



# NON-SSN GPA UPLOAD

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## **WebGrants User Guide**

Updated: November 2014

# Upload NON-SSN GPAs MAIN PAGE

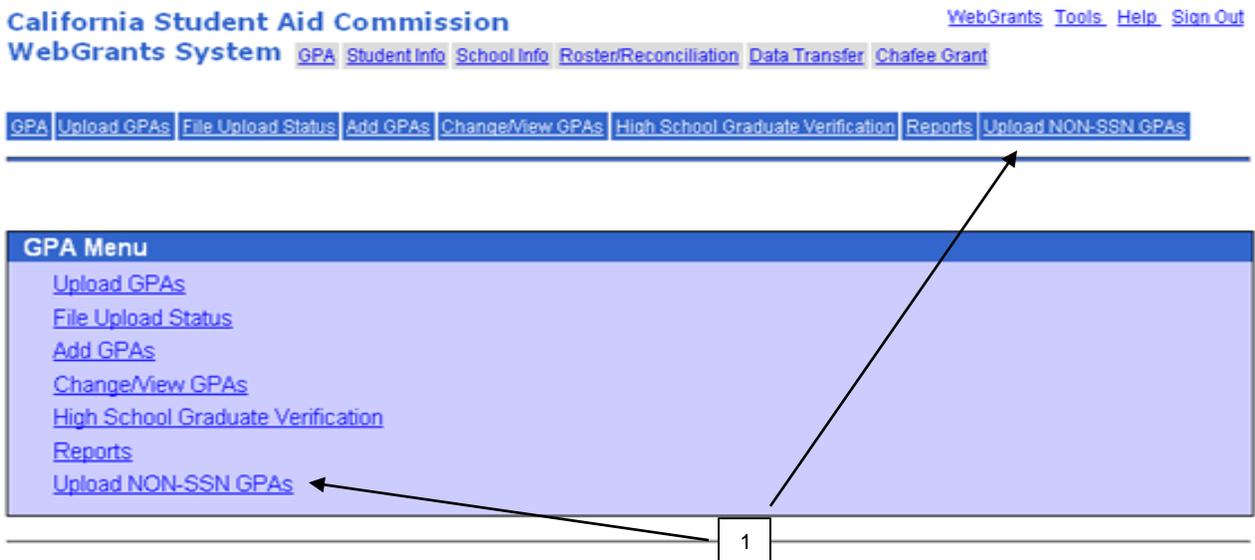
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## Purpose

The California Student Aid Commission (Commission) is accepting NON-SSN GPAs through on-line submission. This training provides detailed instructions on the process of uploading NON-SSN GPAs.

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

# Upload NON-SSN GPAs Page

## Purpose

Uploading is a simple process participating schools use to transmit specifically formatted data files containing student GPAs 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 GPAs' page from the California Student Aid Commission WebGrants System. The page has a blue header with the commission name and navigation links. Below the header, there are two tabs: 'NON-SSN GPA' and 'Upload NON-SSN GPAs'. The main content area has a dark blue title bar 'Upload NON-SSN GPAs'. Below this, there are three 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 form area has a blue background and contains two input fields: 'NON-SSN GPA File:' with a text box and a 'Browse...' button, and 'Academic Year:' with a dropdown menu. A 'Begin Upload' button is located at the bottom right of the form. 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.

# 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 GPAs screen (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 GPAs' interface. At the top, there is a navigation bar with 'California Student Aid Commission WebGrants System' and various menu items. Below this, there are links for 'NON-SSN GPA' and 'Upload NON-SSN GPAs'. The main content area is titled 'Upload NON-SSN GPAs' and contains a form with a file upload field, an 'Academic Year' dropdown, and a 'Begin Upload' button. Below the form is a section titled 'NON-SSN GPA File Upload Status' which displays the following information: File Name: 2012-13 Students Fixed\_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 the screen, there are two buttons: 'Submit Records' and 'BACK'. Three numbered callouts are present: '1' points to the 'File Type' field, '2' points to the 'Submit Records' button, and '3' points to the 'BACK' button.

California Student Aid Commission  
WebGrants System

[GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [NON-SSN GPA](#)

[NON-SSN GPA](#) [Upload NON-SSN GPAs](#)

**Upload NON-SSN GPAs**

NON-SSN GPA File:

Academic Year:

**NON-SSN GPA File Upload Status**

File Name: **2012-13 Students Fixed\_export.txt**

File Size: **3936**

File Type: **text/plain** 1

Academic Year and Cycle: **2012**

Total Records: **12**

Valid Records: **12**

Invalid Records: **0**

2   3

# NON-SSN GPA Confirmation Screen

## Access

The NON-SSN GPA Confirmation Screen will be displayed after clicking the [Submit Records](#) button on the Upload NON-SSN GPAs screen page (see page 3).

