

Schedule Gap Filler Tool Rights

Last Modified on 12/23/2025 1:07 pm CST

Staff use **Schedule Gap Filler** to assign students with empty instructional periods in their schedule to a selected course.

See the [Schedule Gap Filler](#) article to learn how to use this tool,

Schedule Gap Filler ☆

Scheduling & Courses > Load Schedules > Schedule Gap Filler

Student Schedule Gap Filler

This tool fills the selected sections to the students' schedule which has empty instructional scheduling gaps.
This tool will always fill students to the section which has largest number of open seats if there are more than one section available for students' schedule gaps.
Only the courses with sections having empty seats will be listed in the course drop down box.
The term-period grid will be updated automatically when a course and corresponding sections are selected/unselected.
After filling the students' schedule gap, a report will be generated to list actions taken for each student and the selected sections' information.
Schedule Gaps in terms prior to the entered Effective Date will not be affected.

Which students would you like to include in the report?

☒ Grade

All Students
09
10
11
12

☐ Ad Hoc Filter

* Effective Date

Which course would you like to fill in the schedule gap?

Available Section(s)

| <input checked="" type="checkbox"/> Section # | Teacher | Capacity | Available |
|---|----------------|----------|-----------|
| <input checked="" type="checkbox"/> 1 | Monskee, Floyd | 35 | 35 |

Corresponding periods for the selected sections.
Check/uncheck the periods by checking/unchecking sections.

Schedule

| | Term Schedule Terms | | | |
|------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | Term 1 | Term 2 | Term 3 | Term 4 |
| | 07/01/2025 - 09/26/2025 | 09/29/2025 - 12/19/2025 | 12/22/2025 - 03/20/2026 | 03/23/2026 - 06/30/2026 |
| | Daily | Daily | Daily | Daily |
| Period 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 1 | <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"/> |
| Period 3 | <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"/> |
| Period 5 | <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"/> |
| Period 7 | <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"/> |

Report Format:

Schedule Gap Filler Editor

Related Tools Used to Complete Student Schedules:

- [Student Gap Scheduler](#): Used to either print a report of students with gaps in their schedules, or to find students with gaps in selected periods and/or terms, and select each of them individually to fill those gaps in using the Walk-in Scheduler
- [Walk-in Scheduler](#): Fill empty periods for or make changes to a selected student's schedule

Available Tool Rights

| R | W | A | D |
|--|-----|-----|-----|
| <ul style="list-style-type: none"> • Identify students with schedule gaps. • Fill gaps with selected courses and/or course sections. | N/A | N/A | N/A |

Suggested User Groups

- [Counselors](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.