

# Quick Reference Card OnStage

## For students



### What is OnStage?

OnStage is our registration and tracking system for internships and thesis assignments. It is a role-based application. This means that every user (student, supervisor, assessor or administrator) can only access the information which is relevant for them.



### What is the advantage of OnStage?

All documents are collected in a single file. Besides that OnStage gives structure to the internship or thesis period. If you follow the roadmap you get a step-by-step overview of what is expected of you as a student.

## 1 Login

### Directly:

- Go to [onstage.hva.nl](https://onstage.hva.nl) and login with [HvA-ID@hva.nl](mailto:HvA-ID@hva.nl) and password.

### Via intranet:

- Go to [MyAUAS](#) and login with [HvA-ID@hva.nl](mailto:HvA-ID@hva.nl) and password.
- Click the link to OnStage, in the application list in the top left corner of the homepage.

After you login you will automatically go to your dashboard. Here you will find all active files and dossiers you can sign up for. If you scroll down you can see your recent emails and dossier communication.

### **BEWARE:**

Only apply for dossiers you need to sign up for. Don't sign up for other study programmes or other internship/thesis periods.

## 2 Menu

In the top of the screen you will find the menu. It contains the following elements:



and



**Menu button:** This will take you back to your dashboard.



**Name current user:** By clicking your name you can alter OnStage settings like language and user information.



**Help button:** Click to get help or instructions.



**Log out button:** Click to sign off.

### 3 Dashboard

#### 3.1 Dossiers

By clicking the red triangle you will go directly to the activities you need to perform.

Use filtering to see your completed dossiers.

#### 3.2 Registering for dossiers

The dossiers below with an open lock are open for registration. The dossiers with a closed lock are not open for registration yet.

Aanmelden voor dossiers		
 15/16-1 BE Deeltijd AO Finance & Accounting 01 sep 15 - 01 feb 16 Aanmelden	 15/16-2 - AC vt stage Finance & Accounting 01 feb 16 - 17 jun 16 Aanmelden	 15/16 BE VWO traject - stage Finance & Accounting 11 apr 16 - 04 jul 16 Aanmelden vanaf 15 mrt 16, 08:30 Aanmelden

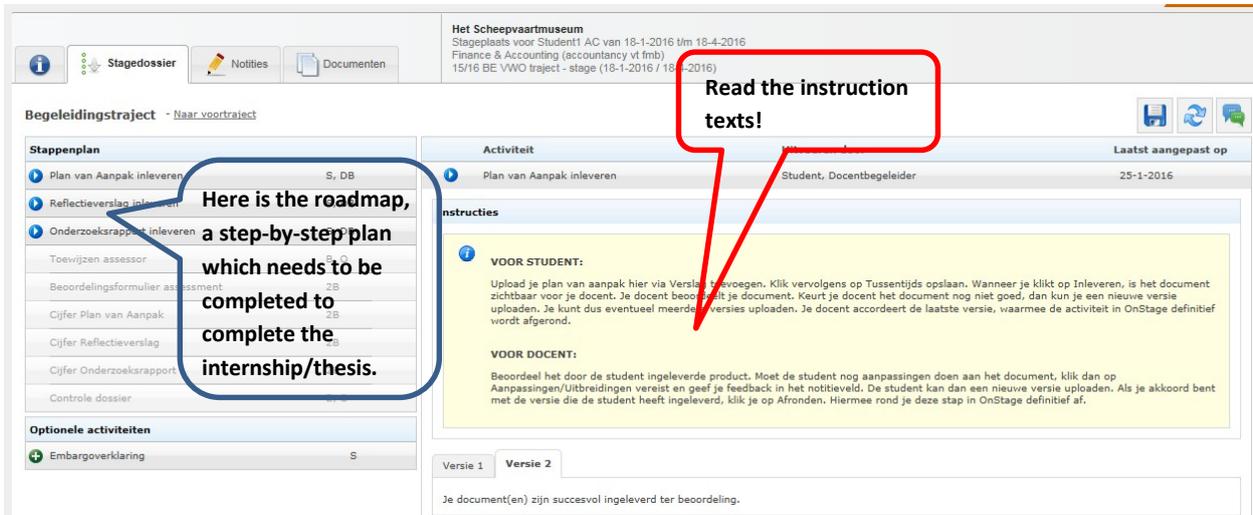
#### 3.3 Recent mails en posts

At the bottom of the page you can find all dossier communication and email which have been sent to your HvA email.

Recente mails en posts		
	<b>TEST</b> Laatste reactie: Ankie Eijkelboom	Laatste reactie op: 12 feb 16, 12:45
	<b>On Stage</b> Van: Ankie Eijkelboom	Verstuurd op: 12 feb 16, 12:45

## 4 The student dossier: the roadmap

On the left you will find the roadmap. These are the activities that need to be completed. Both the preparation and the execution phase have a roadmap.



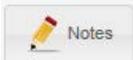
### 4.1 Tabs, buttons and actions



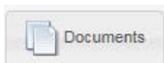
**Information tab:** Here you will find your name and address information, company info and the users which are connected to your dossier (supervisor/assessor). All email and dossier communication can be found here as well.



**Internship/thesis dossier tab:** To go to the roadmap of your dossier.



**Notes:** Here you can add notes and select the users it should be visible for.



**Documents:** Contains an overview of all uploaded documents.



**Save:** Save changes in the current screen



**Refresh:** Refreshes the information on the screen



**Dossier communication:** Here you can start a chat with your supervisor or other parties involved in OnStage.

## 4.2 Active roles

Behind each process step is stated who is involved in the activity. This can be multiple roles.

### Roles in OnStage:

S = student

C = coordinator

PC = practical coach (supervisor)

ADM = administrator

AS1 = first assessor

SUP = support

AS2 = second assessor

AA = additional assessor

SCC = Study career counsellor

## 4.3 Status activity/process step

An activity or process step always has a specific status.

### Possible status:

 new – click this icon to open a step.

 open

 postponed - pauze

 completed

## 4.4 The final goal!