## Page Elements

- 1. Batch Number:** The batch number identifies the group of GPAs submitted and is useful when talking to school support. By clicking on the batch number a list of the students submitted will be displayed. This list can be printed or exported to Excel.
- 2. Print / Export:** The Print button prints a summary of the records submitted. The Export button will export the summary of the records submitted to Excel for saving.
- 3. BACK:** Clicking the BACK button will take the user to the Upload NON-SSN GPAs screen to begin a new upload. Clicking the BACK button while viewing the list of students will return the user to the Summary of NON-SSN GPA Records screen.

California Student Aid Commission  
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[NON-SSN GPA](#) [Upload NON-SSN GPAs](#)

### Upload NON-SSN GPA s

NON-SSN GPA File:

Academic Year:

Record(s): 1

#### Summary of NON-SSN GPA Records

Congratulations! Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records and maintain the report as proof of submission. The report will not be available once you exit this screen.

Batch Number	School Code	Report Name	Submitted	Accepted	Errors
887	00999900	NSLD-2012-00999900-09OCT12-111253.TXT	12	12	0

1 2 3

# Data Fields Definitions Page cont.

## 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. Valid Content:** This column gives examples of the type of data that is accepted in each of the fields.

<b>2015-2016 Non-SSN GPA File Layout</b>							
For the 2015-16 academic year, each GPA batch should contain only GPAs of the same type							
Field #	Required Field?	Start	End	Length	Field Name	Valid Content	Justify Signed
1	Yes	1	3	3	Record_ID	NS1 Enter "NS1" for all records	Left
2	Yes	4	11	8	SCH_CMPS_CODE	00000000 to 99999999 High School: College Board Code+00 College: OPE ID Number	Right
3	Yes	12	19	8	HS Grad Date Required field only for high school GPAs	Format is YYYYMMDD 19400101 to 20001231	Left
4	Yes	20	22	3	Student GPA	001 to 400	Right
5	No	23	30	8	Flags ~ means a blank space If the first character (position 23) is "H", this means GPA type is High School. If the second character (position 24) is "C" this means the GPA type is community college. If no "H" or "C" is supplied, it is assumed the GPA is the type of the school submitting the GPA.	H ~ ~ ~ ~ ~ ~ C ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Left
6	No	31	38	8	Spring School Code	00000000 to 99999999 High School: College Board Code+00 College: OPE ID Number	Right
7	Yes	39	46	8	Student Date of Birth	Format is YYYYMMDD 19200101 to 20001231	Left
8	Yes	47	65	19	Student's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Left
9	Yes	66	77	12	Student's First Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Left
10	No	78	78	1	Middle Initial	Uppercase letters A to Z Blank	Left

## Data Fields Definitions Page cont.

<b>2015-2016 Non-SSN GPA File Layout</b>							
For the 2015-16 academic year, each GPA batch should contain only GPAs of the same type							
Field #	Required Field?	Start	End	Length	Field Name	Valid Content	Justify Signed
11	No	79	97	19	Mother's Last Name	Numbers 0 to 9 Uppercaseletters A to Z Space(s) .(period) '(apostrophe) -(hyphen)	Left
12	No	98	116	19	Father's Last Name	Numbers 0 to 9 Uppercaseletters A to Z Space(s) .(period) '(apostrophe) -(hyphen)	Left
13	Yes	117	151	35	Student Street Address	Numbers 0 to 9 Uppercaseletters A to Z .(period) '(apostrophe) -(hyphen) ,(comma) #(number) @(at) %(percent or care of) &(ampersand) /(slash) Space(s)	Left
14	Yes	152	168	17	Student's City	Numbers 0 to 9 Uppercaseletters A to Z .(period) '(apostrophe) -(hyphen) ,(comma) #(number) @(at) %(percent or care of) &(ampersand) /(slash) Space(s)	Left
15	Yes	169	173	5	Student's Zip Code	00000 to 99999	Right

