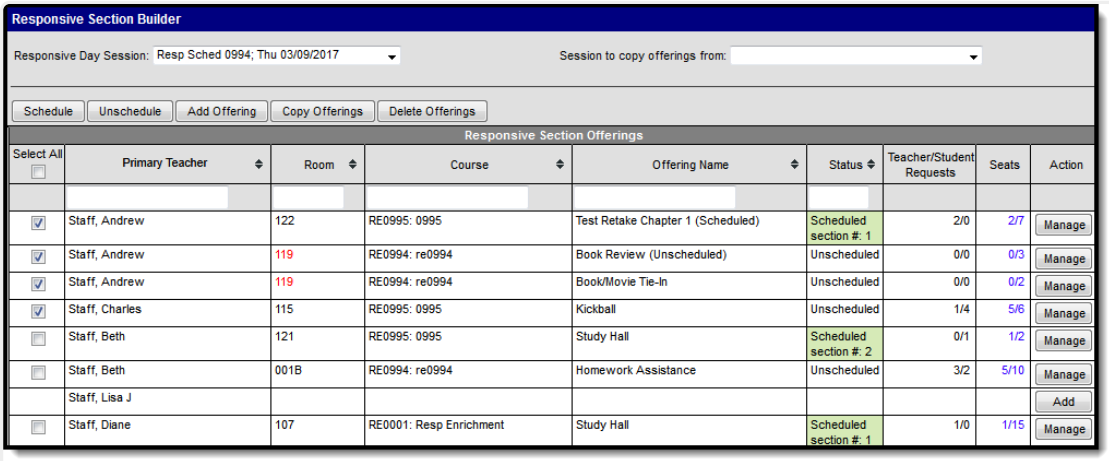
Section Builder

Last Modified on 11/12/2026 2:55 pm CST

Path: Scheduling & Courses > Response Scheduling > Section Builder

The Responsive Scheduling Section Builder schedules sections for the Responsive Courses based on the offerings the teachers have created. Administrators (counselors, curriculum directors, etc.) can create additional offerings for responsive courses and place students into an offering as needed.



Responsive Section Builder

See the Responsive Schedule Section Builder Tool Rights article for details on applicable tool rights for this tool.

Students who do not have an active enrollment as of the offering date cannot be added to the offering.

The Section Builder is used AFTER teachers have created offerings and BEFORE students request responsive day sessions.

Click here to expand...

This section covers step 8 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
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

Task		Responsible Staff	Location
7.	Create an offering for the responsive day.	Teachers	Instruction > Schedling > Responsive Scheduling
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

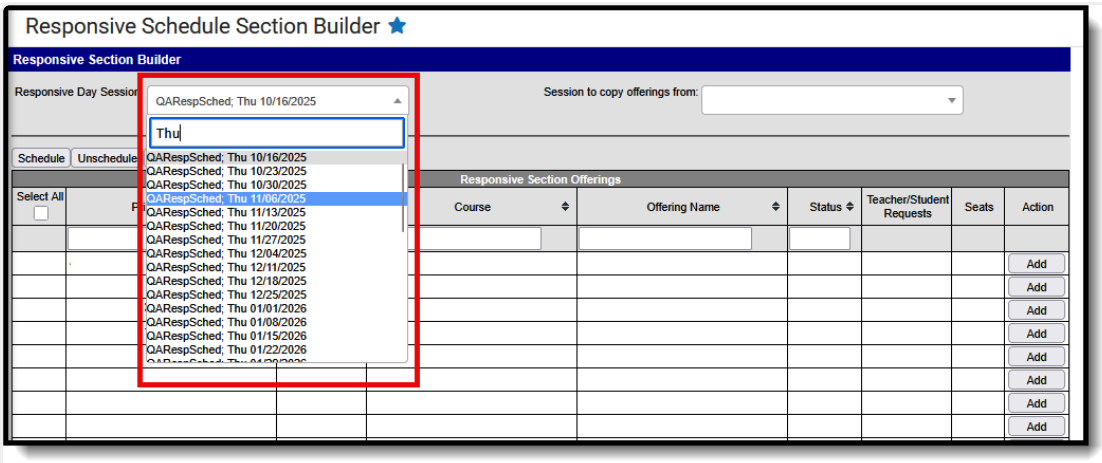
Section Builder Editor

For each responsive schedule available (created in the Responsive Schedule Designer), a set of responsive offerings displays, determined by the Responsive Day Session selected in the dropdown. These offerings were created by the teachers during the designated Teacher Offering Window.

