



NON-SSN GPA UPLOAD

WebGrants User Guide

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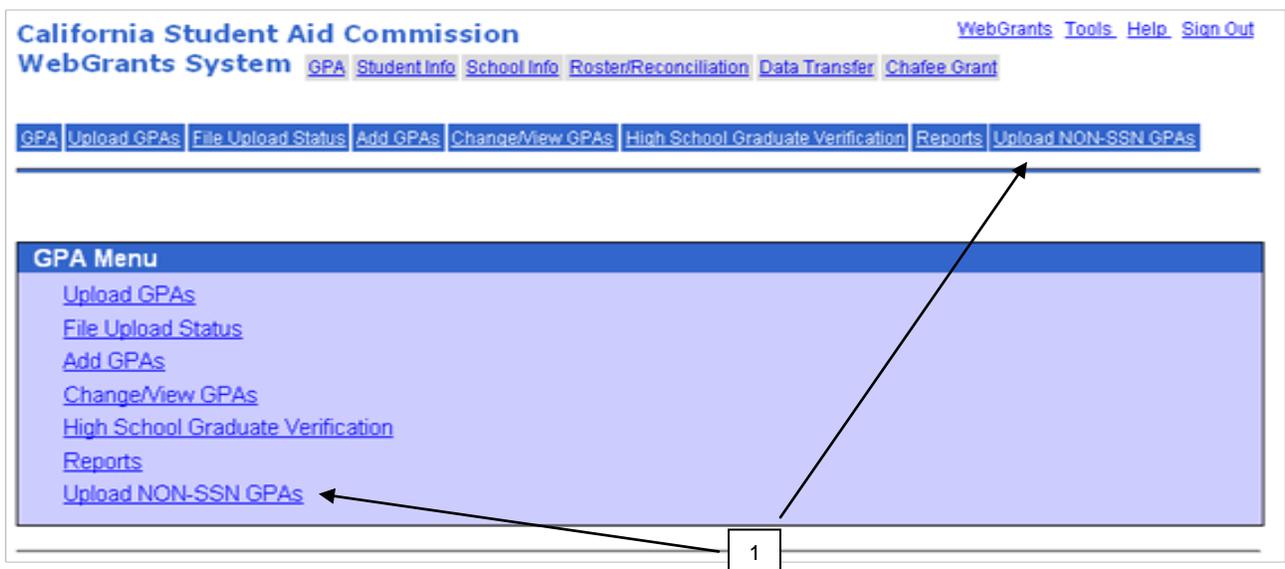
Upload NON-SSN GPAs MAIN PAGE

Purpose

The California Student Aid Commission (Commission) will start accepting NON-SSN GPA's through on-line submission. This training provides detailed instructions on the process of uploading NON-SSN GPA's.

Page Elements

1. **Upload NON-SSN GPAs:** This shortcut link directs the user to the Upload NON-SSN GPAs screen.



Access

This page can be accessed by clicking on the [WebGrants](#) link then on the [GPA](#) link in the Portal Menu.

Page Functions

Navigate to Upload NON-SSN GPA's page

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 [Upload NON-SSN GPA's](#) link to view the NON-SSN GPA File Upload Page (see page 3).

Upload NON-SSN GPA's Page

Purpose

Uploading is a simple process participating schools use to transmit specifically formatted data files containing student GPA's without the SSN to the Commission for batch processing. NON-SSN GPA Data files being prepared for transmission to the Commission must be saved prior to selection and transmitted in a text file format with a ".txt" file extension.

Page Elements

1. **Browse...:** This field will allow the user to search their PC or network drive for a text file (.txt) to upload.
2. **Academic Year:** Use this field to associate a specific academic year with the file located in the NON-SSN GPA File path.
3. **Begin Upload:** After entering a text file click this button to start the upload process.

The screenshot shows the 'Upload NON-SSN GPA's' page from the California Student Aid Commission WebGrants System. The page has a blue header with the title 'Upload NON-SSN GPA's'. Below the header, there are instructions: 'Enter the file path and name of your file (Use the BROWSE button to find your file)', 'File type must be .txt', and 'Click the **Begin Upload** button to start this operation'. The main form area is blue and contains a 'NON-SSN GPA File:' label with a text input field and a 'Browse...' button. Below this is an 'Academic Year:' label with a dropdown menu showing '2012 - 2013'. At the bottom of the form is a 'Begin Upload' button. Three numbered callouts are present: '1' points to the 'Browse...' button, '2' points to the 'Academic Year' dropdown, and '3' points to the 'Begin Upload' button. The footer of the page includes a 'Privacy Policy' link, copyright information for 2000-2011, and a 'Contact Us' link.

