



ASCENDER GUIDES



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.

Form Group Management
Add forms to groups. This makes forms available for display within the associated group.

Form Group Detail

Language Context: English

Group Type: Student Data
* External groups can only contain 'static' forms.

Name:

Special instructions or information for this group (500 char limit):

Associated Forms ← Add a form to a group.

New Student Enrollment

Options	Group Name	Form Count
☐	New Student Enrollment Forms	0 (0)

External (Public Documents)

Options	Group Name	Form Count
☐	Calendars	0 (0)
☐	Enrollment	0 (0)

Student Data Editing

View groups:

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

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

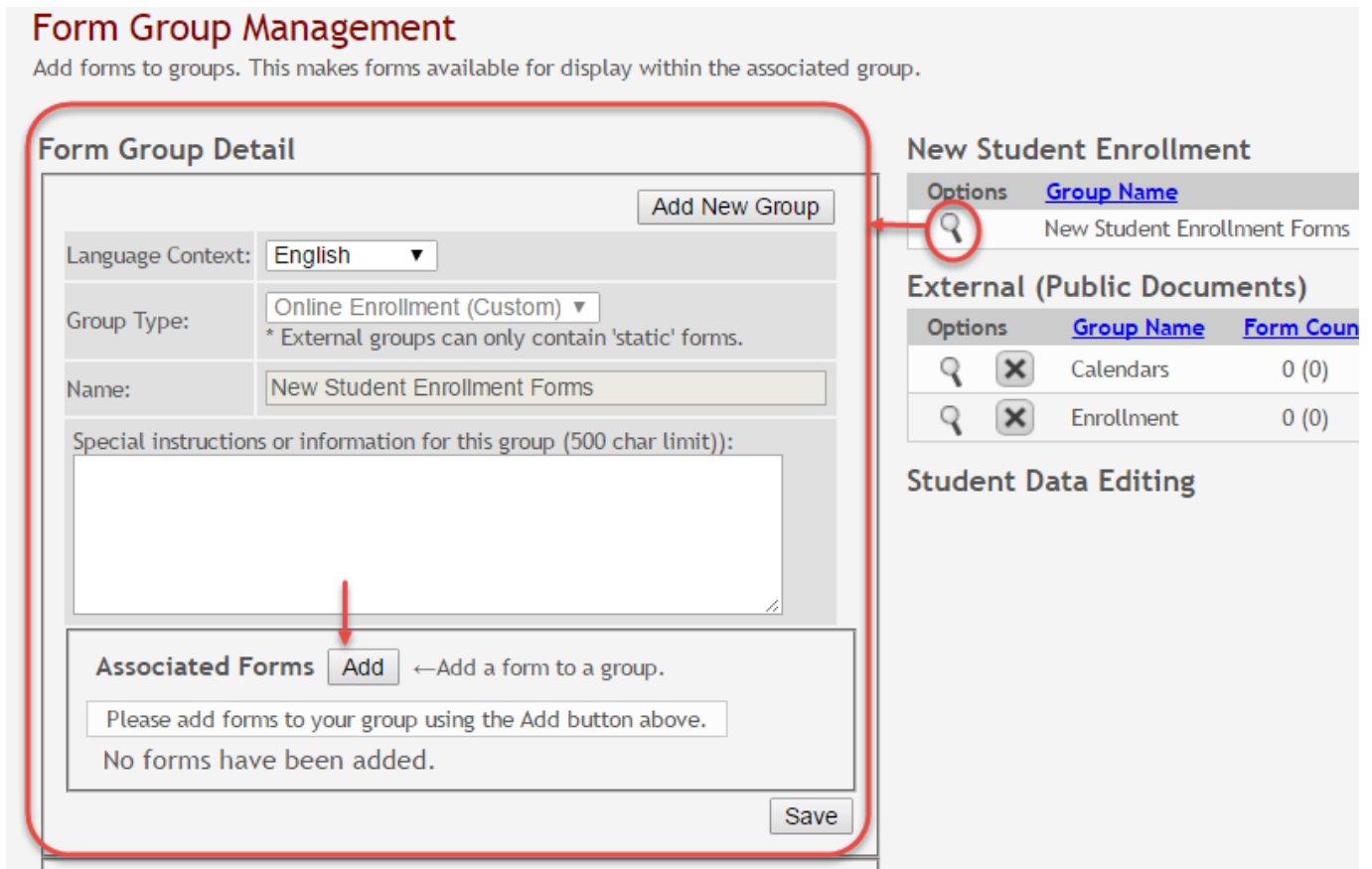
NOTE: Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

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.



