

## QUICK REFERENCE CARD ONSTAGE ENGLISH

### For Lecturers

#### What is OnStage?

OnStage is the database for internships and theses. It is a role-based application. This means that every user (student, supervisor/assessor, Internship and Thesis Coordinator/Office) can only access the information that is relevant for her/him.

#### What are the benefits of OnStage?

OnStage guides you through the internship/thesis process and all documents are saved in one file. The road map shows which actions are still expected of you in order to complete the internship/thesis.

### Login

There are two possibilities to log on to OnStage:

#### Directly

Go to [onstage.hva.nl](http://onstage.hva.nl)

Log in with your HvA username@hva.nl and password

#### Via intranet

Go to MyAUAS (MijnHvA)

Log in with your HvA username@hva.nl and password

Click on the direct link to OnStage in the application list on the top left hand side.

To log out click the icon  in the upper right corner of the screen.

### Dashboard

Here you can find all students who are linked to you and the tasks you need to execute.



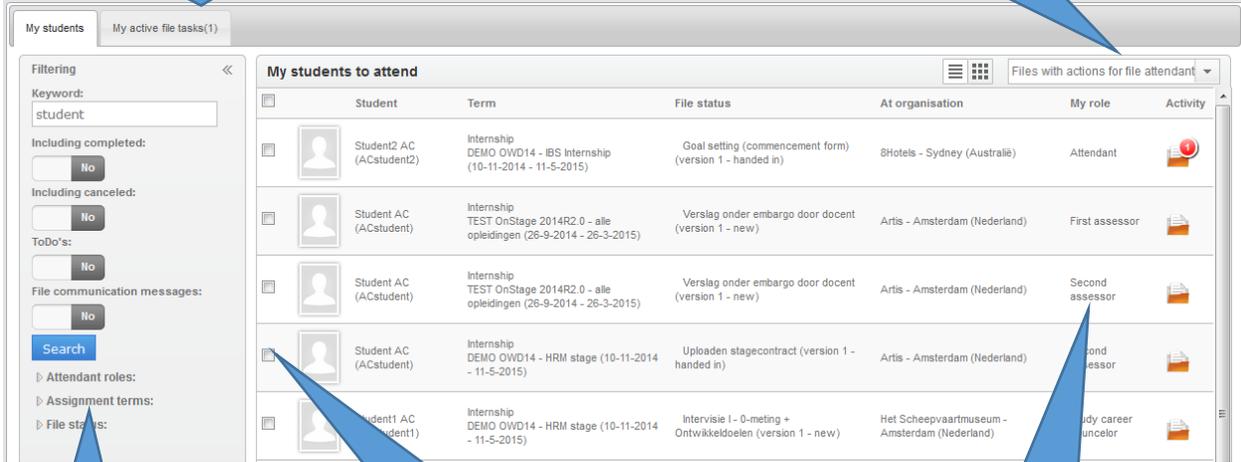
Clicking on the home button will take you back to the start screen.

Here you can search a student by (first)name or student number.

By clicking on your own name you can change your own settings.

**TIP!**  
By clicking on the tab "My active file tasks" you will get an overview of the activities that need to be executed by you.

By clicking on this arrow you can sort the files, e.g. by coaching groups.



Student	Term	File status	At organisation	My role	Activity
Student2 AC (ACstudent2)	Internship DEMO OVD14 - IBS Internship (10-11-2014 - 11-5-2015)	Goal setting (commencement form) (version 1 - handed in)	8Hotels - Sydney (Australië)	Attendant	
Student AC (ACstudent)	Internship TEST OnStage 2014R2.0 - alle opleidingen (26-9-2014 - 26-3-2015)	Verslag onder embargo door docent (version 1 - new)	Artis - Amsterdam (Nederland)	First assessor	
Student AC (ACstudent)	Internship TEST OnStage 2014R2.0 - alle opleidingen (26-9-2014 - 26-3-2015)	Verslag onder embargo door docent (version 1 - new)	Artis - Amsterdam (Nederland)	Second assessor	
Student AC (ACstudent)	Internship DEMO OVD14 - HRM stage (10-11-2014 - 11-5-2015)	Uploaden stagecontract (version 1 - handed in)	Artis - Amsterdam (Nederland)	Third assessor	
Student1 AC (ACstudent1)	Internship DEMO OVD14 - HRM stage (10-11-2014 - 11-5-2015)	Intervisie 1 - 0-meting + Ontwikkeldoelen (version 1 - new)	Het Scheepvaartmuseum - Amsterdam (Nederland)	Study career counselor	

Here you can also choose several filters.

If you check one or more students you get an extra bar with options.



From this screen you can send an email to multiple students at once

Here you can see which role you have. (Practical) Coach means you are the supervisor.

  
A number indicates that tasks/ "ToDo's" are awaiting your action.

  
A dossier communication has started.

  
Here you can select if you want to see the student names in rows or in blocks next to each other.

## The student file: the road map

On the left hand side of the file you will see the road map. These are the steps that need to be finished throughout the internship/thesis process. There is a road map in the preparation phase and in the execution phase of OnStage.

### Person responsible

Behind each step it says who needs to take action in this step. Sometimes this is more than one person.

