

# Batch Editing



- District admin users are in charge of activating or deactivating forms as well as creating and updating batches.
- There are a large number of forms, some in multiple formats. All of the state model forms are available in E-Com, most marked with an 'SMF' in the form name.
- Remember, if you activate new forms or deactivate old ones, you must update the batches individually.

# Deprecated Forms



- Many of the forms in E-Com are not recommended for current use. A large number need to remain so that past student batches do not change, but they should not be used in current student batches.
- Deprecated forms are as follows:

1, 1.1 – use 1.2

4.1 – use 4.41

4.4 – use 4.42

5.0 – use 74.1 or 74

6.0 – use 6.1 (SMF) or 6.2

7.0 – use 7.1

9.0 – use 9.1

11, 11.1, 11.2, 11.3, 11.4 – use 11.21 (SMF), 11.31 or 11.41

12.2, 12.3 – use 12.4, 12.5, 12.6 or 12.7

13.0, 13.1 – use 13.2 or 13.3

14.2 – use 14.3 (SMF) or 14.1/14.11

18, 18.1, 18.2 – use 18.11 or 18.21 (SMF)

19 – use 19.1

20 – use 20.1

21 – use 21.1

27 – use 27.1

28 – use 28.1

21 – use 21.1

27 – use 27.1

28 – use 28.1

33.6 – use 33.5 or 33.7

34, 34.1 – use 34.2 (SMF) or 34.3

36 – use 36.1, 36.11 or 36.2 (SMF)

37 – use 37.1

38 – use 38.1

42 – use 42.1

52 – use 52.1

56 – use 56.1

57 – use 57.1

61 – use 61.1

70.1 – may wish to use 70.11

78, 79 – use 79.1 (consent only), 79.2 (notification and consent), or 79.3 (notification only)

# Activating Forms



- Active forms are marked with an 'x' in the Active checkbox in the Forms list.

Form ID	Active	Form Name	Short Name	Form Pu
▶ 01	<input type="checkbox"/>	<a href="#">Consent for Mutual Exchange of Information</a>	Mutual Exch	old form
▶ 01.1	<input type="checkbox"/>	<a href="#">Consent for Mutual Exchange of Information</a>	Mutual Exch	80 days
▶ 01.2	<input checked="" type="checkbox"/>	<a href="#">Consent for Mutual Exchange of Information</a>	Mutual Exch	no "expir
▶ 02.1	<input type="checkbox"/>	<a href="#">Evaluation Team Plan Worksheet</a>	Eval Plan	
▶ 02.2	<input checked="" type="checkbox"/>	<a href="#">Assessment Plan SMF</a>	Assessment Plan	

- Forms must be active in order for them to be added to batches or to student records as an individual form.
- They must also be active before you edit any associated value lists.

# Editing Batches



- If you deactivate a form on the forms list, you must manually remove that form from any batch that contains it, and replace it with the form you activated instead.
- You can do a search for batches containing the form you deactivated, so make a note of the form number for both the deactivated form and the replacement form.

# Batch Editing: Replacing Forms

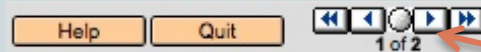


- To find batches where you need to replace deactivated forms, go to Batch Editing.

- Once there, open any batch. Click the Find button, and enter the deactivated form number into the “form ID” field.

A screenshot of a software interface. At the top, there is a search bar labeled 'name'. Below it is a section labeled 'Description' with a search icon. Underneath is a table with two columns: 'Form ID' and 'Form Name'. Both columns have search icons. A red arrow points to the 'Form ID' search icon.

- When the search is complete, check the number of batches found, in the top right corner. You can move through the batches found using the back and forward arrows here.



- Remove the deactivated form from the list using the red X, and add the new version of the form.

# Batch Editing – Video



- A video covering how to edit tests, batches, and value lists is available at <https://www.youtube.com/watch?v=04LfIVKw2z8> - batch editing starts at about the 10 minute mark.