If no sessions are available for selection in the dropdown list, verify a schedule has been created.

Session Selection

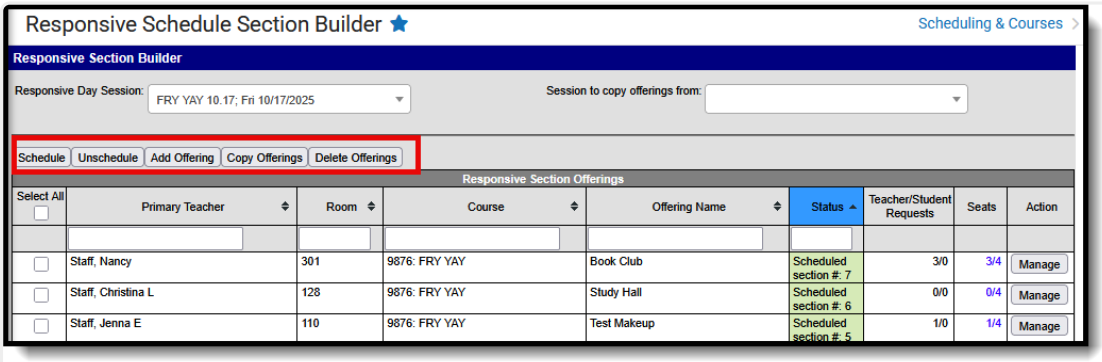
Sessions are listed in date order, with the next available session first. Use the Search field to narrow the results and select the correct session. Enter the name of the session, the day, or the date it is scheduled for. The image below shows all sessions for Thursdays.



Responsive Day Session - Search List of Sessions

Section Builder Actions

- Schedule offerings to create a section for the responsive course. This action updates the Status column on the Section Builder (scheduled sections are highlighted in green)
- Unschedule offerings to remove a section of the responsive course. This action changes a scheduled section to an unscheduled section.
- Add offerings to add a new option to the Responsive Section Offerings. This displays a New Teacher Offering editor to enter the details of the new section.
- Copy offerings to copy the list of offerings from one responsive session to another responsive session day.
- Delete offerings to remove unscheduled offerings from the Section Builder.



