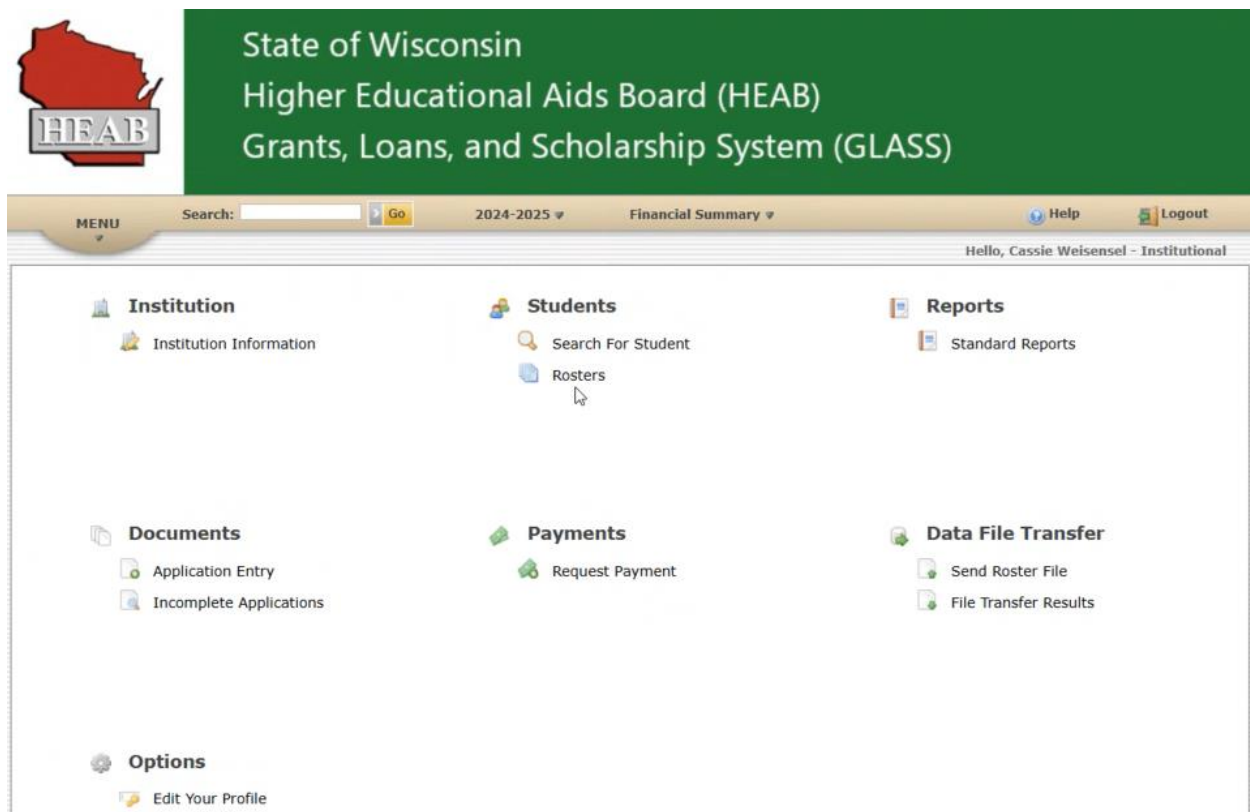


## GPA and Credits – (This is applicable to Veterans and AES/TES)

1. On the page below, Select Rosters



The screenshot displays the State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS) interface. The header features the HEAB logo (a red outline of Wisconsin with 'HEAB' in a grey box) on the left, and the text 'State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS)' on a green background to the right. Below the header is a navigation bar with a 'MENU' button, a search field with a 'Go' button, the current academic year '2024-2025', a 'Financial Summary' link, and 'Help' and 'Logout' links. A user greeting 'Hello, Cassie Weisensel - Institutional' is visible on the right. The main content area is organized into several functional categories, each with a list of links: 

- Institution**: Institution Information
- Students**: Search For Student, Rosters (indicated by a mouse cursor)
- Reports**: Standard Reports
- Documents**: Application Entry, Incomplete Applications
- Payments**: Request Payment
- Data File Transfer**: Send Roster File, File Transfer Results
- Options**: Edit Your Profile

After selecting Rosters, the page below appears.

