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# formgroups

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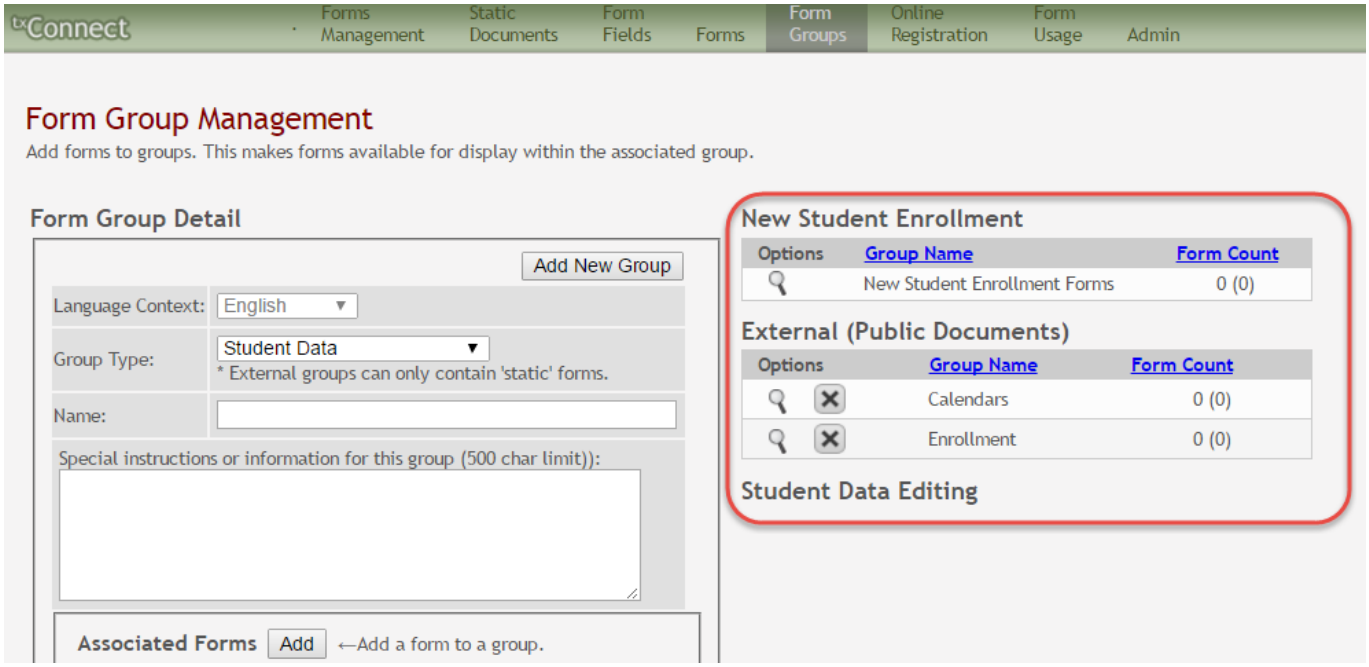
# Form Group Management

***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 added to a group (or to the Online Registration template) in order to be accessible to parents.

Some groups are included automatically.




## View groups:

| **existing groups (right)** | |
|---|---|
| Groups fall into one of three categories:<br><br>• New Student Enrollment<br>• External (Public Documents)<br>• Student Data Editing | |
| **Group Name** | |
| **Form Count** | |

