

Admin - Custom Forms - Edit Custom Form

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ASCENDER ParentPortal Admin > Form Management > Custom Forms > Edit Custom Form

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campuslevel security administrator user name.

This page allows you to view or modify existing custom forms that you have created. Copy allows you to copy a form and add or remove fields.

dit Custom Form			
Available Forms			
		Language: English	,
i≣ Active Forms			
Action	Form Name	Campus(es)	Fields
X Delete Copy	Test for amp499	001	7
X Delete ZEdt Copy	Test for amp499 (Copy)	001	7
	Test for amp499 (Copy)	(001	7 Previous 1 Next
X Delete Copy	Test for amp499 (Copy)		

Your existing custom forms are listed. **Active Forms** are listed first, and **Archived Forms** are listed below active forms.

To translate an *English and Spanish* form into Spanish, select Spanish from the **Language** dropdown menu and select **Edit**.

WARNING: When translating into Spanish, only translate the text, **do not** change the order of the Questions or add any Questions. Doing so will cause data in the Spanish version to become out of sync with the English version.

□ Click **Edit** to view/modify a form.

The form opens in editing mode. You can make changes as described on Custom Forms > Create Custom Form.

NOTE: Custom Forms with data attached have limited edit capabilities. The campus cannot be edited and fields cannot be rearranged, deleted or duplicated. If major changes are required,

it is recommended to use the **Copy Form** feature to create a new form.

Edit Custom Form		
← Back to Available Forms Form Properties		
Form Name: Form Descriptions/Instructions:	PTA Survey Please complete this form by the end of the first week of school.	
Campus: Archived: Add Question	001 - (001 001 School PK-12) X 004 - (004 004 School 06-12) X	
Can you participate in PTA this Yes No Maybe	year? * 🕐	H Header Paragraph Date Field
		# Number Field Image: End of the state of t

 \Box Or, click **Copy** to copy a form.

The form opens in editing mode. You can make a copy of a form and add or remove fields as described on Custom Forms > Create Custom Form. The **Form Name** field is limited to 50 characters.

Copy Form		
← Back to Available Forms Form Properties		
Form Name:	(PTA Survey (Copy)	
Form Descriptions/Instructions:	adding form in Create Custom Form to edit in Edit Custom Form	 ▼
Campus:	(001 - (001 001 School) x	•
Archived:	0	
Add Question		
undefined		H Header
Paragraph section		¶ Paragraph
		Date Field
03/26/0001		# Number Field
		ĨΞ Radio button
3		Dropdown-Multiple Choice
Radio button section *		⊕ Text Field
Option 1 Option 2		🗐 Text Area
-		Preview Form Save Clear

□ Select **Archive** to archive the form.

Archiving allows you to retain forms that may still be needed for reporting purposes but are no longer used for data collection. An archived form is still accessible to administrators, but is grouped with other archived forms for organizational purposes.

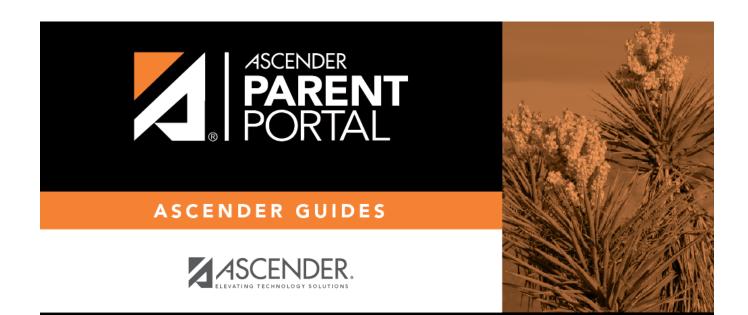
□ Click **Back to Available Forms** to return to the list of existing custom forms.

□ Click **Delete** to delete a custom form.

NOTE: A custom form cannot be deleted if there is data associated with it.

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