## Data Fields Definitions Page cont.

<b>2015-2016 Non-SSN GPA File Layout</b>							
For the 2015-16 academic year, each GPA batch should contain only GPAs of the same type							
Field #	Required Field?	Start	End	Length	Field Name	Valid Content	Justify Signed
16	Yes	174	174	1	Student's Gender	M = Male F = Female	Left
17	No	175	184	10	Parent's Phone Number	0000000000 to 9999999999 Blank	Right
18	No	185	194	10	Student's Phone Number	0000000000 to 9999999999 Blank	Right
19	No	195	244	50	Student's Email Address	Blank If non-blank: One and only one "@" (at-sign) allowed. Before @: <ul style="list-style-type: none"> <li>• at least one valid character</li> <li>• all characters in the range of ASCII 33-126, except for the following 12 characters &lt;&gt; () [] \ ; : " @</li> <li>• period (.) cannot be first, last or adjacent to another period</li> </ul> After @: <ul style="list-style-type: none"> <li>• at least one valid character</li> <li>• only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .)</li> <li>• hyphen, underscore, and period cannot be first, last, or adjacent to a period</li> </ul>	Left

## Data Fields Definitions Page cont.

<b>2015-2016 Non-SSN GPA File Layout</b>							
For the 2015-16 academic year, each GPA batch should contain only GPAs of the same type							
Field #	Required Field?	Start	End	Length	Field Name	Valid Content	Justify Signed
20	No	245	294	50	Parent's Email Address	Blank If non-blank: One and only one "@" (at-sign) allowed. Before @: • at least one valid character • all characters in the range of ASCII 33-126, except for the following 12 characters <>()[]\,:;"@ • period (.) cannot be first, last or adjacent to another period After @: • at least one valid character • <u>only</u> letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) • hyphen, underscore, and period cannot be first, last, or adjacent to a period	Left
21	No	295	303	9	Student's Dream Act ID	000100001 to 000999999 Blank	Right
22	Yes	304	306	3	Required data element	":~:"	Left
23	No	307	326	20	School Student ID	Numbers 0 to 9 Uppercase letters A to Z (period) ' (apostrophe) (hyphen) , (comma)	Left
24	Yes	327	336	10	State Student Identification Number	0000000000 to 9999999999	Right

- High school graduation date (field 3) is required for the submission of high school GPAs.
- The characters :~: (field 22) are required for all records in field 22
- The State Student Identification Number (field 24) is a required field beginning 2015-16. If the student does not have an SSID fill with 0000000000.

