

ePortfolio Studio Front Desk Assistant Weekly Report

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Please submit this sheet to the ePortfolio Coordinator by the end of your last shift of each week. You may do so by email (eportfolio@odu.edu), by putting in a shared Google Drive folder, or adding it to your ePortfolio.

Front Desk Actions	How Many for the Week?
Visitors Greeted	7
Appointments Scheduled	1
Walk-Ins Placed	1
Phone Calls Answered	0
Questions Answered	0
Miscellaneous Interactions	2

In regards to your work at the front desk, what was difficult for you this week? Was there anything you did not know how to handle or how to respond to? What did you do?

There was a decent amount of visitors this week, but nothing seemed too difficult. There was a student who asked about the location for a makeup exam, but no one seemed too sure.

In regards to your work at the front desk, what was something that you felt you did well this week? What happened that you found interesting or noteworthy?

I felt that I was able to reschedule appointments with students well and connect them with ePortfolio Assistants when they were available.

Have you worked on your ePortfolio this week? If so, what did you do? If not, what is the next thing you intend to do in the ePortfolio?

I haven't worked on my ePortfolio this week as we didn't have the LEAP class due to Fall Break. At the moment, I intend to keep my blog up-to-date with my LEAP course reports and LEAP FDA Weekly reports. I will add more information in regards to Academics and Extracurriculars as I become more involved on campus. I have joined the NBSE organization at Marcus' recommendation.

What is something you have questions or would like to learn from the ePortfolio team? How can we help?

"What are some frequently asked questions in regards to Wix and WordPress that I should know the answer to if no ePortfolio Assistants are available?"