

# Responsive Scheduling Workflow Setup - TOPIC ARTICLE ONLY

Last Modified on 02/02/2026 7:52 am CST

Task	Responsible Staff	Location
1.	Review your overall approach to educating students prior to implementing this tool.	Curriculum Director, Teachers, School Administrator, Counselor, etc.
2.	<p>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).</p> <p>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.</p>	Scheduling & Courses > Calendar Setup > 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.	Scheduling & Courses > Calendar Setup > Period Setup
4.	Assign the Responsive Period Schedule to appropriate <a href="#">Calendar Days</a> .	Scheduling & Courses > Calendar Setup > Days Setup
5.	<p>Mark the <a href="#">courses</a> that allow responsive offerings.</p> <p><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></p>	Scheduling & Courses > Course Information > Scheduling > Responsive

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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	Scheduling & Courses > Responsive Scheduling > Responsive Schedule Designer
7.	Create an <a href="#">offering for the responsive day</a> .	Teachers	Instruction > Scheduling > Responsive Scheduling
8.	Build the Responsive Schedule Course <a href="#">Sections</a> .	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 <a href="#">Display Option</a> for Responsive Scheduling.	Campus Administrator/Tech Director	System Settings > Portal > Preferences > Display Options
10.	Request <a href="#">responsive day offerings</a> .	Students	Campus Student Portal > Responsive Scheduling
11.	<a href="#">Schedule</a> any students who are not scheduled for a session.	Curriculum Director	Scheduling & Courses > Load Schedules > Schedule Gap Filler