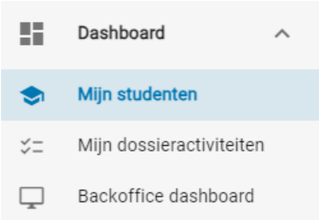
For Coordinators

OnStage Manual

Overseeing Educational Processes via 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 coordinators. **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 for VU employees, for externals the login procedure is slightly different) you will see a sidebar on the left, your dashboard. This dashboard is split into three sections: *'My Students'*, *'My Dossier Activities'* and '*Backoffice Dashboard*'.



As a coordinator, you are responsible for an entire coaching group, which includes one or more students. The coaching group is a collection of students who follow the same trajectory with the same course code. The coaching group shows which course and which trajectory the student is following. The coordinator's duties range from consolidating graded work, calculating the final grade, to assigning a vacancy to a student.

Dashboard: My Students

The '*My Students'* screen provides an overview of all the students you are linked to in your role as coordinator. Here you can also see the activities per student in which you have to perform an action.

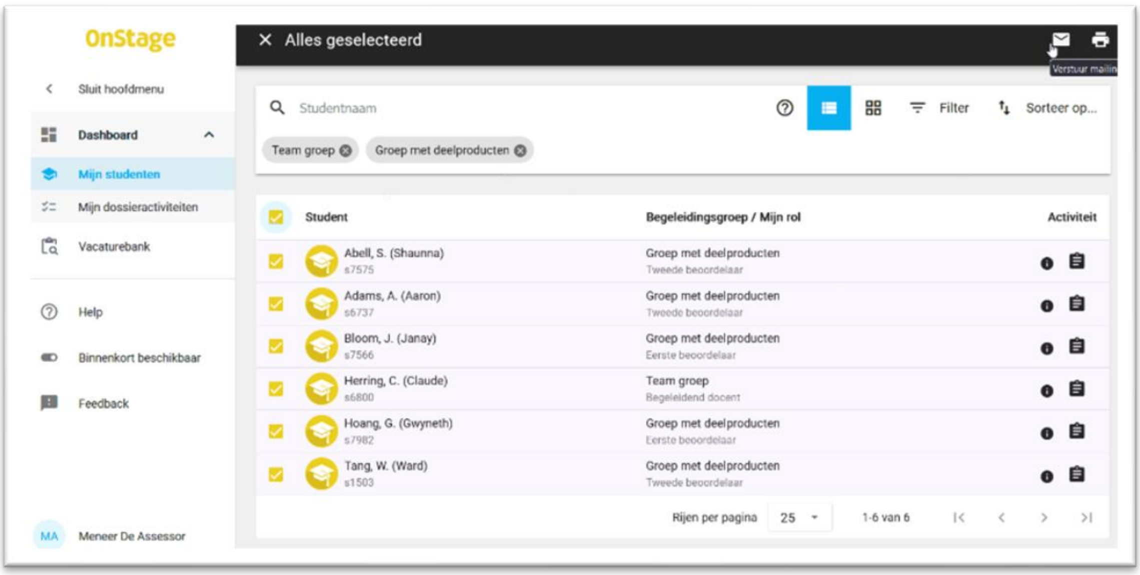
For each student you can see the following:

- Student: the student's details.
- Coaching group/My role: the coaching group contains a collection of students who are following the same trajectory. The coaching group also shows which course and which trajectory the students are following. Under the name of the coaching group, you can see in which role you are connected to this dossier, for example as a Thesis Supervisor or Second Assessor.
- Status: the activity that is currently open to be executed.
- Activity: notifications of open activities.

You have the option to search this overview by applying a filter or by entering a search term in the 'Student name' field (this can also be a student number).

