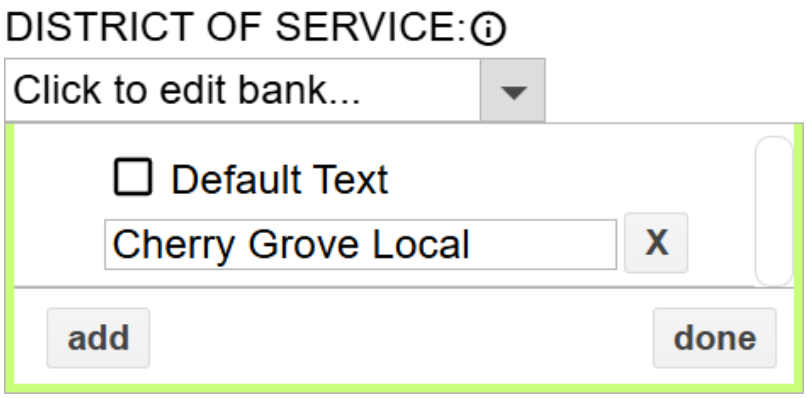
District Banks Improvement

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March 14, 2025

District banks have been updated such that single-line fields now support default values!

Default district bank values automatically pre-populate fields when a new document is created, and we have long supported default district banks in multi-line fields, which are often used to create templates for users to follow.

The addition of single-line default banks will help to save users time by automatically populating fields that should be filled out with the same information throughout the duration of the school year.



Steps *To set a default district bank value:*

1. Visit **Settings** > **District Banks**.
2. Find the form you want to add a bank value to and click on the form name.
3. Click into the field you want to add a bank to.
4. Click **edit bank** in the bottom of the dropdown.
5. Click **add** to add a new value and enter your text.
6. To make the bank a default value:
    - In a single-line field, select the **Default Text** checkbox.

    - In a larger text field, click **advanced** and select the **Default Text** checkbox.
7. Click **done**.

Tip If a default value is set for a field that automatically copies in information (such as student demographics), the default value will populate the field instead. However, the default value can be overwritten by updating the field and re-pulling the information.

Tip It is recommended that district banks are reviewed and updated at least once a year to ensure information remains up-to-date.