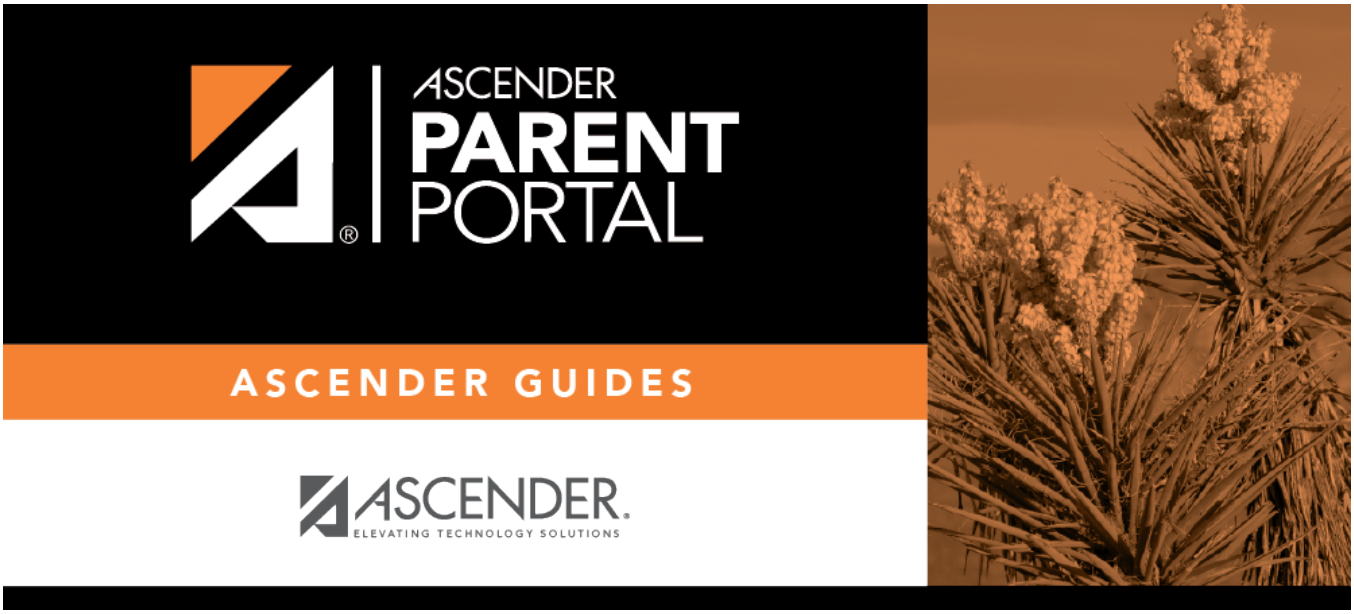


Admin - Custom Forms - Edit Custom Form

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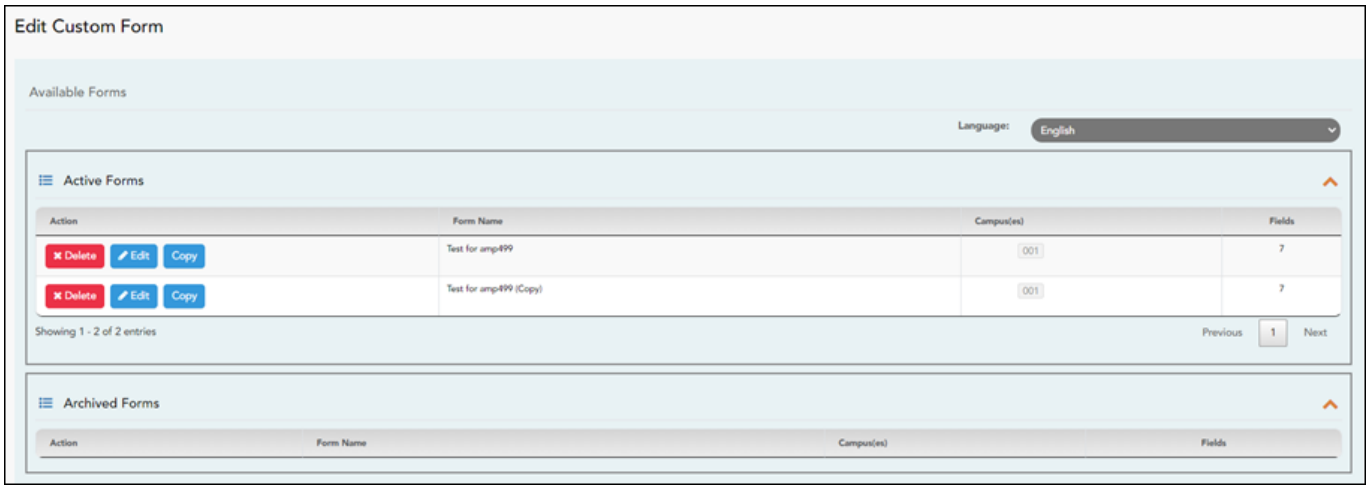
Admin - Custom Forms - Edit Existing Form 1

Admin - Custom Forms - Edit Existing Form

ASCENDER ParentPortal Admin > Form 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.



