Shift Best Practices for Advising

These best practices are designed to help you effectively manage your advising shifts and maximize your availability for students. Adhering to these guidelines will ensure accurate scheduling and a smooth experience.

Key Principles

- **College-Specific Shifts:** Select only the shift work topics that correspond to your college.
- **Minimize Shifts:** Fewer shifts reduce the potential for errors.
- **Confirmed Shift Status:** Always ensure your shift status is set to "confirmed."
- **Student Success Hub is Key:** All shift edits *must* be made in Student Success Hub. Google Calendar edits will be overwritten during the next Riva sync cycle.
- **Advance Planning:** Shifts can be created up to 180 days in advance. Plan ahead by creating shifts for the upcoming semester at the end of the current one (e.g., create Spring semester shifts in December, Summer shifts in May, and Fall shifts in August).

Blocking Your Availability

To block out an entire day, create a block on your Google Calendar from 8:00 AM to 5:00 PM. Do *not* use the all-day appointment feature at the top of the calendar.

Shift Management Options

You have two options for managing your advising shifts:

Option 1: Single, Continuous Shift

Create one shift that spans your entire availability window for the day. This allows students to book appointments at any time within that range.

Pros:

- Simplified setup with only one shift to manage.
- Flexibility for students to book appointments at their convenience.

Cons:

- Potential for irregular bookings, disrupting a consistent schedule.
- Unstructured bookings may create gaps and inefficiencies in your schedule.

Option 2: Multiple, Smaller Shifts

Divide your day into smaller, structured shifts (e.g., 45-minute intervals). This requires students to book appointments within these defined time slots. Please note that your topic durations will need to match your shift durations. For example, you can't have 30 minute shifts when all your topics are 45 minutes in length.

Pros:

- Enforces a consistent schedule and ensures appointments align with set intervals.
- Reduces scheduling conflicts and maintains availability for other students.

Cons:

- Increased workload for setting up and managing shifts.
- Higher potential for errors.
- May feel restrictive for students seeking more flexible booking options.