



ASCENDER GUIDES



forms_groups_update_default_body

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For groups that are included by default, you can only modify **Language Context** and **Special instructions** and add forms to the group. You cannot change the name of a default group.

- External groups only allow you to add static forms.
- The *New Student Enrollment Forms* group allows you to add static and standard forms.

Click the spyglass icon  to edit a group.

Form Group Management

Add forms to groups. This makes forms available for display within the associated group.

Form Group Detail

[Add New Group](#)

Language Context: English ▾

Group Type: Online Enrollment (Custom) ▾
* External groups can only contain 'static' forms.

Name: New Student Enrollment Forms

Special instructions or information for this group (500 char limit):

Associated Forms

Add

←Add a form to a group.

Please add forms to your group using the Add button above.

No forms have been added.

[Save](#)

New Student Enrollment

Options	Group Name	
		New Student Enrollment Forms

External (Public Documents)

Options	Group Name	Form Coun	
			Calendars 0 (0)
			Enrollment 0 (0)

Student Data Editing

The group details are displayed on the left side of the page under **Form Group Detail** (left side).

Form Group Detail (left)
Language Context
Special instructions or information for this form grouping

Next to **Associated Forms**, click **Add** to add a form to a group. A grid is displayed allowing you to associate forms with the group.

The screenshot shows a web interface for managing forms. At the top, there is a section titled "Associated Forms" with an "Add" button and a subtitle "←Add a form to a group.". Below this is a table with columns: "Del.", "Form Name", "Order", "No Signature", "Visible", and "Required". The first row in the table has a delete icon (X) in the "Del." column, "Ethnicity and Race" in the "Form Name" column, "0" in the "Order" column, and checkboxes in the "No Signature", "Visible", and "Required" columns. A dropdown menu is open under "Ethnicity and Race", listing various form names. The "MISD - Handbook Acknowledgement Form" is highlighted in blue. To the right of the table is a "Save" button. On the left side, there are "Hints:" and a list of instructions.

Del.	Form Name	Order	No Signature	Visible	Required
X	Ethnicity and Race	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hints:

- * Click 'Add'
- * You cannot
- * The Enrollment
- * Enrollment p
- * New Student
- * You cannot
- * used for new
- * To create

NOTE: The *Home Language Survey* standard form can only be added to the New Student Enrollment Forms group; it cannot be added to any other group.

Any archived forms in the group are highlighted in orange.

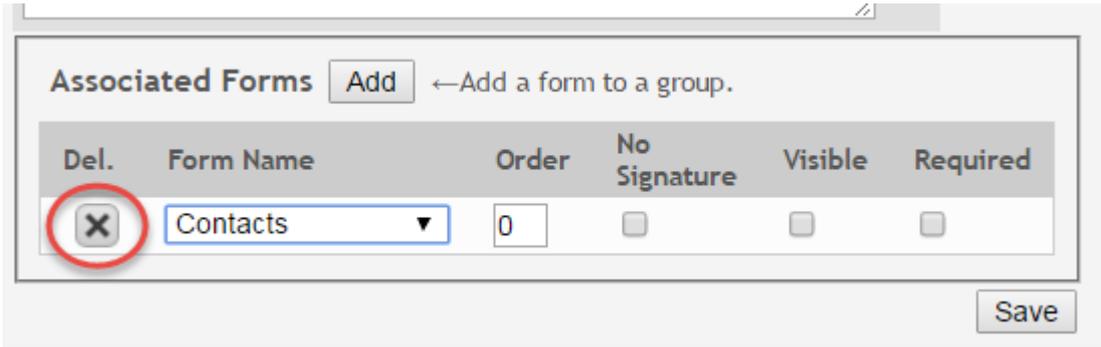
NOTE: Standard forms generally do not need to be added to the Student Data Editing group.

Form Name
Order
No Signature
Visible
Required

Click **Add** again to add another form.

The **Add** button is disabled once there are no additional forms that can be added to a group.

To delete a form from a group, click **X** under **Associated Forms**.



The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

Click **Save**. The **Form Count** is updated to include the new form(s).

Form Group Management

Add forms to groups. This makes forms available for display within the associated group.

Form Group Detail

Language Context: English

Group Type: Online Enrollment (Custom)
* External groups can only contain 'static' forms.

Name: New Student Enrollment Forms

Special instructions or information for this group (500 char limit):

Associated Forms Add ←Add a form to a group.

Del.	Form Name	Order	No Signature	Visible	Required
X	Ethnicity and Race Data Questionnaire	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Group saved successfully. Save

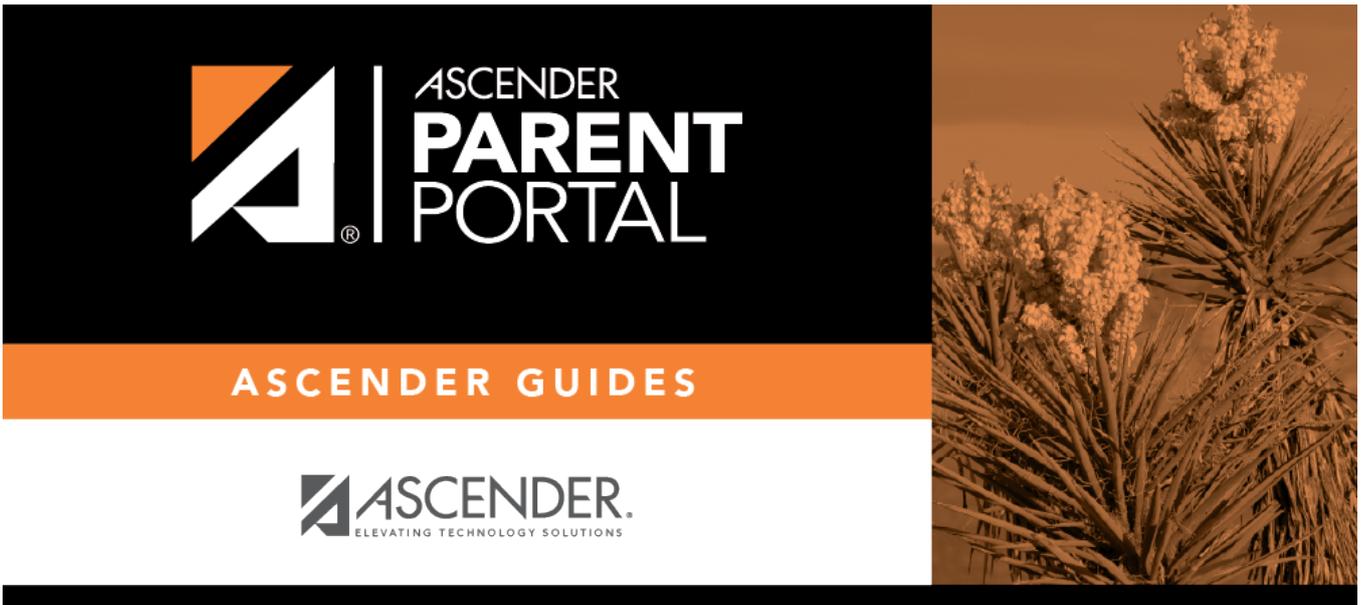
New Student Enrollment

Options	Group Name	Form Count
<input type="checkbox"/>	New Student Enrollment Forms	1 (0)

External (Public Documents)

Options	Group Name	Form Count
<input checked="" type="checkbox"/>	Calendars	0 (0)
<input checked="" type="checkbox"/>	Enrollment	0 (0)

Student Data Editing



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