NON-SSN GPA Summary Screen

Access

The NON-SSN GPA Summary Screen will be displayed after clicking the [Begin Upload](#) button on the Upload NON-SSN GPA's screen page (see page 2).

Page Elements

- 1. File Upload Status:** This area provides a summary of the records to be submitted. If there are Invalid Records, they must be fixed before the upload can continue.
- 2. Submit Records:** If all the records to be submitted are Valid click this button to continue.
- 3. BACK:** Clicking the BACK button will take the user to the previous page and re-set the Upload screen.

The screenshot shows the 'Upload NON-SSN GPA's' interface. At the top, it displays the 'California Student Aid Commission WebGrants System' logo and navigation links. Below this is a breadcrumb trail: 'GPA > Upload GPAs > File Upload Status > Add GPAs > Change/View GPAs > High School Graduate Verification > Reports > Upload NON-SSN GPAs'. The main heading is 'Upload NON-SSN GPA's'. Underneath, the 'NON-SSN GPA File Upload Status' section displays the following information: File Name: **BlankDataEntry_export.txt**, File Size: **3936**, File Type: **text/plain**, Academic Year and Cycle: **2012**, Total Records: **12**, Valid Records: **12**, and Invalid Records: **0**. At the bottom of this section are two buttons: 'Submit Records' and 'BACK'. The footer contains a 'Privacy Policy' link, copyright information for 2000-2011, and a 'Contact Us' link. Three numbered callouts are present: '1' points to the 'Total Records: 12' line, '2' points to the 'Submit Records' button, and '3' points to the 'BACK' button.

Data Fields Definitions Page

Purpose

The following document displays the file format and should be saved in text (.txt) format. The data to be uploaded is Position specific. Please use the Excel NON-SSN GPA Template on Page 5 when entering data. The template has macros built in for the Position placement.

Page Elements

- 1. Position:** This provides a position listing of the records to be submitted. When the Excel NON-SSN GPA Template is used and saved as text the Position is saved via a macro.
- 2. FORMAT/DATA:** This column gives examples of the type of data that is accepted in each of the fields.



Required	Table Field Name	Field Name	Length	Type	Position	FORMAT/DATA	COMMENTS
YES	RECORD_ID	Record ID	3	CHAR	1-3	"NS1"	
YES	SCH_CMPS_CODE	School Code	8	CHAR	4-11	"00000000"	COL BORD CD+'00'
YES	GRAD_DATE	Graduation Date	8	CHAR	12-19	YYYYMMDD	
YES	STDT_GPA	GPA	3	CHAR	20-22	0V99	
NO	FLAGS	Flags	8	CHAR	23-30	"H~~~~~"	HCRC2~F (~=space)
NO	SP_SCH_CMPS_CODE	Spring School Code	8	CHAR	31-38	spaces	
YES	STDT_DOB	Date of Birth	8	CHAR	39-46	YYYYMMDD	
YES	STDT_LAST_NAME	Student's Last Name	19	CHAR	47-65		
YES	STDT_FIRST_NAME	Student's First Name	12	CHAR	66-77		
NO	STDT_MI	Student's Middle Initial	1	CHAR	78-78		
NO	MTHR_LAST_NAME	Mother's Last Name	19	CHAR	79-97		
NO	FTHR_LAST_NAME	Father's Last Name	19	CHAR	98-116		
YES	STDT_STR_ADDR	Student Address	35	CHAR	117-151		
YES	STDT_CITY	Student City	17	CHAR	152-168		
YES	STDT_ZIP_CODE	Student Zip Code	5	CHAR	169-173	"00000"	
YES	STDT_GENDER	Student's Gender	1	CHAR	174-174	"M" OR "F"	
NO	PAR_PHN_NBR	Parent's Phone Number	10	CHAR	175-184	9165551111	
NO	STDT_PHN_NBR	Student's Phone Number	10	CHAR	185-194	9165551111	
NO	STDT_EMAIL	Student's Email Address	50	CHAR	195-244		
NO	PAR_EMAIL	Parent's Email Address	50	CHAR	245-294		
NO	CSAC_ID	CSAC ID	9	CHAR	295-303		IF known (non-HS)
NO	Blank		3	CHAR	304-306	"~::~"	Required Filler
NO	SCH_STDT_ID (OPTIONAL)	School Student ID	20	CHAR	307-326		School's student ID
Fields in Yellow are required							
Fields in Green are pre-populated on the template							

