

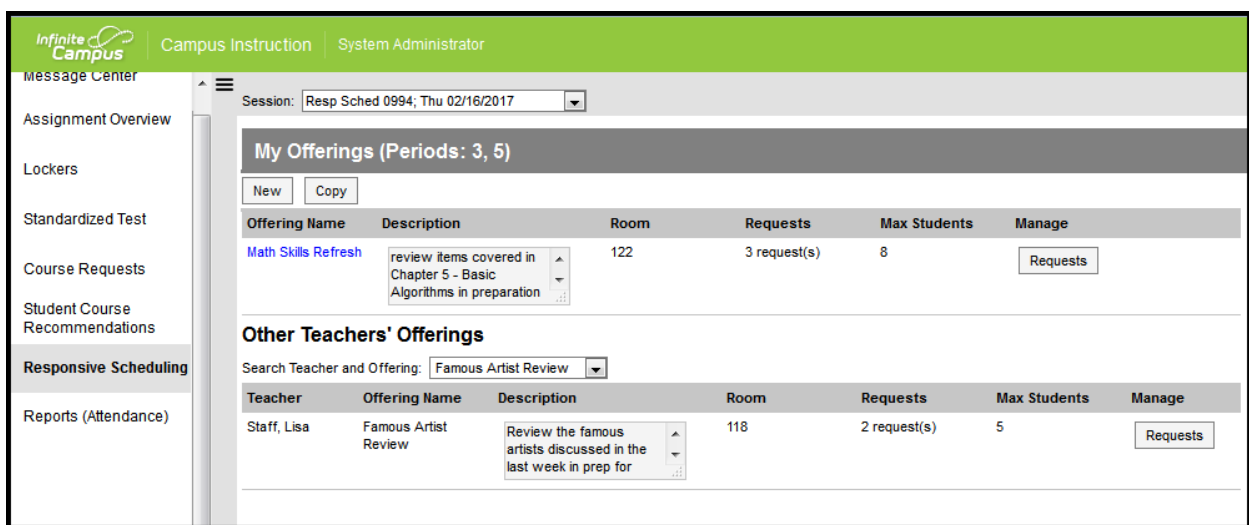
Create Responsive Day Offerings

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Responsive Scheduling

Responsive Scheduling allows teachers to provide guidance to your students on specific topics of interest. These topics, called Offerings, can be related to additional information for a class, like watching a movie related to a book that was read by the class, or a review session in preparation for an upcoming test, or a time for students who missed a test to take a make-up test.

As a teacher, you can create your offerings for a responsive day session, review other teachers' offerings for the same day that may include one or more of your students, and request that any of your students attend one of your offerings.



See the [Instruction Tool Rights](#) article for more information.

Responsive Scheduling Workflow

This section covers step 7 in the Responsive Workflow

► [Click here to expand...](#)

| Task | Responsible Staff | Campus Location |
|------|-------------------|-----------------|
|------|-------------------|-----------------|

| Task | | 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 |
| 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 | System Administration > Calendar > Calendar > Periods |
| 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 | System Administration > Calendar > Calendar > Periods |
| 4. | Assign the Responsive Period Schedule to appropriate Calendar Days . | Campus Administrator/Tech Director | System Administration > Calendar > Calendar > Days |
| 5. | Mark the courses that allow responsive offerings. <i>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.</i> | Curriculum Director | Scheduling > Courses > Course > Course Information |
| 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 > Responsive Scheduling > Responsive Schedule Designer |
| 7. | Create an offering for the responsive day . | Teachers | Campus Instruction > Responsive Scheduling |

| Task | | Responsible Staff | Campus Location |
|------|--|------------------------------------|--|
| 8. | Build the Responsive Schedule Course Sections . | 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 Display Option for Responsive Scheduling. | Campus Administrator/Tech Director | System Administration > 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 > Schedule Gap Filler |

Responsive Scheduling Process

Available responsive days are indicated in the Session dropdown at the top of the tool. For any available responsive day, an offering can be created for the available sessions, and you can add students from your class rosters to these sessions. You can also see what offerings other teachers have planned for the responsive day.

Previous setup for calendars and courses needs to be done prior to teachers being able to create Responsive Day Offerings, as noted in the Workflow above. Your administrators (counselors, principals, etc.) will communicate with you when offerings can be created.

Keep the following in mind:

- You can only request students to attend your offerings when they are scheduled into your regular courses. This is not a guarantee that a student you requested to attend your offering will actually be scheduled into your offering. Final say occurs after all teachers have created offerings and requested students, and after administrators have scheduled (built) responsive day sections.
- Edits can be made to your offerings up until administrators have scheduled sections. After that occurs, you can only modify how many students are allowed to attend your offering. All other fields cannot be modified.
- There may be other teachers with offerings who make a request for a student you have requested. A message appears when a student has already been requested for another

offering. If this is the case, contact the other teacher to discuss which offering would be of most benefit to the student. You can remove the request for that student so the other teacher can request that student for their offering. Teachers cannot override another teacher's requests.