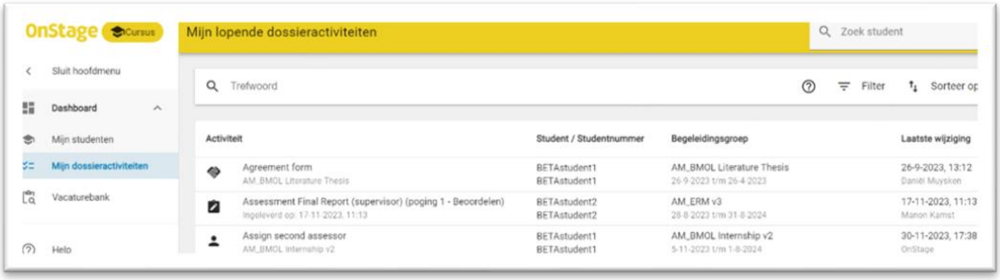
Click on a student to go to that student's dossier. You will be taken to the Activities screen of that dossier.

Depending on your rights, you can also carry out various **mass actions** on multiple dossiers, such as emailing multiple students at the same time or printing out a report. To initiate these actions, choose a line (for example, a student). Once you do this, the top bar will change colour and display the available actions at the top right of the screen.



Dashboard: My Dossier Activities

The '*My Dossier Activities'* screen provides an overview of all running activities to which you are linked in your role as a teacher, supervisor or assessor. Here you can see the activities in which you have to perform an action in your role. In this list, all relevant activities are clearly displayed, and you have the option to search and filter by specific criteria.



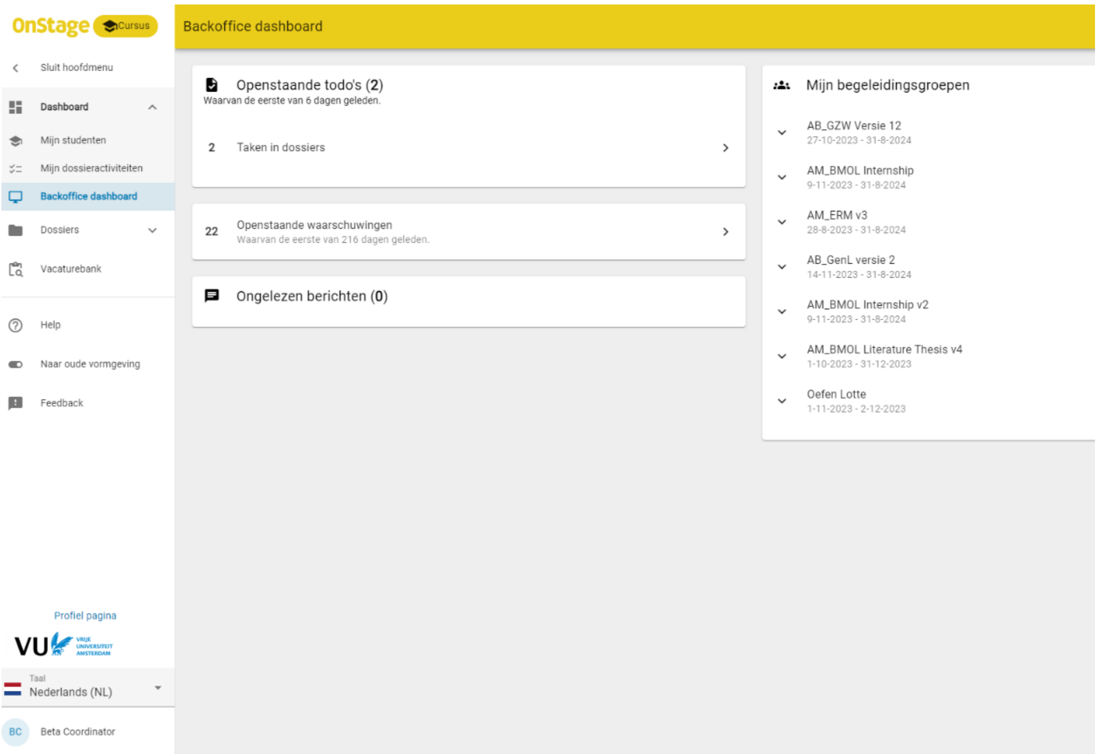
For each activity, this overview shows you:

- Activity: the activity to be carried out, including the programme and trajectory for which it is to be carried out.
- Student/student number: the student's details.
- Coaching group: a collection of students who follow the same trajectory (type of internship or thesis). The coaching group also shows which course and which trajectory the student is following.
- Last modified: date and time of the last change to the activity.