Section Builder Actions

Responsive Section Offerings Editor Fields

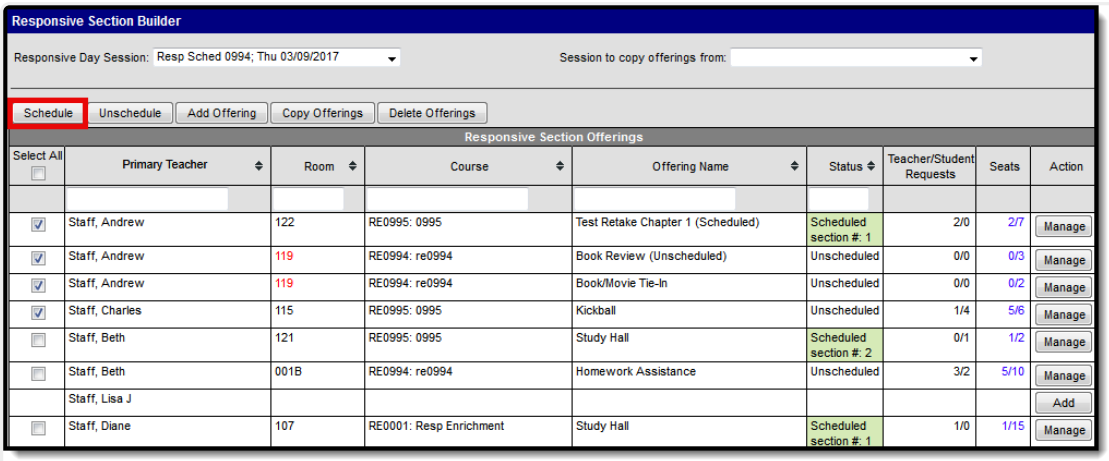
Field	Description

Field	Description
Select All	To schedule offerings for a session, at least one listed offering must be selected. Or, if you want to mass schedule all available offerings for the responsive day, click the Select All to mark the checkbox for all listed offerings. If an offering is not associated with a teacher, there is no checkbox available.
Primary Teacher	Indicates which teacher has created the offering or which teacher is assigned to the offering. The column can be sorted to display the column in either alphabetical ascending order (A-Z by last name, default sort) or in alphabetical descending order (Z-A by last name) by clicking the arrows next to the column name. Use the Search field at the top of the column to locate offerings assigned to specific teachers and narrow the list of offerings to only show matching results.
Room	Indicates the room assigned to the offering. When multiple offerings have the same room selected, the room displays in red text. This might be intentional, but if not, it can be modified by clicking the **Manage** button and choosing a new room number for the session. The column can be sorted to display rooms in either ascending order (default) or descending order by clicking the arrows next to the column name. Numbered rooms are sorted after alphabetical rooms (Room 122 displays before Room Gymnasium). Use the Search field at the top of the column to locate offerings assigned to specific rooms and narrow the list of offerings to only show matching results.
Course	Indicates the course to which the offering is assigned. Only courses marked as Responsive are listed. The column can be sorted to display courses in alphabetical ascending order (default sort) or in descending order by clicking the arrows next to the column. Use the Search field at the top of the column to locate offerings assigned to specific courses and narrow the list of offerings to only show matching results.

Field	Description
Offering Name	Indicates the topic of the offerings. These names are what become the Course Section name and what the student sees when requesting offerings. The column can be sorted to display offerings in alphabetical ascending order (default sort) or in descending order by clicking the arrows next to the column. Use the Search field at the top of the column to locate specific offerings and narrow the list of offerings to only show matching results.
Status	Indicates whether the offering has been scheduled or not. Scheduled offerings are displayed in light green and assigned a section number. Unscheduled offerings are not highlighted and indicate course sections have not been built. The column can be sorted to display scheduled offerings or unscheduled offerings together by clicking the arrows next to the column. Use the Search field at the top of the column to locate specific offerings and narrow the list of offerings to only show matching results. For this search, it is best to enter the section number of a scheduled offering.
Teacher/Student Requests	Indicates the total number of teacher and student requests for the offering. The Teacher value (the first number) is calculated when the teacher creates an offering and selects certain students from their rosters to attend that offering. The Student value (the second number) is calculated when the student has chosen to attend an offering.
Seats	Indicates the number of seats that are filled versus the number of seats allowed. The first value is the filled seats; the second value is the total seats allowed.
Action	Select the **Manage** button to modify the existing offering. Select the **Add** button to add an offering for a teacher.

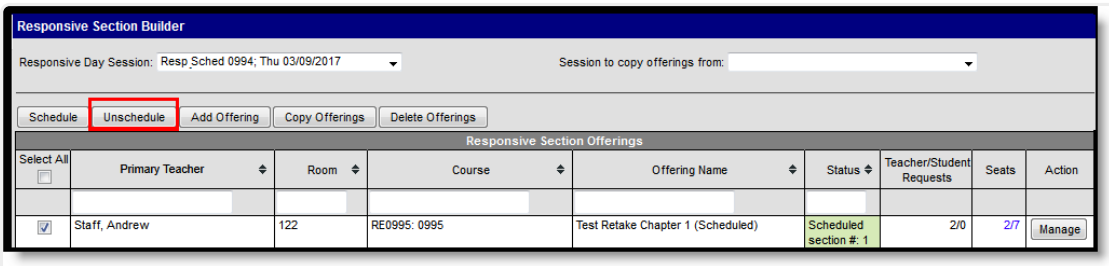
Schedule and Unschedule Responsive Offerings

To schedule an offering, select the checkbox for that row and click the **Schedule** button. More than one offering can be selected at a time. Once an offering is scheduled, its Status changes to Scheduled, it displays in green, and a section number is assigned to it.



Schedule Sections

To unschedule an offering, select the checkbox for that row and click the **Unschedule** button. More than one offering can be selected at a time. A warning message displays, indicating that the course section will be deleted, and any associated data (attendance, roster, grade book scores, and report card grades) will also be deleted. Once an offering is unscheduled, its Status changes to Unscheduled, it no longer displays in green, and the section number is removed.



