



ASCENDER GUIDES



admin_forms_edit_existing

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ASCENDER ParentPortal Admin > Forms Management > Form Creator

Once a form is created, it can be edited, archived, and deleted.

Edit a form:

Under **Active Forms**:



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

The form details open in the **Edit Form** section (right side) where you can edit details as described previously.

Archive a form:

Archiving allows you to retain a form that may still be needed for reporting purposes but is no longer used for data collection. An archived form is no longer available to parents, but it is still accessible to administrators and grouped with other archived forms. A form can be un-archived at any time.

Form Creator

The screenshot shows the 'Form Creator' interface. On the left, there is a sidebar with a list of forms under 'Active Forms' and 'Archived Forms'. The 'Supply list' form is highlighted under 'Static Forms'. A red circle and arrow point to the 'Edit Form' icon next to it. The main area shows the 'Edit Form' details for 'Supply list'. The form is currently set to 'English' language. The 'Form Name' is 'Supply list'. The 'Campus' is set to '001 - (001 001 School PK-12)'. The 'Form Instructions' are 'Download the form and purchase all supplies on list please.'. The 'Visible' option is set to 'Yes'. The 'Archived' checkbox is checked. The 'Static Document' is 'School_Supply_List.pdf'. A 'Save' button is at the bottom right.

☐ Under **Active Forms**:



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

The form details open in the **Edit Form** section (right side). Select **Archived** and click **Save**.

Delete a form:

☐ Under **Active Forms**:

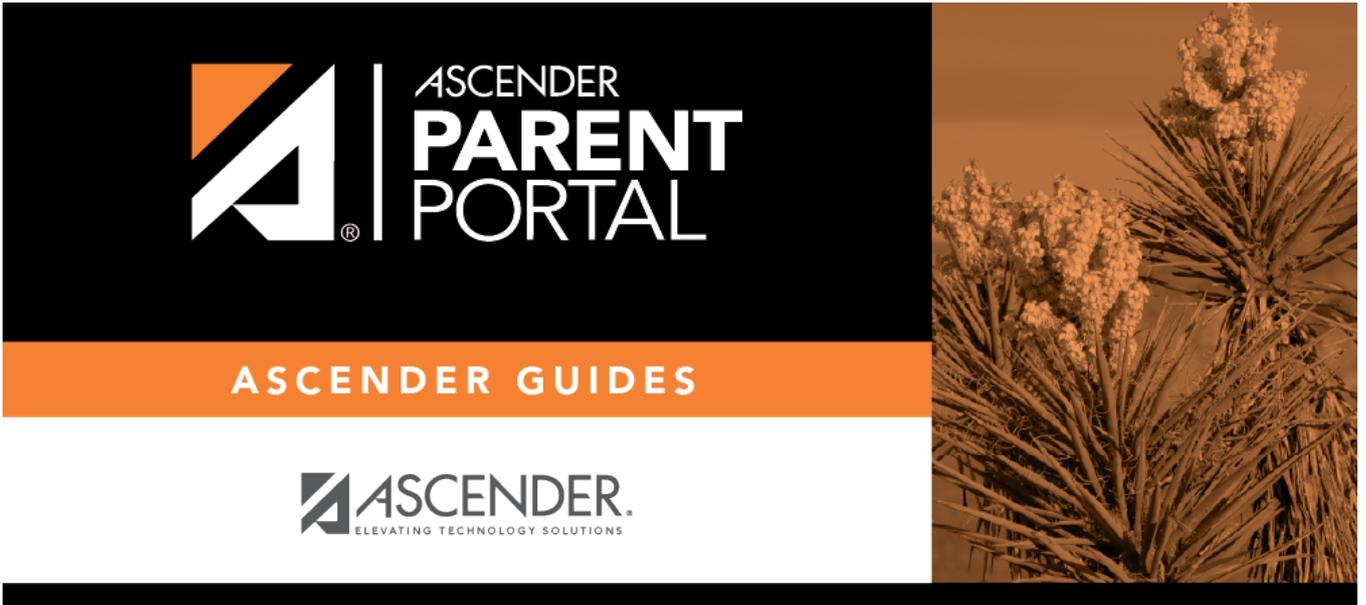


- Hover over the new or existing form and click the delete icon.

You are prompted to confirm that you want to delete the form. Click **OK**.

NOTE: You cannot delete a form if it belongs to a group or if data exists for the form (i.e., if a

parent has submitted changes associated with the form).



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