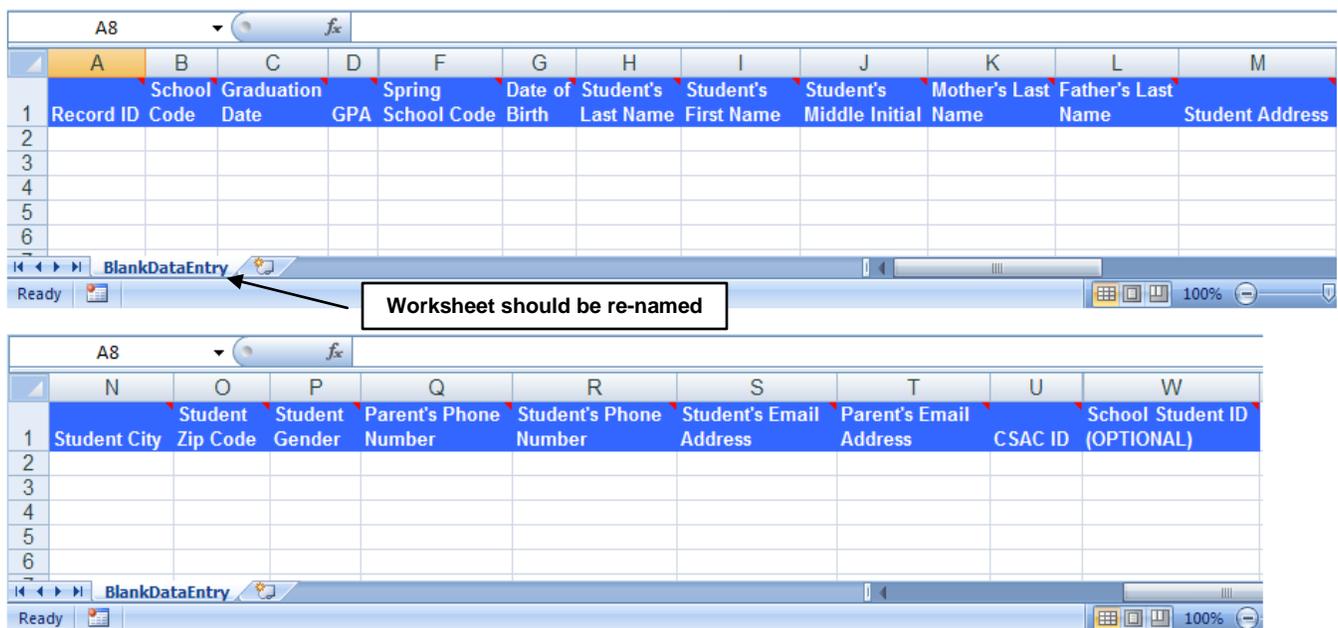
NON-SSN GPA – Excel Template

Access

The NON-SSN GPA – Excel Template can be accessed by clicking the [Tools](#) link on the WebGrants Main Page then scrolling to the bottom and right clicking the [Excel NON-SSN GPA Template](#) and select “Save Link As” option to save the template to your computer.

Page Functions

The Excel NON-SSN GPA Template should be used to enter the student data. After the data has been entered and is ready to be uploaded the excel sheet should be re-saved first. Then the document needs to be saved as a text file (see page 6).