Unschedule Sections

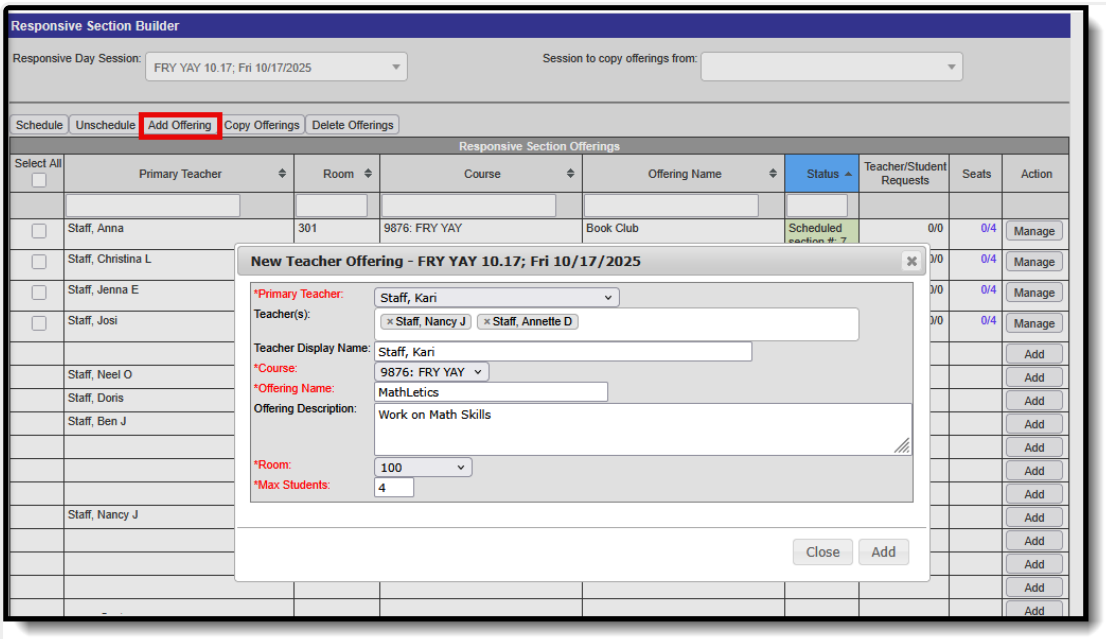
Add an Offering

Use the **Add Offering** button to create offerings for the selected responsive session. Teachers should create most offerings, but there may be situations where a teacher cannot do so. Alternatively, a school may have established a specific process for administrators or counselors to create offerings as they see fit, or to lead offerings they wish to offer.

1. Click the **Add Offering** button. A **New Teacher Offering** editor displays.
2. Select the appropriate **Primary Teacher** from the dropdown list.
3. In the **Teacher(s)** field, add additional staff who will also be participating in the session. List the secondary teachers or staff who will be assisting the primary teacher. Names selected in this field must be different than the name selected in the Primary Teacher field.
4. Enter the **Teacher Display Name.** This is the name that displays on the student's schedules.
5. Select the appropriate **Course** from the dropdown list.
6. Enter an **Offering Name**.
7. Enter a **Description** of the offering.
8. Select a **Room** from the dropdown list.