Form Group Management
Add forms to groups. This makes forms available for display within the associated group.

Form Group Detail

Language Context: English ▼

Group Type: Online Enrollment (Custom) ▼
* External groups can only contain 'static' forms.

Name: New Student Enrollment Forms

Special instructions or information for this group (500 char limit):

Associated Forms **Add** ←Add a form to a group.

Please add forms to your group using the Add button above.

No forms have been added.

Save

New Student Enrollment

Options [Group Name](#)

 New Student Enrollment Forms

External (Public Documents)

Options [Group Name](#) [Form Coun](#)

		Calendars	0 (0)
		Enrollment	0 (0)

Student Data Editing

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.

Associated Forms **Add** ←Add a form to a group.

Del.	Form Name	Order	No Signature	Visible	Required
☐	Ethnicity and Race Data Questionnaire	0	☐	☐	☐

Save

Hints:

- * Click 'Add'
- * You cannot add forms for display in to either supplement
- * The Enrollment p
- * New Student
- * You cannot add forms to this group contains forms
- * used for new
- * To create

Form Name

- Ethnicity and Race Data Questionnaire
- Falsification of Documents & Identity Verification
- FERPA and Directory Information Notice
- Food Allergy Disclosure
- History of School Attendance - Secondary
- Home Language Survey
- Migrant Education Program - Family Survey
- Military Connected Student Data
- MISD - Handbook Acknowledgement Form**
- MISD - UIL Calendar
- Mockingbird ISD Dress Code- FAQ
- Statement of Special Education Services
- Student Directory Information Release
- Student Media Release

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.

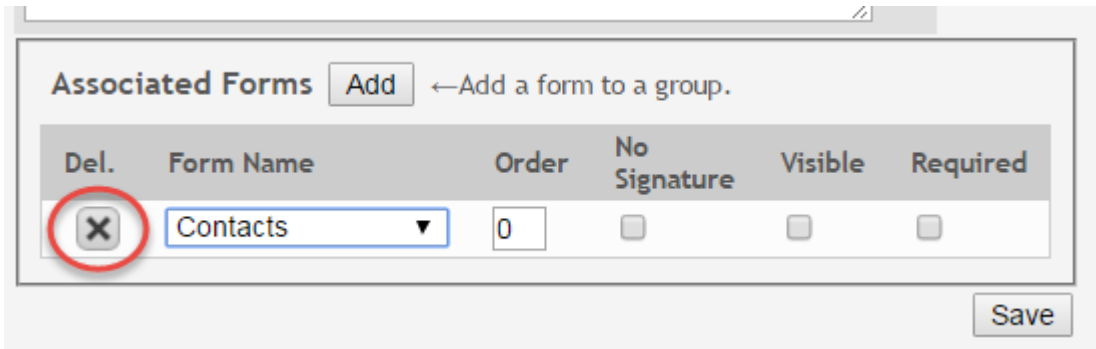
NOTE: Standard forms generally do not need to be added to the Student Data Editing group.

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**.



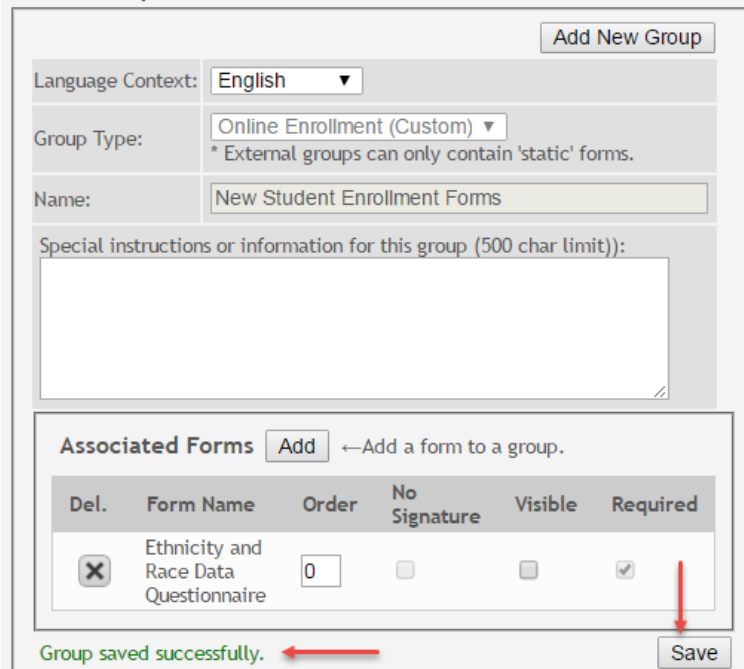
The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

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

Form Group Management

Add forms to groups. This makes forms available for display within the associated group.

