Amsterdam University of Applied Sciences

OnStage

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
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 [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.
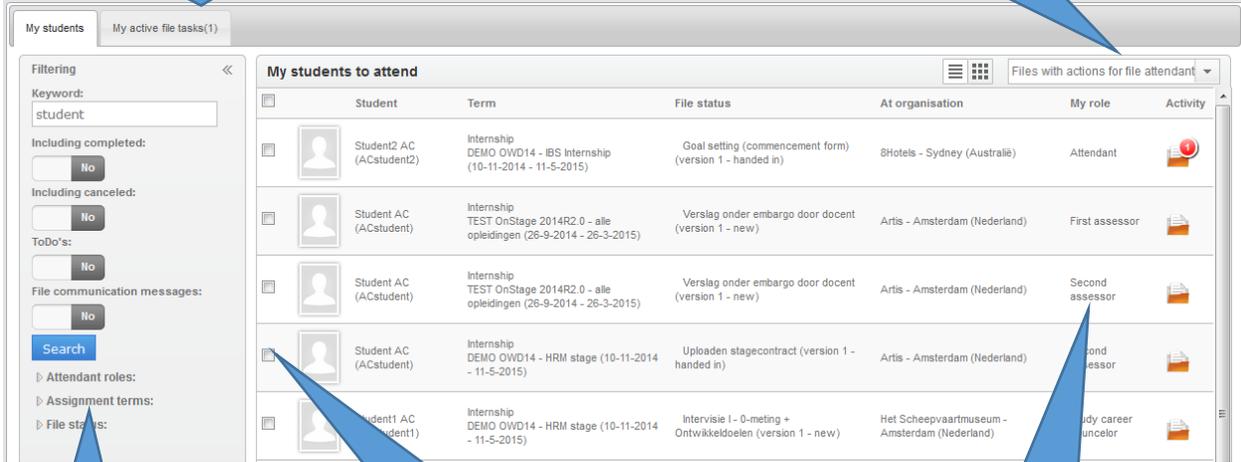

[home icon] Clicking on the home button will take you back to the start screen.

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.

Here you can also choose several filters.

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

A dossier communication has started.

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.

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
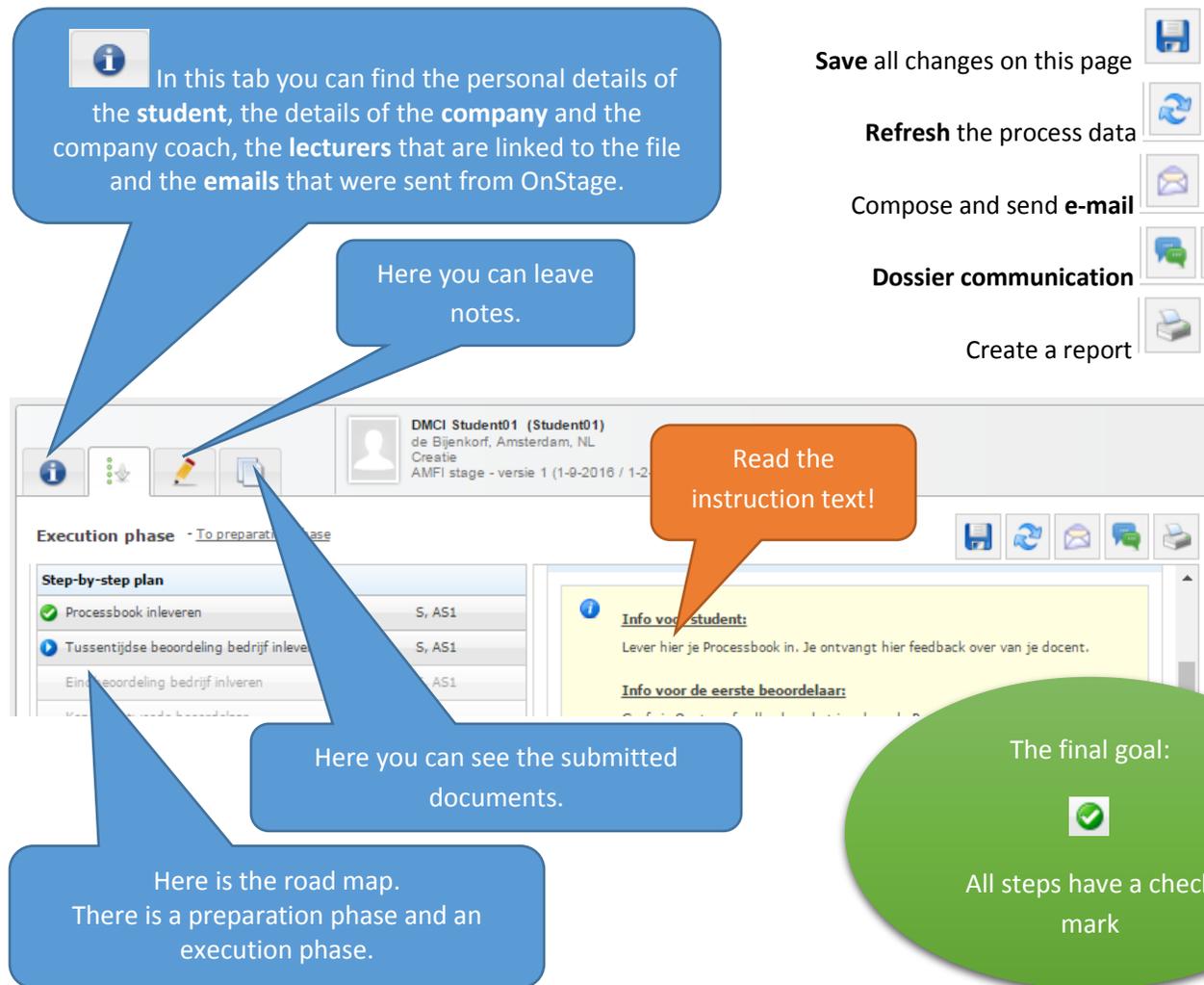AS2 = second assessor
AA = additional assessor

Activity status

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

🔵: in progress   ⏸: paused   ✅: finished

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.

Here you can leave notes.

Save all changes on this page 💾

Refresh the process data 🔄

Compose and send **e-mail** ✉️

Dossier communication 💬

Create a report 🖨️

Read the instruction text!

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