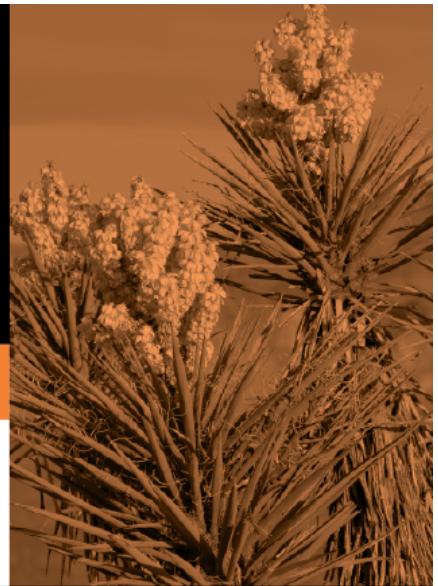




ASCENDER GUIDES



Admin - Custom Forms - Edit Custom Form

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Admin - Custom Forms - Edit Custom Form

ASCENDER ParentPortal Admin > Form Management > Custom Forms > Edit Custom Form

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campus-level security administrator user name.

This page allows you to view or modify existing custom forms that you have created. Copy allows you to copy a form and add or remove fields.

Action	Form Name	Campus(es)	Fields
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/>	Test for amp-499	001	7
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/>	Test for amp-499 (Copy)	001	7

Showing 1 - 2 of 2 entries

Action	Form Name	Campus(es)	Fields

Your existing custom forms are listed. **Active Forms** are listed first, and **Archived Forms** are listed below active forms.

To translate an *English and Spanish* form into Spanish, select Spanish from the **Language** drop-down menu and select **Edit**.

WARNING: When translating into Spanish, only translate the text, **do not** change the order of the Questions or add any Questions. Doing so will cause data in the Spanish version to become out of sync with the English version.

Click **Edit** to view/modify a form.

The form opens in editing mode. You can make changes as described on [Custom Forms > Create Custom Form](#).

NOTE: Custom Forms with data attached have limited edit capabilities. The campus cannot be edited and fields cannot be rearranged, deleted or duplicated. If major changes are required,

it is recommended to use the **Copy Form** feature to create a new form.

Edit Custom Form

[← Back to Available Forms](#)

Form Properties

Form Name: PTA Survey

Form Descriptions/Instructions: Please complete this form by the end of the first week of school.

Campus: 001 - (001 001 School PK-12) X 004 - (004 004 School 06-12) X

Archived:

Add Question

Can you participate in PTA this year? * 

- Yes
- No
- Maybe

H Header

P Paragraph

D Date Field

N Number Field

M Multiple Choice

D Dropdown

T Text Field

A Text Area

[Preview Form](#)

[Save](#)

[Clear](#)

□ Or, click **Copy** to copy a form.

The form opens in editing mode. You can make a copy of a form and add or remove fields as described on [Custom Forms > Create Custom Form](#). The **Form Name** field is limited to 50 characters.

Copy Form

[Back to Available Forms](#)

Form Properties

Form Name:	PTA Survey (Copy)
Form Descriptions/Instructions:	adding form in Create Custom Form to edit in Edit Custom Form
Campus:	001 - (001 001 School) <input type="button" value="X"/>
Archived:	<input type="checkbox"/>

Add Question

undefined

Paragraph section	<input type="button" value="H Header"/> <input type="button" value="P Paragraph"/> <input type="button" value="D Date Field"/> <input type="button" value="N Number Field"/> <input type="button" value="R Radio button"/> <input type="button" value="M Dropdown-Multiple Choice"/> <input type="button" value="T Text Field"/> <input type="button" value="A Text Area"/>
03/26/0001 <input type="button" value="X"/>	
3	
Radio button section *	<input checked="" type="radio"/> Option 1 <input type="radio"/> Option 2 <input type="radio"/>

Preview Form **Save** **Clear**

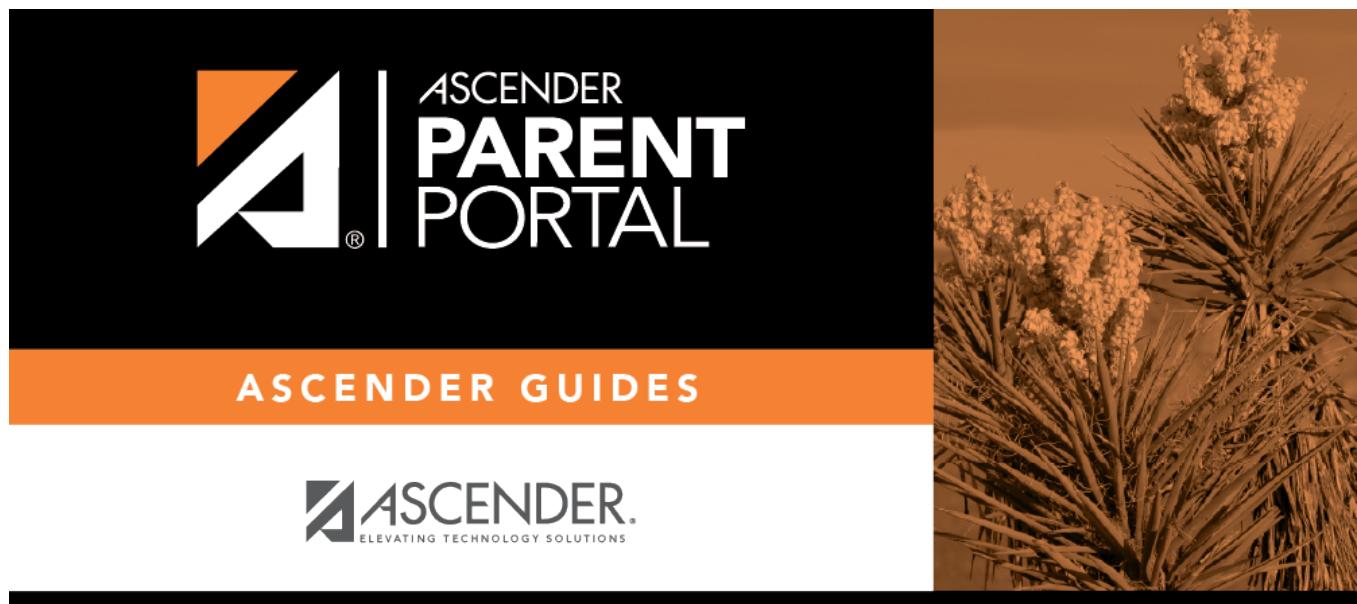
- Select **Archive** to archive the form.

Archiving 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.

- Click **Back to Available Forms** to return to the list of existing custom forms.

- Click **Delete** to delete a custom form.

NOTE: A custom form cannot be deleted if there is data associated with it.



Back Cover