

Responsive Scheduling Workflow Setup - TOPIC ARTICLE ONLY

Last Modified on 10/15/2025 1:10 pm CDT

| Task | | Responsible Staff | Campus Location |
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| 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 <u>period schedule</u> 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 | System Administration > Calendar > Calendar > Periods |
| 3. | Mark which periods in the <u>period schedule</u> can be marked as responsive, indicating responsive courses can be scheduled into them. | Campus Administrator/Tech Director | System Administration > Calendar > Calendar > Periods |
| 4. | Assign the Responsive Period Schedule to appropriate <u>Calendar Days</u> . | Campus Administrator/Tech Director | System Administration > Calendar > Calendar > Days |
| 5. | Mark the <u>courses</u> 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 |



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| 6. | Use the <u>Responsive Schedule Designer</u> 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 > Responsive Scheduling > Responsive Schedule Designer |
| 7. | Create an <u>offering for the responsive day</u> . | Teachers | Campus Instruction > Responsive Scheduling |
| 8. | Build the Responsive Schedule Course <u>Sections</u> . | Curriculum Director | Scheduling > Responsive Scheduling > 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 Administration > Portal > Preferences > Display Options |
| 10. | Request <u>responsive day offerings</u> . | Students | Campus Student Portal > Responsive Scheduling |
| 11. | Schedule any students who are not scheduled for a session. | Curriculum Director | Scheduling > Schedule Gap Filler |