Student Gap Scheduler

Last Modified on 10/22/2022 10:05 am CDT

Available Fields | Find Students who have Gaps in their Schedules | Generate a Report of Students who have Gaps in their Schedules

Classic View: Scheduling > Student Gap Scheduler

Search Terms: Student Gap Scheduler

The **Student Gap Scheduler** Wizard searches for students who have an empty period in their schedule. When an empty period is found, a user can generate a report to review the information or fill the gap using the Walk-In Scheduler without printing a report.

Student Gap Scheduler

A Calendar must be selected in the Campus toolbar, usually the future school year's calendar. This tool is often used after using the Schedule Wizard to complete student schedules, but it can be used for finding gaps in student's schedules in the current year.

When a user has tool rights to **Can Overload Sections**, it is possible to add a student to a section even if the section is full. However, this cannot be done from the Student Gap Scheduler. See the Walk-In Scheduler article for more information.

See the Scheduling Tool Rights article for more information.

Available Fields

The following fields are available on the Student Gap Scheduler.

Option	Description
Which students would you like to include in the report?	Select the students to include by **Grade Level** or by **Ad hoc Filter**. The grade levels available for selection are those grade levels that are in the selected calendar in the Campus toolbar. The Ad hoc Filter selection includes only those students in the selected filter who have gaps in their schedules. An **Enrollment Effective Date** is required to generate this report and is populated with the current date for active calendars, or the first date of the first term in future calendars. This date can be changed by typing a new date in *mmddyy* format or by using the calendar icon to select a date. The entered date filters out students who are starting later in the school year from the initial gap scheduler task.
Which report type would you like?	Select which report to generate: the **Detail** option or the **Summary** option. The **Detail** option displays a graphical representation of the selected terms and periods with gaps shaded in gray and occupied or booked periods displaying a X. The **Summary** option displays a numeric list of just the periods where the student has a gap.

Option	Description
Which periods would you like to include in the report?	Select which periods to to check for gaps. Depending on the layout of the calendar, it may be better to review gaps by term and period one term at a time rather than the entire calendar at one time. Marking the Schedule checkbox at the top of the grid marks all checkboxes for all terms and schedule structures. Selecting a Term checkbox populates the checkboxes for just that term. Select the Periods to include down the left hand side of the grid. Individual checkboxes for specific periods and terms can be selected or not selected to target the report more precisely.
Report Format	Select PDF or DOCX format.
Student and Report Display	Select either the **Find Students** button to display the students who have gaps in their schedule or select the **Generate Report** button to print a report in the selected format (Summary or Detail). The **Find Students** button displays the students who have gaps in the Search results list. Selecting a student's name from this list displays the Walk-In Scheduler, allowing the user to manually attempt to fill gaps in the schedule based on student requests.

Find Students who have Gaps in their Schedules

1. Select which students to include in the report by selecting either a **Grade** level or an **Ad hoc Filter**.
2. Enter the **Enrollment Effective Date**.
3. Select which report to use - **Summary** or **Detail**.
4. Select the **Periods** to include in the report.
5. Click the **Find Students** button. The Student Search panel opens to the left, with a list of matching students who have gaps in the selected period.
6. Select a student from this list to populate their schedule with courses using the **Walk-In Scheduler**.

If there are no students who have gaps in there schedule, the Search Results panel display 'Search Results: 0'.

Generate a Report of Students who have Gaps in their Schedules

1. Select which students to include in the report by selecting either a **Grade** level or an **Ad hoc**

Filter.

2. Enter the **Enrollment Effective Date**.
3. Select which report to use - **Summary** or **Detail**.
4. Select the **Periods** to include in the report.
5. Select the **Report Format** (PDF or DOCX) and click the **Generate Report** button. The report displays in the selected format.

If no students have gaps for the selected periods, a message of 'No students selected' displays.

For both the Summary and Detail print versions, the Report Header displays the **Enrollment Effective Date**, the **Grade Level** of students included, the number of **Selected Periods** and the **Total Students** included in the report.

21-22 High School Generated on 01/17/2022 01:49:43 PM Page 1 of 1	Student Gap Scheduling Report Enrollment Effective Date: 01/17/2022 All Grades Selected periods: 4 Total Students: 6 X: Booked period Shaded Cell: schedule gap --:non-exist or unselected period

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Student	Schedule				
Student, Anson Student Number: 123456 Grade: 12 Gender: M Gaps: 4		Term Semester 1		Term Semester 2	
		Monday	Tue-Thu	Monday	Tue-Thu
	Period 1				
Student, Benson Student Number: 23457 Grade: 11 Gender: M Gaps: 4		Term Semester 1		Term Semester 2	
		Monday	Tue-Thu	Monday	Tue-Thu
	Period 1				
Student, Cameron Student Number: 345678 Grade: 12 Gender: M Gaps: 4		Term Semester 1		Term Semester 2	
		Monday	Tue-Thu	Monday	Tue-Thu
	Period 1				
Student, Daniel Student Number: 456789 Grade: 11 Gender: M Gaps: 4		Term Semester 1		Term Semester 2	
		Monday	Tue-Thu	Monday	Tue-Thu
	Period 1				
Student, Emory Student Number: 567890 Grade: 11 Gender: M Gaps: 4		Term Semester 1		Term Semester 2	
		Monday	Tue-Thu	Monday	Tue-Thu
	Period 1				

Student Gap Scheduling Report - Detail Format

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		Gap periods			
Student	**Gaps**	**Term**	**Schedule**	**Period**	**Seq**
Student, Anson Student Number: 123456 Grade: 12 Gender: M	4	Seme ster 1 Seme ster 1 Seme ster 2 Seme ster 2	Monday Tue-Thu Monday Tue-Thu	1 1 1 1	2 2 2 2
Student, Benson Student Number: 234567 Grade: 11 Gender: M	4	Seme ster 1 Seme ster 1 Seme ster 2 Seme ster 2	Monday Tue-Thu Monday Tue-Thu	1 1 1 1	2 2 2 2
Student, Cameron Student Number: 345678 Grade: 12 Gender: M	4	Seme ster 1 Seme ster 1 Seme ster 2 Seme ster 2	Monday Tue-Thu Monday Tue-Thu	1 1 1 1	2 2 2 2
Student, Daniel Student Number: 456789 Grade: 11 Gender: M	4	Seme ster 1 Seme ster 1 Seme ster 2 Seme ster 2	Monday Tue-Thu Monday Tue-Thu	1 1 1 1	2 2 2 2
Student, Emory Student Number: 567890 Grade: 11 Gender: M	4	Seme ster 1 Seme ster 1 Seme ster 2 Seme ster 2	Monday Tue-Thu Monday Tue-Thu	1 1 1 1	2 2 2 2

Student Gap Scheduling Report - Summary Format