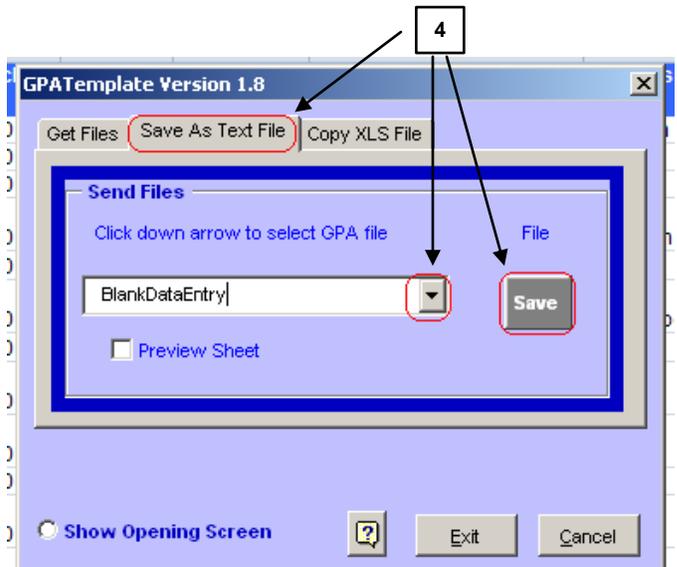
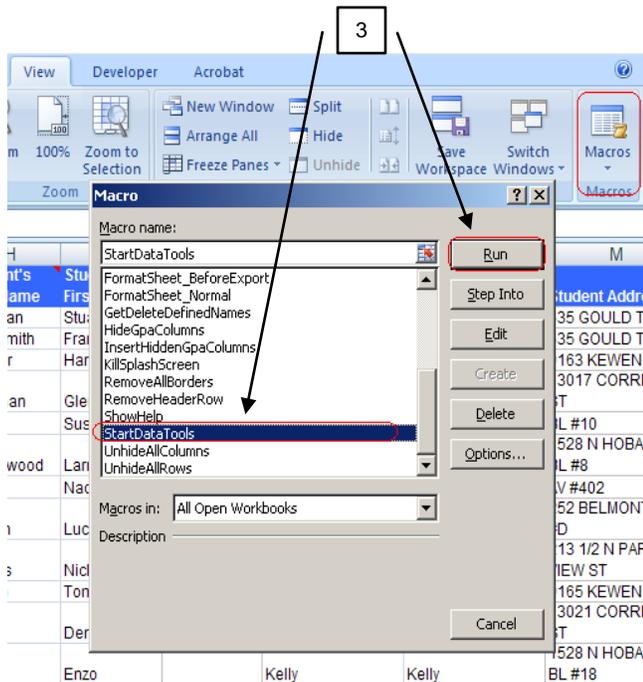
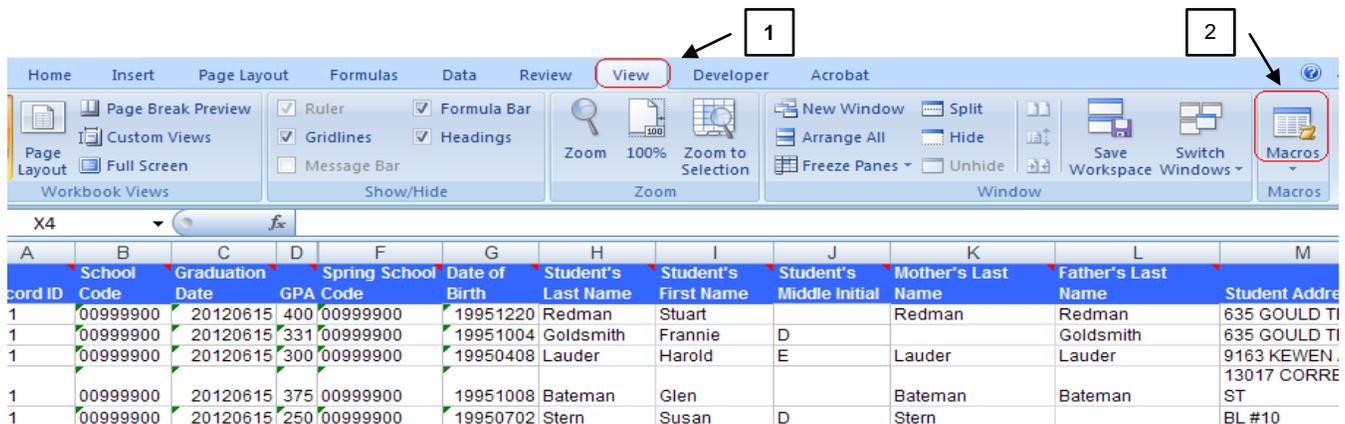
NON-SSN GPA – Excel Template cont.

Access

The following process will allow the user to save the excel template as a text file.

Page Functions

1. **View:** Click the View tab to access the Macros menu.
2. **Macros button:** Then click the Macros button to bring up the Macros window.
3. **Macros Window:** Scroll down and select the StartDataTool Macro then click the run button.
4. **Save As Text File:** The save as pop-up box will appear, click the “Save As Text File”, then in the drop down list select the data sheet name and then click the Save button. After the Save button is clicked the user will be directed to select the location for the export. The text document should be saved in the same location as the excel document.



View of Text File

Purpose

The text document below is an example of the excel template after it has been saved as a text file.

Page Elements

1. Position: Based on the Data Fields definition (page 4) The sample shows that that the School Code starts at position 4 and goes through position 11. This is the text file that will be uploaded (page 2).

