Maryland Higher Education Commission

NEW GPA Upload Process

MDCAPS User Guide

UPDATED: December 2020

Introduction

Thank you for your participation in the State of Maryland's new tool, called the Grade Point Average (GPA) Upload Process. This new tool has been implemented in the Maryland College Processing System (MDCAPS), for high school staff to utilize beginning with the 2020-2021 academic year.

The purpose of this new tool is to allow high school staff to verify and report all high school seniors cumulative unweighted GPA, from their first semester of their senior year of high school. This simple upload will notify the Maryland Higher Education Commission (MHEC) about all student's potential eligibility for consideration of the Guaranteed Access (GA) Grant, which is the largest need-based grant in the state, or the Maryland Community College Promise Scholarship, which pays for tuition after all other non-loan aid has been applied.

By utilizing this new tool students identified as potentially eligible for the GA grant or Promise Scholarship will no longer have to submit their transcripts to MHEC through the mail; therefore streaming the application process for students.

High schools can also utilize the GPA Upload Process for any student that graduated from their high school on or after January 1, 2019, and is now applying for various state aid programs such as the Maryland Community College Promise Scholarship, Guaranteed Access Grant, Teaching Fellows for Maryland Scholarship, etc. in the 2021-2022 academic year.

The Maryland Higher Education Commission thanks you for your participation in utilizing the GPA Upload tool and are excited to have you partner with us, in creating a more efficient application process for our students.

If you have any questions or concerns regarding the GPA Upload tool or use of MDCAPS you may contact our office by email at fafsa.mhec@maryland.gov.

Maryland Higher Education Commission

GPA Upload Process
Online Instructions

1. Use the GPA Upload Tool file layout template provided by MHEC to report the GPA information for students enrolled in their senior year at your high school.

Please use the below table to assist in completing your GPA Upload File.

The column headers each contain notes describing the acceptable values that may be uploaded into MDCAPS. To view the notes simply hover over the column header to reveal the note. Additionally, data validation is in place on the cells to be filled in, if the data you are attempting to enter is rejected by the validation, please check the note in the column header to ensure your data matches the requirements. Failure to abide to the data validation in this table will result in your file being rejected in MDCAPS.

Once complete, delete all rows above the column headers (including these instructions). The first student in your data must be in Row 2. Then save your file as a .CSV so that it may be uploaded into MDCAPS.

| Last name	First Name	Zip Code	Unweighted Cumulative GPA	DOB	Semester Reported	SSN	MHECID

DO NOT RENAME ANY COLUMNS

If a high school does **not** have the students SSN, they can report the students MHEC ID number in order to upload the GPA into MDCAPS. If a high school elects to use the MHEC ID number rather than the students SSN, **NO values should be entered in the SSN field.**

**IMPORTANT:** For the column label "**Semester Reported**" you must report:

- "**Fall**" if the GPA information being reported is the students Unweighted Cumulative GPA earned at the end of their first semester of their senior year in high school.
- "**Spring**" if the GPA information being reported is the students Unweighted Cumulative GPA earned at the end of their senior year in high school.

2. Log into MDCAPS and select the "Gpa Upload" located under the File Transfer s section.
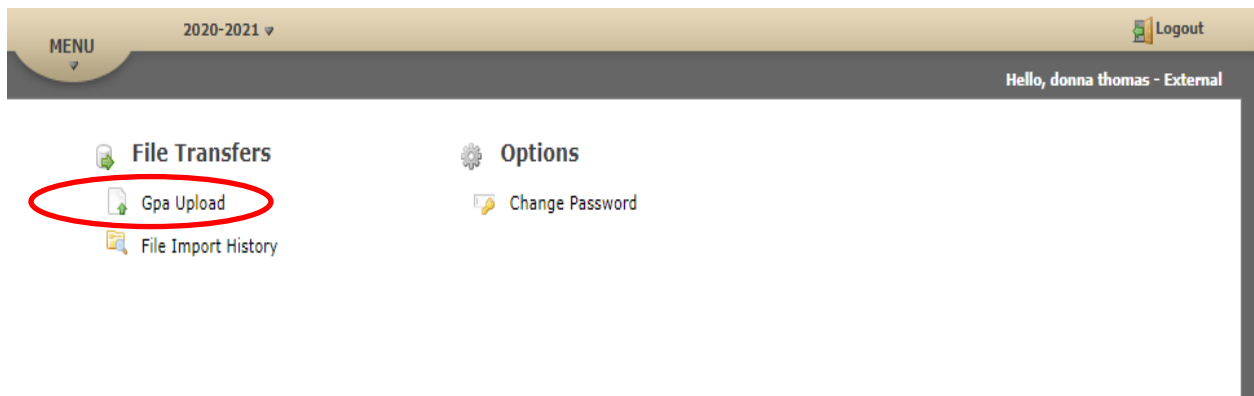

This tab will take you to the GPA Upload screen that will allow you to upload your file into MDCAPS for each applicable student at your high school.

