



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.

**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: Student Data  
\* External groups can only contain 'static' forms.

Name:

Special instructions or information for this group (500 char limit):

**Associated Forms** Add ← Add a form to a group.

**New Student Enrollment**

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

**External (Public Documents)**

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

**Student Data Editing**

## View groups:

|   |  |
|---|--|
| <b>existing groups (right)</b>  |  |
| Groups fall into one of three categories:   |  |
| <ul style="list-style-type: none"> <li>• New Student Enrollment</li> <li>• External (Public Documents)</li> <li>• Student Data Editing</li> </ul> |  |
| <b>Group Name</b>   |  |
| <b>Form Count</b>   |  |

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

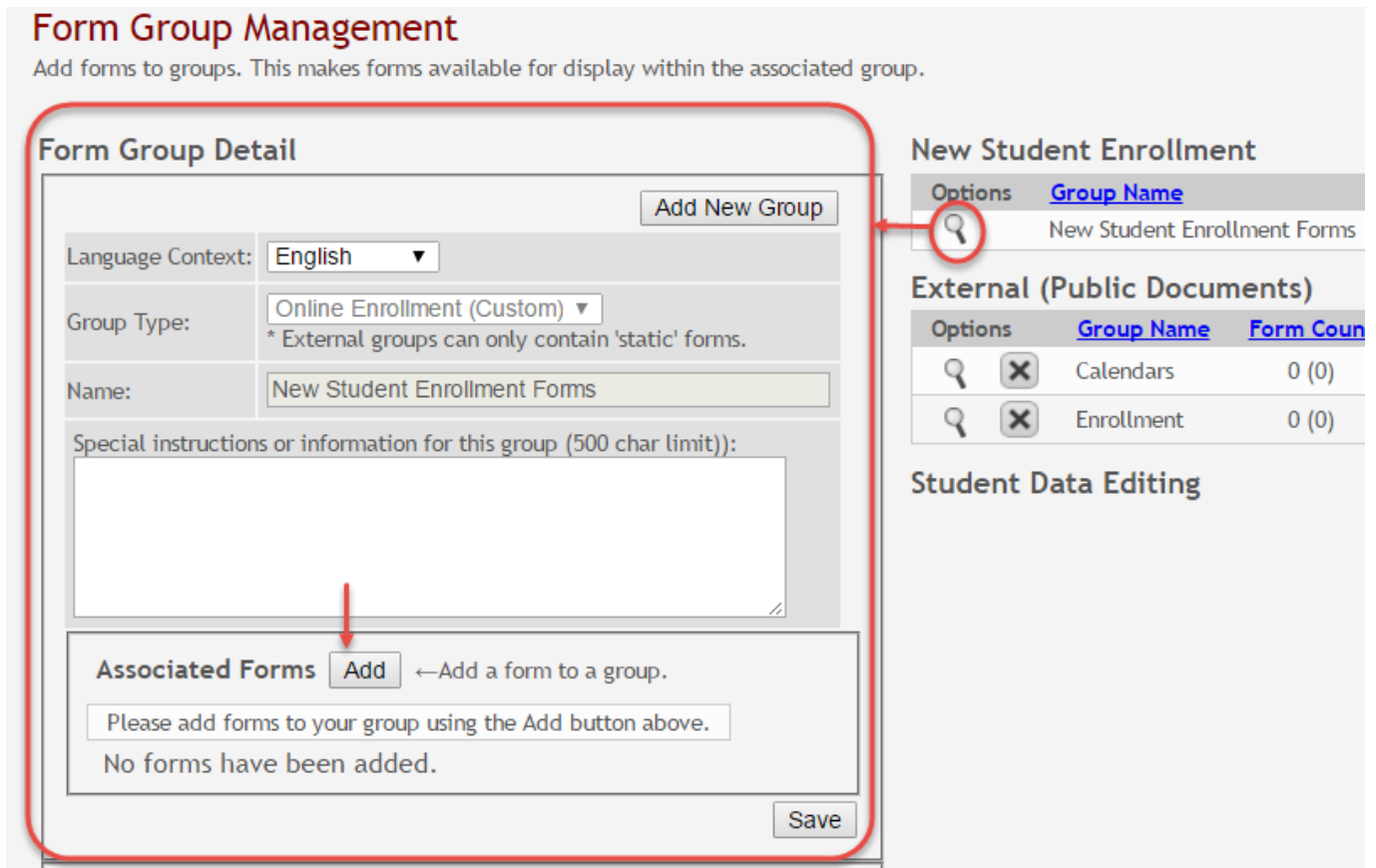
**NOTE:** Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

## Update a default group:

For groups that are included by default, you can only modify **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**

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.

