

Student Gap Scheduler Tool Rights

Last Modified on 12/23/2025 1:20 pm CST

Staff use **Student Gap Scheduler** to find students without a course in a selected portion of their schedule. These students appear in search results, from which staff can select each student individually and fill their gaps using Walk-in Scheduler.

See the [Student Gap Scheduler](#) article to learn how to use this tool.

Student Gap Scheduler ☆

Scheduling & Courses > Load Schedules > 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 fix the gap using the walk-in scheduler. The tool allows the user to pick the periods to look for gaps, 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 1 and increase by 1 for the following periods. Summary report lists students' gap periods. Detail report lists the selected schedule grid, booked periods marked as X, the gap periods shown as shaded cell. Selected terms that fall before the entered Enrollment Effective Date will not appear in the report.

Which students would you like to include in the report?

☒ Grade

All Students

09

10

11

12

☐ Ad Hoc Filter

* Enrollment Effective Date

07/01/2025

Which report type would you like?

Summary report lists students' gap periods.

Detail report lists students' schedule in the selected schedule grid.

☐ Summary
☒ Detail

Which periods would you like to include in the report?

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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" 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: PDF

Scheduling & Courses > Load Schedules > Schedule Gap Scheduler

Related Tools Used to Complete Student Schedules:

- [Student Gap Filler](#): Used to fill specific gaps in a filtered group of students' schedules with a selected course
- [Walk-in Scheduler](#): Fill empty periods for or make changes to a selected student's schedule. Staff using Student Gap Scheduler to identify students with schedule gaps that the staff member needs to fill also need rights to this tool.

Available Tool Rights

| R | W | A | D |
|---|-----|-----|-----|
| <ul style="list-style-type: none"> Identify students with schedule gaps. Print a report of students with gaps. Use Find Students to return a Search list of students with a defined schedule gap, then select each individually from the list and use Walk-in Scheduler to fill the gap. | N/A | N/A | N/A |

Suggested User Groups

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

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