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

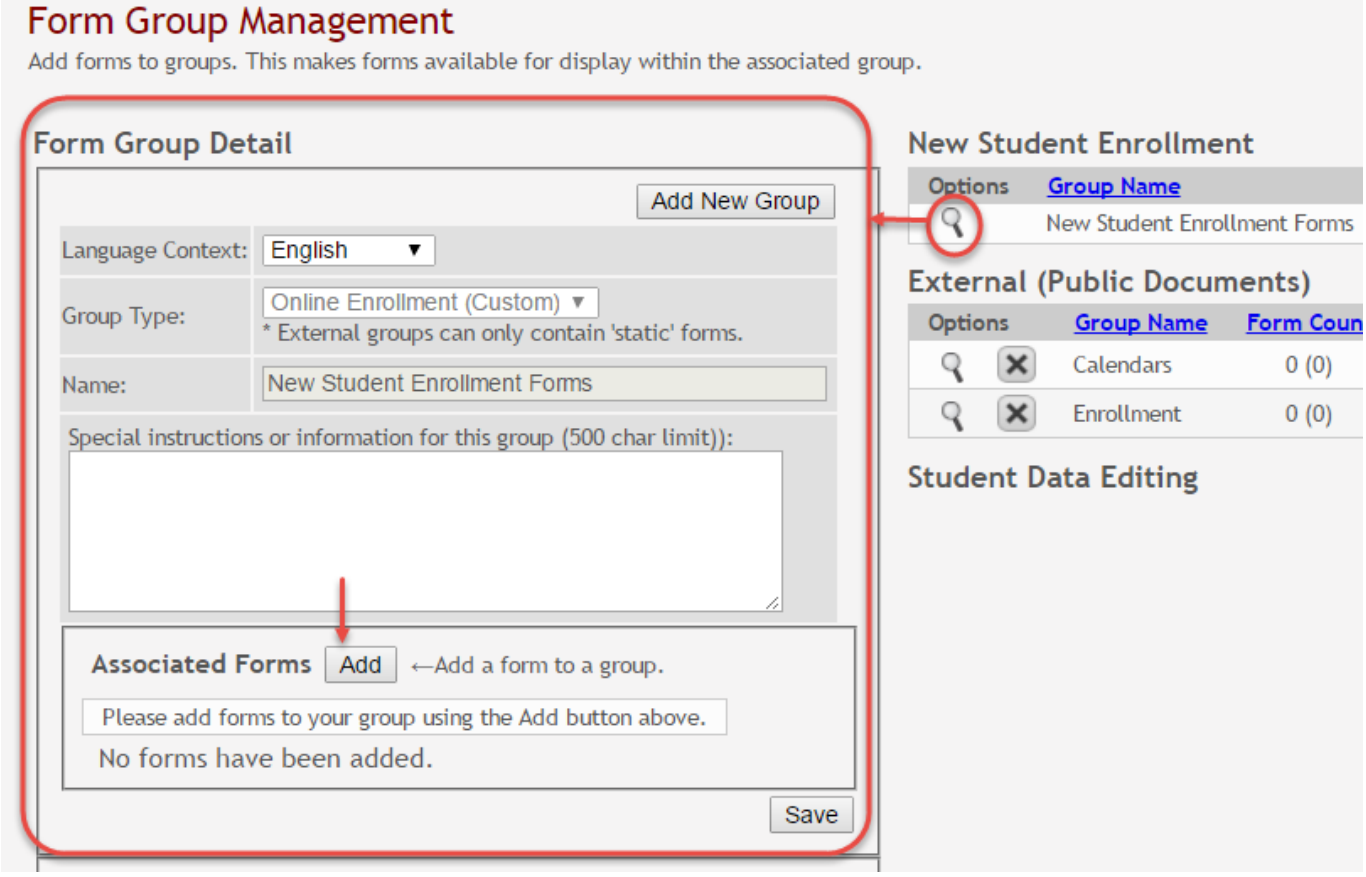
**NOTE:** Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

## Update a default group:

For groups that are included by default, you can only modify **Language Context** and **Special instructions** and add forms to the group. You cannot change the name of a default group.

- External groups only allow you to add static forms.
- The *New Student Enrollment Forms* group allows you to add static and standard forms.