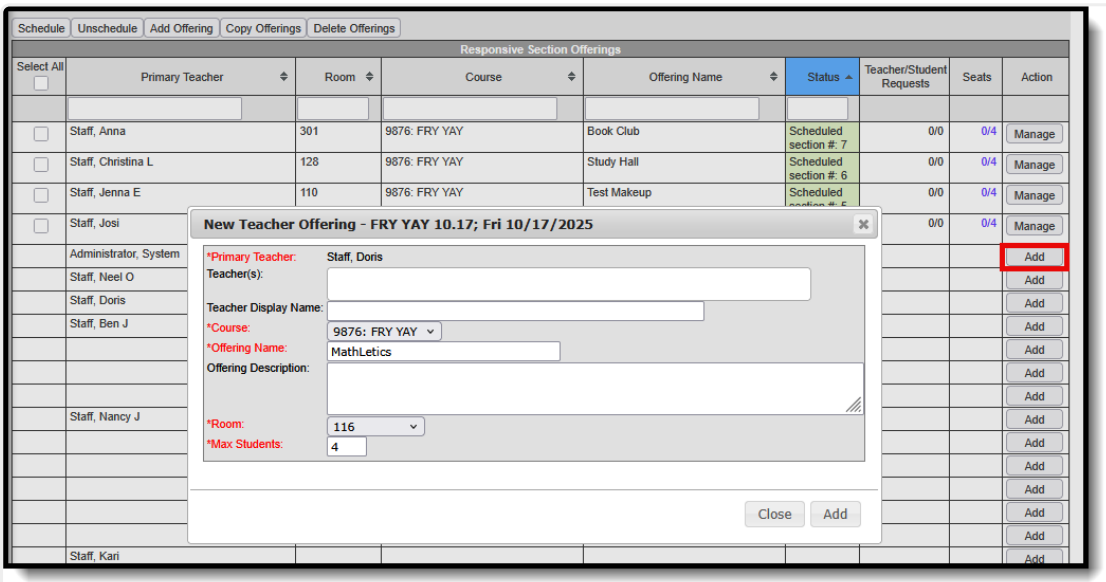
9. Enter the total **Maximum Students**.
10. Select the appropriate options for **Lunch Count**, **Milk Count**, **Adult Count**, and any other custom count checkbox.
11. Click the **Add** button when finished.

The offering is then listed in the available offerings, and students can request to attend through the Portal. Other staff can also add students to the offering.



Add Offering

Offerings can also be added by clicking the **Add** button in the **Action** column to add an offering for a specific teacher.



Add Offering for a Specific Teacher

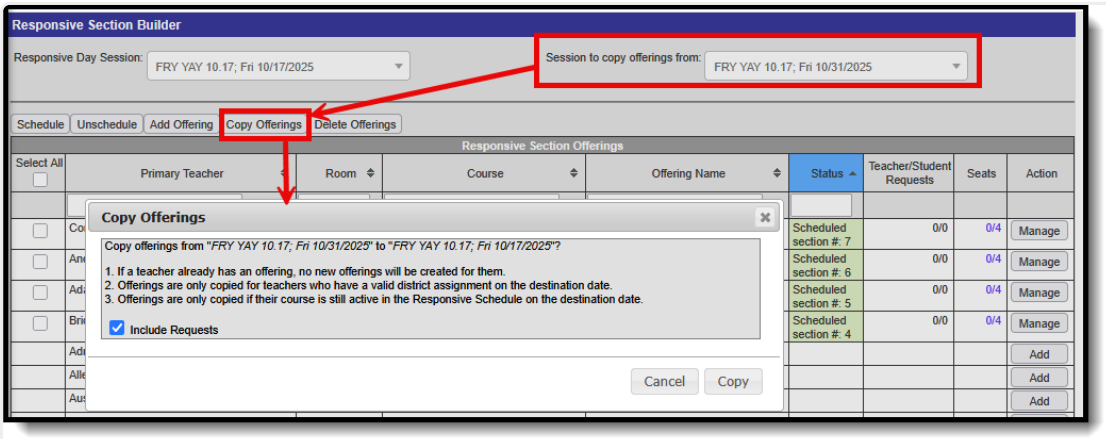
Copy Offerings

Offerings are copied into the current Responsive Day Session selected in the **Responsive Day Session** on the left.

1. Select a responsive session from the **Session to copy offerings from** dropdown list.
2. Click the **Copy Offerings** button. A Copy Offerings pop-up displays.
3. If student requests should be copied from the original offering into the new offering, mark the **Include Requests** checkbox.
4. Click the **Copy** button.

