














Templates

**Only District Administrator can designate authors who can create templates (in Settings).*

CREATE NEW:

-  Add New Template
- Name, select Type and Approval path (Y/N) and Access
- Drag to the right or double click fields
- Double click on form field or click settings  to edit
- Preview , Publish  or Print  templates
- Templates must be published to be completed

EDIT EXISTING:



- Archive , Settings , Edit Fields , Copy template , Preview  or Delete template . Note: If a form has been filled out, it cannot be edited.

Forms

COMPLETING FORMS

- Complete forms directly in FormWorks or in other DMAC Applications as assigned (i.e., T-TESS, Student Portfolio, Plans, PGP-I, PGP-HS, etc.)
- Completed Student forms are stored in the assigned application
- Submit forms for approval by selecting Yes or No

Reports

- Choose Template, Options, Reporting Fields
- Click Print  to view reports or save as .pdf
 - * **NOTE:** Select Export Data - Reporting Fields - Click export  to view/Print data in a spreadsheet