

**ASCENDER GUIDES** 





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## Form Group Management

# txConnect Admin > Administrator Options > Settings > Forms Management > Form Groups

This page allows you to create and edit form group headings so you can group related forms.

A form must be added to a group (or to the Online Registration template) in order to be accessible to parents.

Some groups are included automatically.

#### **View groups:**

**existing groups (right)** Groups fall into one of three categories:

- New Student Enrollment
- External (Public Documents)
- Student Data Editing

Scroll down to view instructions for default groups, new groups, and existing groups.

**NOTE:** Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

#### **Update a default group:**

For groups that are included by default, you can only modify the **Special instructions** field and add forms to the group.

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

You cannot change the name of a default group.

Click the spyglass icon  $\mathbb{R}$  under **Available Groups** (right) to edit a group.

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

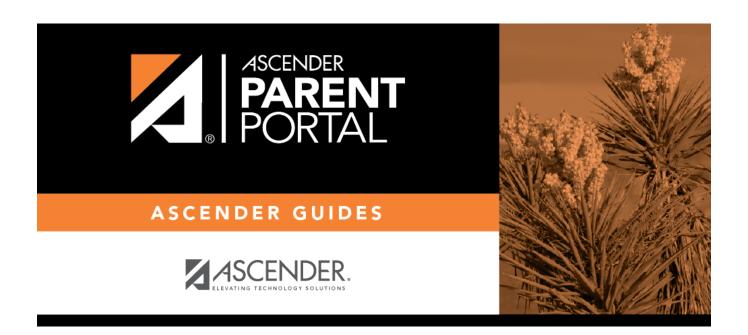
Form Group Detail (left)

## Add a new group:

Form Group Detail (left)

## **Edit or delete an existing group:**

existing groups (right)



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