

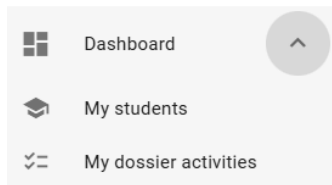
For Supervisors

OnStage Manual

Efficiently Evaluating Students with OnStage

OnStage is an internship and thesis tracking system with a submission, assessment, and archiving function. Internship and thesis trajectories are recorded in personal dossiers in OnStage. OnStage is a digital registration system and in consultation with the study programmes, we have agreed which steps of the internship and thesis trajectories are included in OnStage. More general information about OnStage can be found here: <https://vu.nl/en/employee/teaching-at-vu-amsterdam/onstage>

This manual is aimed at supervisors and assessors. **Please note that this is a general manual for all programmes, while the specific trajectory for your programme can be different, since OnStage is individualized.** When you login to OnStage (via [vU-onstage.xebic.com](https://onstage.xebic.com) for VU employees, for externals the login procedure is slightly different) you will see a sidebar on the left. In the sidebar you see some different menu options. The most important being my students and my dossieractivities:



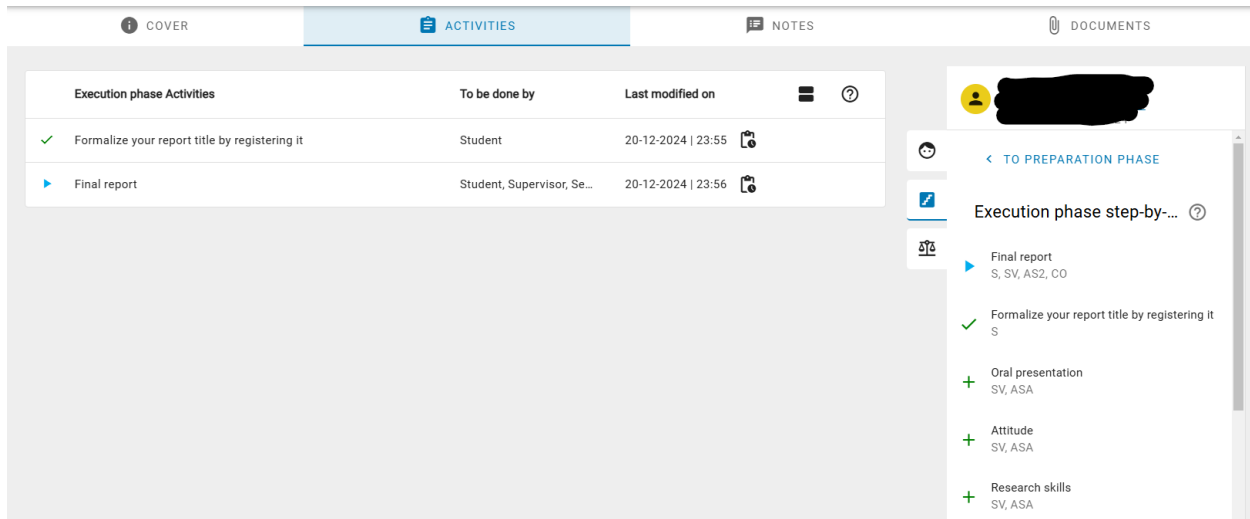
Via “My students” you can find an overview of the students you supervise. Through “My dossier activities” you will see the steps that are open for you at that moment. For some steps you might also receive a notification per email. If you cannot find an activity in “My dossier activities” but still think you have to it, you can always go to the student’s file via “My students” and check if you can check the step there manually.

Student dossier and activity overview:

In the student’s dossier/file you see different tabs “Cover”, “Activities”, “Notes” and “Documents”. Cover gives an overview of some basic information about the student. Notes can be used for supervisors to share notes about a student (not used a lot at the VU). Documents gives all documents the students has uploaded and all assessment forms and the like filled in by supervisors.

The most important tab is activities (see screenshot below). Here you see an overview of the activities on the right: running (blue arrow), not started (green plus) or finished activities (green checkmark). The activities and their order varies per programme (and sometimes type of project) and was agreed upon with your thesis/internship coordinator. The letters under an activity give an indication by who the step can be performed (S for student, SV for supervisor, AS2 for second assessor, C for Coordinator). Sometimes the activity can be carried out by multiple people, such as either the student or the supervisor or there are multiple substeps that should be carried out by different people.

