



ASCENDER GUIDES



admin_forms_group_public_body

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This page allows district-level users to create a group of forms that a parent can access without having a ParentPortal account, such as calendars, school supply lists, etc. The parent will be able to access these documents without logging on.

Only static forms can be added to these groups. If at least one static form has been added to this group, the parent can click the **Need Documents** link on the ParentPortal login page to access the documents.

NOTE: A static form must already be created for each uploaded document before it can be added to a group.

Public Documents

The screenshot shows the 'Public Documents' interface. On the left, there is a sidebar with a blue '+ Add Group' button at the top. Below it, a section titled 'Existing Groups' contains a list with 'Calendars' and 'Enrollment'. The 'Calendars' item is highlighted with a blue bar and has a blue 'x' icon and a blue edit icon to its right. The main area on the right is titled 'Edit Group' and contains the following fields:

- Language:** A dropdown menu currently set to 'English'.
- Group Name:** A text input field containing the word 'Calendars'.
- Instructions:** A large, empty text area.
- Add Form:** A dropdown menu with the text '...Select'.

Below these fields is a table with the following structure:

Action	Name	Instructions	Type
No data			

Add a group:

- ☐ Click + **Add Group**.

A pop-up window opens.

+ Add New Group

Group Name:

Instructions:

Cancel
Add Form Group

Group Name	Type a name for the group.
Instructions	Add or update any instructions for the form group, such as clarification about which forms are included in the group. NOTE: If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under Group Instructions , English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.

☐ Click **Add Form Group**.

The group is added to the **Existing Groups** (left) list.

Edit a new or existing group:

☐ In the **Existing Groups** (left) list:



- Hover over the new or existing group and click the edit icon.

The group details open in the **Edit Group** section (right) where you can add or edit group details:

Language	Select the language of the forms in the group. If you are creating a group for Spanish forms, select Spanish.
Group Name	The current group name is displayed and can be edited.
Instructions	The current instructions for the form group are displayed and can be edited. NOTE: If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under Instructions , English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.
Add Form	Only static forms are listed. Select each form you want to add to the group. Be sure to select forms that correspond to the selected Language .

As forms are added, they are listed below the **Edit Group** section in the order they were added.

☐ You can modify the order in which the forms are displayed in ParentPortal:



- Click to move the form up the list.



- Click to move the form down the list.

☐ Under **Edit Form Group**:



- Click to [preview the form](#). The form opens in a separate browser window.



- Click to delete the form from the group.

You are prompted to confirm that you want to delete the form. Click **OK**.
The form is removed from the group but not deleted from the ParentPortal server.

☐ Under **Created Form Groups** list (left side):

The **Active/Archived** buttons indicate how many of the forms in that group are active and how many have been archived.

To delete a group, hover over the group and click the delete icon .



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