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**.

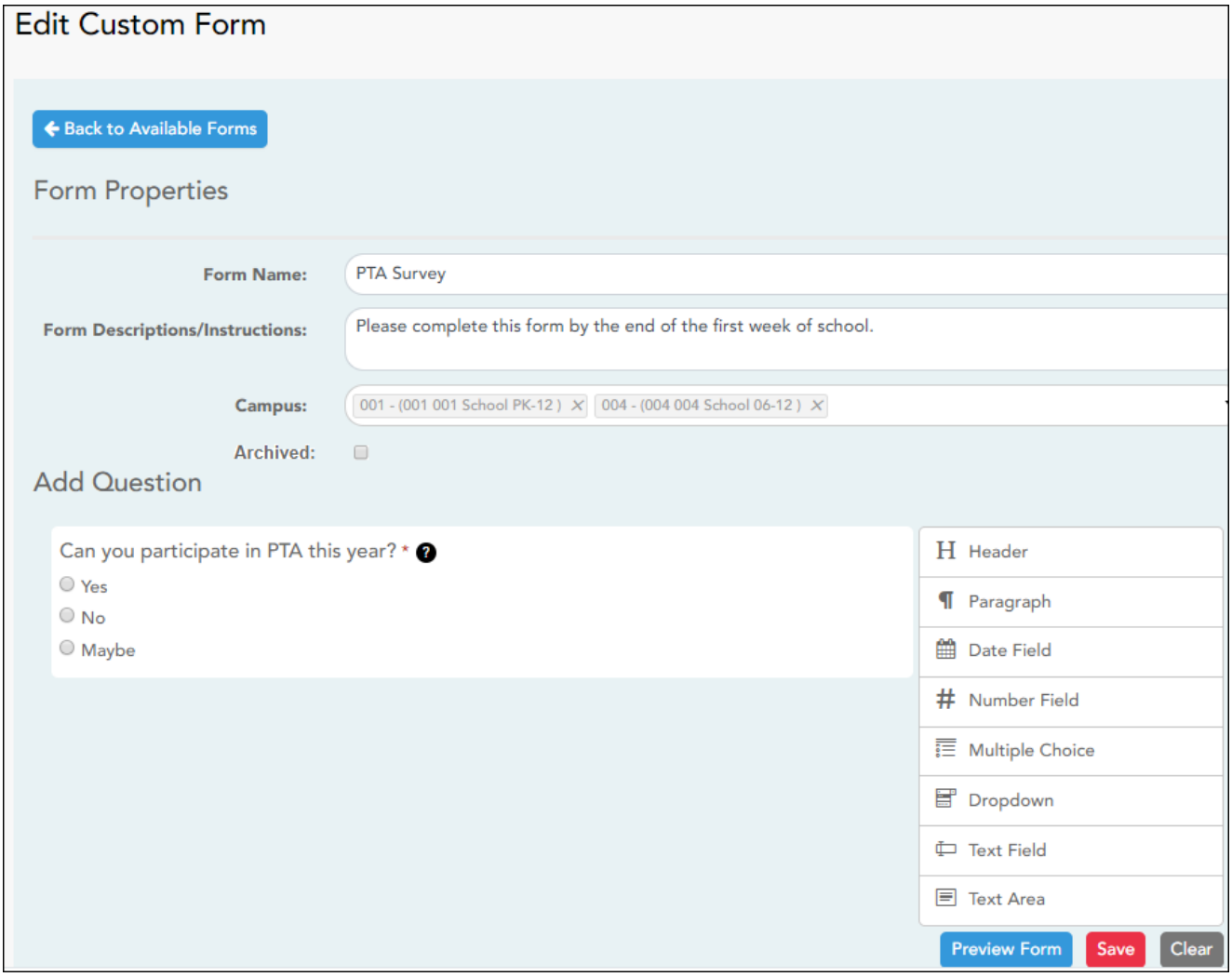
WARNING: When translating into Spanish, only translate the text, **do not** change the order of the Questions or add any Questions. Doing so will cause data in the Spanish version to become out of sync with the English version.

❑ 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.



