



ASCENDER GUIDES



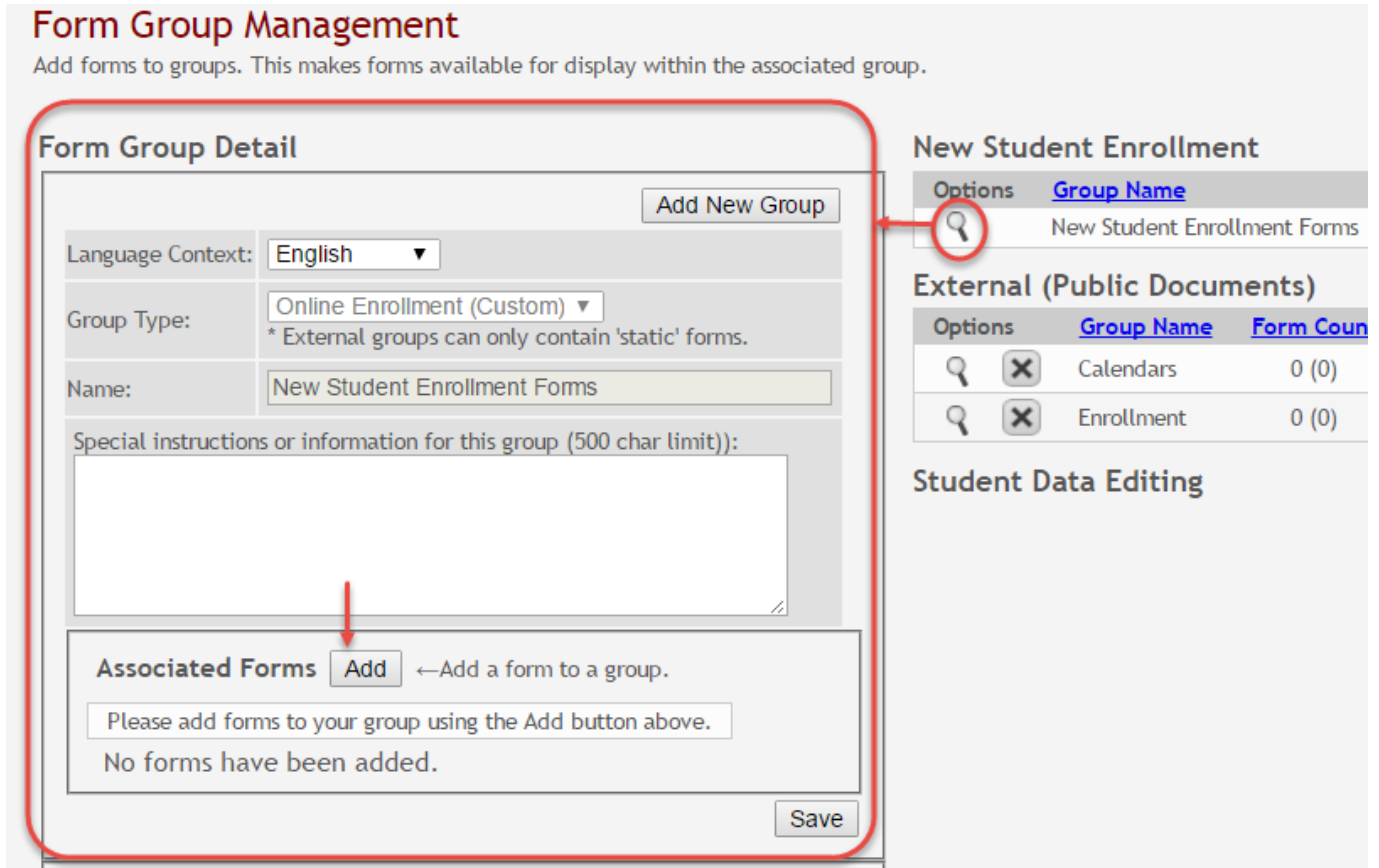
forms_groups_update_default_body

Table of Contents

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's a section titled 'Associated Forms' with an 'Add' button and a link '←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 shows a form named 'Ethnicity and Race Data Questionnaire' with Order 0, and checkboxes for No Signature, Visible, and Required. A dropdown menu is open from the 'Form Name' column, listing various forms. The 'MISD - Handbook Acknowledgement Form' is highlighted in blue. To the left of the table, there are hints: '* Click 'Add'', '* You cannot', '* The Enrollment', '* Enrollment p', '* New Student', '* You cannot', '* used for new', and '* To create'. To the right of the table, there is a 'Save' button and some text: 'forms for display in', 'to either supplement', 'this group contains forms', and 'he Forms page.'

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

Forms for display in
to either supplement
this group contains forms
he Forms page.

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.