3. Select **Choose file** and locate the CSV file saved from step 1.
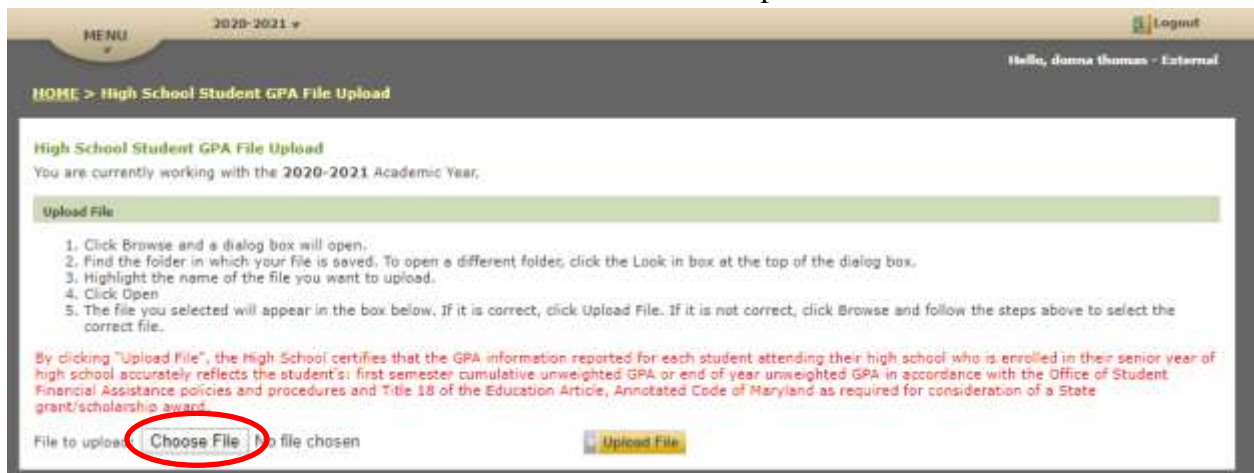
4. Once the file has been selected, click the option for **Upload file**

5. A message appears verifying that the file has been uploaded successfully. To proceed in retrieving your results, select the "Click here" option as noted on the below screenshot:
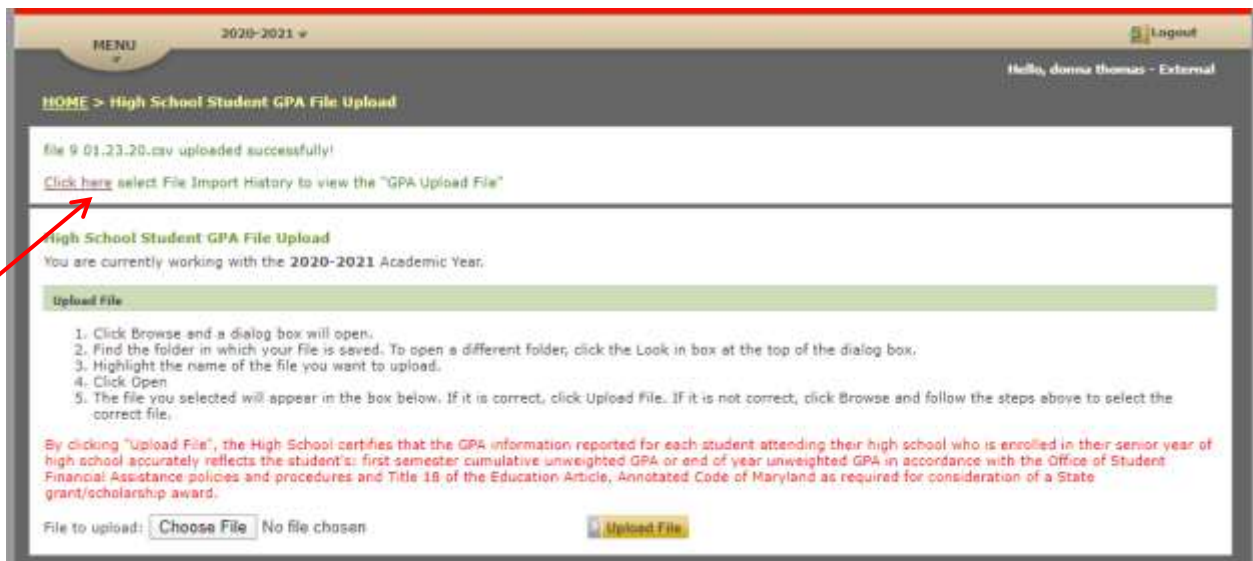
6. If a message appears indicating that the file "Failed" to process due to errors, as seen in the screenshot below. You should verify the following:

    a. The file is saved in .csv format; and
    b. The names of each column were not altered, as noted in Step 1 of this guide.

    Should you continue to receive the error message after verifying the accuracy of information entered on the file, email us at fafsa.mhec@maryland.gov

7. Once on the File Import Screen you will see the "GPA Upload Import Files" section. If you click on the plus sign you will see the name of the file you uploaded into MDCAPS, along with the total number of rows processed and if the file had any errors.

The **File Import History** screen may also be accessed from the Home screen on the main menu in MDCAPS.

Appendix A

The file layout for the GPA Upload that is outlined in the excel spreadsheet is also displayed below:

Field	Type	Size	Description	Values/Comments
Last Name	String	varchar(30)	Student's last name	
First Name	String	varchar(30)	Student's first name	
Zip Code	String	varchar(10)	Student's Zipcode	
Unweighted Cumulative GPA	Float		Student's Cumulative GPA	3.24
DOB	Date		Student's date of birth	MM/DD/YYYY
Semester Reported	String	varchar(6)	Indicator of which semester the Student's information is being reported for	Fall/Spring
SSN	String	varchar(9)	Student's Social Security Number	123456789
MHECID	String	varchar(20)	Student's Maryland Higher Education ID Number	1234342