Within OnStage the activities are divided between the preparation and execution phase. The preparation phase in OnStage marks the beginning of the thesis or internship period. As soon as the steps in the preparation phase have been completed, you will automatically end up in the execution phase. In the execution phase the completion of the internship or thesis also takes place (such as handing in and assessing the thesis). Another difference between preparation and execution phase is that in the preparation phase all activities are done in order and in the execution phase the order is more random. This way you can choose to for instance already grade the execution of the project before the thesis is graded.



Activities

There are different kind of activities in OnStage, such as for filling in the start and end date of a project or registering the title of a project. The most important (and the most complicated) type of step is a “Hand in and assess” step. This type of activity is for instance used for handing in the thesis, but also for approving the research proposal, Go/No Go etc.

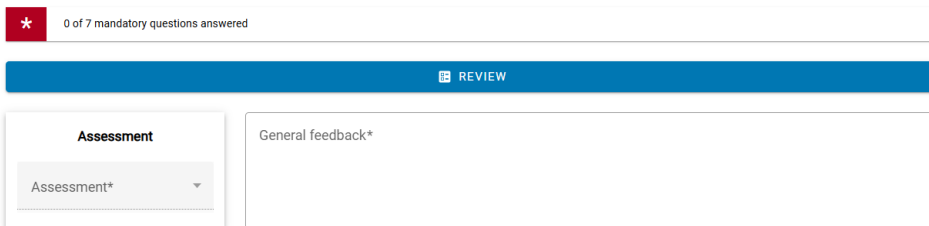
Hand in and Assess activity

Within this type of activity there are usually several substeps that have to be done by different actors. The first substep is usually Submitting, which is done by the student (sometimes there is just an assessment and no submission, for instance when grading the Execution). After the student's work has been handed in, the assessment starts. This can be a simple assessment, where there is just one assessor, or there can be two independent assessors after which a Consolidation substep is done to come to a combined grade.

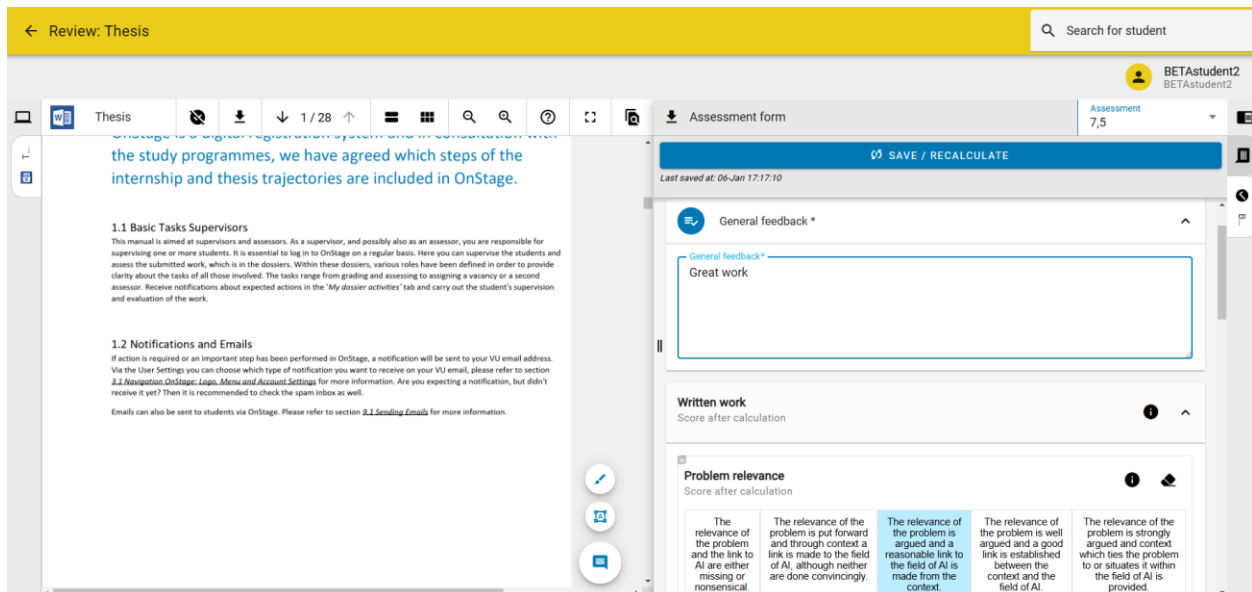
Assessing

In the step where you want to assess you will see something like the screenshot below. You click on “Review” to start the grading process.

