



ASCENDER GUIDES



Admin - Form Group Management - Student Data Maintenance

Table of Contents

Admin - Form Group Management - Student Data Maintenance 1

Admin - Form Group Management - Student Data Maintenance

ASCENDER ParentPortal Admin > Form Group Management > Student Data Maintenance

This page is only available to users who log on to ASCENDER ParentPortal with a district-level administrator account.

This page allows district-level users to create a group of forms that parents can use for student data maintenance, such as changes to demographic data throughout the year (e.g., address or phone number changes).

Student Data Maintenance

+ Add Group

☰ Existing Groups

Contact group

✕ ✎

Print group

RE-ENROLLMENT 2019-2020

✎ Edit Group

Language: English ▼

Group Name:

Instructions:

Add Form ...Select ▼

| Action | Name | Instructions | Type |
|---|------------|---|---------|
| <div style="display: flex; justify-content: space-around;"> ↑ ↓ </div> <div style="display: flex; justify-content: space-around;"> 🔍 ✕ </div> | Contacts | | Dynamic |
| <div style="display: flex; justify-content: space-around;"> ↑ ↓ </div> <div style="display: flex; justify-content: space-around;"> 🔍 ✕ </div> | PTA Survey | Please complete this form by the end of the first week of school. | Custom |

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 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. NOTE: If you select Spanish, but you did not type Spanish instructions under Instructions , English instructions will be displayed even if the parent is viewing ParentPortal in 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 | 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 Group** (right):



- 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 **Existing Groups** (left):



- Hover over and click the icon to delete a group.



Back Cover