- The students in your offering are not finalized until the window for offerings is passed. This includes students having the opportunity to select their own offerings. A final tally of students may not be available until a day before the session, and even then, administrators could change where a student is scheduled for the session.
- Your offerings display in the Campus Student (the Portal) when students select offerings. For this reason, offerings and descriptions of the offerings need to be clear as to what is being offered during the session. Selected offerings also display on student schedules. Entered Reason text is not displayed in the Portal.

Attendance, if the course has been set properly, can be recorded for responsive day offerings. This process is the same as recording attendance for regular classes. Assignments and grades are not given for responsive offerings; however, you could have an offering scheduled for study time for a particular course. Any homework that is completed as part of that course would be recorded in the Grade Book for that class.

Create a Responsive Day Offering

1. Select the appropriate **Session** from the dropdown list at the top of the editor.
2. Click the New icon. A **New Offering** editor displays.
3. Select the **Course** for which the offering applies.
4. Enter an **Offering Name** and an **Offering Description**.
5. Enter the **Max Student Count** value.
6. Select your **Preferred Room** from the dropdown list. For the most part, this will be where your course is already held, but if you need a larger room or additional equipment that is only available in a certain room, select that room.
7. Click the **Save** icon to save the offering.

My Offerings (Periods: 3, 5)

New

Copy

| Offering Name | Description | Room | Requests | Max Students | Manage |
|-------------------|-------------|------|-------------|--------------|----------|
| sme new offerings | | 125 | No requests | 10 | Requests |

Other Teachers' Offerings

Search Teacher and Offering: sme new offerings 11

| Teacher | Offering Name | Description |
|---------|----------------------|-------------|
| | sme new offerings 11 | |

New Offering for Resp Sched 0994; Thu 03/09/2017

*Course:

Resp Enrichment

*Offering Name:

Math Skills Hacks

Offering Description:

some hacks for practical application of math in daily life.

*Preferred Room:

001A

*Max Students Allowed:

5

Delete

New Offering

Copy

Save

Close

You can create additional offerings for other responsive days using the **New Offering** button from this editor. This saves any existing offering you may have entered and clears the editor for creating a new offerings.