Points assigned: 0 of 0 (0%)



You will then be brought to a different screen where you will see the work the student has submitted on the left and the assessment form on the right. The exact outlook can vary a lot depending on which step and your programme. There is an option to give feedback and usually some rubrics to fill out. After filling out the form you click on “Save / Recalculate”. A score might be calculated based on the rubrics you filled in or it says something like 0 out of 0 meaning you may decide your own grade independent of the rubrics (this depends on your program). You fill out the grade in the field on the top right, where it says Assessment (7.5 in this case), this is a dropdown. After filling in the grade you click on “Save / Recalculate” again. **After saving it is very import to click on the arrow for going back to the previous screen to confirm!**



Problem relevance				
Score after calculation				
The relevance of the problem and the link to AI are either missing or nonsensical.	The relevance of the problem is put forward and through context a link is made to the field of AI, although neither are done convincingly.	The relevance of the problem is argued and a reasonable link to the field of AI is made from the context.	The relevance of the problem is well argued and a good link is established between the context and the field of AI.	The relevance of the problem is strongly argued and context which ties the problem to or situates it within the field of AI is provided.

Confirming the assessment

When you have clicked the arrow on the top left you are taken back to the previous screen, where you will now see your grade and the general feedback that you gave. You also see a big blue button now with “Confirm assessment”. If you are happy with the grade please click this button to confirm, this is often forgotten unfortunately. Before this button is clicked the student does not receive the grade and the process can not continue. If you are not content with the assessment you can back to the assessment form, by clicking on the button “Review”.

Points assigned: 0 of 0 (0%) REVIEW

Assessment

Assessment*
7,5

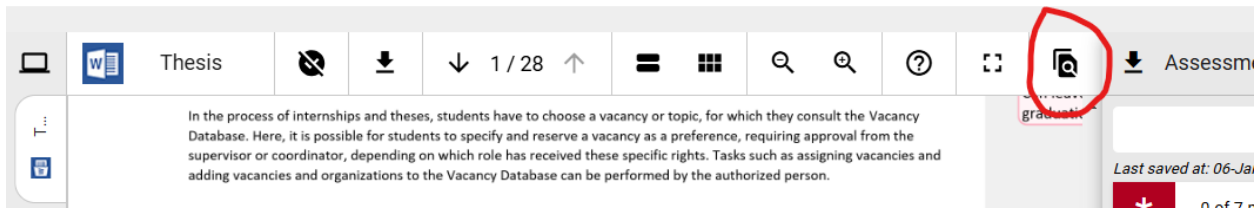
General feedback*

Great work

CONFIRM ASSESSMENT

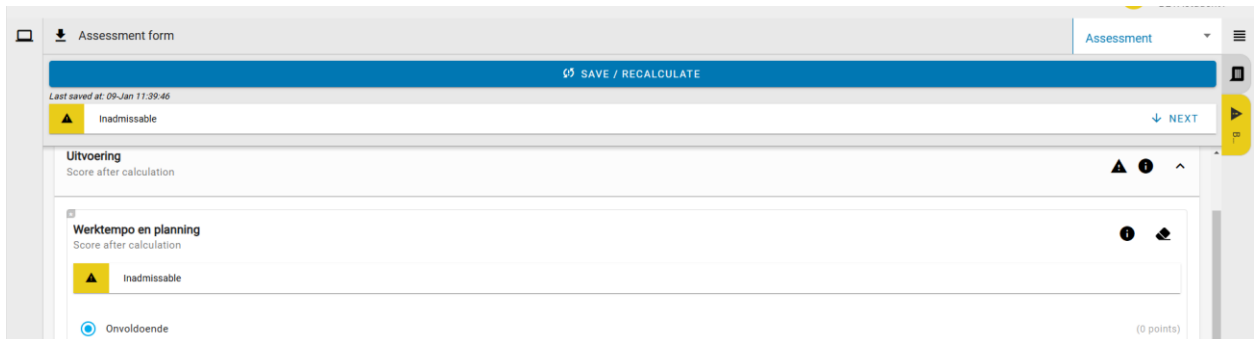
Plagiarism

OnStage has an in build feature for plagiarism scanning using the default plagiarism tool of the VU (Similarity since 2025). During the assessment the plagiarism results can be found by the document with magnifying glass icon (see screenshot). After the assessment is completed the plagiarism report can be found in the documents tab of the student’s file.