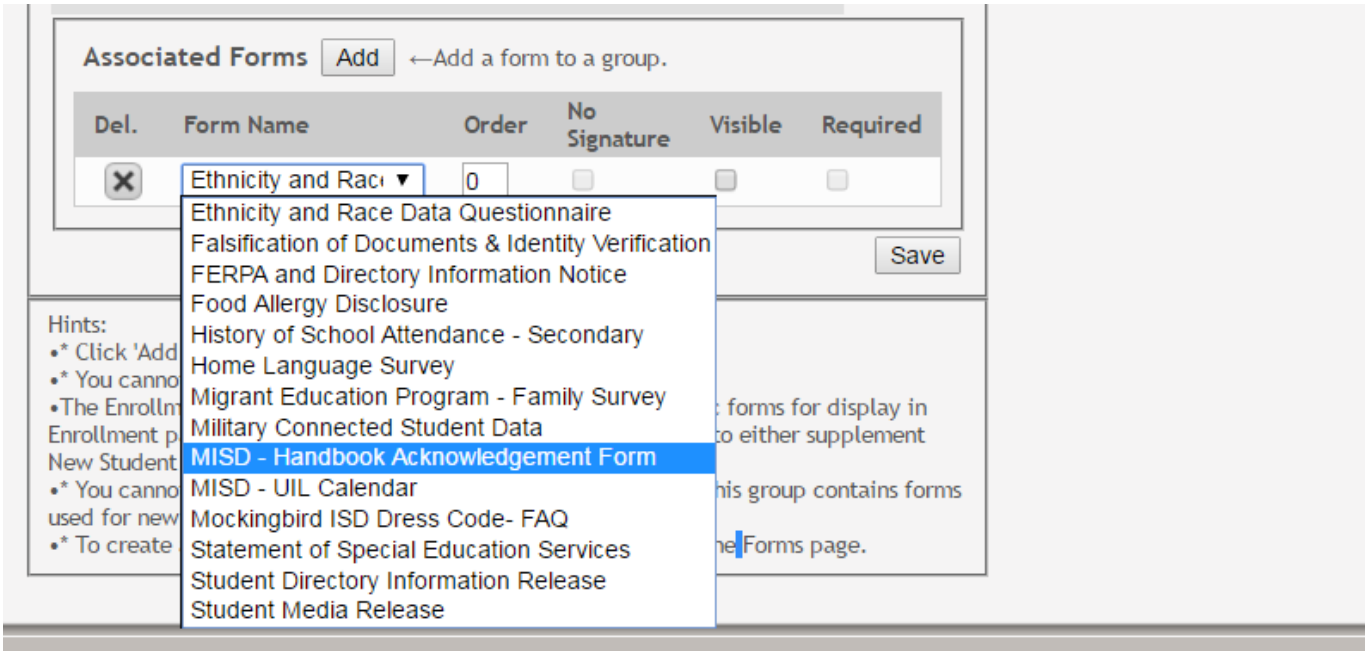
Click the spyglass icon to edit a group.




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

| **Form Group Detail (left)** |
|---|
| **Language Context** |
| **Special instructions or information for this form grouping** |

Next to **Associated Forms**, click **Add** to add a form to a group. A grid is displayed allowing you to associate forms with the group.




**NOTE:** The *Home Language Survey* standard form can only be added to the New Student Enrollment Forms group; it cannot be added to any other group.

Any archived forms in the group are highlighted in orange.

