Schedule Gap Filler

Last Modified on 11/16/2026 7:51 am CST

Tool Search: Schedule Gap Filler

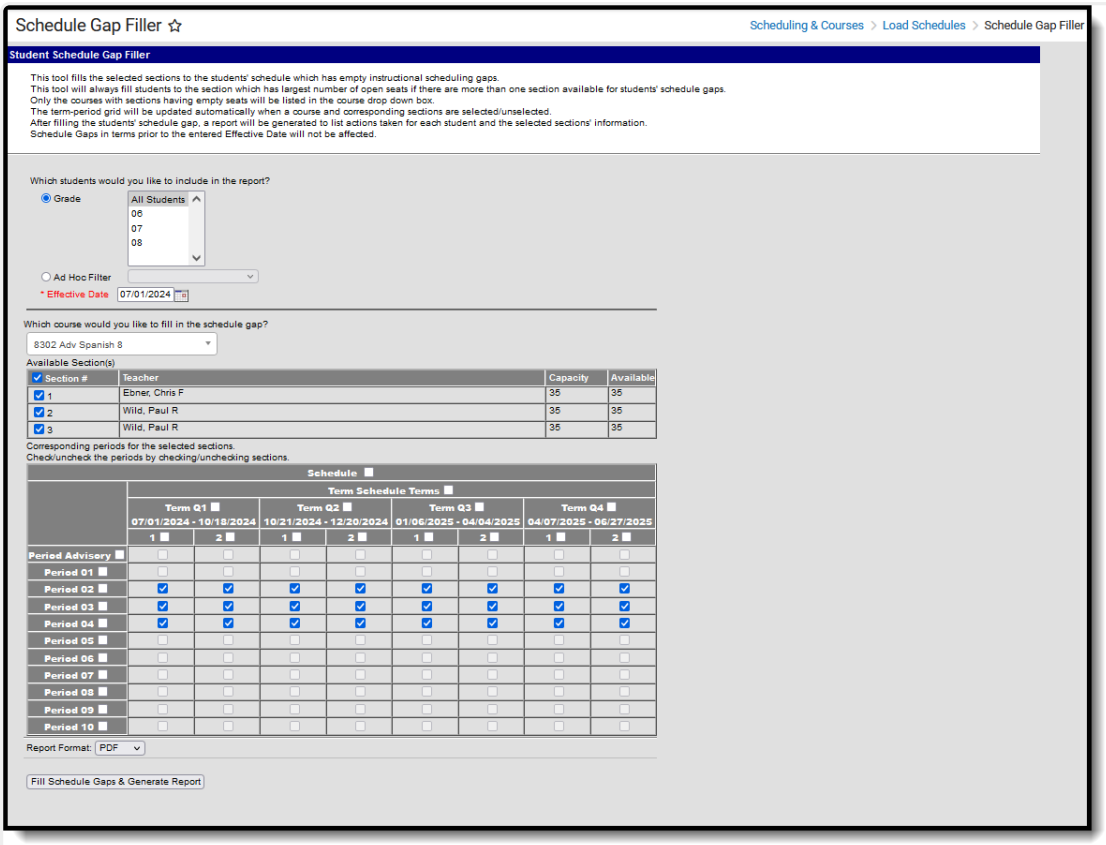
The Schedule Gap Filler adds students with empty instructional gaps to the course and section selected in the editor. The Filler evenly distributes the students across all open seats within a course's sections.

Only courses with sections that have open seats are available for selection. This includes course sections that do not meet the student max level and those that contain only students who may have dropped the section.

If a student has a strict constraint with another student already scheduled into the course section, the student is not placed. Student Constraints can be overridden in the Scheduling Board or via the Walk-In Scheduler if necessary.

After the gaps have been filled for the students, a report generates indicating which information was filled. At the time of report generation, the total student Capacity and Available seat columns are updated with current information.

This Schedule Gap Filler fills student schedules based on the selected course and section. Use the Student Gap Scheduler to manually select the courses and sections for the student.



Schedule Gap Filler

See the Schedule Gap Filler Tool Rights article for information about rights needed to use this tool.

