ASCENDER PARENT PORTAL

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# Admin - Form Group Management - Student Data Maintenance

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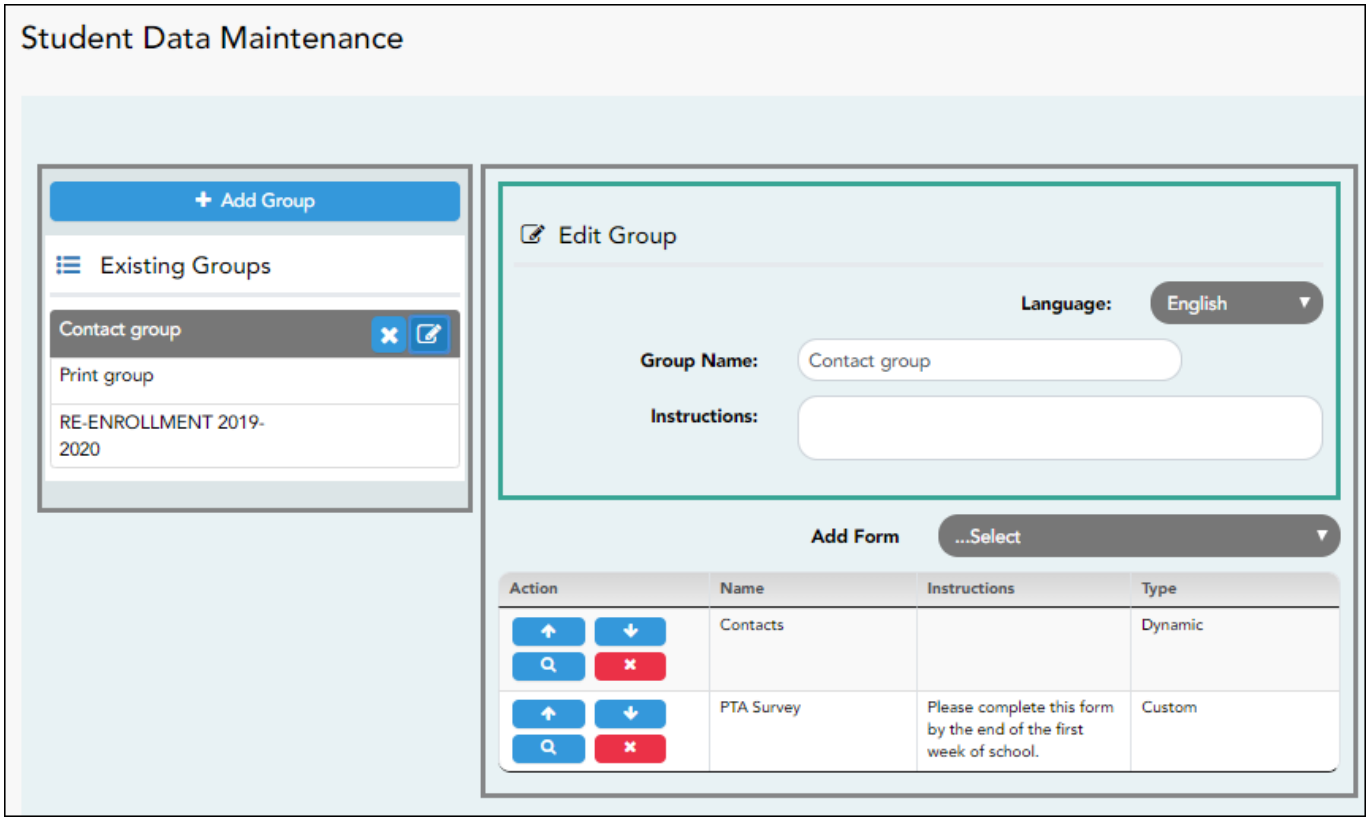
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# Admin - Form Group Management - Student Data Maintenance

***ASCENDER ParentPortal Admin > Form Group Creators > Student Data Maintenance***

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

This page allows district-level users 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).




## Add a group:

❑ Click **+ Add Group**.

A pop-up window opens.




| | |
|---|---|
| **Group Name** | Type a name for the group. |
| **Instructions** | Add or update any instructions for the form group, such as clarification about which forms are included in the group.<br>**NOTE:** If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under **Instructions**, English instructions will be displayed even if the parent is viewing ParentPortal in Spanish. |

❑ Click **Add Form Group**.

The group is added to the **Existing Groups** (left) list.

## Edit a new or existing group:

❑ In the **Existing Groups** (left) list:

 - Hover over the new or existing group and click the edit icon.

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

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

As forms are added, they are listed below the **Edit 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.

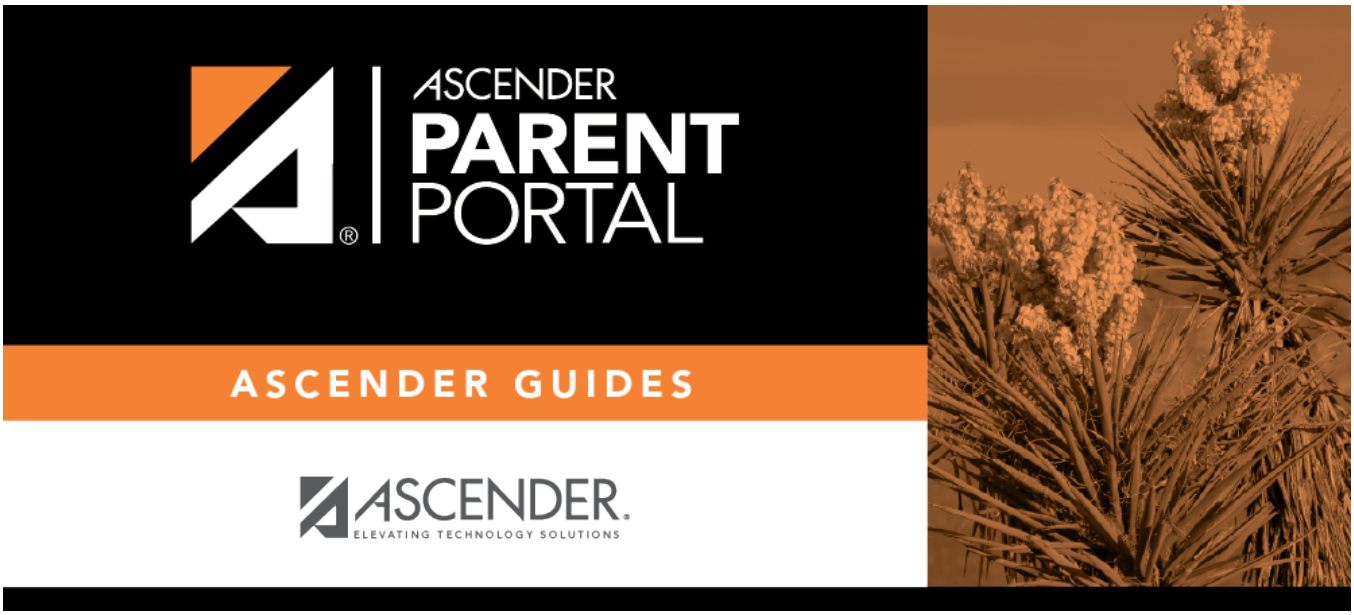
❑ Under **Edit Group** (right):

 - 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 **Existing Groups** (left):

 - Hover over and click the icon to delete a group.


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