



ASCENDER GUIDES



## Admin - Form Settings



## Table of Contents



# Admin - Form Settings

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 enter district-level settings for Student Enrollment and Online Registration, and view form data.

## Student Enrollment Versus Online Registration:

- **Student Enrollment** refers to the one-time process of enrolling a new student in the district. Only forms in the *New Student Enrollment* group, and static printable forms, are used for new student enrollment.
- **Online Registration** refers to the annual maintenance of records for existing students (i.e., students already enrolled in the district), such as demographic data updates and form acknowledgement.
- **Student Data Updates** refers to the ongoing maintenance of records for existing students, such as changes to contact information.

## Access Control:

### Online Registration

These fields enable annual Online Registration:

<b>Allow Parent Access</b>
<b>Online Registration Date Range</b>
<b>District Online Registration confirmation message:</b>

### Student Enrollment

These fields enable annual Online Student Enrollment:

<b>Would you like to allow parental access to Student Enrollment</b>
<b>What type of authentication would you like to use for new enrollment</b>

# Forms Management

## Forms Summary

Counts of the number of existing forms and fields are displayed.

**Active Forms** - All forms that are currently available in ParentPortal.

- **Active Forms** -
- **Active Forms (Exist in groups)**
- Active Forms (Dynamic)
- Active Forms (Static)
- Active Forms (Standard)

**Archived Forms** - Include forms that may still be needed for reporting purposes but are no longer used for data collection. Forms can be archived (or un-archived) on the [Form Editor](#) page.

**Static Documents** -

- **Available Documents** - The count of documents that are uploaded to the server.
- **Documents Created as Forms** - The count of documents that are currently provided as forms in ParentPortal.

**Form Columns** -

- **Available Columns** - The count of documents that are uploaded to the server.
- **Columns in Use** - The count of documents that are currently provided as forms in ParentPortal.



## Back Cover