

Section Builder

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The Responsive Scheduling Section Builder schedules sections for the Responsive Courses based on the offerings the teachers have created. Administrators (counselors, curriculum directors, etc.) can create additional offerings for responsive courses and place students into an offering as needed.

Responsive Section Offerings									
Select All	Teacher	Room	Course	Offering Name	Status	Teacher/Student Requests	Seats	Action	
<input checked="" type="checkbox"/>	Staff, Andrew	122	RE0995: 0995	Test Retake Chapter 1 (Scheduled)	Scheduled section #: 1	2/0	2/7	Manage	
<input checked="" type="checkbox"/>	Staff, Andrew	119	RE0994: re0994	Book Review (Unscheduled)	Unscheduled	0/0	0/3	Manage	
<input checked="" type="checkbox"/>	Staff, Andrew	119	RE0994: re0994	Book/Movie Tie-In	Unscheduled	0/0	0/2	Manage	
<input checked="" type="checkbox"/>	Staff, Charles	115	RE0995: 0995	Kickball	Unscheduled	1/4	5/6	Manage	
<input type="checkbox"/>	Staff, Beth	121	RE0995: 0995	Study Hall	Scheduled section #: 2	0/1	1/2	Manage	
<input type="checkbox"/>	Staff, Beth	001B	RE0994: re0994	Homework Assistance	Unscheduled	3/2	5/10	Manage	
<input type="checkbox"/>	Staff, Lisa J							Add	
<input type="checkbox"/>	Staff, Diane	107	RE0001: Resp Enrichment	Study Hall	Scheduled section #: 1	1/0	1/15	Manage	

Responsive Scheduling Section Builder

The Section Builder is used AFTER teachers have created offerings and BEFORE students request responsive day sessions.

▶ [Click here to expand...](#)

Section Builder Editor

Session Selection

For each responsive schedule available (created in the [Responsive Schedule Designer](#)), a set of responsive offerings displays. These offerings were created by the teachers during the designated Teacher Offering Window.

If no sessions are available for selection in the dropdown list, verify a schedule has been created.

Responsive Section Builder

Responsive Day Session: **Resp Sched 0994; Thu 03/09/2017** Session to copy offerings from: _____

Responsive Section Offerings								
Select All	Teacher	Room	Course	Offering Name	Status	Teacher/Student Requests	Seats	Action
<input type="checkbox"/>								
<input checked="" type="checkbox"/>	Staff, Andrew	122	RE0995: 0995	Test Retake Chapter 1 (Scheduled)	Scheduled section #: 1	2/0	2/7	<input type="button" value="Manage"/>
<input checked="" type="checkbox"/>	Staff, Andrew	119	RE0994: re0994	Book Review (Unscheduled)	Unscheduled	0/0	0/3	<input type="button" value="Manage"/>
<input checked="" type="checkbox"/>	Staff, Andrew	119	RE0994: re0994	Book/Movie Tie-In	Unscheduled	0/0	0/2	<input type="button" value="Manage"/>

Responsive Day Session Selection

Section Builder Actions

Use these buttons to schedule selected offerings, unschedule selected offerings, and add additional offerings.

- **Scheduling** offerings indicate a section of a course has been created, and is visible in the **Course Sections** list.
- **Unscheduling** offerings indicate a section of a course was incorrectly scheduled and needs to be removed.
- **Adding** an offering adds a new option to the Responsive Section Offerings.
- **Copying** an offering copies an existing offering to the current Responsive Section Offering.
- **Deleting** an offerings removes unscheduled offerings from the Section Builder.

Responsive Section Builder

Responsive Day Session: **Resp Sched 0994; Thu 03/09/2017** Session to copy offerings from: _____

Responsive Section Offerings								
Select All	Teacher	Room	Course	Offering Name	Status	Teacher/Student Requests	Seats	Action
<input type="checkbox"/>								
<input checked="" type="checkbox"/>	Staff, Andrew	122	RE0995: 0995	Test Retake Chapter 1 (Scheduled)	Scheduled section #: 1	2/0	2/7	<input type="button" value="Manage"/>
<input checked="" type="checkbox"/>	Staff, Andrew	119	RE0994: re0994	Book Review (Unscheduled)	Unscheduled	0/0	0/3	<input type="button" value="Manage"/>
<input checked="" type="checkbox"/>	Staff, Andrew	119	RE0994: re0994	Book/Movie Tie-In	Unscheduled	0/0	0/2	<input type="button" value="Manage"/>

