



ASCENDER GUIDES



formgroups

Table of Contents

Form Group Management	1
------------------------------------	----------

Form Group Management

txConnect Admin > Administrator Options > Settings > Forms Management > Form Groups

This page allows you to create and edit form group headings so you can group related forms.

A form must be added to a group (or to the [Online Registration](#) template) in order to be accessible to parents.

Some groups are included automatically.

Form Group Management
Add forms to groups. This makes forms available for display within the associated group.

Form Group Detail

Language Context: English Add New Group

Group Type: Student Data
* External groups can only contain 'static' forms.

Name:

Special instructions or information for this group (500 char limit):

Associated Forms Add ← Add a form to a group.

New Student Enrollment

Options	Group Name	Form Count
☐	New Student Enrollment Forms	0 (0)

External (Public Documents)

Options	Group Name	Form Count
☐	Calendars	0 (0)
☐	Enrollment	0 (0)

Student Data Editing

View groups:

existing groups (right)	
Groups fall into one of three categories:	
• New Student Enrollment • External (Public Documents) • Student Data Editing	
Group Name	
Form Count	

Scroll down to view instructions for default groups, new groups, and existing groups.

NOTE: Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

Update a default group:

For groups that are included by default, you can only modify the **Special instructions** field and add forms to the group.

- External groups only allow you to add static forms.
- The *New Student Enrollment Forms* group allows you to add static and standard forms.

You cannot change the name of a default group.

Click the spyglass icon  under **Available Groups** (right) to edit a group.

The group details are displayed on the left side of the page under **Form Group Detail** (left side).

Form Group Detail (left)

Add a new group:

Form Group Detail (left)

Edit or delete an existing group:

existing groups (right)



Back Cover