

# Responsive Scheduling

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[Responsive Scheduling Tools](#) | [Responsive Scheduling Workflow](#) | [Responsive Scheduling and State Reporting](#)

Tool Search: Responsive Scheduling

Responsive Scheduling tools allow schools to establish a special period of the day as focused instruction on a particular topic, referred to as an *Offering*. These offerings should be considered as additional instruction time. A teacher can offer a session for those students in an English class the chance to make up a missed test, while other students in that English class would be scheduled into a different offering of their choosing or their teacher's choosing.

This period of the day can happen multiple times a day, for an entire day during the week, once a month, once a term, etc.

>
**Responsive Schedule Designer**

Save
 Delete
 New Responsive Schedule

This tool allows the user to create Responsive Schedules. The Responsive Schedule Detail section allows the user to define when teachers and students will have access to a Responsive Schedule and when students should be notified of their participation in an Offering for this Responsive Schedule. The Responsive Schedule Placement section allows the user to control when a Responsive Schedule will occur. The Responsive Course section allows the user to select the course(s) that will be available to the Responsive Schedule and when they are available.

**Responsive Schedule List**

Schedule Name
Term 1 Responsive Day
Term 2 Responsive Day

**Responsive Schedule Detail**

**\*Name**  
Term 1 Responsive Day

**\*Teacher Offering Window**  
 Open  Days Before Session  
 Close  Days Before Session

Teacher Auto Schedule on Save

Student Request Window  
  
 Open  Days Before Session  
 Close  Days Before Session

**\*Notify Students**  Days Before Session

**Responsive Schedule Placement**

All Responsive Periods selected. No more can be selected.

	A	B
1		
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3		
4		
5		
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>
PSC		

**Responsive Courses**

Available	Course	Start Date	End Date
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Independent Study I S1	<input type="text" value="09/26/2019"/>	<input type="text" value="11/01/2019"/>
<input checked="" type="checkbox"/>	Independent Study I S2	<input type="text"/>	<input type="text"/>

*Responsive Schedule Designer*

Responsive scheduling may also be called Flex Time, Intervention Programming, Enrichment Courses, or something similar.

Before implementing Responsive Scheduling as a part of the school's offerings, review your business processes and discuss this opportunity with the appropriate individuals. This affects all

areas of a school, including administrators, attendance clerks, teachers, counselors, curriculum directors, etc. Consider the benefits and consequences involved with the following:

- Calendar changes (new periods, different schedule structures, period length, instruction minutes, etc.)
- New programs/courses to offer
- Course placement
- Attendance tracking

## Responsive Scheduling Tools

The following tools are available within the Responsive Scheduling toolset:

- [Responsive Schedule Designer](#)
- [Section Builder](#)

The following tools are available for teachers creating offerings:

- [Responsive Scheduling \(Campus Instruction\)](#)

The following tools are available for students requesting responsive day offerings:

- [Responsive Scheduling \(Campus Student\)](#)

## Responsive Scheduling Workflow

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 <a href="#">period schedule</a> 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	Period Setup
3. Mark which periods in the <a href="#">period schedule</a> can be marked as responsive, indicating responsive courses can be scheduled into them.	Campus Administrator/Tech Director	Period Setup

Task	Responsible Staff	Campus Location
4. Assign the Responsive Period Schedule to appropriate <a href="#">Calendar Days</a> .	Campus Administrator/Tech Director	Day Setup
5. Mark the <a href="#">courses</a> 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	Course Information
6. Use the <a href="#">Responsive Schedule Designer</a> 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	Responsive Schedule Designer
7. Create an <a href="#">offering for the responsive day</a> .	Teachers	Responsive Schedule Designer
8. Build the Responsive Schedule Course <a href="#">Sections</a> .	Curriculum Director	Responsive Schedule 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</a> for Responsive Scheduling.	Campus Administrator/Tech Director	Portal display Options
10. Request <a href="#">responsive day offerings</a> .	Students	Responsive Schedule Designer
11. <a href="#">Schedule</a> any students who are not scheduled for a session.	Curriculum Director	Schedule Gap Filler

Daily processes, like recording attendance, viewing a student's schedule, etc., should be followed as if the responsive day or responsive course is a regular course.

- Responsive sessions do display on student schedules.
- Attendance can be recorded for responsive courses.
- Assignments and scores probably won't be created or assigned for responsive sessions, but they can be.
- Credits should not be entered for responsive courses, as these are usually just day long events.
- Responsive courses do display in the [Scheduling Board](#), but they cannot be placed into

- sections, nor can students request responsive courses for general schedule placement.
- Responsive courses do roll forward when using the Calendar Wizard.
  - Roster tools ([Requests and Rosters](#), [Section Request and Rosters](#), [Section Roster](#)) function the same for Responsive Courses.

## Responsive Scheduling and State Reporting

It is recommended that responsive course sections should not be included in state reports. Depending on your state, verify that one or all of the following is done on your responsive course sections:

- The **Exclude from State Reporting** checkbox is marked on the [Course Information](#) editor for responsive courses.
- The **State Code** field on the [Course Information](#) editor is not populated for responsive courses.

Also consider that each teacher has a unique Section for every session, which could potentially have an impact the performance of certain reports. There are a number of fields on the Course Sections editor that are localized and need to be populated manually for every responsive course section.

For activities that occur very frequently (every day, for instance) or for courses that would always have the same subset of students, it is best to use a non-responsive course (standard course setup).