



ASCENDER GUIDES





# Table of Contents

<b>Form Management .....</b>	<b>1</b>
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# Form Management

**txConnect Admin > Administrator Options > Settings > Forms Management > Forms**

This page allows you to create new forms, as well as delete and edit existing forms. There are three types of forms:

- **Static forms** can be created using the static documents you have already uploaded.
- **Dynamic forms** can be created using the columns you selected in previous steps.
- **Standard forms** are predefined district-level forms that are common throughout Texas. The forms cannot be edited.

A form must be added to a group in order to be accessible to parents. You can add a form to a group in a subsequent step using the [Form Group Management](#) page.

## View forms:

<b>Available Forms (right)</b>	<p>Any existing forms are listed, including those that are added automatically.</p> <p>Initially, only standard forms and “New Student” forms are included. These are included automatically and cannot be removed.</p> <p>The grid displays the form name, type of form (i.e., standard, static, or dynamic), and the campus with which the form is associated (if applicable). If <b>Campus</b> is blank, the form is associated with all campuses in the district.</p>
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## Create a form using static documents:

If you uploaded any static documents, you must create a form with each document in order to make it accessible to parents.

Under **New Form** (left side):

<b>Name</b>	
<b>Campus</b>	Select a campus in order to assign the form to a specific campus. Or, select <i>None</i> if the form is used for all campuses in the district.
<b>Visible</b>	

Select the form from the list in the drop-down field.

### Special Instructions or information for this form

Click **Add**. A message is displayed indicating that the static form was successfully added.

## Create a new form using data fields:

Under **New Form** (left side):

<b>Name</b>	
<b>Campus</b>	Select a campus in order to assign the form to a specific campus. Or, select <i>None</i> if the form is used for all campuses in the district.
<b>Visible</b>	

Select the form from the list in the drop-down field.

If you are creating a dynamic form, leave the field set to *No Document*.

### Special Instructions or information for this form

Click **Add**.

The form opens on the [Form Editor](#) page where you can add fields and make other modifications.



## Back Cover