Warnings during assessment

For some programmes we have set up a warning when one of the criteria is marked as insufficient. The text of the warning is “Insufficient” or “Knock-out” (this is determined by the supplier and we can not change it). This is not an error and does not stop you from further filling out the form. It is just to remind you that you may have to give a failing grade to the student as per the regulations of your programme.



Consolidation and Final assessment

These activities are usually carried out by the coordinator, but in a few programmes are delegated to the supervisor. That is why they are included here if this is not applicable for you, you may skip this section or consider it a reference.

Consolidation

In an hand-in and assess step with multiple independent assessors, the grades have to be consolidated to one mark. This is for instance usually the case with the thesis, where both the supervisor and the second assessor grade independently. The consolidation is usually done by the coordinator, but in some programmes by the supervisor that is why it is mentioned here.

When both assessors have confirmed their assessment the consolidate button is visible for the consolidator:

Points assigned: 0 of 0 (0%)

0 of 7 mandatory questions answered

CONSOLIDATE

Assessment

Assessment*

General feedback*

Daniël Muysken:
Great work

Daniël Muysken:
ih:SRNK

Other examiners

DM	Daniël Muysken (First examiner Last active: 06-01-2025) Assessment: 7,5	AGAIN
DM	Daniël Muysken (Second examiner Last active: 07-01-2025) Assessment: 8,4	AGAIN

The consolidate button takes you to the consolidation screen. Here you can fill in the grade based on the rules of your programme, such as the average between the two assessors. You also have the possibility to make changes to the assessment form, but this is not necessary. After filling out the grade, you save and use the arrow to go back to the previous screen. Here you must confirm the consolidation, similar to an assessment.

← Consolidate: Thesis

Search for student

BETAstudent2
BETAstudent2

Thesis

1 / 28

Assessment form

Assessment

TOTAL: 0 OUT OF 0 (0%)

Last saved at: 07-Jan 13:19:08

The VU-supervisor, the 2nd assessor and possible assess the quality of the manuscript based on the After filling in the rubric you can determine the grade not calculate this).

7,3
7,4
7,5
7,6
7,7
7,8
7,9
8
8,1
8,2
8,3
8,4

General feedback *

Final assessment

In all but the most simple trajectories there is a final assessment step to determine the final grade. This is a special type of assessment step used to calculate a weighted average out of several subgrades. Usually this is done by the coordinator. If the coordinator (or the person authorized for this step) goes to the final assessment step, they see the grade already calculated. You can now take over the calculated grade in the Assessment dropdown (here you can only choose a grade rounded to 0.5, so the grade should be 7.0 in this case). Usually you want to check the partial grades first before taking over the grades, you can do that by clicking on the "Assess" button.

Attempt 1/2

Points assigned: 6,8 of 10,0 (68%)

ASSESS

Assessment

Assessment*

General feedback

CONFIRM ASSESSMENT

This will take you to the “Assessment form” page where you will see the partial grades and the weights assigned to it, see screenshot below. Here you see that in this case the report counts for 40%, execution 50% and presentation 10%. The partial grades given 8, 6 and 6 lead to the final grade shown ($8 \cdot 0.4 + 6 \cdot 0.5 + 6 \cdot 0.1 = 6.8$). This grade can be filled in it has to be rounded to a 7.0 (this you do by hand). After filling in the grade you have to click save, go back and confirm your assessment, similar to regular assessments. You also have to click publish. After this the grade is automatically uploaded to the administration system of the VU and the student receives it instantly.

The screenshot shows the 'Assessment form' interface. At the top right, the user is identified as 'BETAstudent2'. The page title is 'Assessment form' and the current status is 'Assessment'. A summary bar at the top indicates 'TOTAL: 6,8 OUT OF 10,0 (68%)' and 'Last saved at: 07-Jan 14:11:10'. The main content area is divided into three sections:

- Report**: 32 out of 40 points. Chosen value: 8. Range: Choose a value starting at 1,0 till 10,0.
- Execution**: 30 out of 50 points. Chosen value: 6. Range: Choose a value starting at 1,0 till 10,0.
- Presentation**: 6 out of 10 points. Chosen value: 6. Range: Choose a value starting at 1,0 till 10,0.