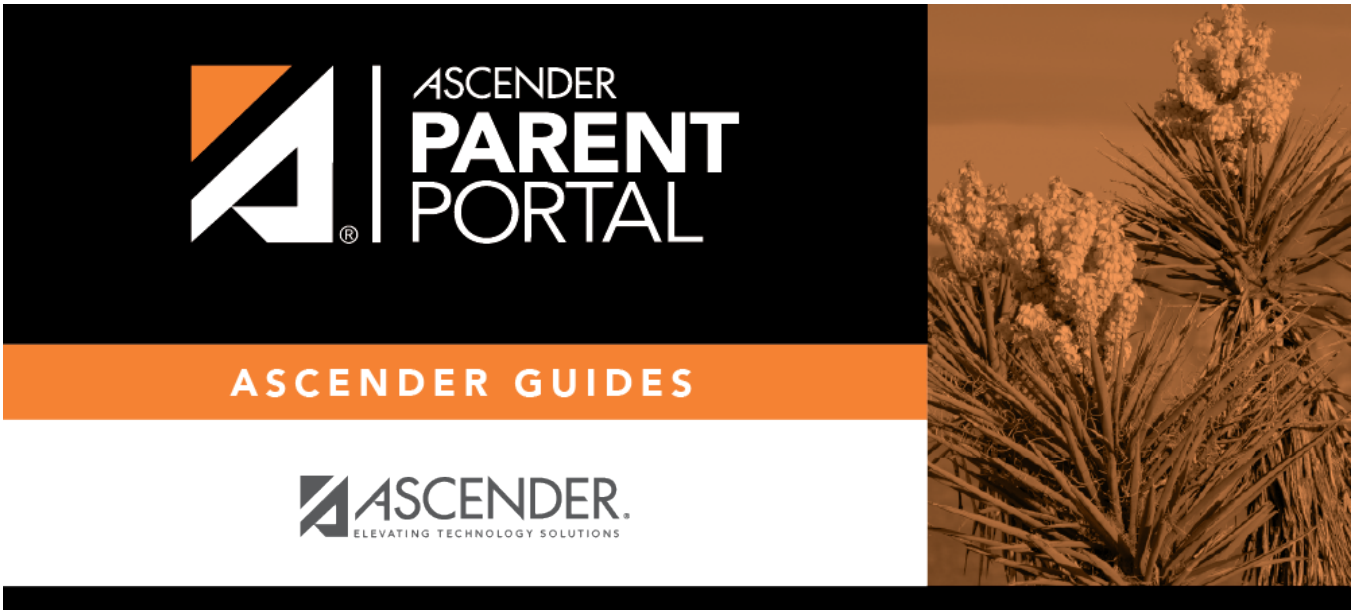


Admin - Document Upload

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ASCENDER ParentPortal Admin > Forms Management > Document Upload

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 maintain a pool of read-only static documents that once created into a static form and then added to a form group, parents can view and print as needed. These documents cannot be updated by parents online; they can be viewed, printed, completed by hand (if necessary), and returned to the campus, such as campus and district calendars, school supply lists, acknowledgement forms, or surveys. The documents may vary by district and campus.

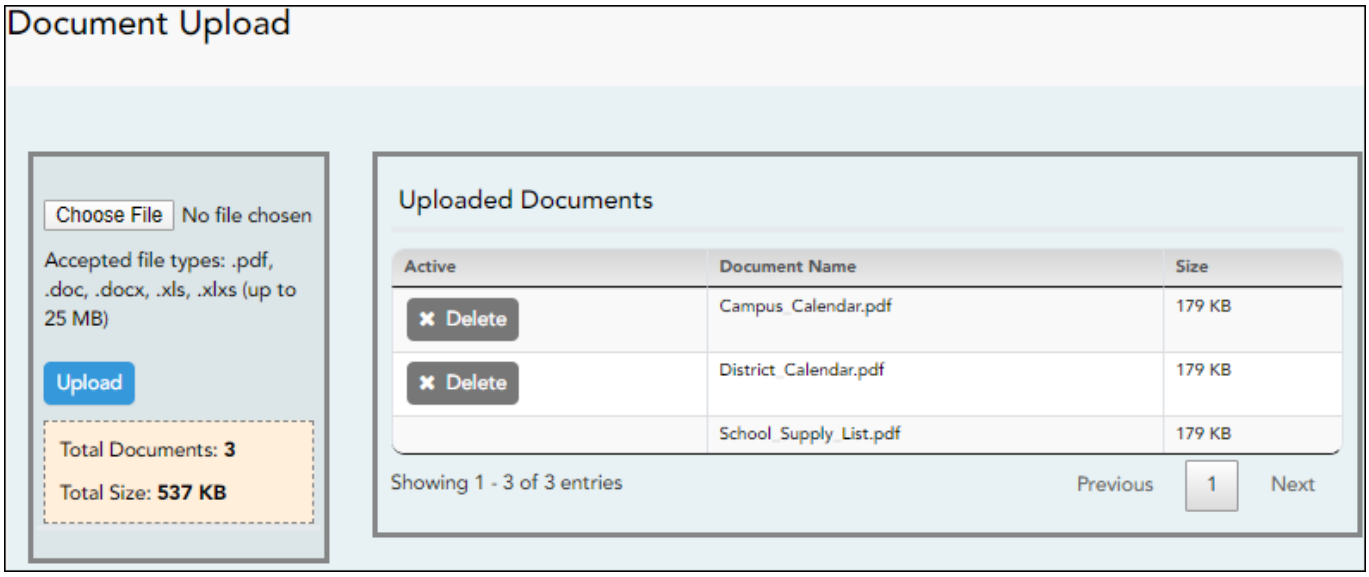
From this page, you can upload static documents from your PC to the ParentPortal server. Once created into a static form and then added to a form group, parents will be able to access these forms from ParentPortal for online enrollment, annual online registration, and for ongoing student data maintenance.