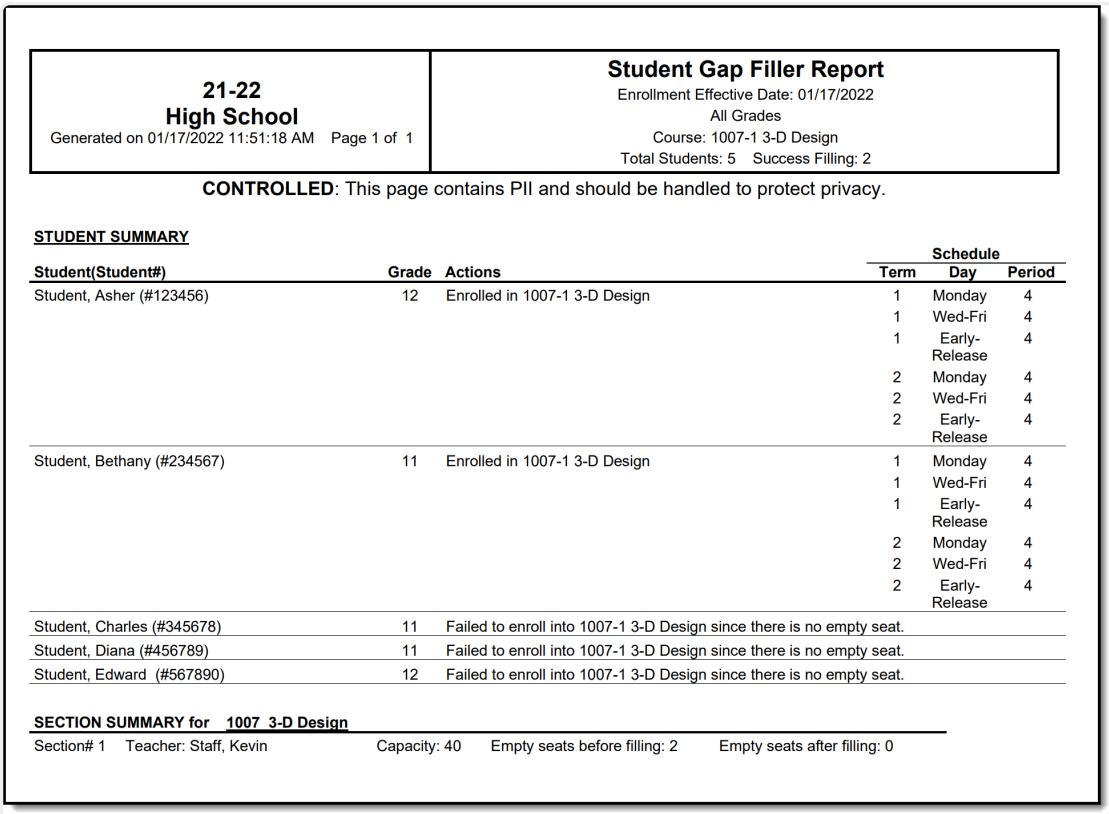
Report Editor

Field	Description

Field	Description
Student Selection	Select the students to include in the report by **Grade Level** or by **Ad hoc Filter**. The grade levels available for selection are those grade levels that are in the selected calendar in the Campus toolbar. The Ad hoc Filter selection includes only those students in the selected filter who have gaps in their schedules. An **Effective Date** is required to generate this report and is populated with the first day of the term in the selected calendar. This date can be changed by typing a new date in *mmddyy* format or use the calendar icon to select a date. The entered date is the day that displays on the student's schedule and teacher's roster as the student's first day of attendance in that course section. NOTE the following: • **When a selected term falls BEFORE the entered effective date, that term IS NOT included in the report.** • **When ALL selected terms are prior to the entered effective date, a modal displays indicating this and advising the user to modify their selections.**
Course Selection	Select the course for which to populate the available sections with students who have gaps in their schedules. Only courses where sections have empty seats are available for selection. Select the course from the dropdown list and then select which sections to populate from the grid.
Term and Period Selection	The Terms are selected based on the sections selected. To change the term selection, remove the section selection.
Report Format	Available in PDF and DOCX format.

Fill Schedule Gaps and Generate the Report

1. Select the students to fill schedule gaps by **Grade Level** or **Ad hoc Filter**.
2. Enter the **Enrollment Effective Date**.
3. Select the Course to fill in the **Schedule Gap**.
4. Select the **Sections** to fill with students who have schedule gaps.
5. Select the **Report Format.**
6. Click the **Fill Schedule Gaps and Generate Report** button. The results list the students who were added (or not added) to course sections and the sections they were added to. It also notes the reason a student was not placed in the section (student constraint, no empty seats, etc.).



