



ASCENDER GUIDES



admin_forms_create_dyn

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Dynamic forms are built using the fields from [Forms Field Management](#).

Click **Add Form**.

A pop-up window opens.

| | |
|--------------------------|--|
| Form Name | Type a name for the form. For a Spanish form, provide the name in Spanish. |
| Form Instructions | Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish. |

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|------------------|---|
| Campus | <p>Select a campus in order to assign the form to a specific campus. Or, select <i>All Campus</i> if the form is used for all campuses in the district.</p> <p>If you select <i>All Campus</i>, each campus is listed, and you can remove individual campuses if needed.</p> <div data-bbox="306 342 1482 607" style="border: 1px solid black; padding: 5px;"> <p>Campus: 001 - (001 001 School PK-12) X</p> <p>All Campuses</p> <p>Cancel All</p> <p>004 - (004 004 School 06-12)</p> </div> <p>NOTE: If you select <i>All Campus</i> by mistake, click <i>Cancel all</i> to clear all campuses at once.</p> |
| Visible | Select Yes if you want the form to visible to parents in ParentPortal. |
| Language: | Select the language of the form. |

IMPORTANT: For a dynamic form, leave the drop-down field set to *No Document*.

Click **Add Form**.

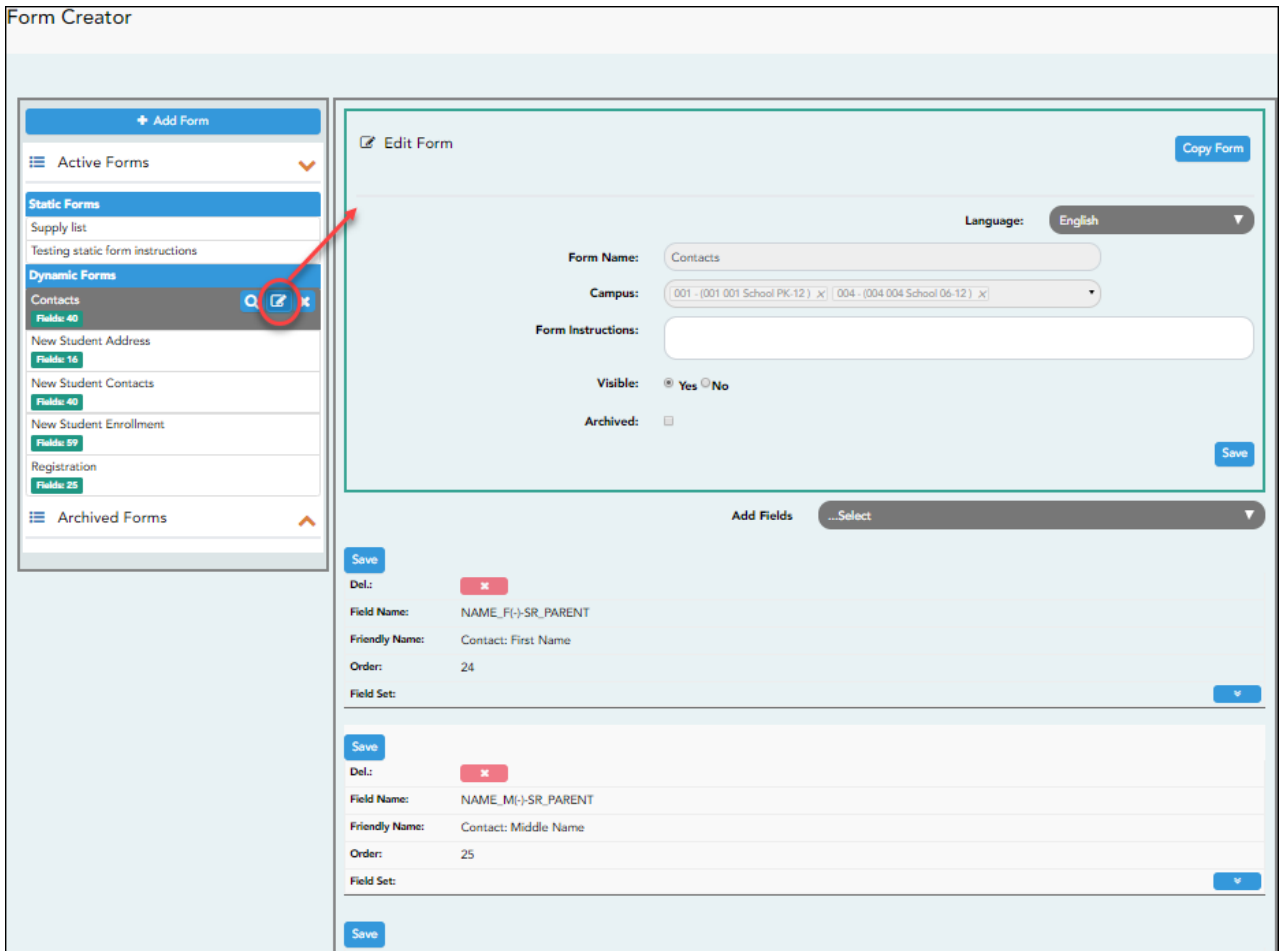
The form is added to the **Active Forms** list on the left side of the page, under **Dynamic Forms**.

