



ASCENDER GUIDES



## Admin - Custom Forms - Edit Custom Form



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# Admin - Custom Forms - Edit Existing Form

## ASCENDER ParentPortal Admin > Form Management > Custom Forms > Edit Existing Form

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campus-level security administrator user name.

This page allows you to view or modify existing custom forms that you have created. Copy allows you to copy a form and add or remove fields.

The screenshot shows the 'Edit Custom Form' interface. At the top, there is a 'Language' dropdown menu set to 'English'. Below this is a section for 'Active Forms' containing a table with the following data:

Action	Form Name	Campus(es)	Fields
<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Copy</a>	Test for amp499	001	7
<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Copy</a>	Test for amp499 (Copy)	001	7

Below the table, it says 'Showing 1 - 2 of 2 entries' and has 'Previous' and 'Next' navigation buttons. Below the 'Active Forms' section is a section for 'Archived Forms' with a similar table structure.

Your existing custom forms are listed. **Active Forms** are listed first, and **Archived Forms** are listed below active forms.

To translate an *English and Spanish* form into Spanish, select Spanish from the **Language** drop-down menu and select **Edit**.

**WARNING:** When translating into Spanish, only translate the text, **do not** change the order of the Questions or add any Questions. Doing so will cause data in the Spanish version to become out of sync with the English version.

Click **Edit** to view/modify a form.

The form opens in editing mode. You can make changes as described on [Custom Forms > Create Custom Form](#).

**NOTE:** Custom Forms with data attached have limited edit capabilities. The campus cannot be edited and fields cannot be rearranged, deleted or duplicated. If major changes are required,

it is recommended to use the **Copy Form** feature to create a new form.

### Edit Custom Form

[← Back to Available Forms](#)

#### Form Properties

**Form Name:** PTA Survey

**Form Descriptions/Instructions:** Please complete this form by the end of the first week of school.

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

Archived:

#### Add Question

Can you participate in PTA this year? \* ?

Yes

No

Maybe

- H Header
- ¶ Paragraph
- 📅 Date Field
- # Number Field
- ☰ Multiple Choice
- ☑ Dropdown
- 📄 Text Field
- ☒ Text Area

[Preview Form](#) [Save](#) [Clear](#)

Or, click **Copy** to copy a form.

The form opens in editing mode. You can make a copy of a form and add or remove fields as described on [Custom Forms > Create Custom Form](#). The **Form Name** field is limited to 50 characters.

Copy Form

[← Back to Available Forms](#)

Form Properties

Form Name:

Form Descriptions/Instructions:

Campus:

Archived:

Add Question

undefined

Paragraph section

Radio button section \*

Option 1

Option 2

H	Header
¶	Paragraph
📅	Date Field
#	Number Field
📻	Radio button
☑	Dropdown-Multiple Choice
📄	Text Field
📄	Text Area

[Preview Form](#) [Save](#) [Clear](#)

Select **Archive** to archive the form.

Archiving allows you to retain forms that may still be needed for reporting purposes but are no longer used for data collection. An archived form is still accessible to administrators, but is grouped with other archived forms for organizational purposes.

Click **Back to Available Forms** to return to the list of existing custom forms.

Click **Delete** to delete a custom form.

**NOTE:** A custom form cannot be deleted if there is data associated with it.



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