



ASCENDER GUIDES

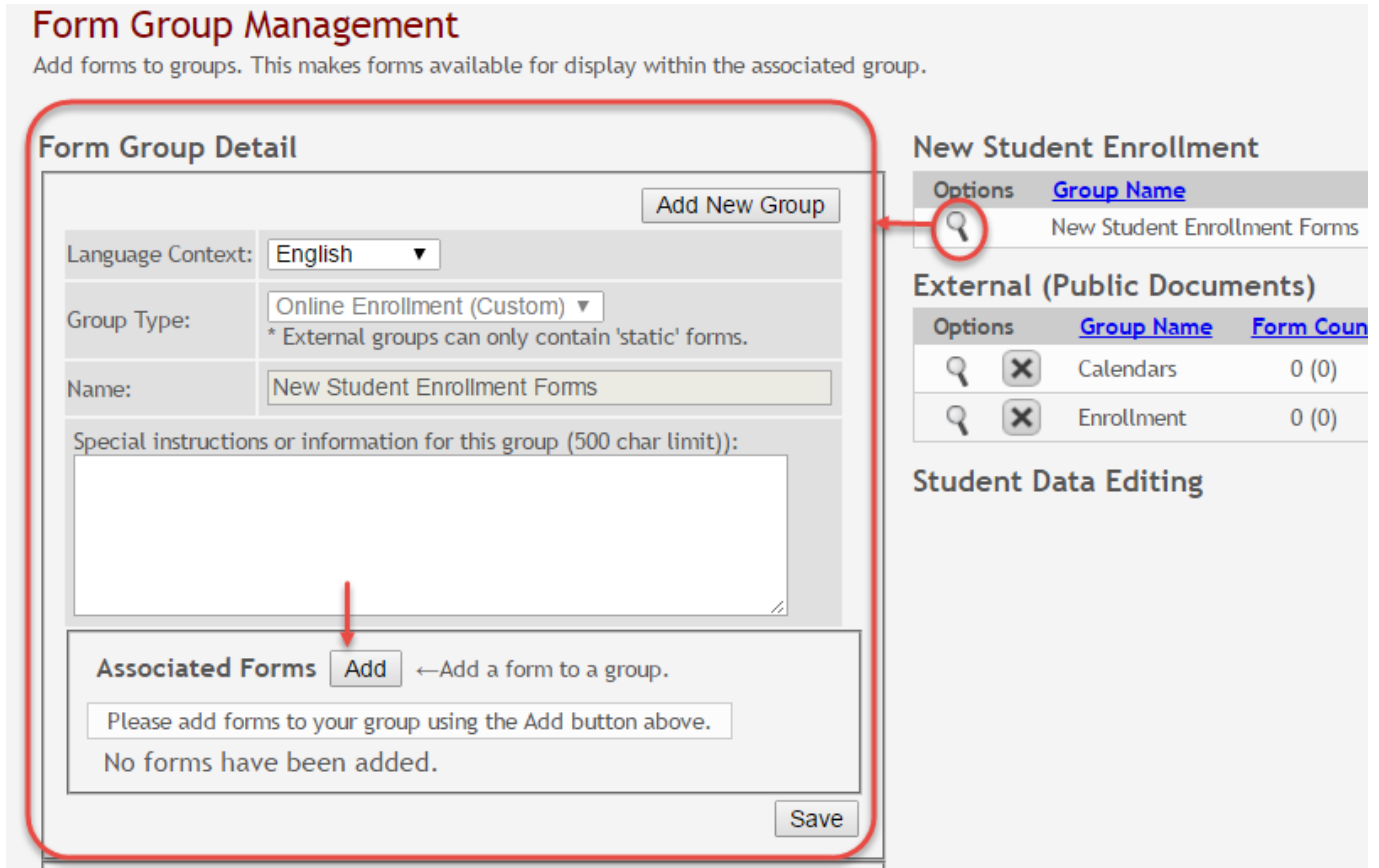


Table of Contents

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 Count
	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 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: "Hints: •* Click 'Add' •* You cannot add the Enrollment Forms group to either supplement New Student Enrollment Forms page •* You cannot add forms for display in this group contains forms used for new Enrollment Forms page •* To create". A "Save" button is visible to the right of the table.