Responsive Day Actions

Responsive Section Offerings Editor

Field	Description
Select All	<p>In order to schedule offerings for a session, at least one listed offering needs to be selected. Or, if you want to mass schedule all available offerings for the responsive day, click the Select All to mark the checkbox for all listed offerings.</p> <p>If an offering is not associated with a teacher, there is no checkbox available.</p>

Field	Description
Teacher	<p>Indicates which teacher has created the offering or which teacher is assigned to the offering.</p> <p>The column can be sorted to display the column in either alphabetical ascending order (A-Z by last name, default sort) or in alphabetical descending order (Z-A by last name) by clicking the arrows next to the column name.</p> <p>Use the Search field at the top of the column to locate offerings assigned to specific teachers and narrow the list of offerings to only show matching results.</p>
Room	<p>Indicates the room assigned to the offering. If multiple offerings have the same room selected, this displays in red text. This might be intentional, but it can be modified by clicking the Manage button and choosing a new room number for the session.</p> <p>The column can be sorted to display rooms in either ascending order (default sort) or in descending order by clicking the arrows next to column name. Numbered rooms are sorted after alphabetic rooms (Room 122 displays before Room Gymnasium).</p> <p>Use the Search field at the top of the column to locate offerings assigned to specific rooms and narrow the list of offerings to only show matching results.</p>
Course	<p>Indicates the course to which the offering is assigned. Only courses marked as Responsive are listed.</p> <p>The column can be sorted to display courses in alphabetical ascending order (default sort) or in descending order by clicking the arrows next to the column.</p> <p>Use the Search field at the top of the column to locate offerings assigned to specific courses and narrow the list of offerings to only show matching results.</p>
Offering Name	<p>Indicates the topic of the offerings. These names are what becomes the Course Section name and what the student sees when requesting offerings.</p> <p>The column can be sorted to display offerings in alphabetical ascending order (default sort) or in descending order by clicking the arrows next to the column.</p> <p>Use the Search field at the top of the column to locate specific offerings and narrow the list of offerings to only show matching results.</p>

Field	Description
Status	<p>Indicates whether the offering has been scheduled or not. Scheduled offerings display in light green and are also assigned a section number. Unscheduled offerings are not highlighted and indicate course sections have not been built.</p> <p>The column can be sorted to display scheduled offerings or unscheduled offerings together by clicking the arrows next to the column.</p> <p>Use the Search field at the top of the column to locate specific offerings and narrow the list of offerings to only show matching results. For this search, it is best to enter the section number of a scheduled offering.</p>
Teacher/Student Requests	<p>Indicates the total number of teacher and student requests for the offering. The Teacher value (the first number) is calculated when the teacher creates and offering and selects certain students from their rosters to attend that offering.</p> <p>The Student value (the second number) is calculated when the student has chosen to attend an offering.</p>
Seats	<p>Indicates the number of seats that are filled versus the number of seats allowed. The first value is the filled seats; the second value is the total seats allowed.</p>
Action	<p>Select the Manage button to modify the existing offering. Select the Add button to add an offering for a teacher.</p>

Schedule and Unschedule Responsive Offerings

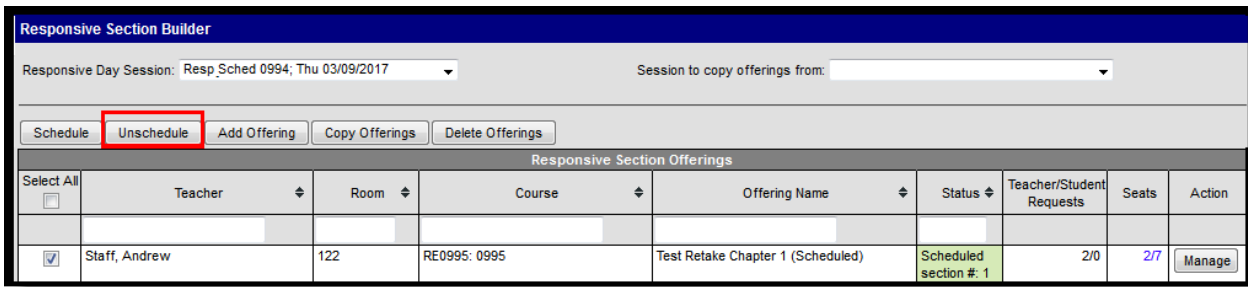
To schedule an offering, select the checkbox for that row and click the **Schedule** button. More than one offering can be selected at a time. Once an offering is scheduled, its Status changes to Scheduled, it displays in green, and a section number is assigned to it.