Form Group Detail



New Student Enrollment

Options	Group Name	Form Count
	New Student Enrollment Forms	1 (0)

External (Public Documents)

Options	Group Name	Form Count
 	Calendars	0 (0)
 	Enrollment	0 (0)

Student Data Editing

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.

Associated Forms **Add** ←Add a form to a group.

Del.	Form Name	Order	No Signature	Visible	Required
	Contacts	0	☐	☒	☒

Hints:

- * Click 'Add'
- * You cannot
- * The Enrollment
- Enrollment p
- New Student
- * You cannot

Save

forms for display in
to either supplement
this group contains forms

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**.

Del.	Form Name	Order	No Signature	Visible	Required
☐	Contacts	0	☐	☐	☐

Save

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.

Form Group Management

Add forms to groups. This makes forms available for display within the associated group.

Form Group Detail

Language Context: English

Group Type: Student Data

Name: Student Contact Information

Special instructions or information for this group (500 char limit):

Del.	Form Name	Order	No Signature	Visible	Required
☐	Contacts	0	☐	☐	☐

Group saved successfully.

Save

New Student Enrollment

Options	Group Name	Form Count
☐	New Student Enrollment Forms	1 (0)

External (Public Documents)

Options	Group Name	Form Count
☐	Calendars	0 (0)
☐	Enrollment	0 (0)

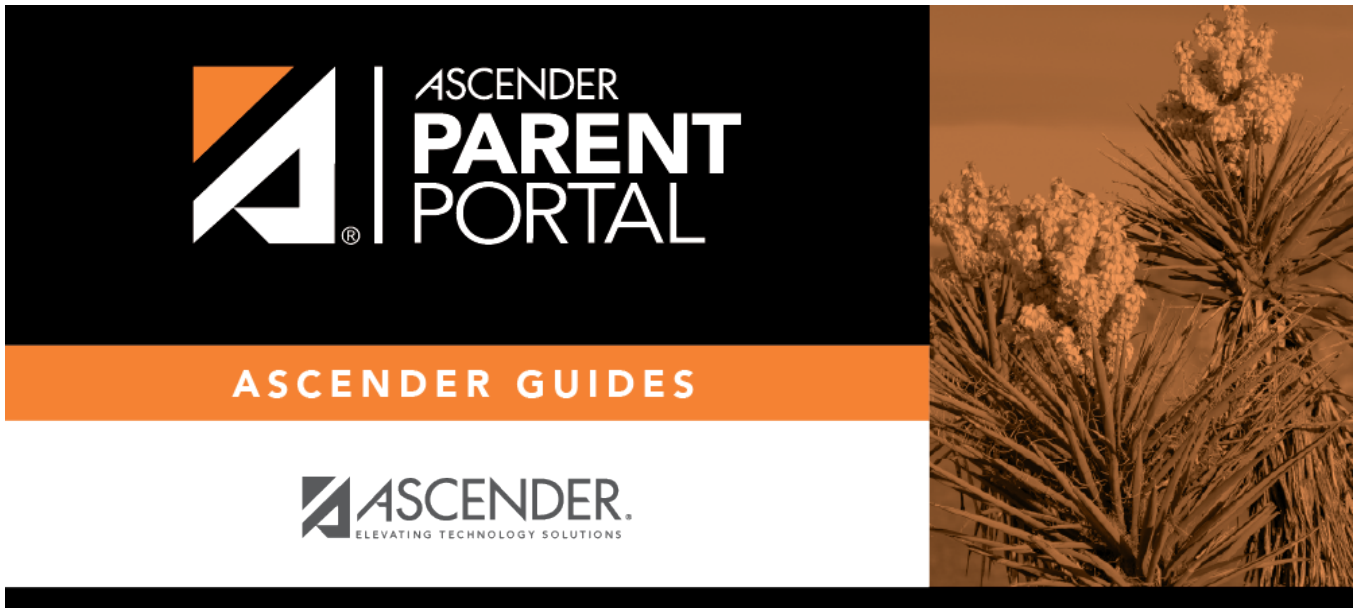
Student Data Editing

Options	Group Name	Form Count
☐	Student Contact Information	1 (0)

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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