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

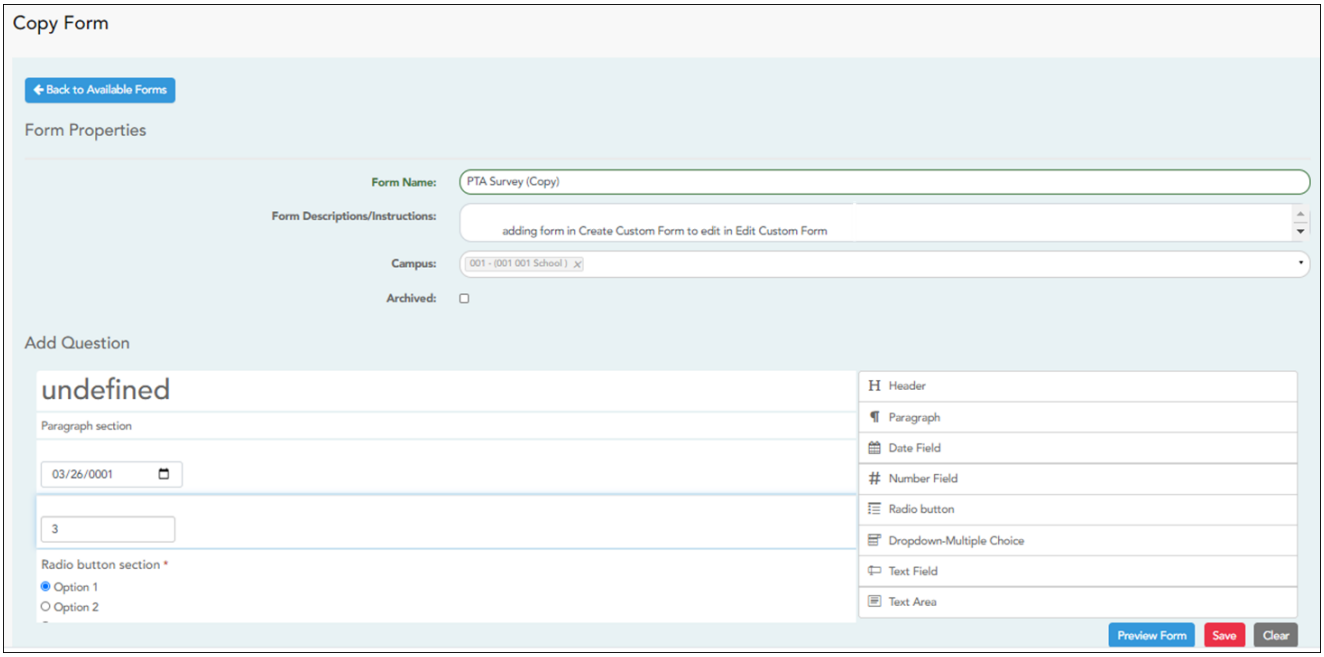
Characters That May Cause Issues

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.



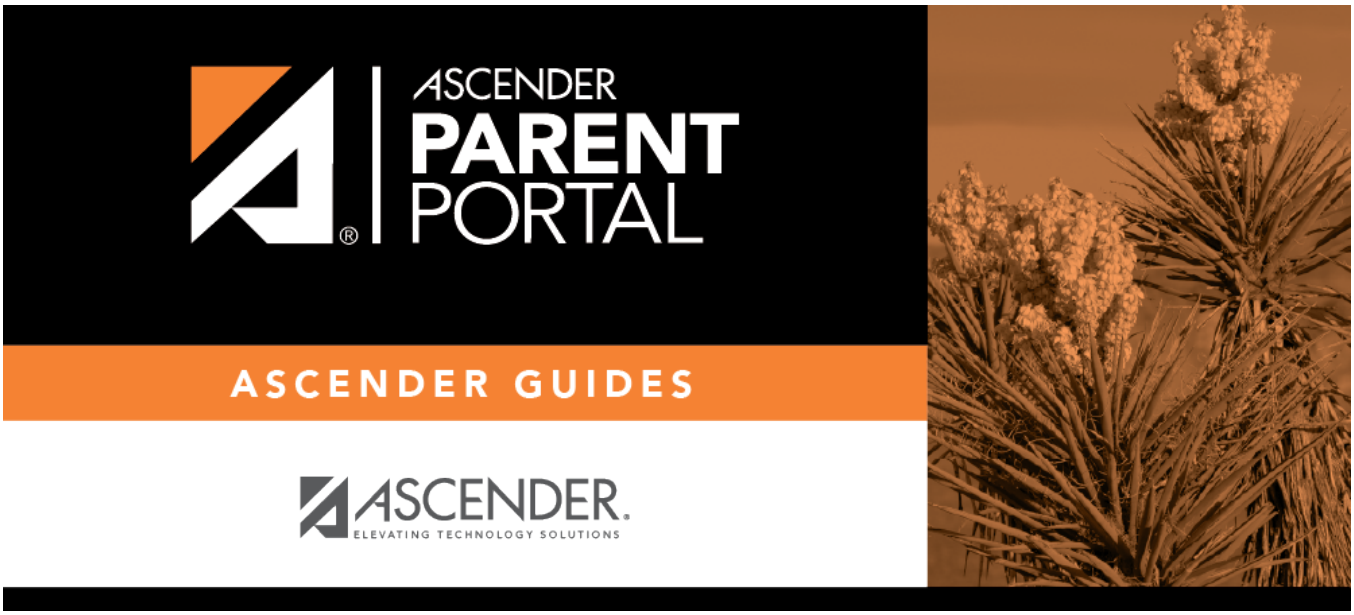
❑ Select **Archive** to archive the form.

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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