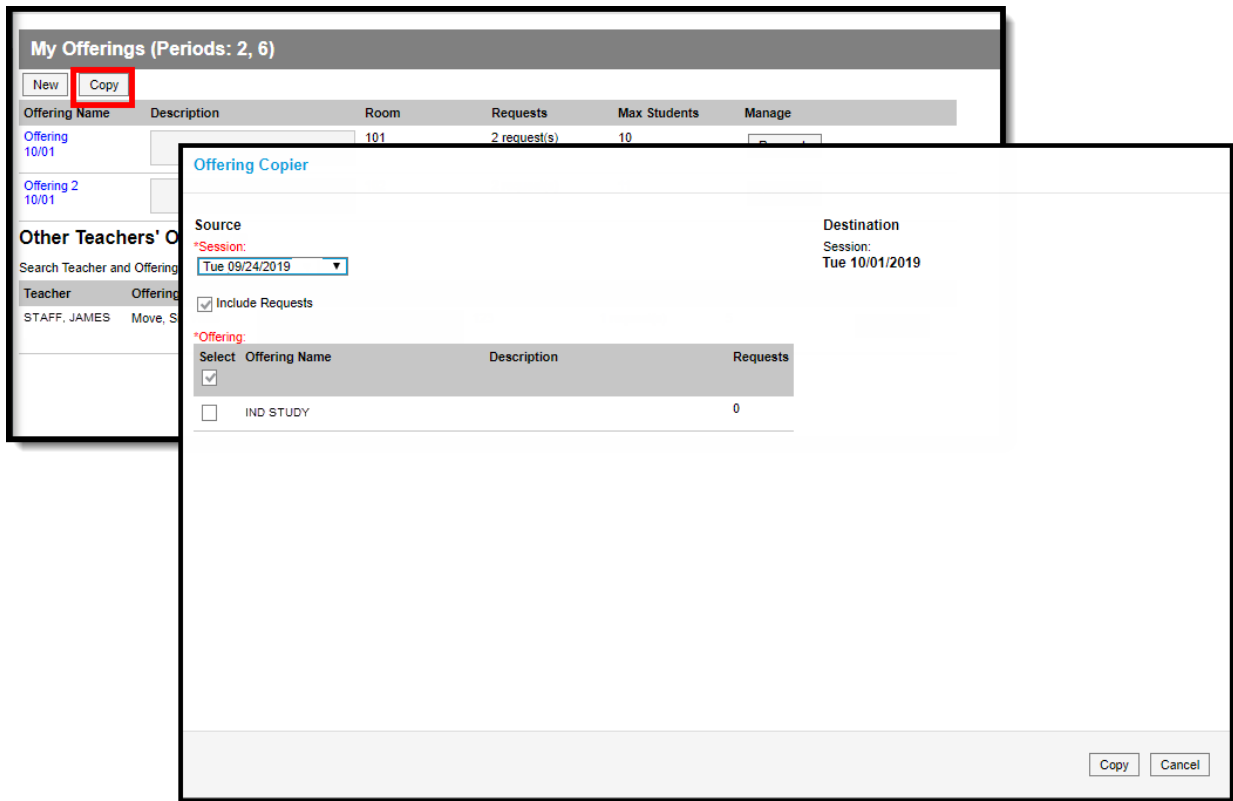
Copy a Responsive Day Offering

Use the **Copy** option to create an additional offering from an existing offering. There are two ways to copy an offering.

The first way is to select the **Copy** button located next to the New button.

1. On the Offering Copier editor, select the session to copy from the **Source Session** dropdown list.
2. Mark the **Include Requests** checkbox to include student requests from the original offering in the new offering.

3. Select the desired Offering to copy. The selected information displays in the Destination column on the right hand side.
4. Click the **Copy** button.



The screenshot shows the 'My Offerings (Periods: 2, 6)' interface. A red box highlights the 'Copy' button in the top left. Below it, a table lists offerings with columns: Offering Name, Description, Room, Requests, Max Students, and Manage. The first row shows 'Offering 10/01' with room '101' and '2 request(s)'. A second row shows 'Offering 2 10/01'. Below the table is a section for 'Other Teachers' Offerings' with a search bar and a table of teachers and offerings. Overlaid on this is the 'Offering Copier' dialog box. It has a 'Source' section with a date dropdown set to 'Tue 09/24/2019'. The 'Destination' section shows 'Session: Tue 10/01/2019'. There is a checkbox for 'Include Requests' which is checked. Below that is a table for selecting an offering to copy, with columns: Select, Offering Name, Description, and Requests. The first row is checked and shows 'IND STUDY' with '0' requests. At the bottom right of the dialog are 'Copy' and 'Cancel' buttons.

The second way is to click an offering name and choose the **Copy** button. An Offering Copier editor displays, where the Destination of the new offering is available. Mark the **Include Requests** checkbox to include student requests from the original offering in the new offering.

If the selected offering has already been scheduled, the original Course, Offering Name, Preferred Room and Max Students Allowed fields cannot be modified.

My Offerings (Periods: 2, 6)

New

Copy

| Offering Name | Description | Room | Requests | Max Students | Manage |
|------------------|-------------|------|----------|--------------|--------|
| Offering 10/01 | | | | | |
| Offering 2 10/01 | | | | | |

Other Teacher

Search Teacher and O

| Teacher | O |
|--------------|----|
| STAFF, JAMES | MO |

Offering for Tue 10/01/2019

This Offering has been scheduled. Some actions are disabled.

This Offering has attendance data. Deleting is disabled.

*Course:

Independent Study I S2

*Offering Name:

Offering 10/01

Offering Description:

*Preferred Room:

101

*Max Students Allowed:

10

Delete

New Offering

Copy

Save

Close

Manage Available Offerings

After creating and saving an offering, use the **Requests** button to add students to the offering. For the selected section, the roster of students in that course display. Click the **Add** link to move the student name from the **Student Roster** column to the **Requested Students** column. If desired, enter a **Reason** you requested that student to attend. This request displays in the Student Portal for that student to see. Click the **Save** button when finished.

If your student has already been requested by another teacher to attend their offerings, that student cannot be added to your offering. A warning message displays indicating a request has already been made for that student.

My Offerings (Periods: 3, 5)

| Offering Name | Description | Room | Requests | Max Students | Manage |
|---------------|--|------|-------------|--------------|-----------------|
| Math Hacks | This offering covers some hacks for a practical application of | 121 | No requests | 5 | Requests |

Manage Requests for re0994 - Math Hacks

Term: S2 (01/01/17 - 06/14/17) Section: 7) FSE041021-1 Math-Life Skills (Main)

Fill Mode: No Fill

Student Roster (3 of 5)

| | |
|-----------------------|-----|
| 12 Student, Vanessa C | Add |
| 12 Student, Ally K | Add |
| 12 Student, May | Add |

Requested Students (2 of 5)

| | |
|----------------------|--------|
| 12 Student, Joseph G | Remove |
| Reason: | |
| 12 Student, Eddie | Remove |
| Reason: | |

Save Cancel

If a student is marked absent on the day of the offering, an indication of an attendance record displays. This attendance icon displays when viewing requests for your own offerings, for other teachers' offerings, and for your requests for other teachers' offerings.