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"/>

Dropdown menu items:

- Ethnicity and Race Data Questionnaire
- Falsification of Documents & Identity Verification
- FERPA and Directory Information Notice
- Food Allergy Disclosure
- History of School Attendance - Secondary
- Home Language Survey
- Migrant Education Program - Family Survey
- Military Connected Student Data
- MISD - Handbook Acknowledgement Form**
- MISD - UIL Calendar
- Mockingbird ISD Dress Code- FAQ
- Statement of Special Education Services
- Student Directory Information Release
- Student Media Release

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.

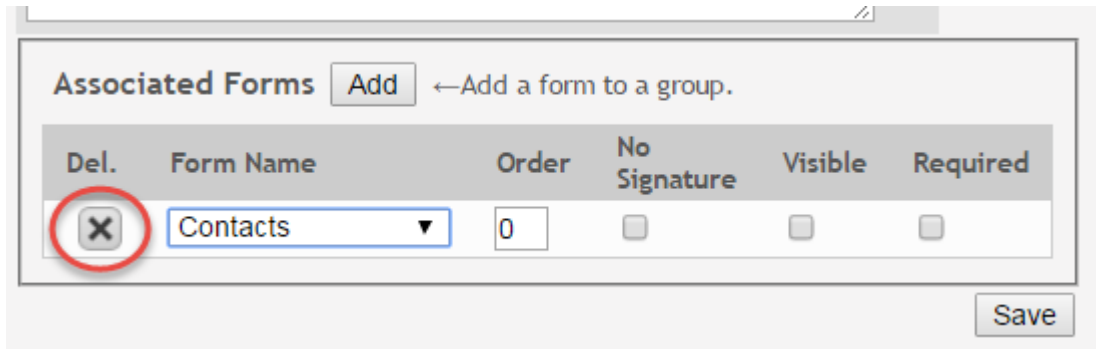
NOTE: Standard forms generally do not need to be added to the Student Data Editing group.

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**.



Associated Forms ←Add a form to a group.

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

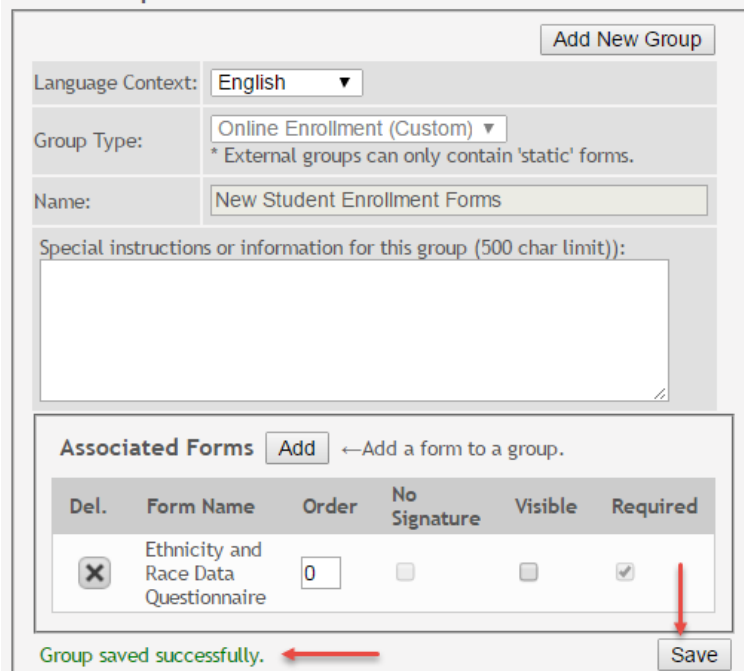
The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

Click **Save**. The **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




Language Context:

Group Type:
 * External groups can only contain 'static' forms.

Name:


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

Associated Forms ←Add a form to a group.





Del.	Form Name	Order	No Signature	Visible	Required
	Ethnicity and Race Data Questionnaire	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Group saved successfully.

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



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