year based on the high school that submitted the students GPA.

2. **Report Display Table:** Displays a list of reports that match the selection criteria chosen in the Search Bar.

3. **<Retrieve Files> Button:** Click here to view and/or download the report listed on the corresponding line.



Report Download Page

Access

The Report Download Page can be accessed by clicking the [Report Download](#) link on the Data Transfer Main Page (see page 1) or by clicking the [Report Download](#) link on the blue submenu navigation bar.

Page Functions

View a Report

1. Select the school code of the school for which to display reports from the **School ID** drop down list.
2. Select the academic year for which to display reports from the **Academic Year** drop down list.
3. To further filter the list of reports to display, select a report, month, and/or media type from the corresponding fields (this step is not required).
4. Click the <Go!> button
 - The selected reports will populate the **Report Display Table**.
5. Click the <Retrieve File> button that corresponds to the report you wish to view.
 - A separate pop-up window will be displayed.
6. Click the [Display/Download](#) link to view the report.
 - The selected report will be displayed in a separate pop-up window.

Download a Report

1. Select the school code of the school for which to display reports from the **School ID** drop down list.
2. Select the academic year for which to display reports from the **Academic Year** drop down list.
3. To further filter the list of reports to display, select a report, month, and media type to from the corresponding fields (this step is not required).
4. Click the <Go!> button
 - The selected reports will populate the **Report Display Table**.
5. Click the <Retrieve File> button that corresponds to the report you wish to download.
 - A separate pop-up window will be displayed.
6. Click the [Display/Download](#) link **with the right mouse button**.
 - A shortcut menu will appear next the mouse cursor
7. Select the "Save Target As..." option from the shortcut menu (see figure 3-1)
 - The "Save As" pop-up box will appear (see figure 3-2)
8. Select a location on your PC or network drive to which the report can be saved, name the report something that is meaningful to you, and click the **<Save>** button.

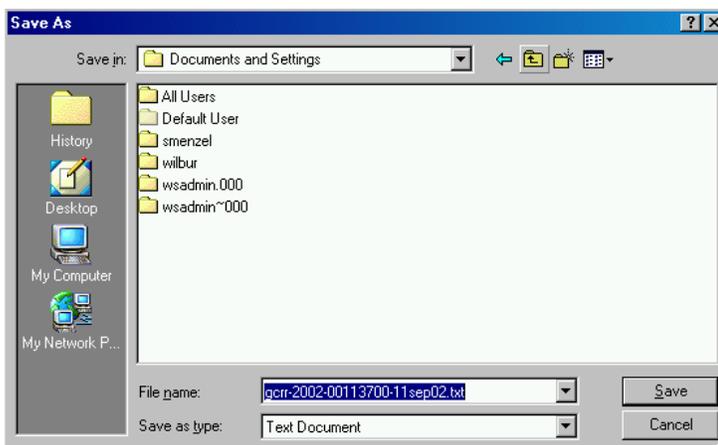


Figure 3-2: "Save As" pop-up box

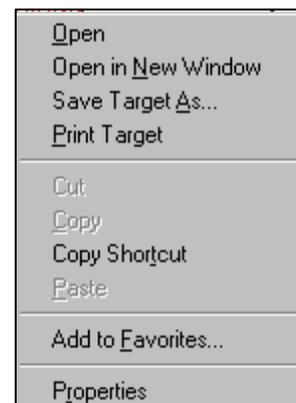


Figure 3-1: Shortcut Menu

Report Download Page

Print a Report

1. Select the school code of the school for which to display reports from the **School ID** drop down list.
2. Select the academic year for which to display reports from the **Academic Year** drop down list.
3. To further filter the list of reports to display, select a report, month, and media type from the corresponding fields (this step is not required).
4. Click the <Go!> button
 - The selected reports will populate the **Report Display Table**.
5. Click the on the **Report Display Table** that corresponds to the report to view ***with the right mouse button***.
 - A shortcut menu will appear next the mouse cursor
6. Select the "Open in New Window option from the shortcut menu (see figure 4-1)
 - The report will open in a new browser window
7. To print this file click on "Print Target" option from the shortcut menu (see figure 3-2). Then on the print menu t setting on your print menu.
 - You can also left click the Display/Download link and select "Print Target."

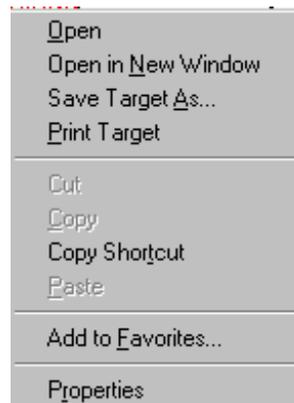


Figure 4-1: Shortcut Menu