21-22
High School
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Student Gap Filler Report
Enrollment Effective Date: 01/17/2022
All Grades
Course: 1007-1 3-D Design
Total Students: 5 Success Filling: 2

CONTROLLED: This page contains PII and should be handled to protect privacy.

STUDENT SUMMARY

Student(Student#)	Grade	Actions	Schedule Term	Day	Period
Student, Asher (#123456)	12	Enrolled in 1007-1 3-D Design	1	Monday	4
			1	Wed-Fri	4
			1	Early-Release	4
			2	Monday	4
			2	Wed-Fri	4
			2	Early-Release	4
Student, Bethany (#234567)	11	Enrolled in 1007-1 3-D Design	1	Monday	4
			1	Wed-Fri	4
			1	Early-Release	4
			2	Monday	4
			2	Wed-Fri	4
			2	Early-Release	4
Student, Charles (#345678)	11	Failed to enroll into 1007-1 3-D Design since there is no empty seat.			
Student, Diana (#456789)	11	Failed to enroll into 1007-1 3-D Design since there is no empty seat.			
Student, Edward (#567890)	12	Failed to enroll into 1007-1 3-D Design since there is no empty seat.			

SECTION SUMMARY for 1007 3-D Design

Section# 1 Teacher: Staff, Kevin Capacity: 40 Empty seats before filling: 2 Empty seats after filling: 0

Schedule Gap Filler Report

Responsive Scheduling and Schedule Gap Filler

Click here to expand...

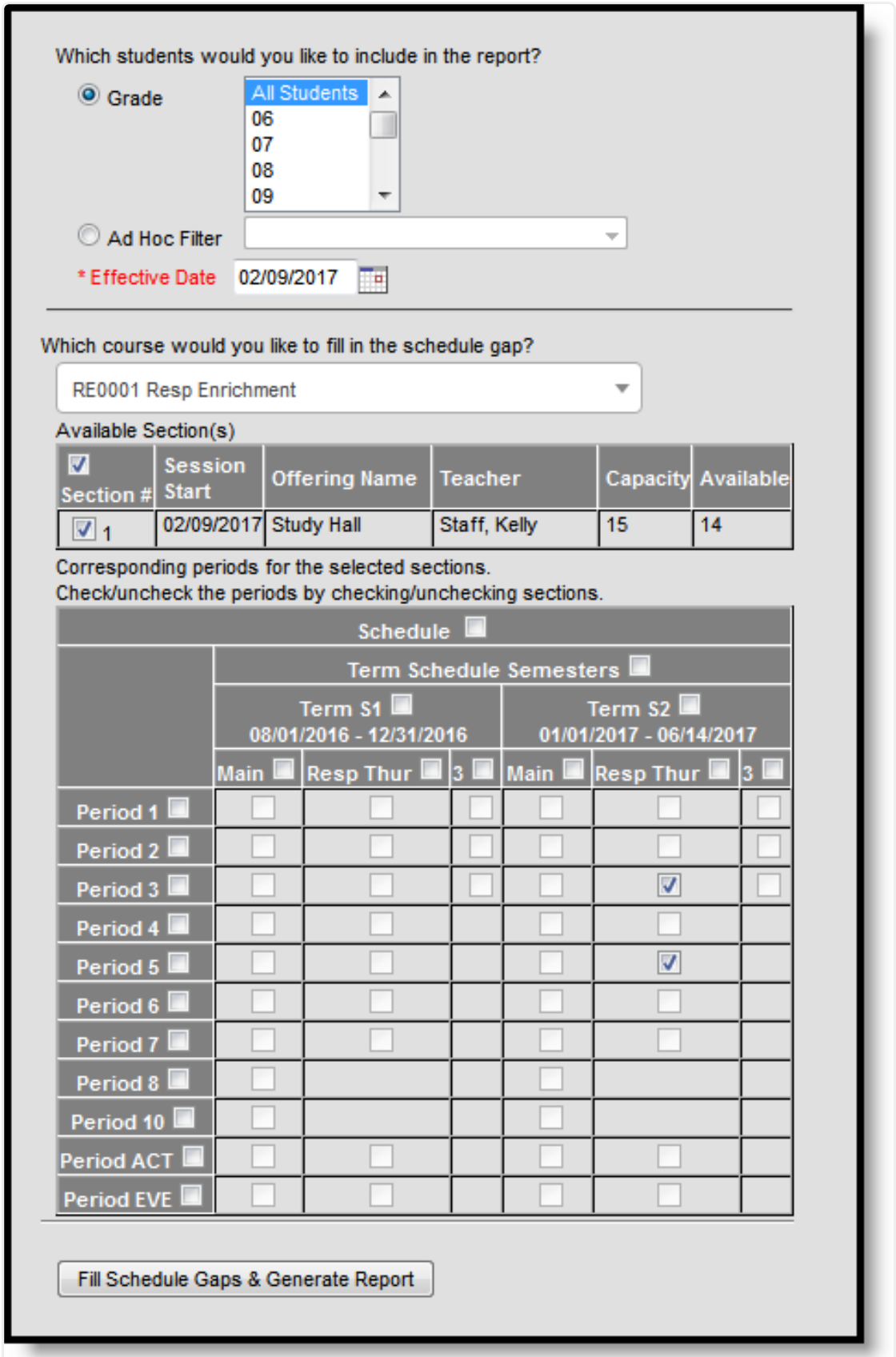
This is step 10 in the Responsive Scheduling Workflow.

