


# Student Gap Scheduler

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Tool Search: Student Gap Scheduler

The **Student Gap Scheduler** Wizard searches for students who have an empty period in their schedule. When an empty period is found, a user can generate a report to review the information or fill the gap using the [Walk-In Scheduler](#) without printing a report.



## Student Gap Scheduler ☆

### Student Gap Scheduler

This tool searches for students with an empty instructional hole in their schedule, and then either builds a report, or allows them to click on the student and fill and a grade or ad-hoc filter for limiting the students. The periods are listed in the order of period sequence, please make sure the period sequence starts from report lists the selected schedule grid, booked periods marked as X, the gap periods shown as shaded cell.

Which students would you like to include in the report?

☒ Grade
 

All Students
 

08
 09
 10
 11

☐ Ad Hoc Filter

\* Enrollment Effective Date

Which report type would you like?

Summary report lists students' gap periods.  
Detail report lists students's schedule in the selected schedule grid.

☐ Summary
 ☒ Detail

Which periods would you like to include in the report?

	Schedule							
	Term Schedule Terms							
	Term Semester 1 07/28/2021 - 12/31/2021				Term Semester 2 01/01/2022 - 06/10/2022			
	Monday	Tue-Thu	Wed-Fri	Early-Release	Monday	Tue-Thu	Wed-Fri	Early-Release
Period 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Co-Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period SH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period ACT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report Format:

Student Gap Scheduler

See the [Student Gap Scheduler Tool Rights](#) article for information about rights needed to use this tool.

A Calendar must be selected in the Campus toolbar, usually the future school year's calendar. This tool is often used after using the [Scheduling Board](#) to complete student schedules, but it can be used for finding gaps in student's schedules in the current year.

When a user has tool rights to **Can Overload Sections**, it is possible to add a student to a section even if the section is full. However, this cannot be done from the Student Gap Scheduler. See the [Walk-In Scheduler](#) article for more information.

See the [Scheduling & Courses Tool Rights](#) for more information.

## Student Gap Scheduler Fields

Option	Description
<b>Which students would you like to include in the report?</b>	<p>Select the students to include 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.</p> <p>An <b>Enrollment Effective Date</b> is required to generate this report and is populated with the current date for active calendars, or the first date of the first term in future calendars. This date can be changed by typing a new date in <i>mmdyy</i> format or by using the calendar icon to select a date. The entered date filters out students who are starting later in the school year from the initial gap scheduler task.</p>
<b>Which report type would you like?</b>	<p>Select which report to generate: the <b>Detail</b> option or the <b>Summary</b> option.</p> <p>The <b>Detail</b> option displays a graphical representation of the selected terms and periods with gaps shaded in gray and occupied or booked periods displaying a X. The <b>Summary</b> option displays a numeric list of just the periods where the student has a gap.</p>

Option	Description
<b>Which periods would you like to include in the report?</b>	<p>Select which periods to to check for gaps. Depending on the layout of the calendar, it may be better to review gaps by term and period one term at a time rather than the entire calendar at one time.</p> <p>Marking the Schedule checkbox at the top of the grid marks all checkboxes for all terms and schedule structures.</p> <p>Selecting a Term checkbox populates the checkboxes for just that term.</p> <p>Select the Periods to include down the left hand side of the grid. Individual checkboxes for specific periods and terms can be selected or not selected to target the report more precisely.</p>
<b>Report Format</b>	Select PDF or DOCX format.
<b>Student and Report Display</b>	<p>Select either the <b>Find Students</b> button to display the students who have gaps in their schedule or select the <b>Generate Report</b> button to print a report in the selected format (Summary or Detail).</p> <p>The <b>Find Students</b> button displays the students who have gaps in the Search results list. Selecting a student's name from this list displays the Walk-In Scheduler, allowing the user to manually attempt to fill gaps in the schedule based on student requests.</p>

## Find Students who have Gaps in their Schedules

1. Select which students to include in the report by selecting either a **Grade** level or an **Ad hoc Filter**.
2. Enter the **Enrollment Effective Date**.
3. Select which report to use - **Summary** or **Detail**.
4. Select the **Periods** to include in the report.
5. Click the **Find Students** button. The Student Search panel opens to the left, with a list of matching students who have gaps in the selected period.
6. Select a student from this list to populate their schedule with courses using the **Walk-In Scheduler**.

If there are no students who have gaps in there schedule, the Search Results panel display 'Search Results: 0'.

## Generate a Report of Students who have Gaps in their Schedules

1. Select which students to include in the report by selecting either a **Grade** level or an **Ad hoc Filter**.

2. Enter the **Enrollment Effective Date**.
3. Select which report to use - **Summary** or **Detail**.
4. Select the **Periods** to include in the report.
5. Select the **Report Format** (PDF or DOCX) and click the **Generate Report** button. The report displays in the selected format.

If no students have gaps for the selected periods, a message of 'No students selected' displays.

For both the Summary and Detail print versions, the Report Header displays the **Enrollment Effective Date**, the **Grade Level** of students included, the number of **Selected Periods** and the **Total Students** included in the report.

21-22 High School		Student Gap Scheduling Report			
Generated on 01/17/2022 01:49:43 PM Page 1 of 1		Enrollment Effective Date: 01/17/2022 All Grades Selected periods: 4 Total Students: 6 X: Booked period Shaded Cell: schedule gap --:non-exist or unselected period			
<b>CONTROLLED:</b> This page contains PII and should be handled to protect privacy.					
Student	Schedule	Term Semester 1		Term Semester 2	
Student, Anson Student Number: 123456 Grade: 12 Gender: M Gaps: 4	Period 1	Monday	Tuesday	Monday	Tuesday
Student, Benson Student Number: 23457 Grade: 11 Gender: M Gaps: 4	Period 1	Monday	Tuesday	Monday	Tuesday
Student, Cameron Student Number: 345678 Grade: 12 Gender: M Gaps: 4	Period 1	Monday	Tuesday	Monday	Tuesday
Student, Daniel Student Number: 456789 Grade: 11 Gender: M Gaps: 4	Period 1	Monday	Tuesday	Monday	Tuesday
Student, Emory Student Number: 567890 Grade: 11 Gender: M Gaps: 4	Period 1	Monday	Tuesday	Monday	Tuesday

*Student Gap Scheduling Report - Detail Format*

**21-22  
High School**

Generated on 01/17/2022 01:55:29 PM Page 1 of 1

**Student Gap Scheduling Report**

Enrollment Effective Date: 01/17/2022

All Grades

Selected periods: 4 Total Students: 6

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

Student	Gap periods				
	Gaps	Term	Schedule	Period	Seq
Student, Anson Student Number: 123456 Grade: 12 Gender: M	4	Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme			
		ster 2			
Student, Benson Student Number: 234567 Grade: 11 Gender: M	4	Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme			
		ster 2			
Student, Cameron Student Number: 345678 Grade: 12 Gender: M	4	Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme			
		ster 2			
Student, Daniel Student Number: 456789 Grade: 11 Gender: M	4	Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme			
		ster 2			
Student, Emory Student Number: 567890 Grade: 11 Gender: M	4	Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme	Monday	1	2
		ster 1	Tue-Thu	1	2
		Seme			
		ster 2			

*Student Gap Scheduling Report - Summary Format*