S = student

PC = practical coach (AMFI internship supervisor)

ADM = internship and thesis coordinator/office

AS1 = first assessor

AS2 = second assessor

AA = additional assessor

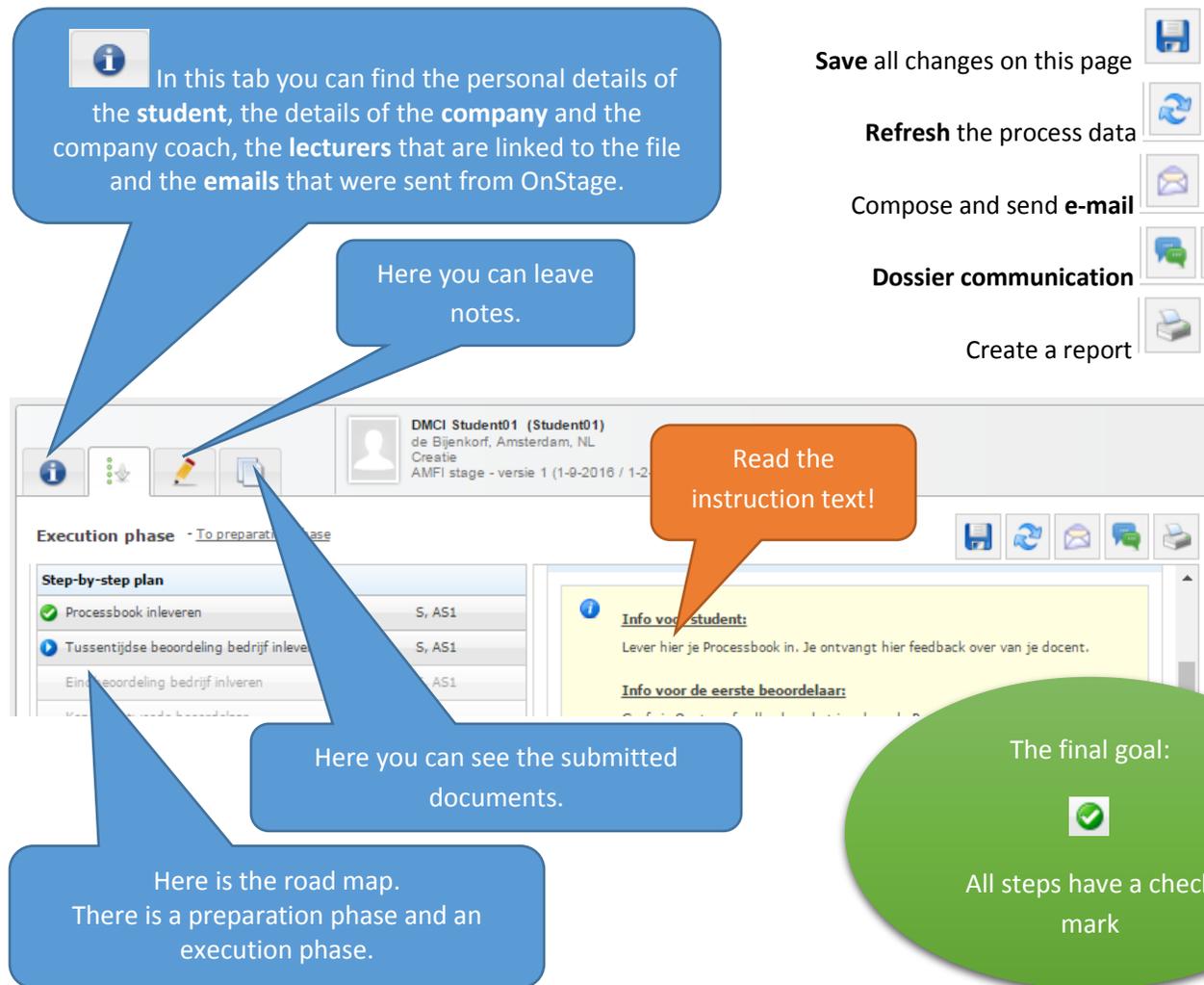
### Activity status

No icon: not started yet, by clicking on the step or on the + you can open the step.

 : in progress

 : paused

 : finished



**Info icon:** In this tab you can find the personal details of the **student**, the details of the **company** and the company coach, the **lecturers** that are linked to the file and the **emails** that were sent from OnStage.

**Save all changes on this page** 

**Refresh the process data** 

Compose and send **e-mail** 

**Dossier communication** 

Create a report 

**DMCI Student01 (Student01)**  
de Bijenkorf, Amsterdam, NL  
Creatie  
AMFI stage - versie 1 (1-9-2016 / 1-2)

**Execution phase** - To preparati...

**Step-by-step plan**

Task	Responsible
Processbook inleveren	S, AS1
Tussentijdse beoordeling bedrijf inleveren	S, AS1
Einde beoordeling bedrijf inleveren	AS1

**Read the instruction text!**

**Info voor student:**  
Lever hier je Processbook in. Je ontvangt hier feedback over van je docent.

**Info voor de eerste beoordelaar:**

**Here you can leave notes.**

**Here you can see the submitted documents.**

**Here is the road map. There is a preparation phase and an execution phase.**

**The final goal:**  
  
All steps have a check mark