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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:

Available Forms (right)	Any existing forms are listed, including those that are added automatically. Initially, only standard forms and “New Student” forms are included. These are included automatically and cannot be removed. The grid displays 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.

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	

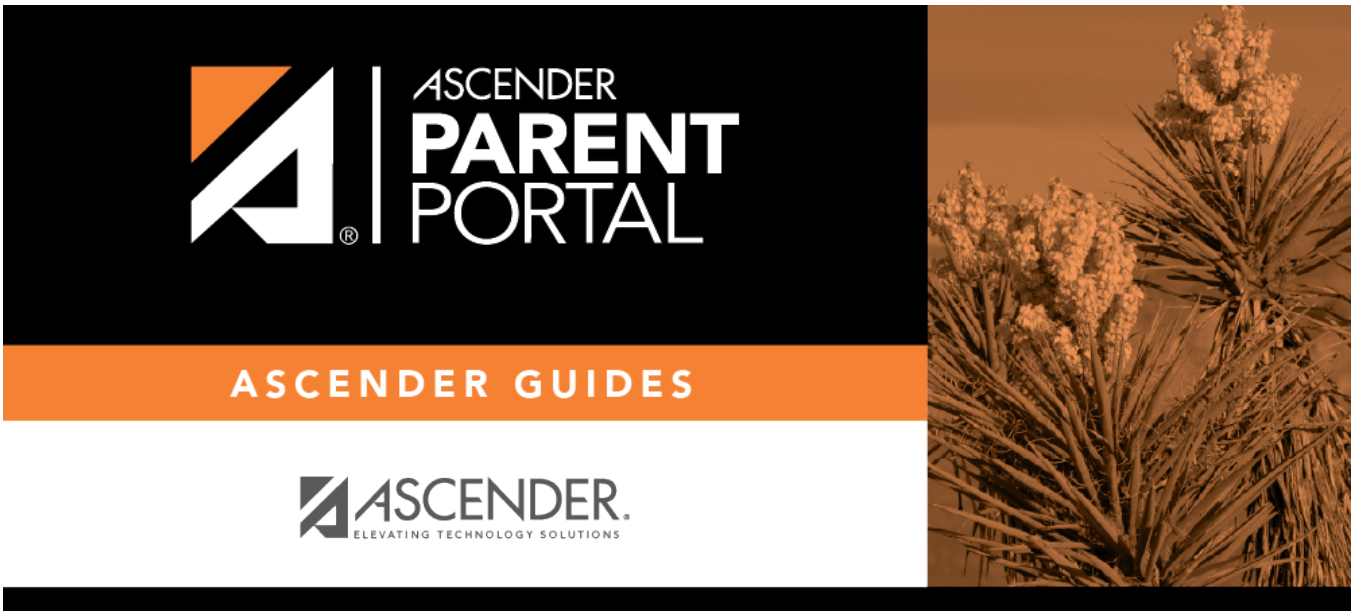
Select the form from the list in the drop-down field.

> 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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