In this screen you can search by Keyword and you can apply a Filter.

Click on an activity to go to that student's dossier. You will be taken to the Activities screen.

Dashboard: Backoffice Dashboard

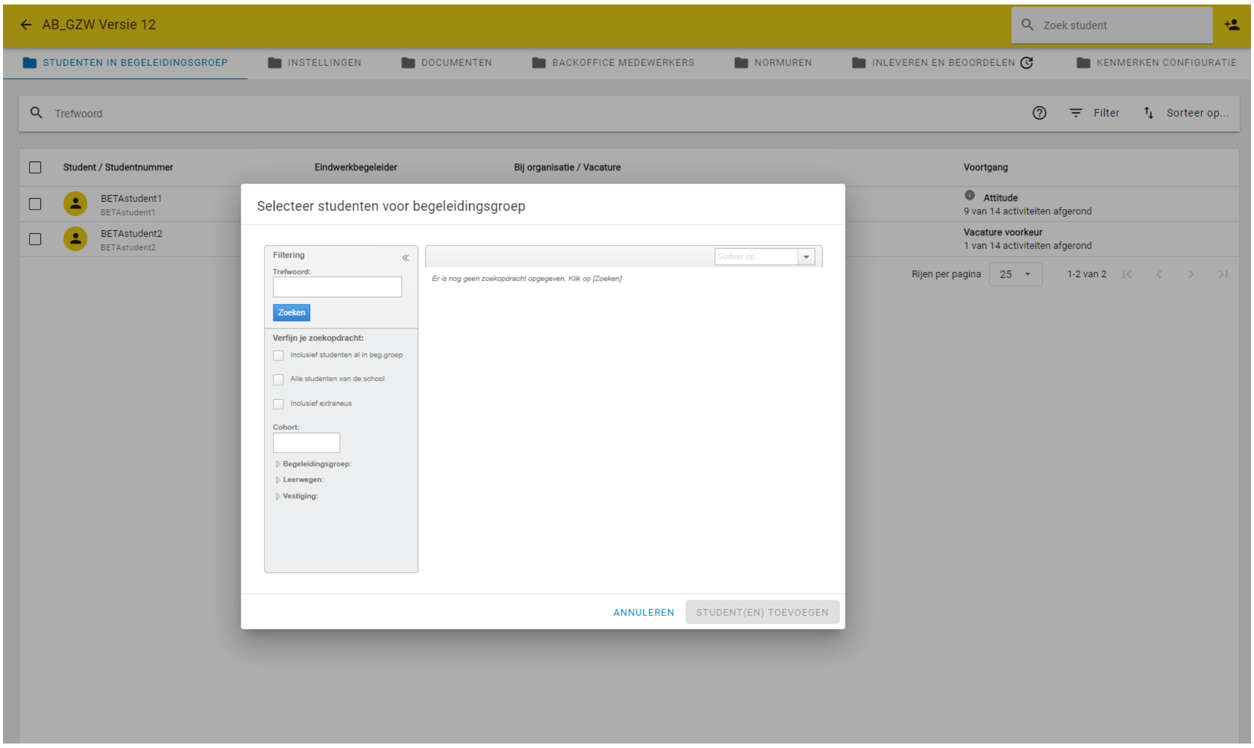


The Backoffice Dashboard screen provides a summary of the tasks (to-do's) that you have to perform as a coordinator, the open alerts, unread messages and the coaching groups that you manage.

Coaching Group

Adding Students

1. Click on the coaching group you want to add the student to
2. At the top right of the screen, click on the *'Add students'* button
3. A pop-up will appear. Not visible in the screenshot below is the course code that is checked in the pop-up. If you click 'Search', all the students that are enrolled in the course will appear
4. Select the right student(s) and add them



If you can't find a student, please contact the educational office via doe.beta@vu.nl.