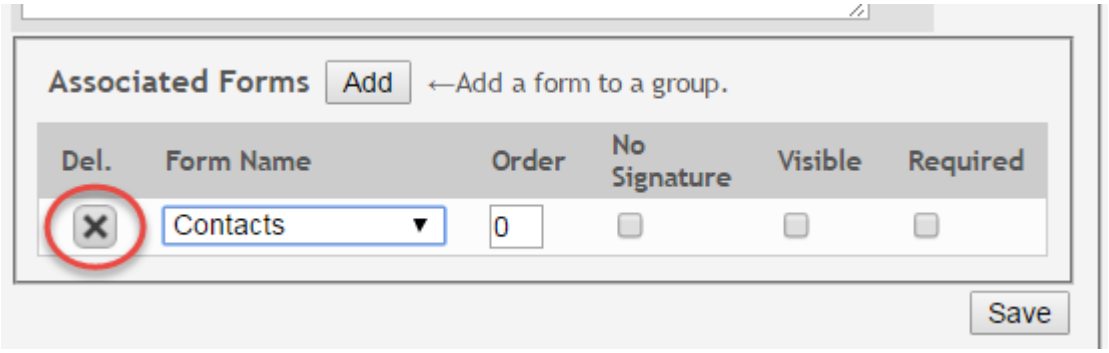
**NOTE:** Standard forms generally do not need to be added to the Student Data Editing group.

| |
|---|
| **Form Name** |
| **Order** |
| **No Signature** |
| **Visible** |
| **Required** |

Click **Add** again to add another form.

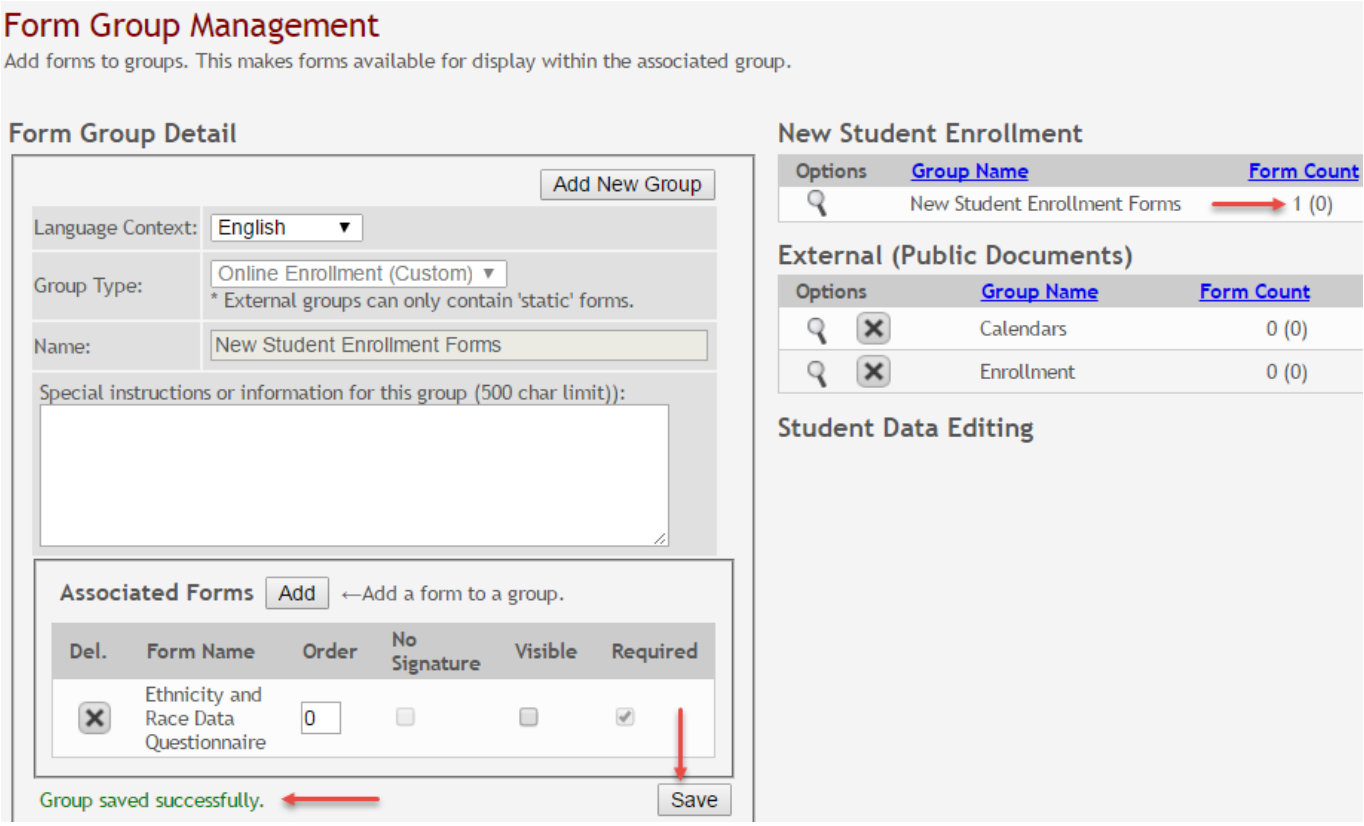
The **Add** button is disabled once there are no additional forms that can be added to a group.