2. Please ensure the applicable academic year is shown (refer to rectangular area in red). If not, click on the down area and choose the academic year.

The screenshot shows the top navigation bar of the HEAB GLASS system. The header includes the HEAB logo, the text 'State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS)', a search bar, a 'Go' button, and a dropdown menu for the academic year. The '2024-2025' option is selected and highlighted with a red rectangular box. Other navigation links include 'MENU', 'Financial Summary', 'Help', and 'Logout'. The user is logged in as 'Cassie Weisensel - Institutional'.

HOME > Roster Selection

You are currently working with the **2024-2025** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: All Programs ▼

Term: <Choose One> ▼

SSN:

First Name:

Last Name:

Student ID:

3. After confirming or selecting the academic year, then select the program and term on the page. See the image below.

This screenshot shows the same Roster Selection page, but with the 'Program' dropdown set to 'AES' and the 'Term' dropdown set to 'All Terms'. Both dropdowns are highlighted with black rectangular boxes. The rest of the page, including the academic year '2024-2025' and the input fields for SSN, First Name, Last Name, and Student ID, remains the same.

HOME > Roster Selection

You are currently working with the **2024-2025** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: AES ▼

Term: All Terms ▼

SSN:

First Name:

Last Name:

Student ID:

- Next, choose *Download* (refer to the page/image below) to the right of Credits and GPA:

[HOME](#) > [Roster Selection](#)

You are currently working with the **2024-2025** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program:

Term:



SSN:

First Name:

Last Name:

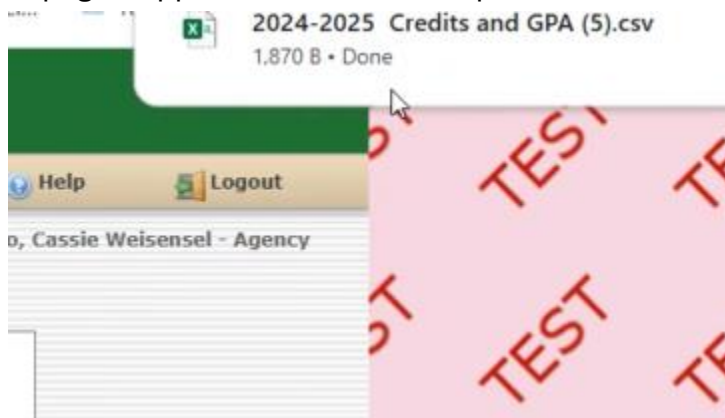
Student ID:

**Certification Rosters - Action Required**

	View and Print (PDF)	Certify Online	Download File (CSV)
 <b>Certification</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>Credits and GPA</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

When you click on *Download*,

- a CSV file be created; and
- You will see a link to download it in the upper right-hand corner of your page. Refer to page snippet below for an example:



5. When you open the CSV file that was created, you will see something like:

AutoSave

Off

2024-2025 Credits and GPA (5)

