

Admin - Form Group Management - Student Data Maintenance

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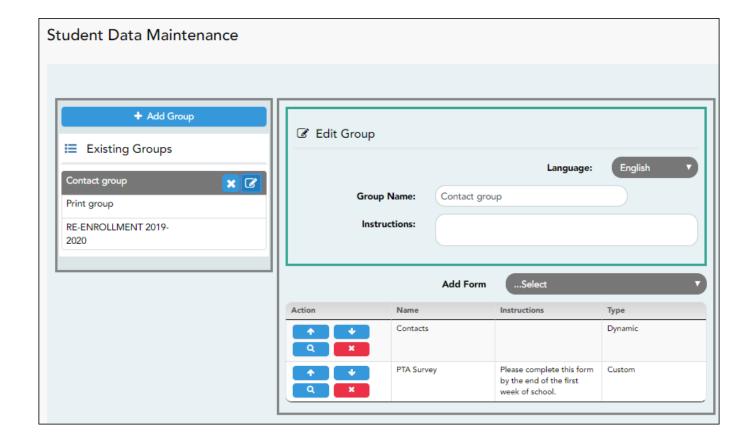
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# Admin - Form Group Management - Student Data Maintenance

#### 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.

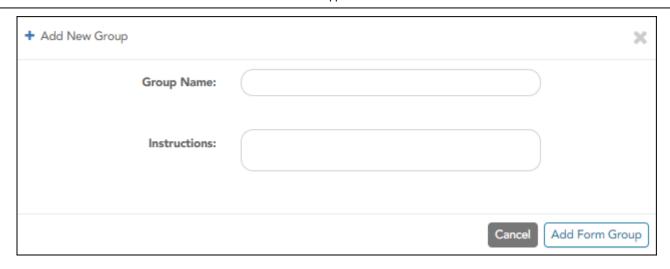
This page allows district-level users to create a group of forms that parents can use for student data maintenance, such as changes to demographic data throughout the year (e.g., address or phone number changes).



#### Add a group:

☐ Click + Add Group.

A pop-up window opens.



| <b>Group Name</b> | Type a name for the group.   |
|-------------------|--|
|                   | Add or update any instructions for the form group, such as clarification about which forms are included in the group. <b>NOTE:</b> If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under <b>Instructions</b> , 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:

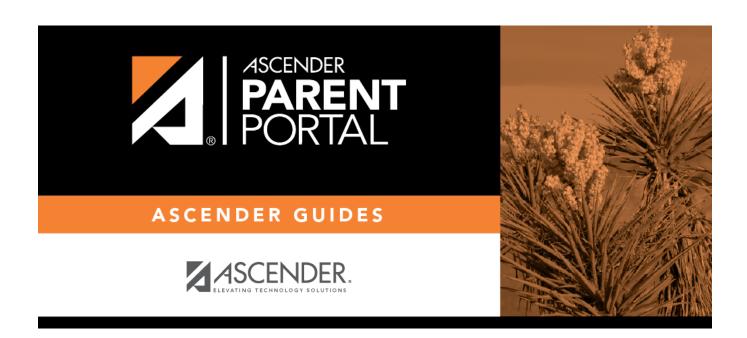
| Language          | Select the language of the forms in the group. <b>NOTE:</b> If you select Spanish, but you did not type Spanish instructions under <b>Instructions</b> , English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.  |
|-------------------|---|
| <b>Group Name</b> | The current group name is displayed and can be edited.  |
|                   | The current instructions for the form group are displayed and can be edited. <b>NOTE:</b> If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under <b>Instructions</b> , 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 <b>Language</b> .  |

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.



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