



ASCENDER GUIDES



Admin - Custom Forms - Edit Custom Form

Table of Contents

Admin - Custom Forms - Edit Existing Form 1

Admin - Custom Forms - Edit Existing Form

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

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campus-level 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.

The screenshot shows the 'Edit Custom Form' interface. At the top, there is a 'Language' dropdown menu set to 'English'. Below this, there are two sections: 'Active Forms' and 'Archived Forms'. The 'Active Forms' section contains a table with the following data:

Action	Form Name	Campus(es)	Fields
Delete Edit Copy	Test for amp499	001	7
Delete Edit Copy	Test for amp499 (Copy)	001	7

Below the table, it says 'Showing 1 - 2 of 2 entries' and has 'Previous' and 'Next' navigation buttons. The 'Archived Forms' section is currently empty.

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** drop-down 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:

Campus:

Archived:

Add Question

Can you participate in PTA this year? * ?

Yes

No

Maybe

H Header

¶ Paragraph

📅 Date Field

Number Field

☰ Multiple Choice

☑ Dropdown

📄 Text Field

☒ Text Area

How to Check Your File

You can quickly check your content by copying it into Notepad. This removes hidden formatting that may cause issues.

After pasting, please review the following:

- Check quotation marks
 - Ensure all quotes appear as: ' '
 - Replace any curly quotes such as: ""
- Remove extra spacing
 - Delete any unnecessary line breaks or blank lines
- Review backlashes \ \
 - If you see \, confirm it is intentional
- Remove unusual characters
 - If anything looks incorrect or out of place, delete and retype it

- Keep formatting simple
 - Use standard letters, numbers, and basic punctuation only

Characters That May Cause Issues

The following characters need special handling and may cause errors if not formatted correctly:

- Quotation mark (' ') > use \"
- Backslash (\) > use \\
- Forward slash (/) > can be written as \
- Backspace > \b
- Form feed > \f
- New line > \n
- Carriage return > \r
- Tab > \t

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.

The screenshot shows the 'Copy Form' interface. At the top, there is a 'Back to Available Forms' button. Below it, the 'Form Properties' section includes:

- 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:**

 The 'Add Question' section shows a 'Paragraph section' with a date field (03/26/0001) and a text field (3). Below it is a 'Radio button section' with two options: 'Option 1' (selected) and 'Option 2'. On the right, a list of question types is available: Header, Paragraph, Date Field, Number Field, Radio button, Dropdown-Multiple Choice, Text Field, and Text Area. At the bottom right, there are 'Preview Form', 'Save', and 'Clear' buttons.

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.



Back Cover