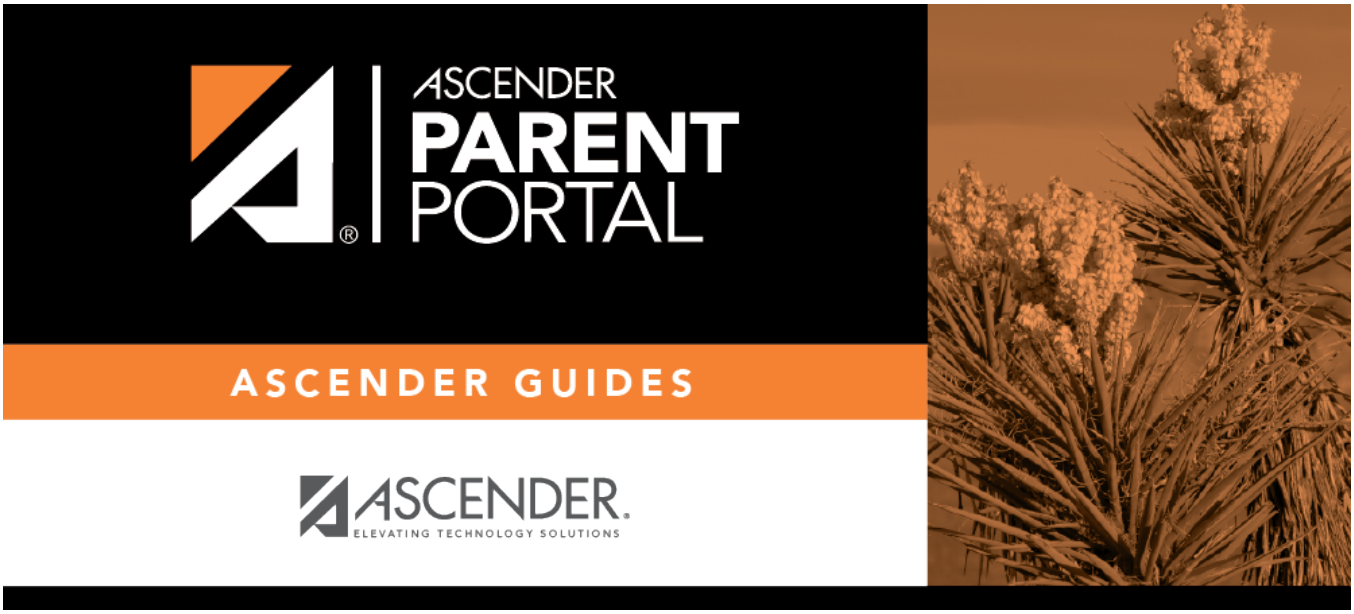



# Admin - Form Group Management - Public Documents

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# Admin - Forms Group Management - Public Documents Creator

***ASCENDER ParentPortal Admin > Forms Group Management > Public Documents Creator***

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

This page allows you to create a group of forms that a parent can access without having a ParentPortal account, such as calendars, school supply lists, etc. The parent will be able to access these documents without logging on.

Only static forms can be added to these groups. If at least one static form has been added to this group, the parent can click the **Need Documents** link on the ParentPortal login page to access the documents.

**NOTE:** A static form must already be created for each uploaded document before the form can be added to a group.

## Add a form:

❑ Click **+ Add Group**. A pop-up window opens.

| | |
|---|---|
| **Group Name** | Type a name for the group. |
| **Group Instructions** | Add or update any instructions for the form group, such as clarification about which forms are included in the group.<br>**NOTE:** If you are creating a group for Spanish forms, the instructions should be typed in Spanish. |

❑ Click **Add Form Group**.

The group is added to the **Created Form Groups** list (left side).

## Edit a new or existing group:

❑ In the **Created Form Groups** list, hover over the new or existing group and click the edit icon .