To delete a form from a group, click ✕ under **Associated Forms**.




The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

Click **Save**. The **Form Count** is updated to include the new form(s).



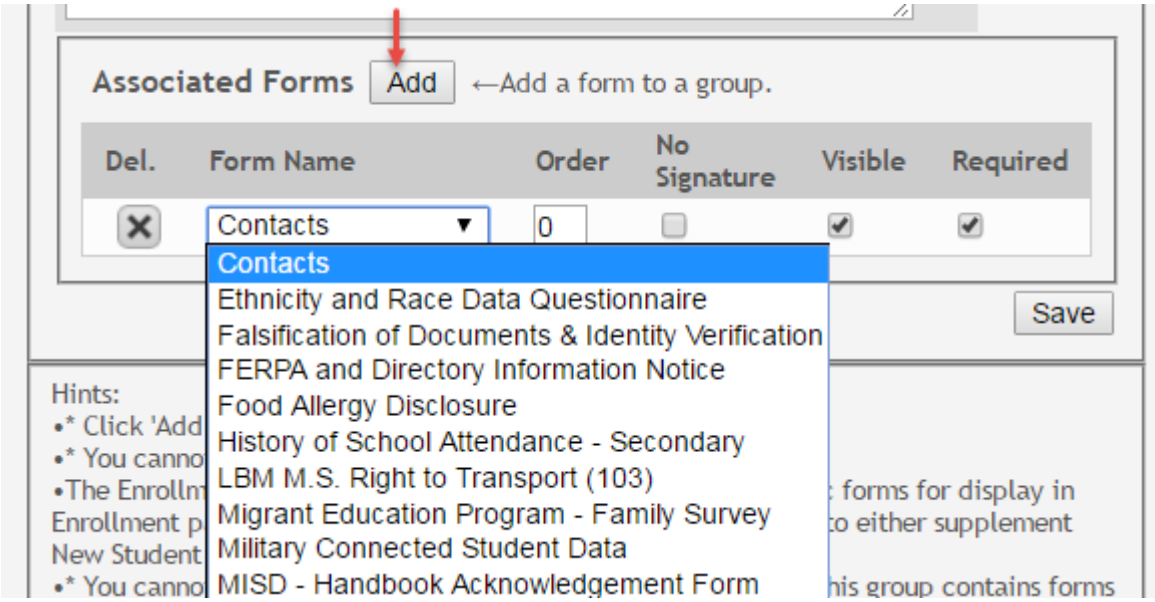

# Add a new group:

| **Form Group Detail (left)** |
|---|
| **Language Context** |
| **Group Type** |
| **Name** |
| **Special instructions or information for this form grouping** |

Any existing forms for the group are listed. Otherwise, the message “No forms have been added” is

displayed.

Next to **Associated Forms**, click **Add** to add a form to a group.




A grid is displayed allowing you to associate forms with the group.