Task		Responsible Staff	Location
1.	Review your overall approach to educating students prior to implementing this tool.	Curriculum Director, Teachers, School Administrator, Counselor, etc.	N/A

Task		Responsible Staff	Location
2.	Create a separate period schedule for the responsive courses, if necessary (when these are special days outside of the main period schedule). If necessary, mark that period schedule as an Exception/Special Day. When this is done, the period schedule is excluded from the Day Rotation process and would need to be manually added to a Day.	Campus Administrator/Tech Director	Scheduling & Courses > Calendar Setup > Period Setup
3.	Mark which periods in the period schedule can be marked as responsive, indicating responsive courses can be scheduled into them.	Campus Administrator/Tech Director	Scheduling & Courses > Calendar Setup > Period Setup
4.	Assign the Responsive Period Schedule to appropriate Calendar Days.	Campus Administrator/Tech Director	Scheduling & Courses > Calendar Setup > Days Setup
5.	Mark the courses that allow responsive offerings. *It is recommended that separate courses be created for use with Responsive Scheduling, and that these courses are excluded from state reporting and a state code is not associated with them.*	Curriculum Director	Scheduling & Courses > Course Information > Scheduling > Responsive
6.	Use the Responsive Schedule Designer to establish a responsive day and allow the teachers and administrators (principals, counselors, etc.) to create offerings and schedule students to those offerings.	Curriculum Director	Scheduling & Courses > Responsive Scheduling > Responsive Schedule Designer
7.	Create an offering for the responsive day.	Teachers	Instruction > Schedling > Responsive Scheduling

Task		Responsible Staff	Location
8.	Build the Responsive Schedule Course Sections.	Curriculum Director	Scheduling & Courses > Responsive Scheduling > Responsive Schedule Section Builder
9.	Determine if Responsive Scheduling information should be available in Campus Student and Campus Parent. If yes, mark the Display Option for Responsive Scheduling.	Campus Administrator/Tech Director	System Settings > Portal > Preferences > Display Options
10.	Request responsive day offerings.	Students	Campus Student Portal > Responsive Scheduling
11.	Schedule any students who are not scheduled for a session.	Curriculum Director	Scheduling & Courses > Load Schedules > Schedule Gap Filler

Use the Schedule Gap Filler to identify a list of students who have not requested an offering or whose teachers have not been requested to attend an offering on a responsive day. This would assign those students to an offering, making sure every student is scheduled for the responsive period(s).



Schedule Gap Filler - Responsive Courses

This process needs to be discussed in planning sessions to determine into which courses these

students are to be scheduled. This could be a study hall or work time or some other project that is assigned.

Follow the same process as noted above, verifying the correct Effective Date is entered and the correct responsive course is selected. Note that all courses are included in the list, not just responsive courses. But only offerings occurring on the entered date can be selected.