The group details open in the **Edit Form Group** section (right side) where you can add or edit group details.

| | |
|---|---|
| **Selected Language** | Select the language of the forms in the group.<br>**NOTE:** If you select Spanish, but you did not type Spanish instructions under **Group Instructions**, English instructions will be displayed even if the parent is viewing ParentPortal in Spanish. |
| **Group Name** | The current group name is displayed and can be edited. |
| **Group Instructions** | The current instructions for the form group are displayed and can be edited.<br>**NOTE:** If you are creating a group for Spanish forms, the instructions should be typed in Spanish. |
| **Add Form** | Select each form you want to add to the group. Be sure to select forms that correspond to the **Selected Language**. |

As forms are added, they are listed below the **Edit Form Group** section in the order they were added.

You can modify the order in which the forms are displayed in ParentPortal:

 - Click to move the form up the list.

 - Click to move the form down the list.

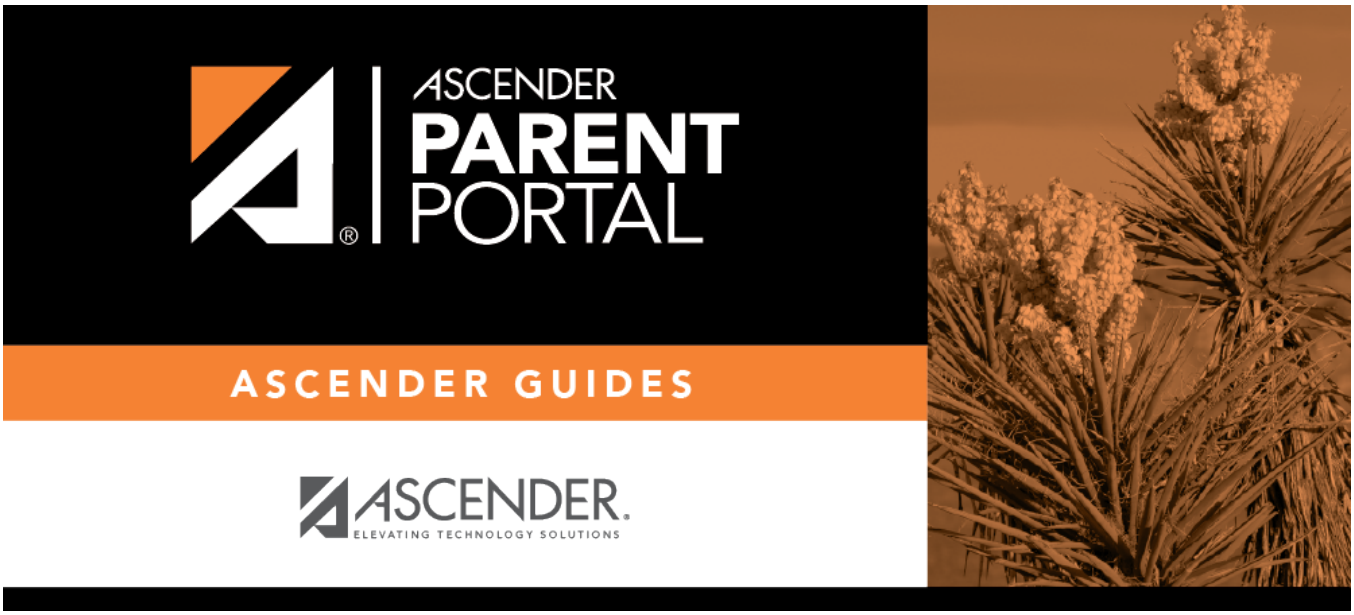
 - Click to preview the form. The form opens in a separate browser window.

 - Click to delete the form from the group. You are prompted to confirm that you want to delete the form. Click **OK**. The form is removed from the group but not deleted from the ParentPortal server.

Under **Created Form Groups** list (left side):

The **Active/Archived** buttons indicate how many of the forms in that group are active and how many have been archived.

❑ To delete a group, hover over the group and click the delete icon .


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# Back Cover