



ASCENDER GUIDES



## **Admin - Custom Forms - View Custom Form Data**



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# Admin - Custom Forms - View Custom Form Data

## **ASCENDER ParentPortal Admin > Form Management > Custom Forms > View Custom Form Data**

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 data submitted by parents in custom forms.

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

**NOTE:** Archived forms are 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.

View Custom Form Data

Available Forms

Active Forms

Action	Form Name	Campus(es)	Forms Submitted
<a href="#">View Data</a>	Custom Form English & Spanish v1	001 042 101	4
<a href="#">View Data</a>	Student Handbook Agreement	001 042 101	0
<a href="#">View Data</a>	New Test for a Custom Form	001 042 101	1

Showing 1 - 3 of 3 entries

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Archived Forms

<b>Form Name</b>	The name of the custom form is displayed, as entered in Step 1 on the <a href="#">Create Custom Form</a> page.
<b>Campus</b>	The campuses using the custom form are listed.
<b>Forms Submitted</b>	The number of form responses submitted by parents is displayed.

☐ Click **View Data** to view the answers submitted by parents. <div indent>The answer data is displayed in a grid below the forms list.

**TIP:** You can click the column headings to sort data by a particular question.

View Custom Form Data

Available Forms

Active Forms

Action	Form Name	Campus(es)	Forms Submitted
<a href="#">Q View Data</a>	Custom Form English & Spanish v1	001   042   101	4
<a href="#">Q View Data</a>	Student Handbook Agreement	001   042   101	0
<a href="#">Q View Data</a>	New Test for a Custom Form	001   042   101	1

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Archived Forms

Show 10 entries

Portal Username	StudentId	DTS	School Year	This is a question that needs answering.
erintestuser	004264	2022-01-27 13:39:34.383	2023	option-1-
testuser	003020	2022-01-07 13:42:50.453	2023	option-5-
testuser	002887	2022-01-07 14:39:56.93	2023	
testuser	004229	2022-03-10 11:36:41.446	2023	

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Excel Column visibility

<b>Excel</b>	Click to export the report as a spreadsheet.
<b>Column visibility</b>	Click to select which columns to include in the export.

**NOTE:** It is recommended that you save a backup copy of the form once all data is gathered.



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