The screenshot shows the 'Responsive Section Builder' interface. At the top, there are dropdown menus for 'Responsive Day Session' (set to 'Resp Sched 0994; Thu 03/09/2017') and 'Session to copy offerings from'. Below these are buttons for 'Schedule', 'Unschedule', 'Add Offering', 'Copy Offerings', and 'Delete Offerings'. The 'Schedule' button is highlighted with a red box. The main area contains a table titled 'Responsive Section Offerings' with columns: 'Select All', 'Teacher', 'Room', 'Course', 'Offering Name', 'Status', 'Teacher/Student Requests', 'Seats', and 'Action'. One row is visible with the following data: Teacher: Staff, Andrew; Room: 122; Course: RE0995: 0995; Offering Name: Test Retake Chapter 1; Status: Unscheduled; Teacher/Student Requests: 2/0; Seats: 2/7. A 'Manage' button is visible in the Action column for this row.

Schedule Responsive Day Offering

To unschedule an offering, select the checkbox for that row and click the **Unschedule** button. More than one offering can be selected at a time. A warning message displays indicating the course section will be deleted and any associated data (attendance, roster, grade book scores, report card

grades) is also deleted. Once an offering is unscheduled, its Status changes to **Unscheduled**, it no longer displays in green, and the section number is removed.



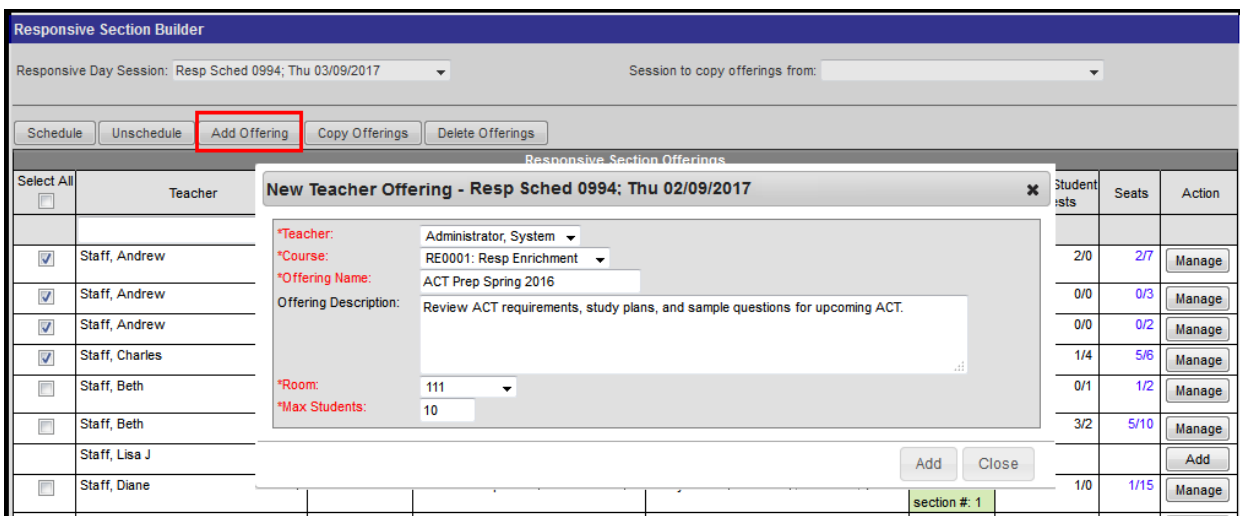
Unschedule Responsive Day Offering

Add an Offering

Use the **Add Offering** button to create offerings for the selected responsive session. Most offerings should be created by teachers, but there may be situations where a teacher is unable to do this, or a school has determined a certain process for administrators or counselors to create offerings as they see fit or for offerings they want to offer and lead.

1. Click the **Add Offering** button. A **New Teacher Offering** editor displays.
2. Select the appropriate **Teacher** from the dropdown list.
3. Select the appropriate **Course** from the dropdown list.
4. Enter an **Offering Name**.
5. Enter a **Description** of the offering.
6. Select a **Room** from the dropdown list.
7. Enter the total **Maximum Students**.
8. Click the **Add** button when finished.

The offering is then listed in the available offerings and students can request to attend the offering through the Portal, and other staff can add students to the offering.



Add Responsive Offering

Offerings can also be added by clicking the **Add** button in the **Action** column to add an offering for a specific teacher. The

Add Offering for Specific Teacher

Copy Offerings

Offerings are copied into the current Responsive Day Session selected in the **Responsive Day Session** on the left.