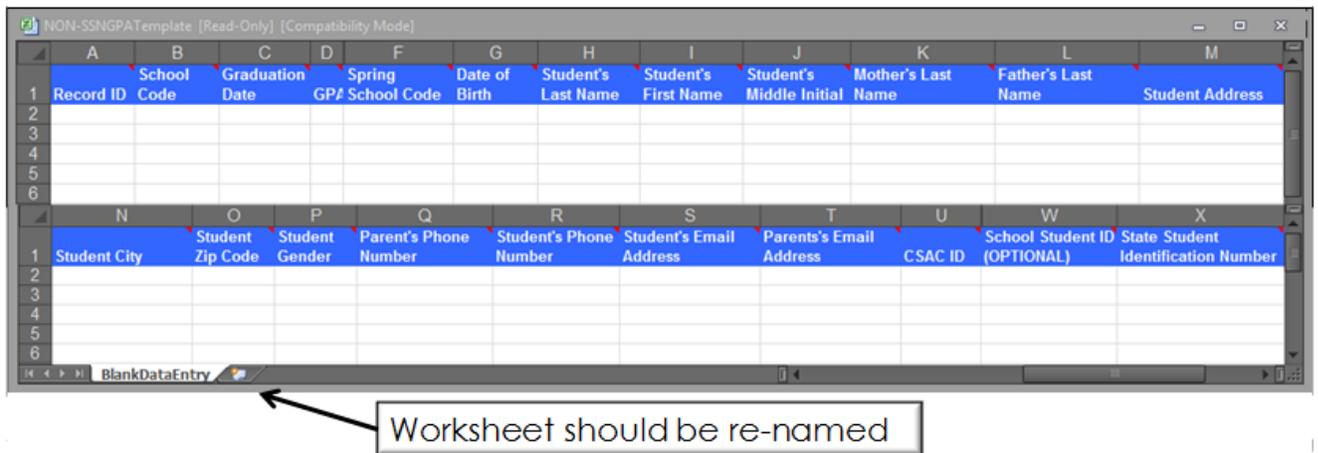
# NON-SSN GPA – Excel Template

## 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).



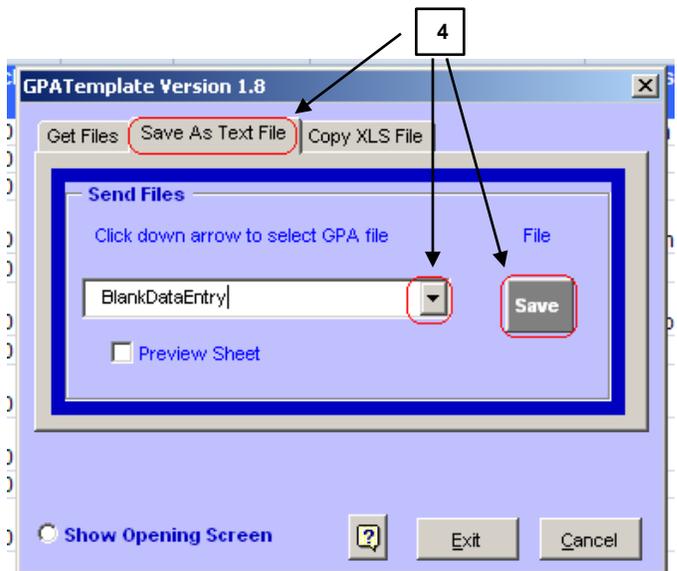
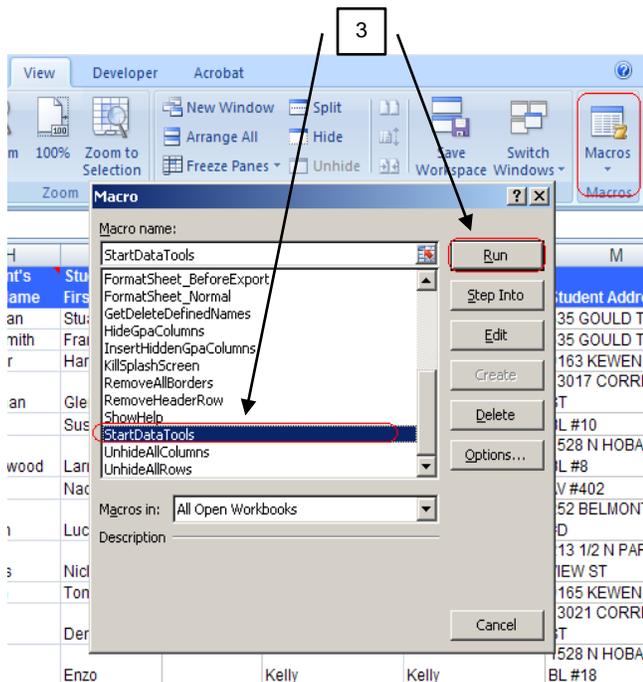
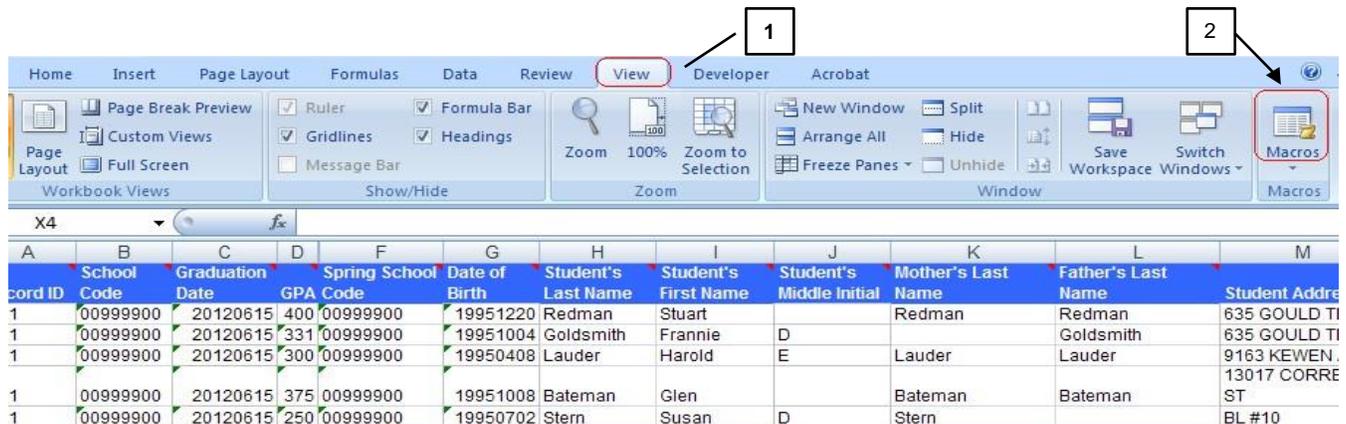
# NON-SSN GPA – Excel Template cont.

## 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).

