

# **Admin - Form Settings**

PP

# **Table of Contents**

Admin - Form Settings		1
-----------------------	--	---

iii

PP

# **Admin - Form Settings**

#### ASCENDER ParentPortal Admin > Admin Menu > Form Settings

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campuslevel 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:

Allow Parent Access	This field enabled and disables Online Registration, including the tools needed to set up forms.
	Select <b>Yes</b> if you will be using Online Registration, including during setup.
	Use <b>Online Registration Date Range</b> to control when Online Registration is available to parents.
Online Registration Date Range	
District Online Registration confirmation message:	

1

## **Student Enrollment**

These fields enable annual Online Student Enrollment:

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

## **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 <u>Form Editor</u> page.

### Static Documents -

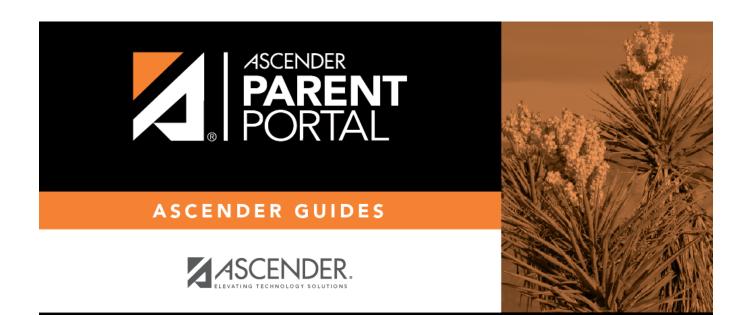
- Available Documents The count of documents that are uploaded to the server.
- **Documents Created as Forms** The count of documents that are currently provided as forms in ParentPortal.

#### Form Columns -

• Available Columns - The count of documents that are uploaded to the server.

2

• Columns in Use - The count of documents that are currently provided as forms in ParentPortal.



PP

# **Back Cover**