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formgroups

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Form Group Management 1

Form Group Management

txConnect Admin > Administrator Options > Settings > Forms Management > Form Groups

This page allows you to create and edit form group headings so you can group related forms. A form must be associated with a group in order to be accessible to parents. Some groups are included automatically.

View groups:

existing groups (right)	Groups fall into one of three categories: • New Student Enrollment • External (Public Documents) • Student Data Editing

Scroll down to view instructions for default groups, new groups, and existing groups.

NOTE: Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group such as Registration.

Manage a default group:

For groups that are included by default, including *New Student Enrollment Forms*, you can only modify the group's language and instructions and add static and standard forms to the group. You cannot change the group name or group type, and you cannot add dynamic forms.

Click the spyglass icon under **Available Groups** (right) to edit the New Student Enrollment Forms group or other default group.

The group details are displayed on the left side of the page under **Form Group Detail** (left side).

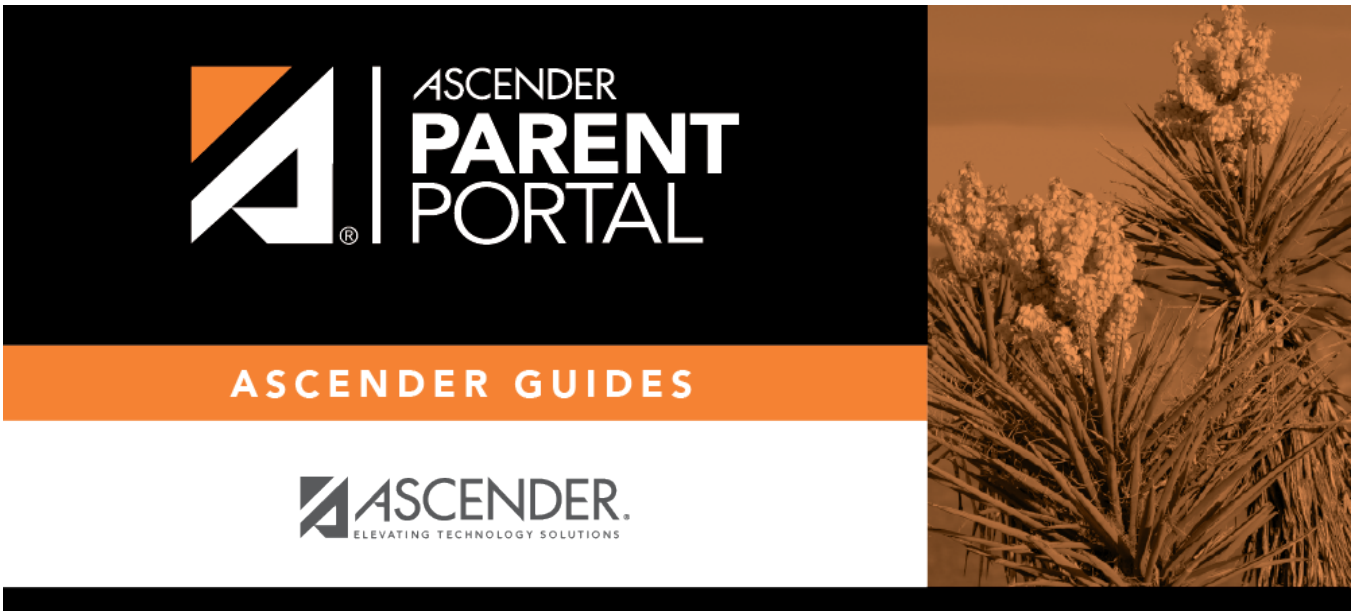
Form Group Detail (left)

Add a new group:

Form Group Detail (left)

Edit or delete an existing group:

existing groups (right)


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