Note the following:

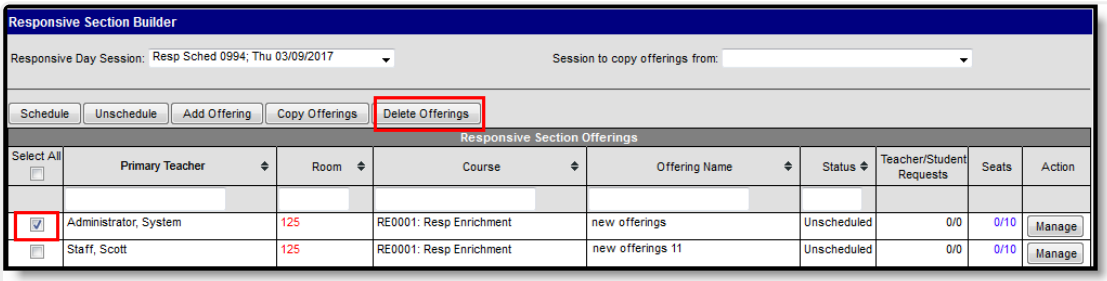
- If a teacher already has an offering for the selected day, offerings are not copied for that teacher.
- Offerings are only copied for teachers who have a valid district assignment on the destination date.
- Offerings are only copied when the course is still active in the Responsive Schedule on the destination date.



Copy Offerings

Delete Offerings

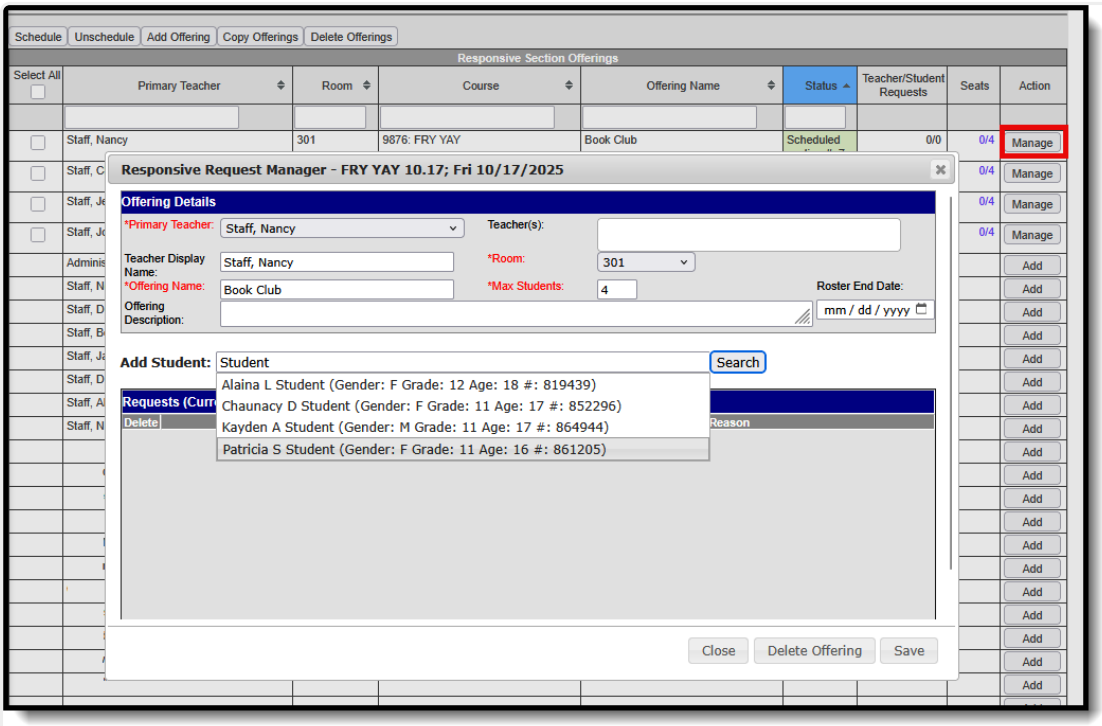
Mark which offering to delete. Only unscheduled offerings can be deleted.



Delete Offerings

Manage Offerings

Use the **Manage** button to review and modify any existing offerings. This can be done for both scheduled and unscheduled offerings.



Manage Offerings

Changes can be made to the offering itself or to any student requests. Additional students can also be added from here.

- Modify the **Offering Details**: **Primary Teacher, Teacher(s), Teacher Display Name, Room, Offering Name, Maximum Students, Offering Description**, and **Roster End Date**. All of these, except for the Teacher(s), Teacher Display Name, Offering Description, and Roster End Date, are required to be saved. The description does display for students when they request offerings on the Portal and should be populated for clarity.
- Modify any **Current Requests** entered by staff. Enter a **Reason** the student was requested or **Delete** the student from the offering.
- Modify the **Roster End Date** to retroactively add students to responsive sections or extend a responsive section to be held across multiple days.