Manage Requests for Responsive English - Homework Help

Term: T1 (07/01/19 - 09/30/19) Section: 1a) 2311-1 English I (Regular)

Fill Mode: No Fill

Student Roster (5 of 8)

| | |
|-------------------------|-----|
| 11 Student, Abigail | Add |
| 11 Student, Jacob L | Add |
| 11 Student, Elijah W | Add |
| 11 Student, Alixandra M | Add |
| 11 Student, Garrett | Add |

Requested Students (3 of 10)

| | |
|------------------------------|-------------------|
| 11 Student, Gabriel M (Gabe) | Attendance |
| Reason: | |
| 11 Student, Dakota S | Remove |
| Reason: | |

Attendance Record

Term T1 07/01/2019 - 09/30/2019
Instructional Days: 66 Present Days: 61

| Period | 1 | Eb | 1a | 2 | 1b | 3 | 2a | 2b | 3a | 3b | 4a | 4b | ext | T |
|---------------|---|----|----|---|----|---|----|----|----|----|----|----|-----|---|
| Absent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Term T2 10/01/2019 - 12/31/2019
Instructional Days: 66 Present Days: 65.52

| Period | 1 | Eb | 1a | 2 | 1b | 3 | 2a | 2b | 3a | 3b | 4a | 4b | ext | T |
|---------------|---|----|----|---|----|---|----|----|----|----|----|----|-----|---|
| Absent | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Unknown Excused Unexcused Exempt

Date: 10/01/2019 Tue Regular

Period: 1 Eb 1a 2 1b 3 2a 2b 3a 3b 4a 4b ext

Attendance: Abs Abs Abs Abs Abs Abs Abs

Manage Other Teachers' Available Offerings

Offerings created by other teachers are also listed here. Follow the steps above to add any of your shared students to their offerings. Or use this screen to see where your students may already be scheduled; if you feel your student needs to attend your offering instead, contact that teacher to discuss that change.

My Offerings (Periods: 3, 5)

New

Copy

| Offering Name | Description | Room | Requests | Max Students | Manage |
|---------------------|---|------|--------------|--------------|----------|
| Math Skills Refresh | review items covered in Chapter 5 - Basic Algorithms in preparation | 122 | 3 request(s) | 8 | Requests |

Other Teachers' Offerings

Search Teacher and Offering: Famous Artist Review

| Teacher | Offering Name | Description | Room | Requests | Max Students | Manage |
|-------------|----------------------|--|------|--------------|--------------|----------|
| Staff, Lisa | Famous Artist Review | Review the famous artists discussed in the last week in prep for | 118 | 2 request(s) | 5 | Requests |

Manage Requests for re0994 - Famous Artist Review

Term

S2 (01/01/17 - 06/14/17)

Section

7) FSE041021-1 Math-Life Skills (Main)

Fill Mode:

No Fill

Student Roster (5 of 5)

12 Student, Joseph

Requested By: Administrator, System

For: Math Skills Refresh

review items covered in Chapter 5 - Basic Algorithms in preparation for test next week

12 Student, Vanessa C

Requested By: Administrator, System

For: Math Skills Refresh

review items covered in Chapter 5 - Basic Algorithms in preparation for test next week

12 Student, Ally K

Add

12 Student, May

Requested By: Administrator, System

For: Math Skills Refresh

review items covered in Chapter 5 - Basic Algorithms in preparation for test next week

12 Student, Eddie

Add

Requested Students (2 of 5)

12 Student, Asher

Requested By: Staff, Lisa

Reason:

12 Student, Sarah

Requested By: Staff, Lisa

Reason:

Save

Cancel

After making a request for another teacher's offerings, you can see which students you have requested to attend other offerings. Enter a **Reason** for this request and click the **Save** button. Or, if you change your mind, click the **Delete** button.

My Offerings (Periods: 3, 5)

New

Copy

| Offering Name | Description | Room | Requests | Max Students | Manage |
|---------------------|---|------|--------------|--------------|---------------------|
| Math Skills Refresh | review items covered in Chapter 5 - Basic Algorithms in preparation | 122 | 3 request(s) | 8 | <div>Requests</div> |

Other Teachers' Offerings

Search Teacher and Offering: Famous Artist Review

| Teacher | Offering Name | Description | Room | Requests | Max Students | Manage |
|-------------|----------------------|--|------|--------------|--------------|---------------------|
| Staff, Lisa | Famous Artist Review | Review the famous artists discussed in the last week in prep for | 118 | 3 request(s) | 5 | <div>Requests</div> |

My Requests to Other Teachers' Offerings

Save

| Student | Offering Name | Taught By | Reason | Delete |
|------------------|----------------------|-------------|--|-------------------|
| 12 Student, Ally | Famous Artist Review | Staff, Lisa | necessary for Ally. Requesting she attend Art class instead. | <div>Delete</div> |