Your documents should be ADA compliant.

You can upload documents in the following formats:

- .doc or .docx (Microsoft Word)
- .pdf (Adobe Acrobat)
- .xls or .xlsx (Microsoft Excel)

- On this page, you will only upload the documents. You will create a form for each document in a subsequent step using the ***Form Creator*** page.
- If you will be creating English and Spanish versions of static forms, you must upload an English and Spanish version of each document.



Upload a document:

❑ Click **Choose File**.

Locate and select the form you want to upload. The file name is displayed.

❑ Click **Upload** to upload the selected file to the ParentPortal server.

Uploaded Documents (right)	Once uploaded, the file name and file size are displayed.

❑ Upload additional files as needed.

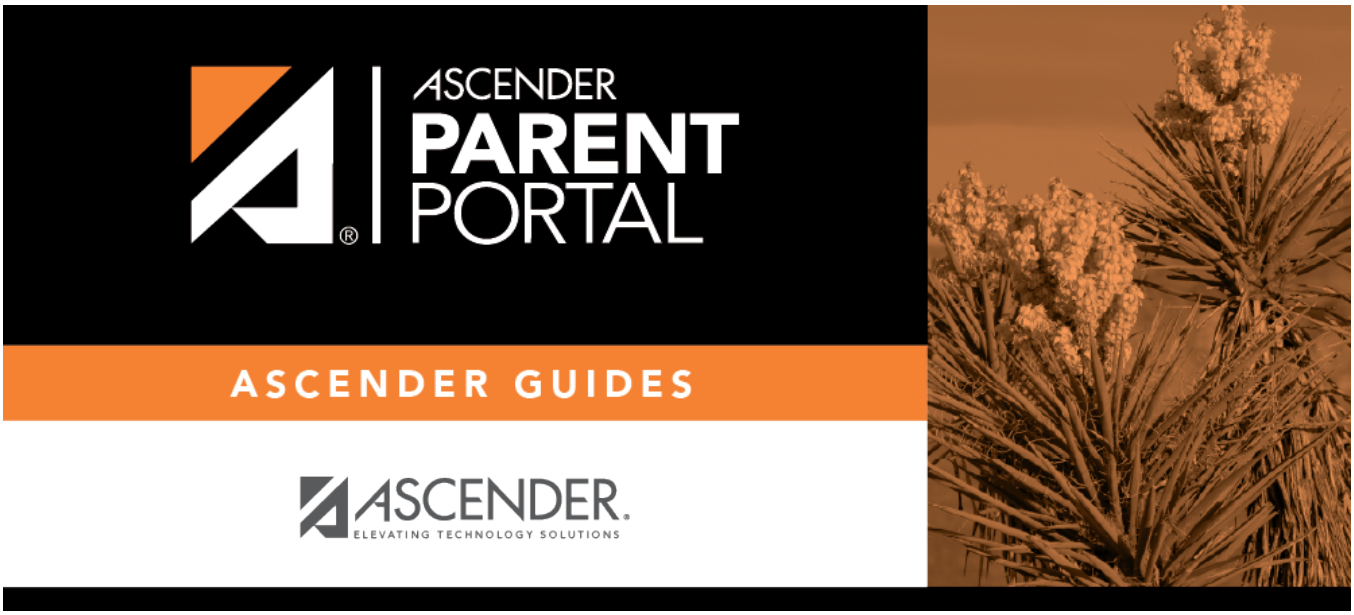
They are listed alphabetically.

Below the **Upload** button, statistical information is displayed indicating the total number of documents uploaded and the total file size for all uploaded documents.

Delete a document:

❑ Under **Uploaded Documents**, click **Delete** for the document you want to delete.

NOTE: You cannot delete a document if it is in use (i.e., added to a form).


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