Under **Active Forms**:



- Hover over the new or existing dynamic form and click the edit icon.

The form details open in the **Edit Form** section (right side) where you can add or edit details:



| | |
|--------------------------|---|
| Form Name | The name entered on the previous page is displayed and can be modified. Type a name for the form. For a Spanish form, provide the name in Spanish. |
| Form Instructions | The instructions entered on the previous page are displayed and can be modified. Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish. |
| Campus | <p>The campus(es) selected on the previous page are displayed and can be modified. Select <i>All Campus</i> if the form is used for all campuses in the district.</p> <p>If you select <i>All Campus</i>, each campus is listed, and you can remove individual campuses if needed.</p> <div data-bbox="379 1480 1474 1727" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Campus: 001 - (001 001 School PK-12) X</p> <p>All Campuses</p> <p>Cancel All</p> <p>004 - (004 004 School 06-12)</p> </div> <p>NOTE: If you select <i>All Campus</i> by mistake, click <i>Cancel all</i> to clear all campuses at once.</p> |
| Visible | The setting entered on the previous page is displayed and can be modified. Select Yes if you want the form to visible to parents in ParentPortal. |

| | |
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| Archived | <p>Select to archive the form, which 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.</p> <p>Archived forms are not visible in ParentPortal.</p> <p><i>New Student Enrollment</i> forms cannot be archived.</p> |
|-----------------|---|

Click **Save**.

Select the fields to include on the form from the drop-down list:

NOTE: You must save changes for each field individually.

| | |
|----------------------|--|
| Field name | The selected FIELD-NAME(-)-TABLE-NAME is displayed. |
| Friendly Name | The English default friendly name is displayed. Modify the name as needed. |
| Order | A default order number is assigned. (Optional) Indicate the order in which you want the fields to be displayed on the form. For example, type 1 if you want to field to be displayed at the top of the form. |
| Field Set | <p>Use this column to group related fields together in the form. For example, you could type 'Mailing Address' for all fields that are related to the student's mailing address.</p> <p>The fields that you want to physically group together should also be together as indicated by the Order field. The fields with the same Field Set are grouped together in a box, but only if they are adjacent in the order. The box is drawn around one or more sequential fields that have a <i>Field Set</i> specified.</p> |

 - Click to view additional fields.

| | |
|-----------------|--|
| Visible | Select if you want the field to be visible to parents on the form. Clear the check box if you do not want the field visible to parents. For example, you can hide the four-digit zip code extension. The setting of this field overrides all other visibility settings. |
| Editable | Select to allow parents to update data in this field from the form. <ul style="list-style-type: none"> • If selected, the form field will be editable, but only if the field is also set to Updateable=true on Form Field Management. • If not selected, this will override the other setting, and the form field will not be editable. This setting does not apply to New Student forms. |
| Required | Select if the field is required of the parents. If this field is selected, be sure Edit is also selected. |
| Bold | Select if you want the field to be displayed in a bold font. |
| Italics | Select if you want the field to be displayed in an italic font. |
| Color | Click the box to select a color for the field text, if you prefer a color other than black. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black). <div data-bbox="354 1700 1082 1850" data-label="Image"> </div> <p>Click a color to select it, and the window closes.</p> |

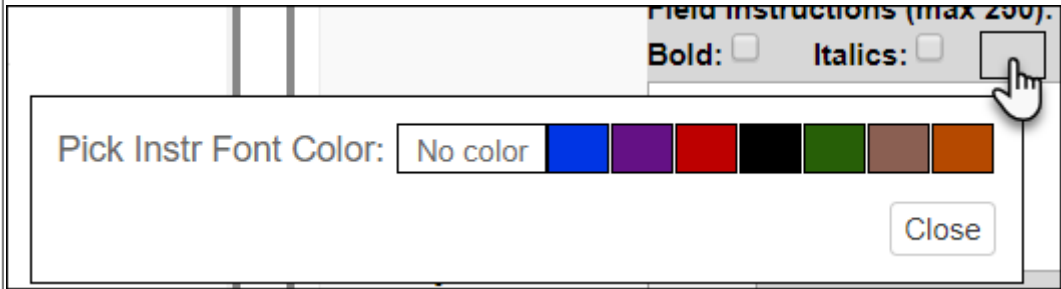
| | |
|--------------------------------|---|
| <p>Background Color</p> | <p>Click the box to select a background color for the field. A pop-up window opens that provides seven background color choices, as well as the option for no color.</p> <div data-bbox="357 235 1083 383" style="border: 1px solid black; padding: 5px;"> <p>Pick Bkgr Color: No color </p> <p style="text-align: right;"><input type="button" value="Close"/></p> </div> <p>Click a color to select it, and the window closes.</p> <p>The form is automatically shaded with an alternating (light/dark) gray background when displayed for parents in ParentPortal. If you do not select a color, or if you select No Color, the background will be gray.</p> |
|--------------------------------|---|