File

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Autom

Paste

Clipboard

Aptos Narrow

11

A<sup>+</sup>

A<sup>-</sup>

**B**

*I*

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Gene

G1

<

6. Enter the students' Credits and GPA information into the *Term Credits* and *Term GPA* columns:

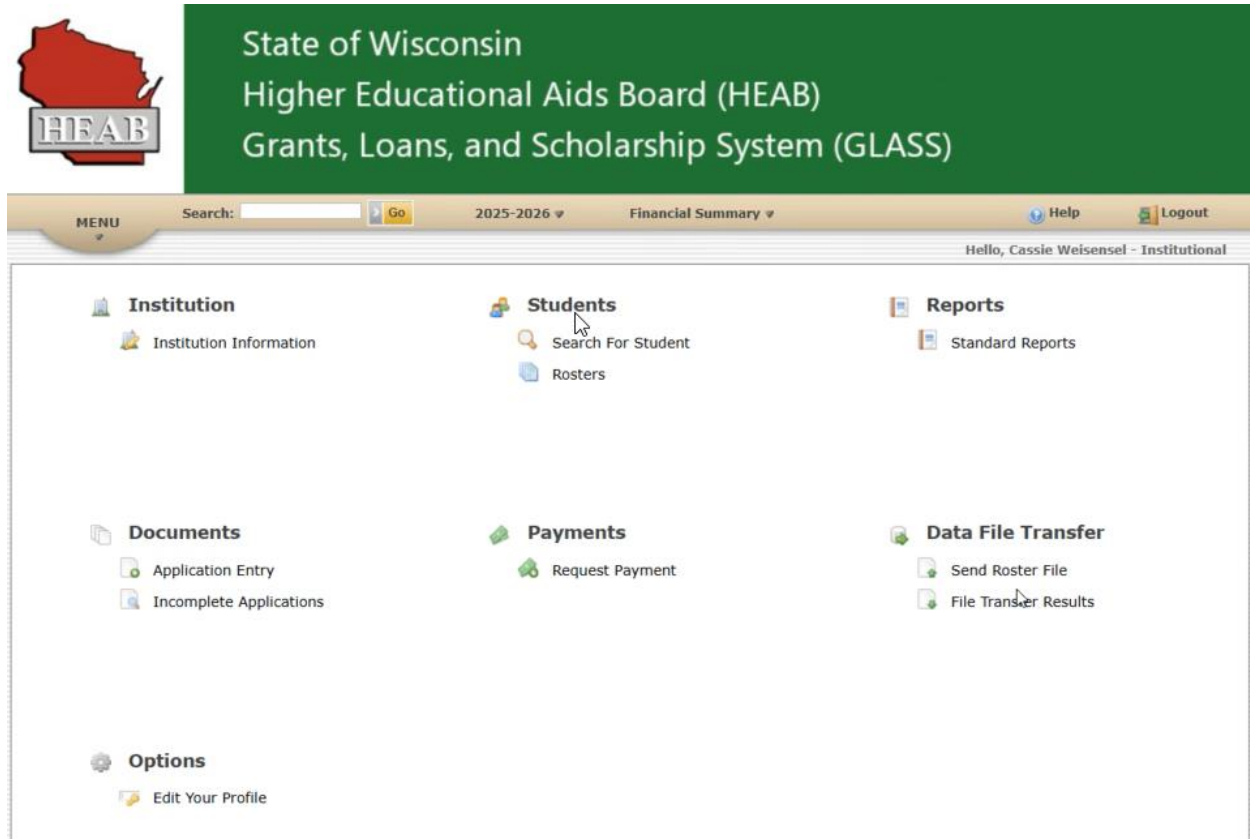
	L	M	
ir	Term Cred	Term GPA	Ca
#			
#			
1			
1			
#			
#			
5			
5			
5			
5			
1			
1			
#		+	
#			

