



ASCENDER GUIDES



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Form Group Management 1

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 Add New Group

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
<input type="text"/>	New Student Enrollment Forms	0 (0)

External (Public Documents)

Options	Group Name	Form Count
<input type="text"/> <input type="button" value="X"/>	Calendars	0 (0)
<input type="text"/> <input type="button" value="X"/>	Enrollment	0 (0)

Student Data Editing

View groups:

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

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

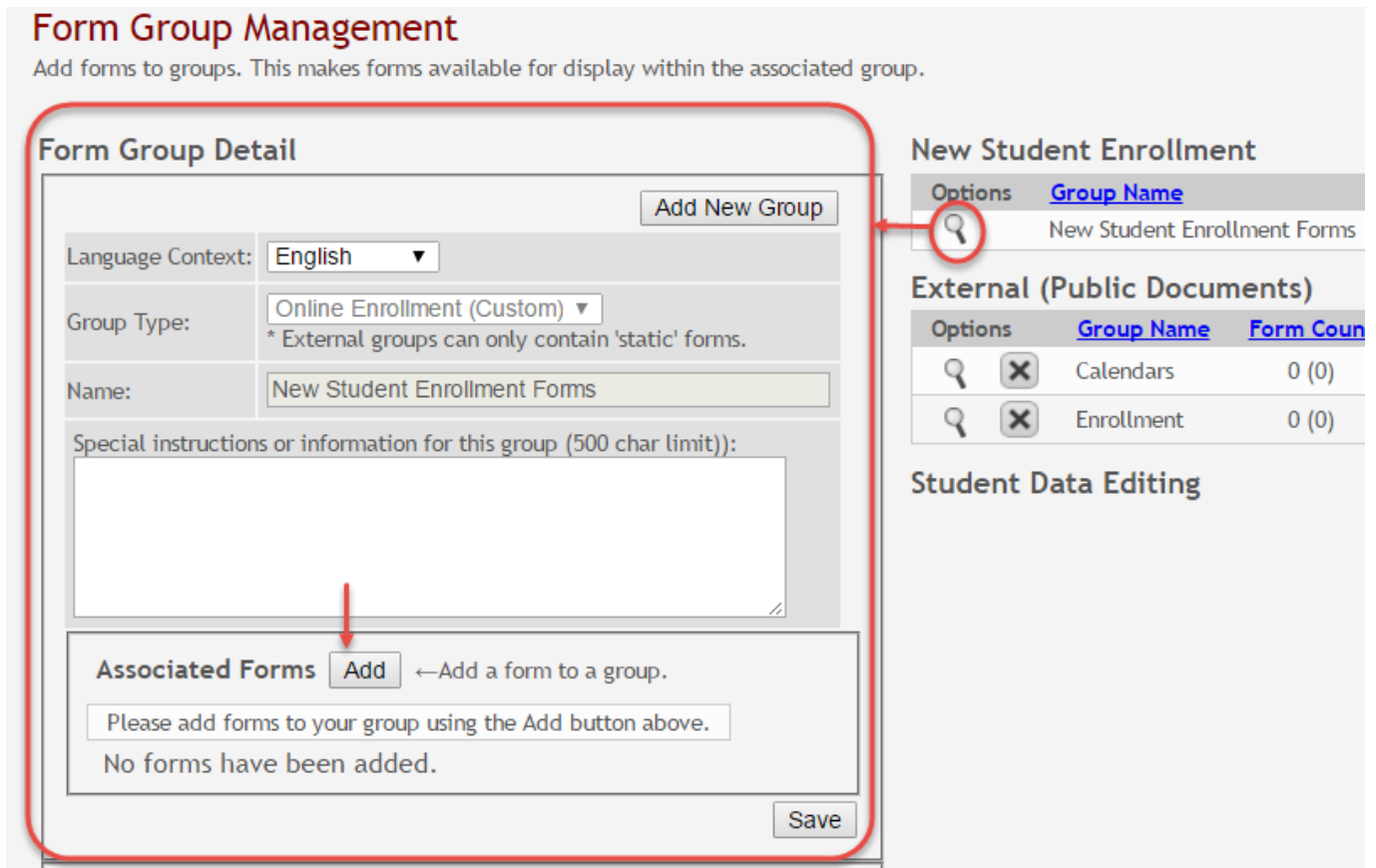
NOTE: Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

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

Add New Group

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.



Save

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, there's a 'Save' button and some text about forms for display.

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

Save

forms for display in
to either supplement
this group contains forms
ne 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.

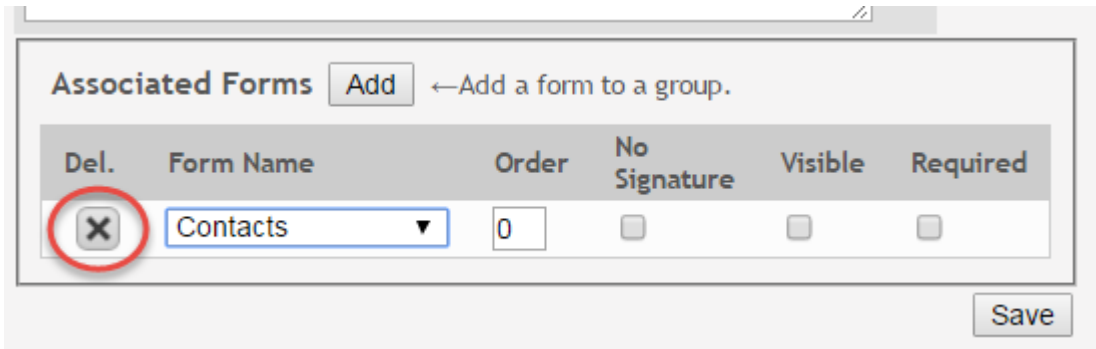
NOTE: Standard forms generally do not need to be added to the Student Data Editing group.

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**.



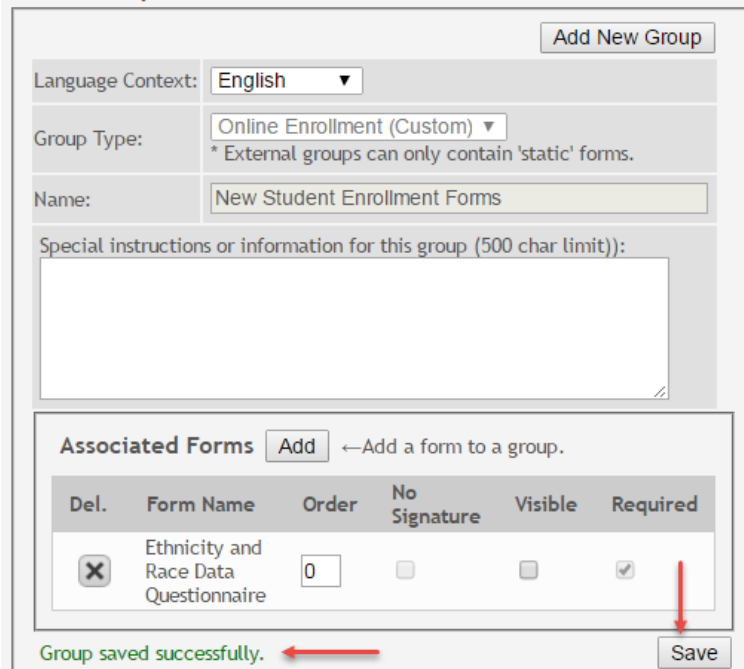
The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

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.

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**.

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