



ASCENDER GUIDES



# **Admin - Form Group Management - Student Data Maintenance**



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# Admin - Forms Group Management - Student Data Editing Creator

**ASCENDER ParentPortal Admin > Forms Group Management > Student Data Editing Creator**

This page is only available to users who log on to ASCENDER ParentPortal with a district-level administrator account.

## Admin - Forms Group Management - Public Documents Creator

**ASCENDER ParentPortal Admin > Forms Group Management > Public Documents Creator**

This page is only available to users who log on to ASCENDER ParentPortal with a district-level administrator account.

This page allows you to create a group of forms that parents can use for student data maintenance, such as changes to demographic data throughout the year (e.g., address or phone number changes). A parent will need to be logged on to ParentPortal to have access to forms in this group.

### Add a form:


☐ Click **+ Add Group**. A pop-up window opens.

<b>Group Name</b>	Type a name for the group.
<b>Group Instructions</b>	Add or update any instructions for the form group, such as clarification about which forms are included in the group. <b>NOTE:</b> If you are creating a group for Spanish forms, the instructions should be typed in Spanish.

☐ Click **Add Form Group**.

The group is added to the **Created Form Groups** list (left side).

### Edit a new or existing group:

☐ In the **Created Form Groups** list, hover over the new or existing group and click the edit icon .

The group details open in the **Edit Form Group** section (right side) where you can add or edit group details.

<b>Selected Language</b>	Select the language of the forms in the group. <b>NOTE:</b> If you select Spanish, but you did not type Spanish instructions under <b>Group Instructions</b> , English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.
<b>Group Name</b>	The current group name is displayed and can be edited.
<b>Group Instructions</b>	The current instructions for the form group are displayed and can be edited. <b>NOTE:</b> If you are creating a group for Spanish forms, the instructions should be typed in Spanish.
<b>Add Form</b>	Select each form you want to add to the group. Be sure to select forms that correspond to the <b>Selected Language</b> .

As forms are added, they are listed below the **Edit Form Group** section in the order they were added.

You can modify the order in which the forms are displayed in ParentPortal:



- Click to move the form up the list.



- Click to move the form down the list.




- Click to [preview the form](#). The form opens in a separate browser window.



- Click to delete the form from the group. You are prompted to confirm that you want to delete the form. Click **OK**. The form is removed from the group but not deleted from the ParentPortal server.

Under **Created Form Groups** list (left side):

The **Active/Archived** buttons indicate how many of the forms in that group are active and how many have been archived.

☐ To delete a group, hover over the group and click the delete icon .



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