1. Select a responsive session from the **Session to copy offerings from** dropdown list.
2. Click the **Copy Offerings** button. A Copy Offerings pop-up displays.
3. If the student requests should be copied from the original offering into the new offering, mark the **Include Requests** checkbox.
4. Click the **Copy** button.

Note the following:

- If a teacher already has an offering for the selected day, offerings are not copied for that teacher.
- Offerings are only copied for teachers who have a valid district assignment on the destination date.
- Offerings are only copied when the course is still active in the Responsive Schedule on the destination date.

Responsive Section Builder

Responsive Day Session: Resp Sched 0994; Thu 02/09/2017 Session to copy offerings from: Resp Sched 0994; Thu 02/02/2017

Schedule Unschedule Add Offering **Copy Offerings** Delete Offerings

Select All	Teacher	Room	Course	Offering Name	Status	Teacher/Student Requests	Seats	Action	
<input type="checkbox"/>									
<input checked="" type="checkbox"/>	Staff, Andrew					2/0	2/7	Manage	
<input checked="" type="checkbox"/>	Staff, Andrew					0/0	0/3	Manage	
<input checked="" type="checkbox"/>	Staff, Andrew					0/0	0/2	Manage	
<input checked="" type="checkbox"/>	Staff, Charles					1/4	5/6	Manage	
<input type="checkbox"/>	Staff, Beth					0/1	1/2	Manage	
<input type="checkbox"/>	Staff, Beth					3/2	5/10	Manage	
	Staff, Lisa J							Add	
<input type="checkbox"/>	Staff, Diane	107	RE0001: Resp Enrichment	Study Hall	Scheduled section #: 1		1/0	1/15	Manage

Copy Offerings

Copy offerings from "Resp Sched 0994; Thu 02/02/2017" to "Resp Sched 0994; Thu 02/09/2017"?

1. If a teacher already has an offering, no new offerings will be created for them.
2. Offerings are only copied for teachers who have a valid district assignment on the destination date.
3. Offerings are only copied if their course is still active in the Responsive Schedule on the destination date.

Include Requests

Cancel Copy

Copy Offerings

Delete Offerings

Mark which offering to delete. Only unscheduled offerings can be deleted.

Responsive Section Builder

Responsive Day Session: Resp Sched 0994; Thu 03/09/2017 Session to copy offerings from:

Schedule Unschedule Add Offering Copy Offerings **Delete Offerings**

Select All	Teacher	Room	Course	Offering Name	Status	Teacher/Student Requests	Seats	Action
<input type="checkbox"/>								
<input checked="" type="checkbox"/>	Administrator, System	125	RE0001: Resp Enrichment	new offerings	Unscheduled	0/0	0/10	Manage
<input type="checkbox"/>	Staff, Scott	125	RE0001: Resp Enrichment	new offerings 11	Unscheduled	0/0	0/10	Manage

Delete Offerings

Manage Offerings

Use the **Manage** button to review and modify any offerings that have already been created. This can be done for both scheduled and unscheduled offerings.

Manage an Offering

Changes can be made to the offering itself or to any student requests. Additional students can also be added from here.

- Modify the **Offering Details: Offering Name** and **Offering Description**, the **Room** number and **Maximum Students**.
 - All of these, except for the Offering Description, are required to save. The description does display for students when they are requesting offerings on the Portal, and should be populated for clarity.
- Modify any **Current Requests** entered by staff. Enter a **Reason** the student was requested or **Delete** the student from the offering.

Add additional students to the offering:

1. Enter at least two characters of either the student's first name or last name and click the Search button. Matching results display.
2. Select the appropriate student from the results. Their name is added to the list of **Requests**, and the person who added them is listed in the **Requested By** column.
3. Enter the **Reason** for requesting the student.
4. **Save** the offering when finished.

If the offering is no longer needed for the day, use the Delete Offering button to remove that offering from the list of options. A warning message displays, indicating any associated data with

that offering is also deleted.

Review Offering Roster

Click the values in the **Seat** column to quickly review the offering and the roster of students for that offering. No edits can be made from this Student List view. Use the [Manage](#) feature to modify offering information. Click the Close button to close the **Student List** view.

Offering Name	Status	Teacher/Student Requests	Seats	Action
- Chapter 1	Scheduled	3/0	3/7	Manage

Student List ✕

Teacher: Staff, Mary
Offering Name: Test Retake - Chapter 1
Room: 122

Name (Gender, Grade):
 Student, Charley (M, 10)
 Student, Vanessa (F, 11)
 Student, Ally (F, 12)

Close

Add

Offering Review