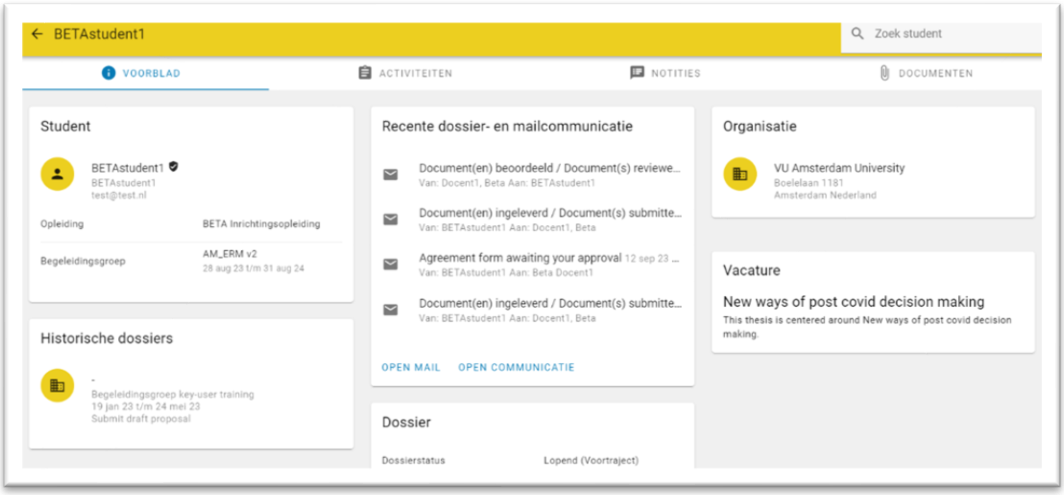
Dossiers

Each student has a personal dossier in OnStage for each trajectory. The dossier contains all the steps concerning the process. In this dossier, not only information is kept in a clear manner, but also the phase in which the student is. The personal dossier in OnStage is considered complete when all parties involved have completed all the mandatory process steps, both in the preparation phase and in the execution phase.

In addition, the dossier is continuously expanded with additional information and documents as the student goes through various steps. As a result, the dossier grows organically and provides a complete picture of progress and performance during the internship and thesis process.

When opening a student dossier, four tabs are available. The dossier screen is divided into 4 tabs (cover, activities, notes and documents) for clear navigation.

In the top right corner of the screen there are various actions that you can perform within the dossier. These are actions such as saving and refreshing, depending on the permissions assigned to you.



Cover (Tab 1)

- This tab shows detailed information about the dossier, including relevant information about the organization/assignment linked to the dossier. In this tab, all information about the dossier and the student is clearly displayed, in 3 columns:
    - Student related
    - Dossier related, such as status, features, supervisors
    - Organization/client related, such as organization, contact person, title of assignment

Activities (Tab 2 - Default View)

- When you open the dossier, you will be redirected to the '*Activities*' tab by default.
- In this tab you can view both the step-by-step plan of the dossier and its progress. Here you can see an overview of all activities, such as reviewing and assessing reports. In addition, the information entered is shown as soon as a step is completed. This means that if a student submits a report, the uploaded file will remain available at this location.
- To open a specific activity, simply click on the relevant line. If the line is grey, you can't start the activity (yet). That means it's either not for you, or you have to complete other activities first.
- At the top right of the screen, you can save or refresh your dossier at any time with the corresponding buttons. After opening an activity, some action buttons will also become available there.

Notes (Tab 3)