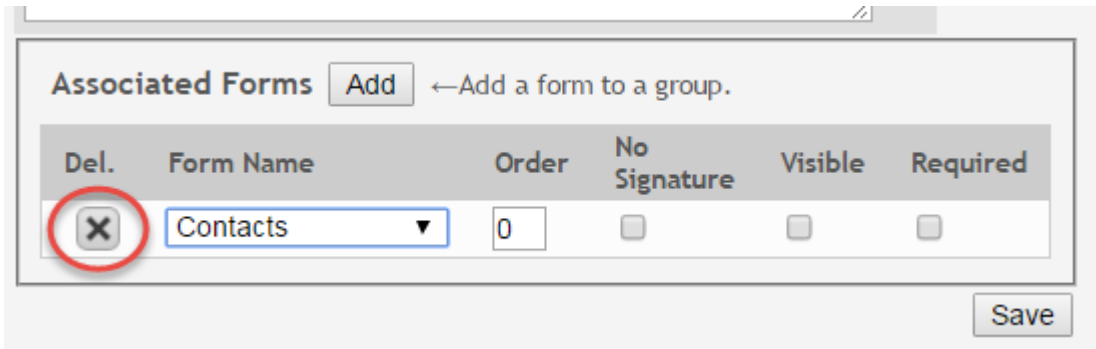
NOTE: Standard forms generally do not need to be added to the Student Data Editing group.


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  under **Associated Forms**.



Del.	Form Name	Order	No Signature	Visible	Required
	Contacts	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

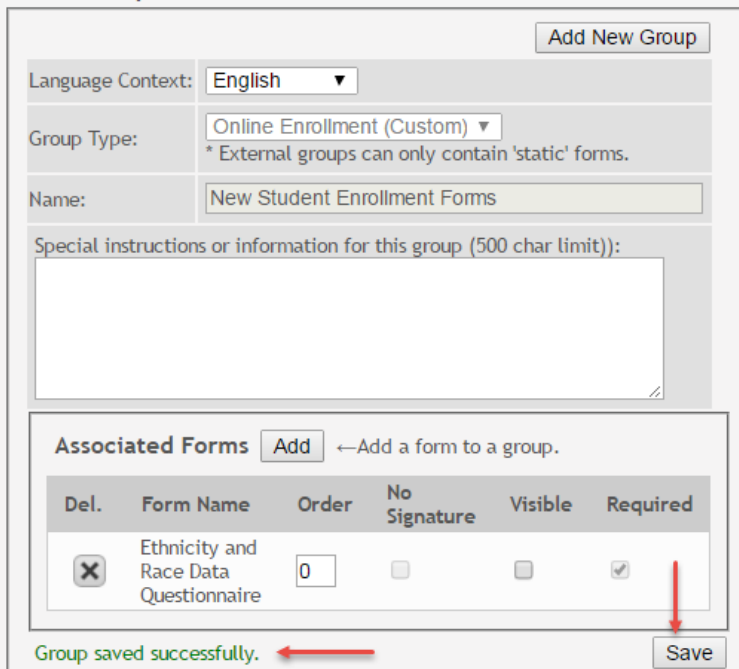
The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

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):

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

Group saved successfully.

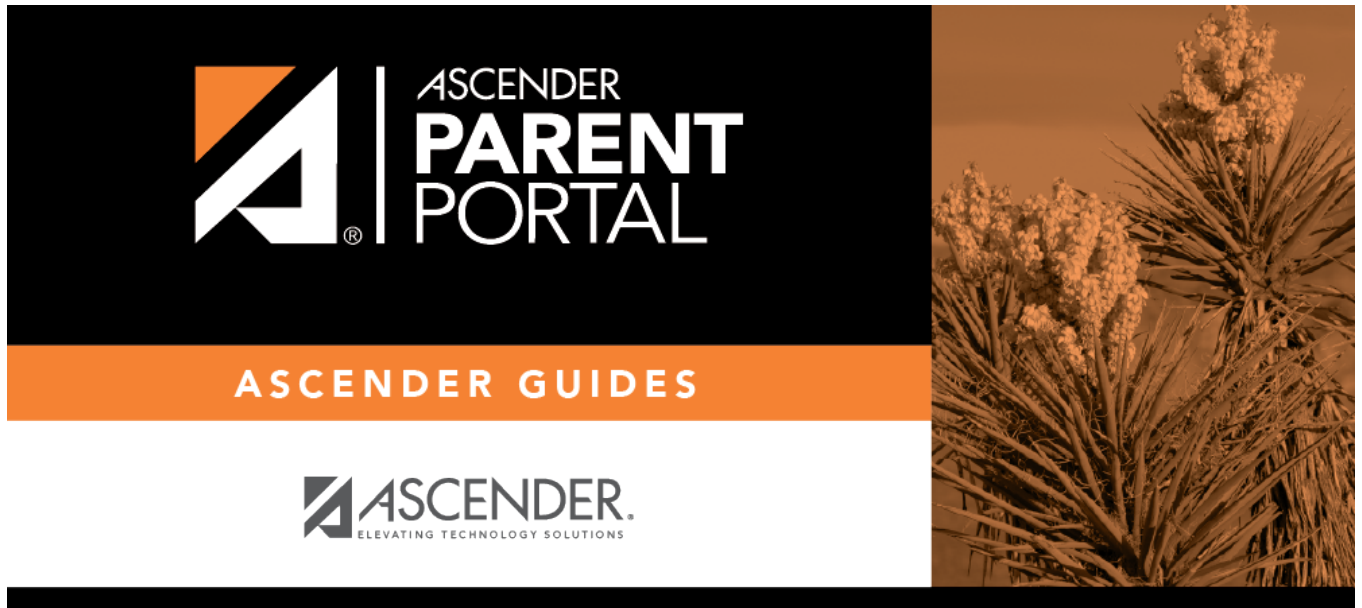
New Student Enrollment

Options	Group Name	Form Count
	New Student Enrollment Forms	1 (0)

External (Public Documents)

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

Student Data Editing



Back Cover