**Important:** EACH TERM CREDIT and TERM GPA for EACH student must have an entry. If there is no value, then enter 0.

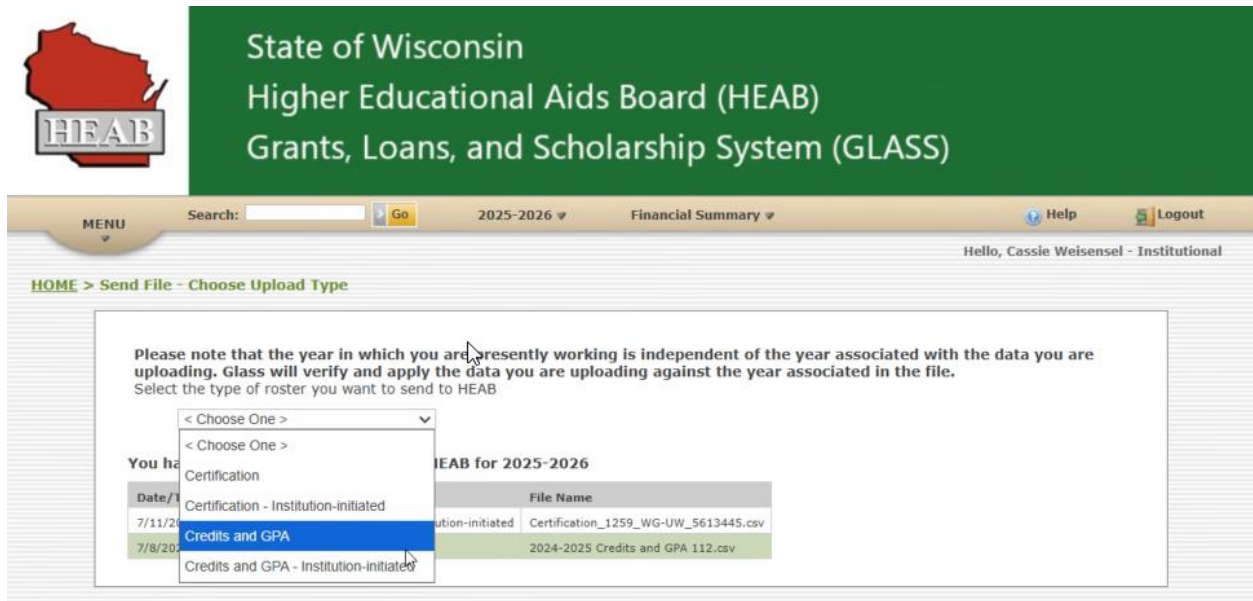
7. After your entries, your file should look like:

	L	IV	
ir	Term	Cred	Term GPA C
#	+	12	4
#		12	4
L		0	0
L		0	0
#		11	3.5
#		13	3.5
S		12	4
S		12	3.75
S		10	3.5
S		12	3.5
L		6	0.75
L		12	4
#		12	4
#		12	4

8. Save the file to the desired location on your PC, network, wherever.
9. Go back to the main page and select *Send Roster File* from the *Data File Transfer* section



10. The page shown below will appear. Choose *Credits and GPA* from the drop-down list box:



The screenshot shows the State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS) interface. The header is green with the HEAB logo and text. The navigation bar is orange with a search box, year selector (2025-2026), and links for Financial Summary, Help, and Logout. The main content area is titled "HOME > Send File - Choose Upload Type". It contains a warning message about the year of upload and a table of available files. A dropdown menu is open, showing the selection of "Credits and GPA".

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. Glass will verify and apply the data you are uploading against the year associated in the file.  
Select the type of roster you want to send to HEAB

< Choose One >

< Choose One >

You have the following files available for upload to HEAB for 2025-2026

Date/Time	File Name
7/11/2024 10:11:11 AM	Certification - Institution-initiated
7/11/2024 10:11:11 AM	Certification - Institution-initiated
7/11/2024 10:11:11 AM	Certification_1259_WG-UW_5613445.csv
7/8/2024 10:11:11 AM	2024-2025 Credits and GPA 112.csv

Credits and GPA



11. You will then see the following page:

**State of Wisconsin  
Higher Educational Aids Board (HEAB)  
Grants, Loans, and Scholarship System (GLASS)**

Search:   2025-2026 Financial Summary Help Logout

HOME > Send File - Choose Upload Type

**Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. Glass will verify and apply the data you are uploading against the year associated in the file.**  
Select the type of roster you want to send to HEAB

Credits and GPA

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

No file chosen

**You have sent 2 actual data file(s) to HEAB for 2025-2026**

Date/Time	Roster Type	File Name
7/11/2025 8:18:04 AM	Certification Roster - Institution-initiated	Certification_1259_WG-UW_5613445.csv
7/8/2025 10:50:12 AM	Credits and GPA Roster	2024-2025 Credits and GPA 112.csv

Steps for 11:

- a. Select the *Choose File* button and use the file that you saved earlier.
- b. Then select the *Upload File* button.
- c. Once you upload the file, if there are any errors with the file, a message will appear.
- d. If it uploads successfully, that is, no errors, it will appear in the *actual data file(s)* table below the upload file button. See example in image/page above.
- e. You are complete.