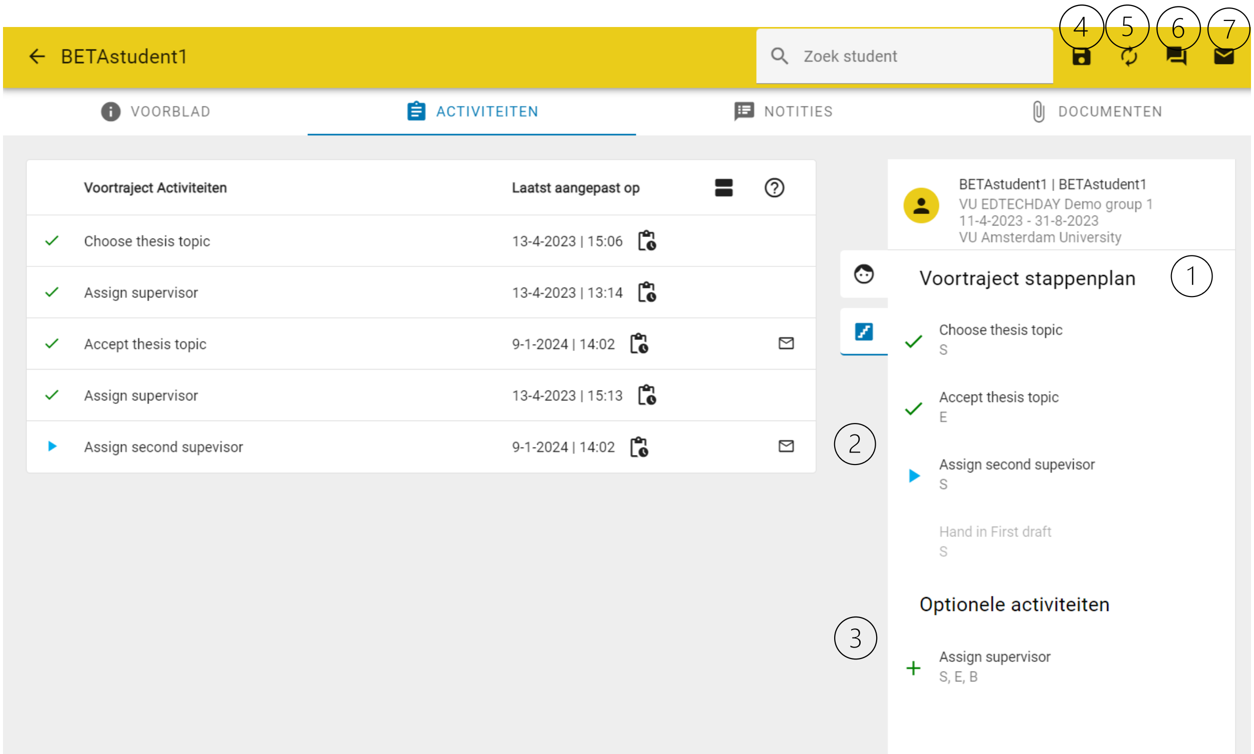
- The '*Notes'* tab is initially empty. Here, a user can add notes by clicking on the plus sign. When adding, you can indicate who can view the note. By default, all roles are unchecked.

Documents (Tab 4)

- The '*Documents'* tab is initially empty and is gradually filled with relevant information.
- All uploaded documents in the dossier are visible here. Please note that there may be multiple documents with the same name. Check the '*Activities'* tab to see which step belongs to which document.

Step-by-step plan

The step-by-step plan in the dossier serves as the central location where you gain insight into the student's progress and where you can initiate the various activities. On the right side of the page you will find the step-by-step plan, both in the preparation phase and the execution phase.



1. **Preparation and execution phase:** The step-by-step plan consists of two phases: the preparation and execution phase. At number 1 you can see which phase you are in. When the preparation phase has been completed, you will automatically go to the execution phase. You can still go back to the steps carried out in the preparation phase by using the buttons at the top of the step-by-step plan.
2. **Step-by-step plan:** The step-by-step plan contains the mandatory steps in the process. In the preparation phase, the next step is opened automatically, but during the execution phase you have to click on the step in the list to open it. Underneath the steps are letters to indicate who the step is for. For example: 'SV' means that the supervisor has to perform this step. Here are the abbreviations and meanings:

