



ASCENDER GUIDES





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**ASCENDER ParentPortal Admin > Form Management > Form Creator**

Once a form is created, it can be edited, archived, and deleted.

**Edit a form:**

☐ Under **Active Forms**:



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

The form details open in the **Edit Form** (right) section where you can edit details as described previously.

**Archive a form:**

Archiving allows you to retain a form that may still be needed for reporting purposes but is no longer used for data collection. An archived form is no longer available to parents, but it is still accessible to administrators and grouped with other archived forms. A form can be un-archived at any time.

## Form Creator

**Form Creator**

**Active Forms**

**Static Forms**

Supply list

**Dynamic Forms**

Contacts  
Fields: 40

New Student Address  
Fields: 16

New Student Contacts  
Fields: 40

New Student Enrollment  
Fields: 59

Registration  
Fields: 25

**Archived Forms**

**Edit Form**

Copy Form

Language: English

Form Name: Supply list

Campus: 001 - (001 001 School PK-12) X  
004 - (004 004 School 06-12) X

Form Instructions: Download the form and purchase all supplies on list please.

Visible: ☒ Yes ☐ No

Archived: ☒

Static Document: School\_Supply\_List.pdf

Save

□ Under **Active Forms** (left):



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

The form details open in the **Edit Form** (right) section. Select **Archived** and click **Save**.

The form moves from the **Active Forms** list to the **Archived Forms** list.

**Archived Forms**

**Static Forms**

Supply list

**Dynamic Forms**

Clear the **Archived** field if you want to make the form active again. The form will move back to the **Active Forms** list.

## Delete a form:

☐ Under **Active Forms** (left):



- Hover over the new or existing form and click the delete icon.

You are prompted to confirm that you want to delete the form. Click **OK**.

**NOTE:** You cannot delete a form if it belongs to a group or if data exists for the form (i.e., if a parent has submitted changes associated with the form).



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