Add additional students to the offering:

1. Enter at least two characters of the student's first or last name and click the Search button. Matching results display.
2. Select the appropriate student from the results. Their name is added to the list of **Requests**, and the person who added them is listed in the **Requested By** column.
3. Enter the **Reason** for requesting the student.
4. **Save** the offering when finished.

If the offering is no longer needed for the day, use the **Delete Offering** button to remove that

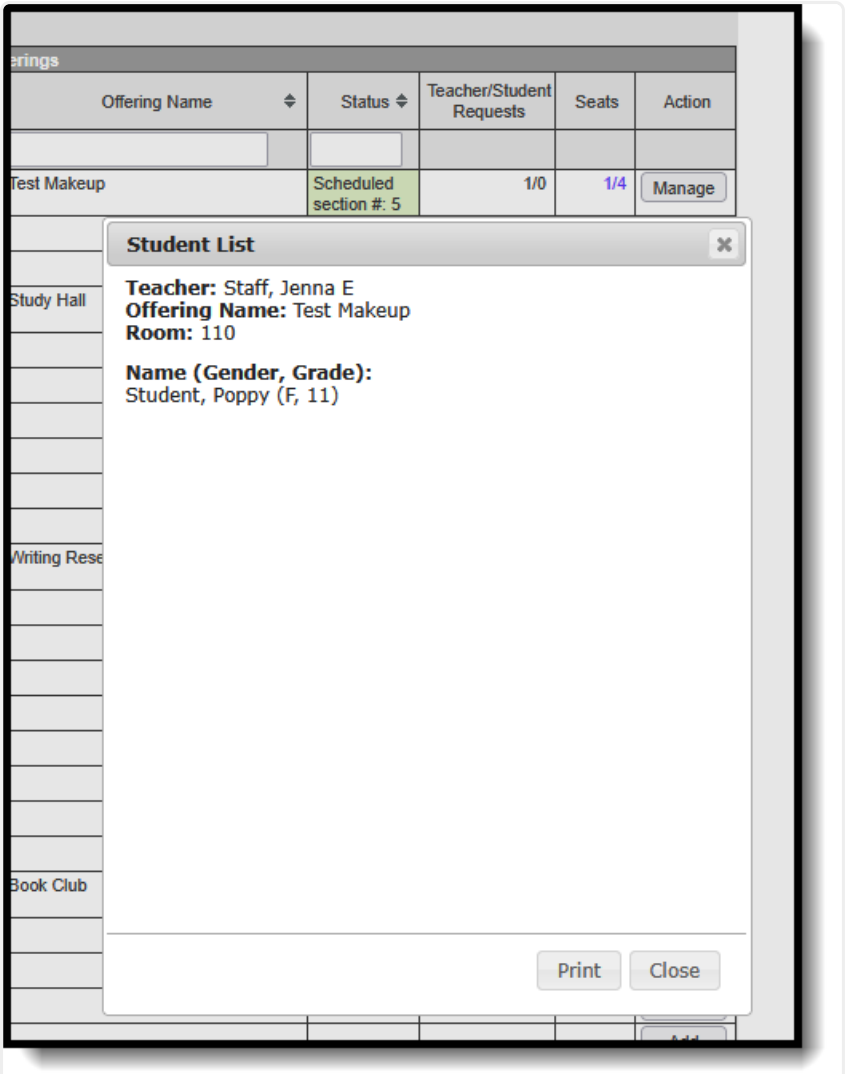
offering from the list of options. A warning message displays, indicating any associated data with that offering is also deleted.

Review the Offering and Print the Roster

Click the values in the **Seat** column to quickly review the offering and the roster of students for that offering. No edits can be made from this Student List view, but the student list can be printed by clicking **Print**. The PDF of the roster mimics the Section Roster Report.

> The Print button becomes active once an offering is scheduled.

Use the Manage feature to modify offering information. Click the Close button to close the **Student List** view.



Review Offering Roster