   S = Student

   SV = Supervisor

   AS2 = Second Assessor

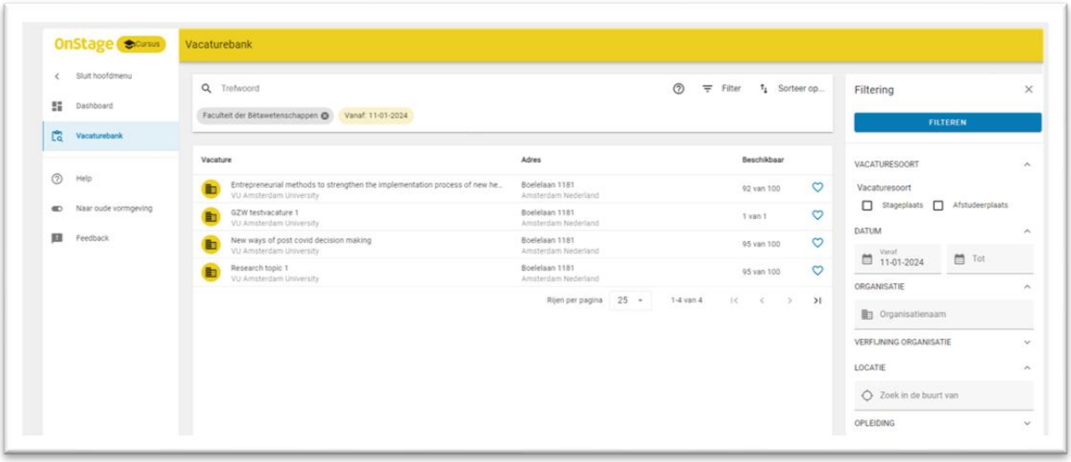
   AS3 = Third Assessor

   CO = Coordinator
3. **Optional activities**: Optional activities are activities that can be added and run multiple times. They are not mandatory to use and not every phase has optional activities. If you've added an optional activity, you'll need to complete it before you can continue. <u>A phase cannot be completed if an optional activity is still open. Please note: as soon as you click on the plus sign next to an optional activity, it will be added directly to the dossier.</u>
4. **Save**: Save all changes made to this screen.
5. **Refresh:** With this button you can refresh the screen and you can be sure that you see the current data.
6. **Dossier communication**: This button will take you directly to the communication page. This is a chat function in OnStage, not to be confused with mail communication (for mailings). The student can contact you via this function.
7. **Mail function:** With the mail function you can send the student an email.
8. **Icons:**

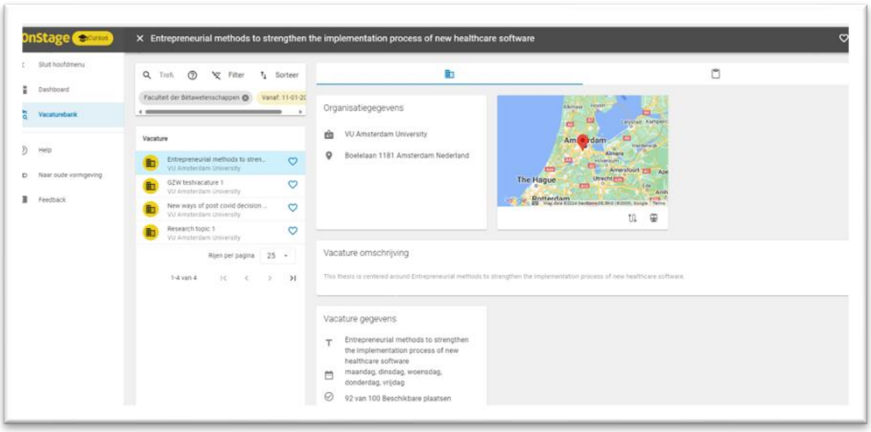
▶	A mandatory activity that is open
✓	A mandatory activity that has been completed
+	An optional activity you can add

Vacancy Database

For certain trajectories, the use of the Vacancy Database is required. When the student is looking for a vacancy, theme or topic, the student is guided step-by-step through the Vacancy Database by actions such as *'Vacancy Search'*, *'Vacancy Preference'*, *'Choose Themes'* or *'Choose Topic'*. The necessary information is available in the OnStage Vacancy Database under the available vacancies. If you use the 'Search for a job' step in the dossier, you will also be directed to the Vacancy Database.



Once you've selected a vacancy, the details will be displayed on the right side of the screen (see image below). On the left-hand side, the list of vacancies will always be visible.



Add vacancy to Dossier (Approve and Assign)

Students can view vacancies and add them to their dossier. Adding is done in the form of indicating the preference, or by making a reservation. In some programmes, students can only indicate their preference, after which this reservation must be confirmed by the coordinator. In other programmes, students have the opportunity to reserve a vacancy themselves. This depends on the choices made by the study programme in setting up OnStage.

