

## Schedule Gap Filler

Last Modified on 10/15/2025 1:18 pm CD7

Tool Search: Schedule Gap Filler

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

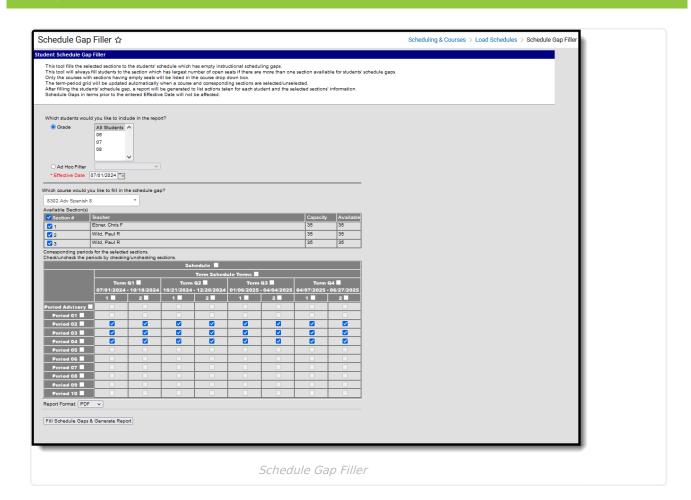
Only the courses with sections having open seats are available for selection. This includes course sections that do not meet the student max level and those course sections that only contain students who may have dropped the section.

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

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 <u>Student Gap Scheduler</u> to manually select the courses and sections for the student.





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

## **Report Editor**

Field Description
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Field	Description
Student Selection	Select the students to include in the report by <b>Grade Level</b> or by <b>Ad hoc Filter</b> . 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 <i>mmddyy</i> 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 to which the students were added. It also notes the reason why a student was not placed into the section (student constraint, no empty seat, etc.).



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**High School**Generated on 01/17/2022 11:51:18 AM Page 1 of 1

#### **Student Gap Filler Report**

Enrollment Effective Date: 01/17/2022
All Grades
Course: 1007-1 3-D Design
Total Students: 5 Success Filling: 2

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

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			Schedule			
Student(Student#)	Grade	Actions	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 s	eat.			
Student, Diana (#456789)	11	Failed to enroll into 1007-1 3-D Design since there is no empty s	eat.			
Student, Edward (#567890)	12	Failed to enroll into 1007-1 3-D Design since there is no empty s	eat.			
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.

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



Tasl	k	Responsible Staff	Campus Location
2.	Create a separate <u>period schedule</u> 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	System Administration > Calendar > Calendar > Periods
3.	Mark which periods in the <u>period schedule</u> can be marked as responsive, indicating responsive courses can be scheduled into them.	Campus Administrator/Tech Director	System Administration > Calendar > Calendar > Periods
4.	Assign the Responsive Period Schedule to appropriate <u>Calendar Days</u> .	Campus Administrator/Tech Director	System Administration > Calendar > Calendar > Days
5.	Mark the <u>courses</u> 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 > Course Information
6.	Use the <u>Responsive Schedule Designer</u> 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 > Responsive Scheduling > Responsive Schedule Designer
7.	Create an offering for the responsive day.	Teachers	Campus Instruction > Responsive Scheduling



Tasl	k	Responsible Staff	Campus Location
8.	Build the Responsive Schedule Course <u>Sections</u> .	Curriculum Director	Scheduling > Responsive Scheduling > Section Builder
9.	Determine if Responsive Scheduling information should be available in Campus Student and Campus Parent. If yes, mark the <a href="Display Option">Display Option</a> for Responsive Scheduling.	Campus Administrator/Tech Director	System Administration > Portal > Preferences > Display Options
10.	Request <u>responsive day offerings</u> .	Students	Campus Student Portal > Responsive Scheduling
11.	Schedule any students who are not scheduled for a session.	Curriculum Director	Scheduling > 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).



Grade		udents 🔺				
	06 07					
	08					
_	09	▼			_	
Ad Hoc Filte						
* Effective Date	02/09/2	2017				
ich course woul	d you like	to fill in the sch	nedule g	ap?		
RE0001 Resp Er	richment				*	
vailable Section(	(s)					
Sess Section # Start		ering Name	Teach	er	Capacity	Available
	/2017 Stu	dy Hall	Staff, k	Celly	15	14
orresponding pe	riods for t	he selected se	ctions.			
heck/uncheck th	e periods	by checking/ur	ncheckir	ng sections	š.	
		Schedu	le 🔲			
			hedule	Semeste		
		Term S1 🗔 /2016 - 12/31/2	046		Γerm S2 ☐ 2017 - 06/1	
	Main 🗖	Resp Thur	3 🔳		Resp Thu	
Period 1		Resp Indi =			Resp Ind	
Period 2						一市
Period 3					V	
Period 4						
Period 5					<b>V</b>	
Period 6						
Period 7						
Period 8						
Period 10						
eriod ACT						
Period EVE						

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.