



ASCENDER GUIDES



**admin\_forms\_group\_data\_maintenance**



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## ASCENDER ParentPortal Admin > Form Group Management > Student Data Maintenance

This page allows district-level users to create a group of forms that parents can use for student data maintenance, such as changes to demographic data throughout the year (e.g., address or phone number changes).

### Student Data Maintenance

**+ Add Group**

Existing Groups

- Contact group ✕ ✎
- Print group
- RE-ENROLLMENT 2019-2020

**✎ Edit Group**

**Language:** English ▼

**Group Name:**

**Instructions:**

**Add Form** ...Select ▼

| Action  | Name       | Instructions  | Type    |
|---|------------|---|---------|
| <input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="🔍"/> <input type="button" value="✕"/> | Contacts   |   | Dynamic |
| <input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="🔍"/> <input type="button" value="✕"/> | PTA Survey | Please complete this form by the end of the first week of school. | Custom  |

### Add a group:

Click **+ Add Group**.

A pop-up window opens.

**+ Add New Group** ✕

**Group Name:**

**Instructions:**

|                     |   |
|---------------------|---|
| <b>Group Name</b>   | Type a name for the group.  |
| <b>Instructions</b> | Add or update any instructions for the form group, such as clarification about which forms are included in the group.<br><b>NOTE:</b> If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under <b>Instructions</b> , English instructions will be displayed even if the parent is viewing ParentPortal in Spanish. |

Click **Add Form Group**.

The group is added to the **Existing Groups** (left) list.

### Edit a new or existing group:

In the **Existing Groups** (left) list:



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

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

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

As forms are added, they are listed below the **Edit 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.

Under **Edit Group** (right):



- 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 **Existing Groups** (left):



- Hover over and click the icon to delete a group.



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