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forms

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Form Management 1

Form Management

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

This page allows you to create new forms, as well as delete and edit existing forms. There are three types of forms:

- ***Static forms*** can be created using the static documents you have already uploaded.
- ***Dynamic forms*** can be created using the columns you selected in previous steps.
- ***Standard forms*** are predefined district-level forms that are common throughout Texas. The forms cannot be edited.

A form must be added to a group in order to be accessible to parents. You can add a form to a group in a subsequent step using the Form Group Management page.

View forms:

Under **Available Forms** (right side), any existing forms are listed, including those that are added automatically.

The list includes the form name, type of form (i.e., standard, static, or dynamic), and the campus with which the form is associated (if applicable). If **Campus** is blank, the form is associated with all campuses in the district.

Some forms are included automatically and cannot be removed.

New Student Enrollment forms are dynamic forms. Several New Student Enrollment Forms are included automatically and already have columns (i.e., fields) added. These forms cannot be deleted or renamed; however, you can modify the default settings for each form column.

Editable	• *True* - The form is editable. • *False* - The form is not editable. This does not apply to static forms.
Columns	

show archived **show active**	By default, archived forms are not displayed. • Click **show archived** to view any archived forms. • Click **show active** to return to the list of active forms. Forms can be archived (or un-archived) on the Form Editor page.

To change the sort order of the grid, click the column heading. Click it once to sort in ascending order. Click it again to sort in descending order.

Edit or delete an existing form:

Under **Available Forms** (right side):

- To edit an existing form, including a New Student Enrollment form, click under **Options**. The form opens on the Form Editor page where you can make changes.
- To delete an existing form, click under **Options**. You are prompted to confirm that you want to delete the form. Click **OK**.

> You cannot delete a form if it belongs to a group or if data exists for the form (i.e., if a parent has submitted changes associated with the form).

Create a form using static documents:

If you uploaded any static documents, you must create a form with each document in order to make it accessible to parents.

Under **New Form** (left side):

Name	
Campus	Select a campus in order to assign the form to a specific campus. Or, select *None* if the form is used for all campuses in the district.
Visible	

Select the form from the list in the drop-down field.

Special Instructions or information for this form

Click **Add**. A message is displayed indicating that the static form was successfully added.

Create a new form using data fields:

Under **New Form** (left side):

Name	
Campus	Select a campus in order to assign the form to a specific campus. Or, select *None* if the form is used for all campuses in the district.
Visible	

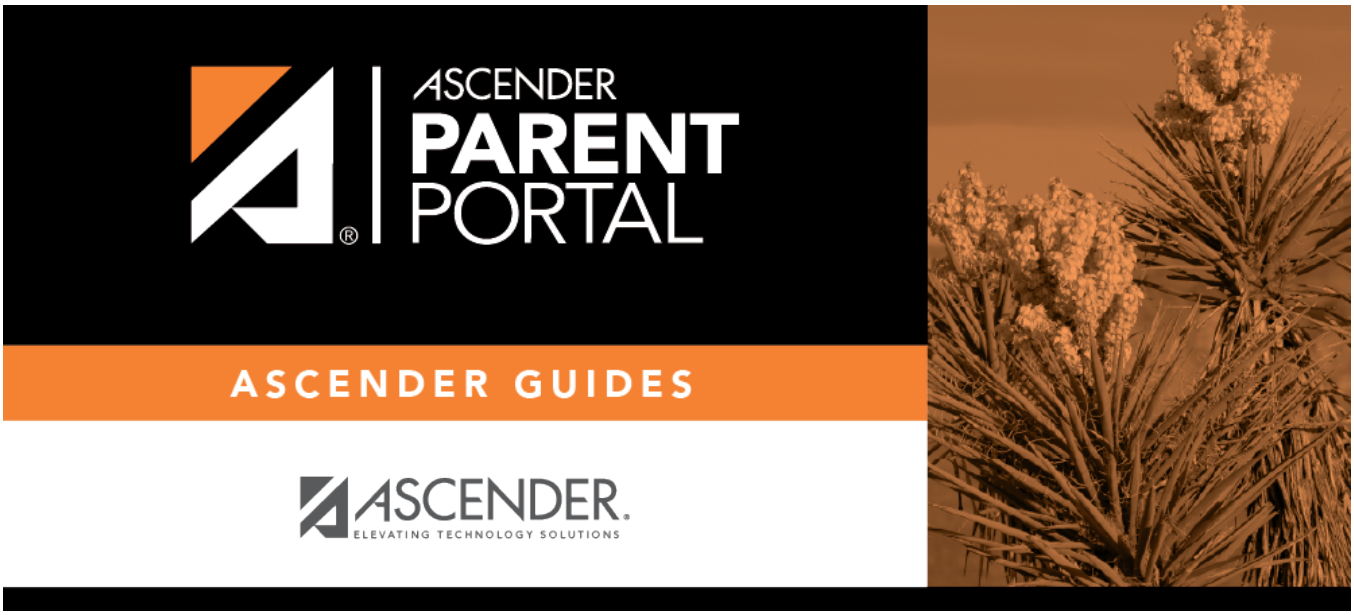
Select the form from the list in the drop-down field.

If you are creating a dynamic form, leave the field set to *No Document*.

Special Instructions or information for this form

Click **Add**.

The form opens on the Form Editor page where you can add fields and make other modifications.


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