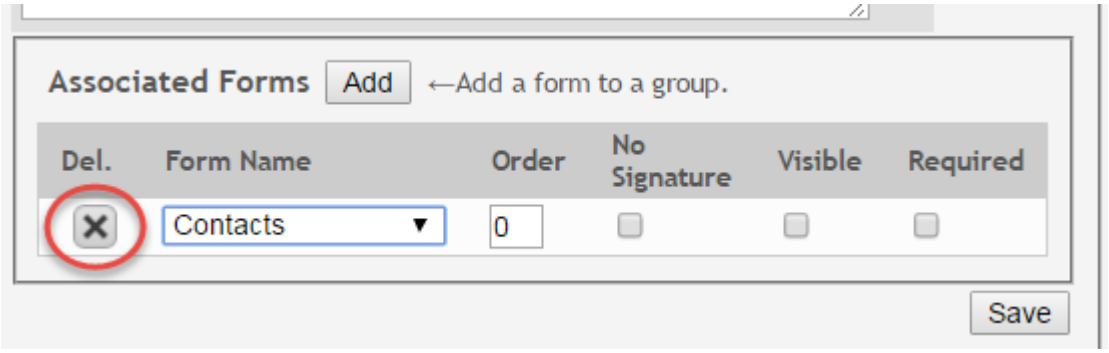
Any archived forms in the group are highlighted in orange.

| |
|---|
| **Form Name** |
| **Order** |
| **No Signature** |
| **Visible** |
| **Required** |

Click **Add** again to add another form.

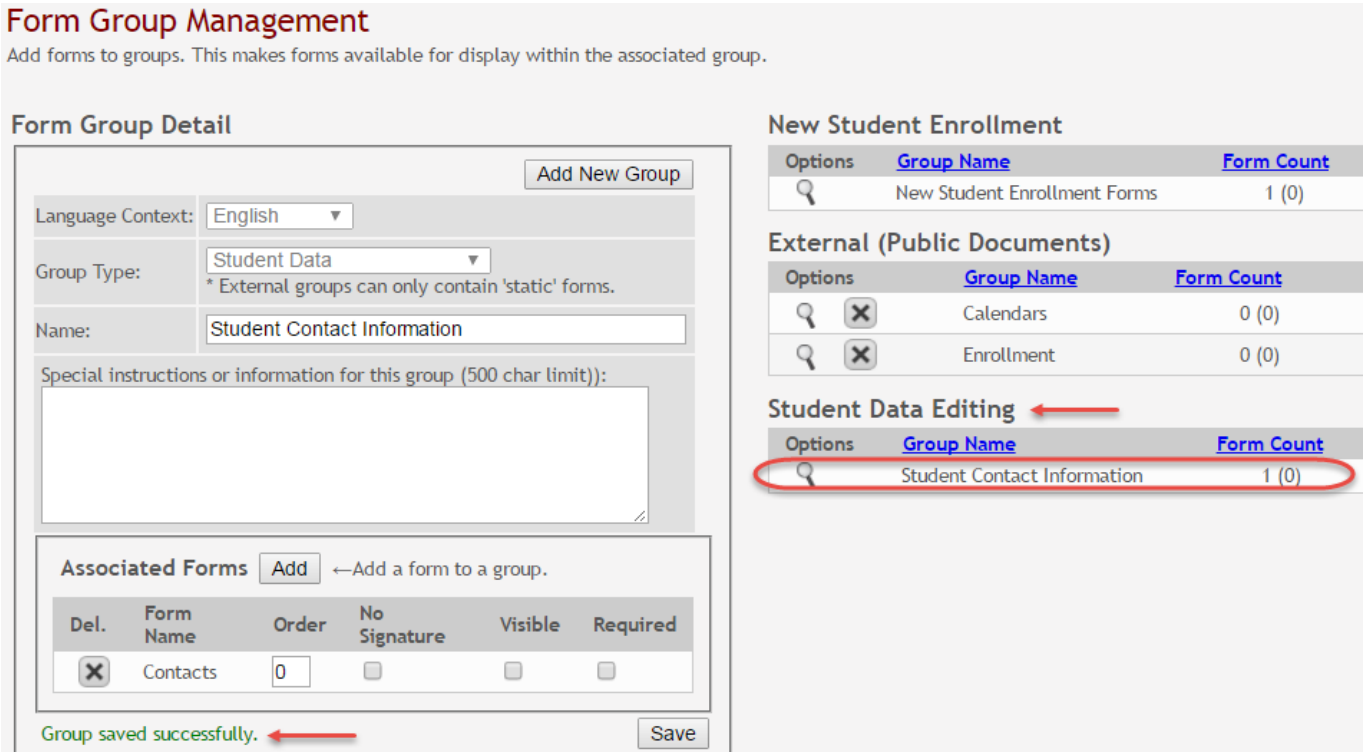
The **Add** button is disabled once there are no additional forms that can be added to a group.