**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.

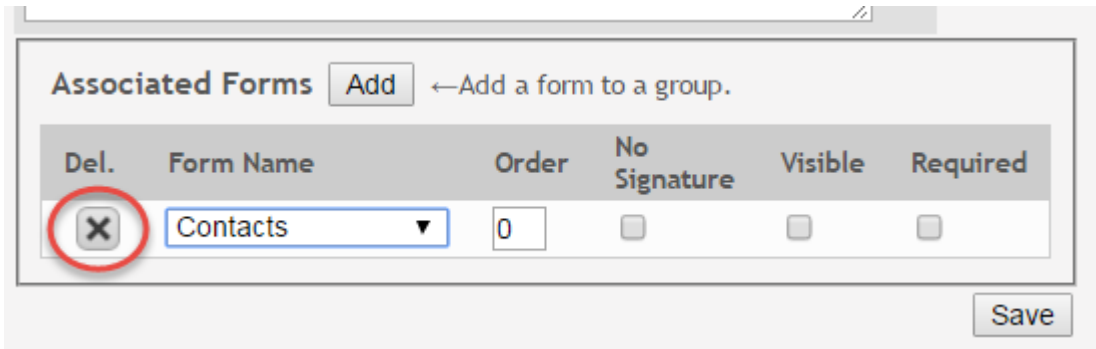
**NOTE:** Standard forms generally do not need to be added to the Student Data Editing group.

|              |  |
|--------------|--|
| 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**.



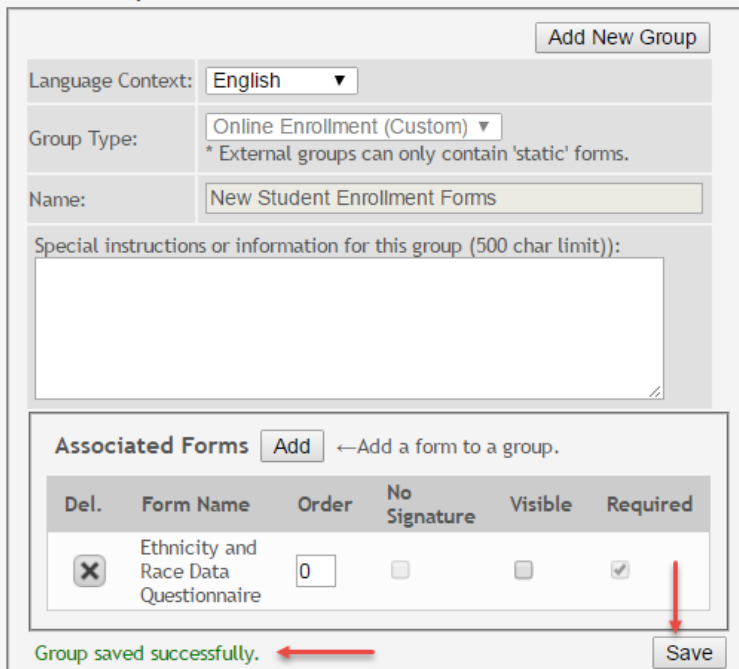
The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

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



### 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

## Add a new group:

| Form Group Detail (left)                                   |
|--|
| Language Context   |
| Group Type   |
| Name   |
| Special instructions or information for this form grouping |

Any existing forms for the group are listed. Otherwise, the message “No forms have been added” is



displayed.

Next to **Associated Forms**, click **Add** to add a form to a group.

**Associated Forms** **Add** ←Add a form to a group.

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

**Hints:**

- \* Click 'Add'
- \* You cannot
- \* The Enrollment
- Enrollment p
- New Student
- \* You cannot

**Save**

forms for display in  
to either supplement  
this group contains forms

A grid is displayed allowing you to associate forms with the group.

Any archived forms in the group are highlighted in orange.

|                     |
|---------------------|
| <b>Form Name</b>    |
| <b>Order</b>        |
| <b>No Signature</b> |
| <b>Visible</b>      |
| <b>Required</b>     |

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                 |
|--------------------------|-----------|-------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | 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 group is listed on the right under the heading indicated by the **Group Type** field.

## 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: Student Data  
\* External groups can only contain 'static' forms.

Name: Student Contact Information

Special instructions or information for this group (500 char limit):

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

Group saved successfully.

### New Student Enrollment

| Options                  | Group Name                   | Form Count |
|--------------------------|------------------------------|------------|
| <input type="checkbox"/> | New Student Enrollment Forms | 1 (0)      |

### External (Public Documents)

| Options                  | Group Name | Form Count |
|--------------------------|------------|------------|
| <input type="checkbox"/> | Calendars  | 0 (0)      |
| <input type="checkbox"/> | Enrollment | 0 (0)      |

### Student Data Editing

| Options                  | Group Name                  | Form Count |
|--------------------------|-----------------------------|------------|
| <input type="checkbox"/> | Student Contact Information | 1 (0)      |

Click **Add New Group** to add another group. The data in the fields is cleared allowing you to enter another group. Unsaved data is lost.

## Edit or delete an existing group:

existing groups (right)



## Back Cover