

## Enrollment Form Builder Workbook



Follow along below during the webinar. Beside each revision is the corresponding slide that revision is on.

**1. Change the name of the form to “New Student Registration (9)”**

- a. Configuration > Form Builder > choose form > Details tab > Form Name

**2. Rename “New Page 1” to Student Information (10)**

- a. Configuration > Form Builder > choose form > Form tab > Click Gear icon next to New Page 1 > Navigation Label

**3. Add 3 new pages and name them in this order; Document Upload, Agreements, Signature (11)**

- a. Configuration > Form Builder > choose form > Form tab > Click Add Page

**4. On the Student Information page change the header to Student Information (12)**

- a. Configuration > Form Builder > choose form > Form tab > Click on Student Information page > Hover over Header > Click on Pencil to edit > Title

## Resources

Below are resources tied to the different revisions

### REVISION 1

[Form Properties](#)

### REVISION 2

[Editing Pages](#)

### REVISION 3

[Adding New Pages](#)

### REVISION 4

[Editing an Element](#)

### REVISION 5

[Adding an Element](#)

### REVISION 6

[Dropdowns with Predefined Lists](#)

### REVISION 7

[Require-if Logic](#)

### REVISION 8

[Show-if Logic](#)

### REVISION 9

[Require-if Logic](#)

### REVISION 10

[Content Elements](#)

[Linked Documents for Parents](#)

## Enrollment Form Builder Workbook



**5. On the Student Information page under group add the following fields: Students First Name (required), Students Middle Name (optional), Students Last Name (required) (13)**

- a. Configuration > Form Builder > choose form > Form tab > Click on Student Information page > Elements > click/drag the appropriate element for the questions (text element)

**6. On the Student Information page under the Students Last Name Field add a field for gender with the following options: Female, Male, X (14)**

- a. Configuration > Form Builder > choose form > Form Tab > Click on Student Information page > Elements > Click/Drag Dropdown
- b. Form Builder > General > Predefined Lists > Create List

## Resources

### REVISION 11

[Basic Elements](#)

### REVISION 12

[Regex Usage](#)

### REVISION 13

[Additional Content](#)

## Enrollment Form Builder Workbook



- 7. On the Student Information page after the gender field add a new group with the following fields: Grade (K-12 and required) and School (school a, school b, school c and required) (15)**
  - a. Configuration > Form Builder > choose form > Form Tab > Click on Student Information page > Elements > Click/Drag Group
  - b. Form Builder > General > Predefined Lists > Create List
  
- 8. For the school field on the Student Information page make it so the schools only show as follows: School A (K-5), School B (6-8), School C (9-12) (16)**
  - a. Configuration > General > Predefined Lists > Click on Lists > Check off Show if checkbox > Add in values in the show if column that appears
  - b. Configuration > Form Builder > choose form > Form tab > Hover over field and click the pencil > Choose Linked Field

## Enrollment Form Builder Workbook



**9. Add a checkbox under the Students Middle Name field and label it “No Middle Name”. Make the Middle name field only required when the checkbox is not checked (17)**

- a. Configuration > Form Builder > choose form > Form Tab > Click on Student Information page > Elements > Click/Drag Checkbox to appropriate place
- b. Hover over Students Middle Name field and click pencil icon > Click Requirements > Choose require-if > click add rules > Add in logic

**10. On the Document Upload Page add a paragraph field with the following: Below please provide the following documentation for your student. Below is a help guide for uploading documents to this page. (18)**

- a. Configuration > Form Builder > choose form > Form Tab > Click on Student Information page > Elements > Click/Drag the element to appropriate place > hover over it and click the pencil icon > add in text



## Enrollment Form Builder Workbook



### **11. On the Document Uploads Page add 2 file upload fields labeled Birth Certificate and Proof of Vaccination (K) (19)**

- a. Configuration > Form Builder > choose form > Form tab > click on Document Uploads Page > Elements > Click/Drag the element to the appropriate place
- b. Hover over Proof of Vaccination > Click the Pencil > Click Visibility and change to Show if > Click Add Rules > Add in Logic

### **12. On the Student Information page add a phone number field with the required formatting being xxx-xxx-xxxx (20)**

- a. Configuration > Form Builder > choose form > Form tab > click on appropriate page > Elements > click/drag either the phone or the text element
- b. If text hover over it > click pencil icon > check custom validation > add in regex and message

## Enrollment Form Builder Workbook



13. On the Submission Confirmation Page add in the following text. “Thank you for submitting \_\_\_\_\_’s form. \_\_\_\_\_ will review the form and let you know if anything additional is needed. Below are the next steps that you can take in the meantime.  
(21)

- a. Configuration > Form Builder > choose form > Additional Content tab > Submission Confirmation Page

To learn more, contact your PowerSchool Account  
Representative or call (877) 873-1550