To delete a form from a group, click ✖ under **Associated Forms**.




The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

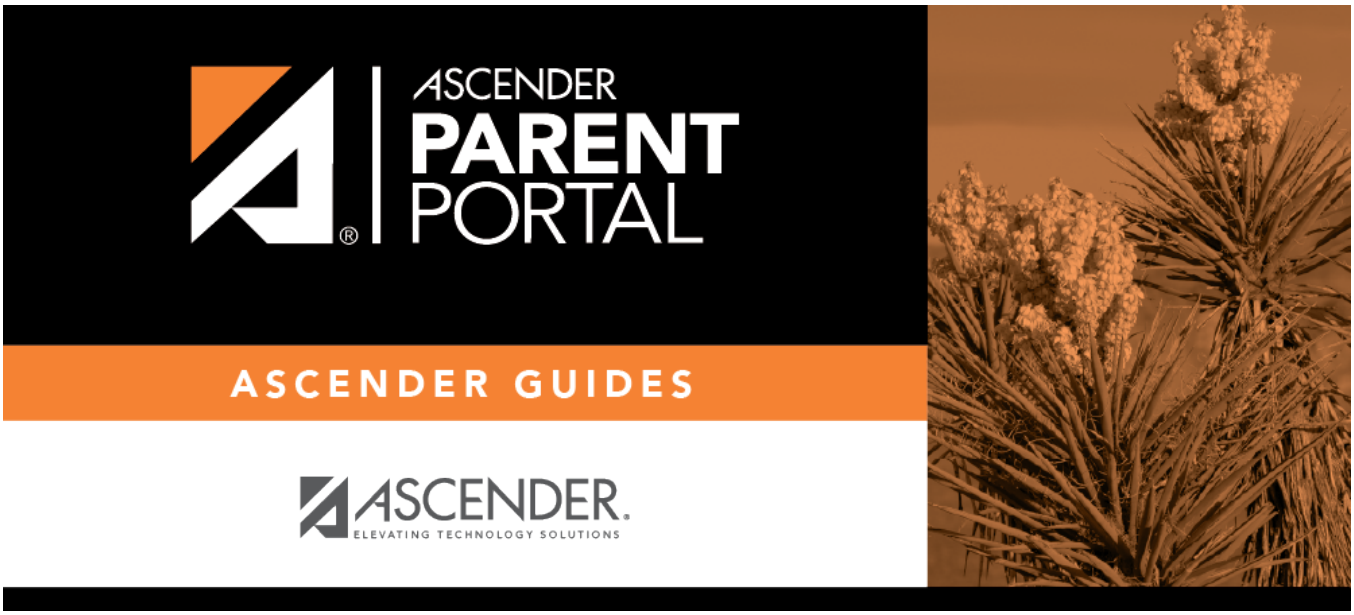
Click **Save**. The group is listed on the right under the heading indicated by the **Group Type** field.




Click **Add New Group** to add another group. The data in the fields is cleared allowing you to enter another group. Unsaved data is lost.

# Edit or delete an existing group:

**existing groups (right)**


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