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|---|--|
| <p>Instructions</p> | |
| <p>Click the button to view any existing default instructions and add additional instructions for the field. A pop-up window opens.</p> | |
| <div data-bbox="165 750 710 1263" style="border: 1px solid gray; padding: 5px;"> <div style="border: 1px solid gray; border-radius: 5px; background-color: #4a90e2; color: white; padding: 2px; display: inline-block; margin-bottom: 5px;">Instructions</div> <p>Default Instructions: Default Instructions</p> <p>Field Instructions (max 250):</p> <p>Bold: <input type="checkbox"/> Italics: <input type="checkbox"/> <input style="width: 30px; height: 20px;" type="text"/></p> <div style="border: 1px solid gray; height: 80px; margin-top: 5px;"></div> <p style="text-align: right;"><input type="button" value="Close"/></p> </div> | |

| | |
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| <p>Default Instructions</p> | <p>Any instructions entered above are displayed. They cannot be changed here.</p> |
| <p>Field Instructions</p> | <p>Add or update any additional instructions for the field. These instructions will be appended to the Default Instructions when the parent accesses the form in ParentPortal.</p> |
| <p>Bold</p> | <p>Select if you want the instructions to be displayed in a bold font. This selection will apply to all text typed in the Field Instructions area.</p> |
| <p>Italics</p> | <p>Select if you want the instructions to be displayed in an italic font. This selection will apply to all text typed in the Field Instructions area.</p> |

Color

Click the box if you want the instructions to be displayed in a color. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black).



Click a color to select it, or click **No Color**, and the window closes.

This selection will apply to all text typed in the **Field Instructions** area.

Click **Close**.




- Click the corresponding delete icon to remove a column from the form.

It is removed from the list, but it is not actually deleted until you click **Save**.

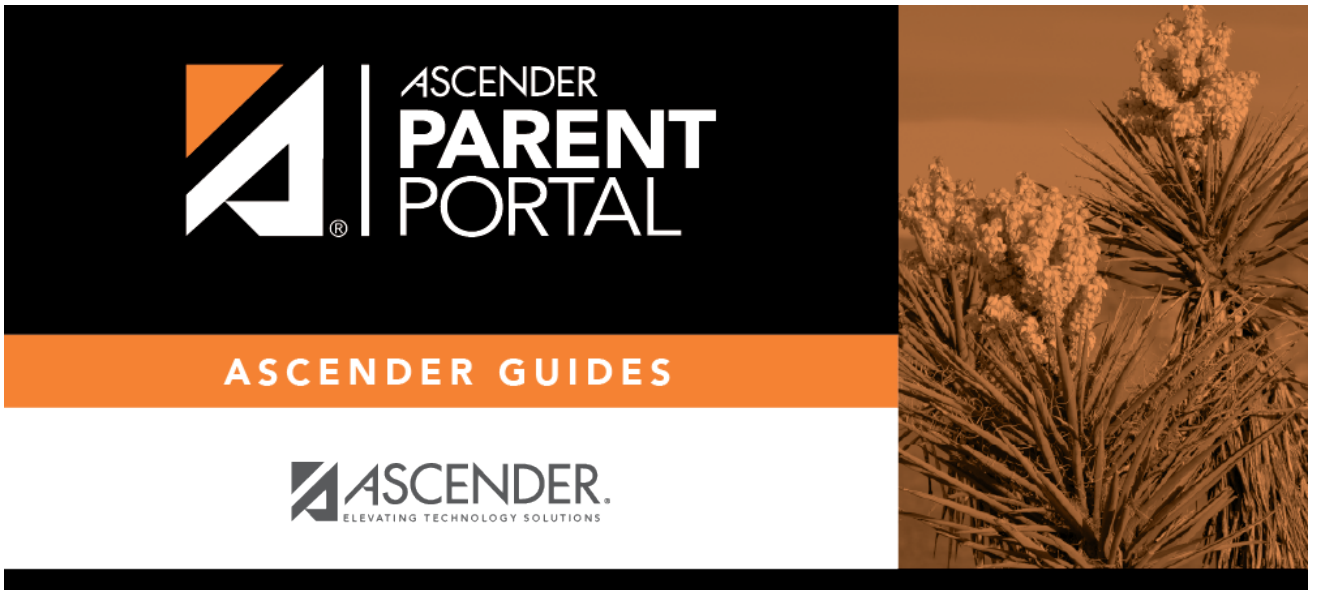
Click **Save**.

NOTE: If you created a form with fields from a vertical table, some required additional fields may be added automatically. If so, a message is displayed prompting you to review the fields before saving.

Note the added fields. These fields cannot be removed; the delete icon  is not displayed.

Click **Save**.

[Form field edits](#)



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