Important icons

Icon	Explanation	Meaning
	Favourites	With this icon, the favourite vacancies are marked by the student to find them faster
+	**Add as Preference or Reservation**	With this icon, the vacancy can be marked as Preference or Reservation
	Reserve	With this icon, the vacancy can be reserved
	Remove	Vacancies that have not been reserved can be removed from an activity or the file by clicking on the delete icon

AFRONDEN	**Complete**	A reservation for a vacancy and adding a vacancy as a preference can be confirmed by completing the step with this button
	View Details	Find out more about the vacancy by clicking on the magnifying glass icon

Mass Action: Matching vacancies

Students can be matched individually or in groups at the same time, provided that the dossiers are also ready for the relevant step in the step-by-step plan. Matching is done in the following way:

1. First, make sure your vacancy offer is up-to-date
2. Select the correct coaching group from the '*Coaching groups*' screen
3. Make a selection of the students you want to match
4. At the bottom of the screen, choose *'Match'*
5. The *'Matching'* screen opens. In this screen you will find the students on the left and the vacancies on the right (after clicking on *'Apply filter'*).
6. Open a student each time and search for the desired vacancy. Optionally you can click on *'Match'* or *'Options'.*
7. You will now see the number of available places decrease by one at a time.
8. Go back to the dossier overview screen and finalize the matching with the mass action (at the bottom): *'Complete activity'*

Adding Vacancies and Organizations

All supervisors that have been given the role of *relatiebeheerder* can add vacancies and organisations to the Vacancy Database.

1. Navigate to the Main Menu
2. Go to Basic Data
3. Click on Vacancy List
4. Click on the *'Add new vacancy'* button in the top right corner.

If this doesn't work or you want to have more people added as *relatiebeheerder*, contact the educational office at doe.beta@vu.nl.

Submission and grading

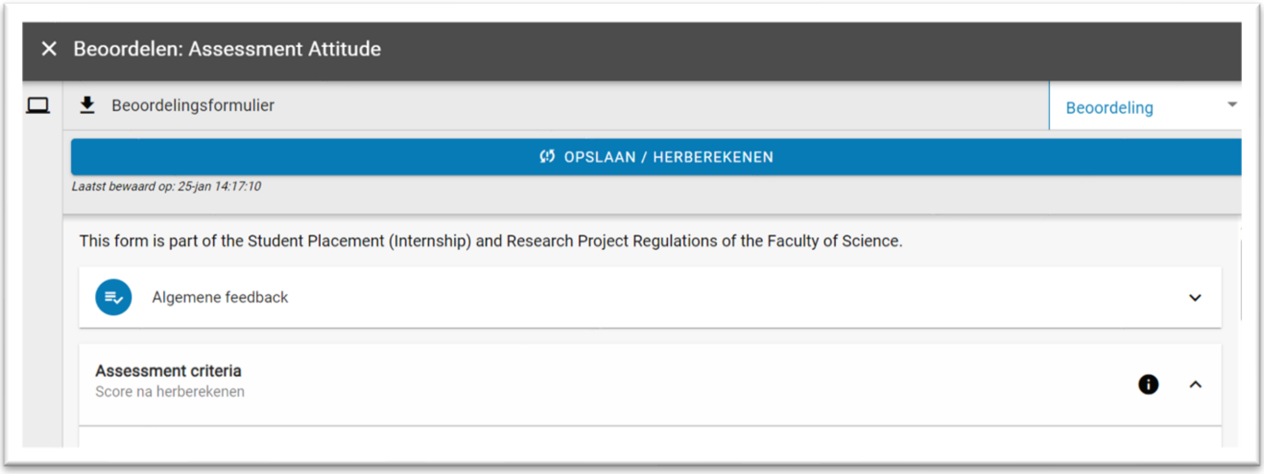
After the student's work has been handed in, the assessment starts. There are several buttons for this process, including *'Start Assessment', 'Review'*, *'Confirm assessment'* and '*Publish'*.

Start Review Button

For a step such as *'Review only*', you can use the *'Start assessing'* button to start the assessment. If it is not a document but a real-life situation like a presentation that needs to be assessed, this button is often used. You can start grading after using this button.

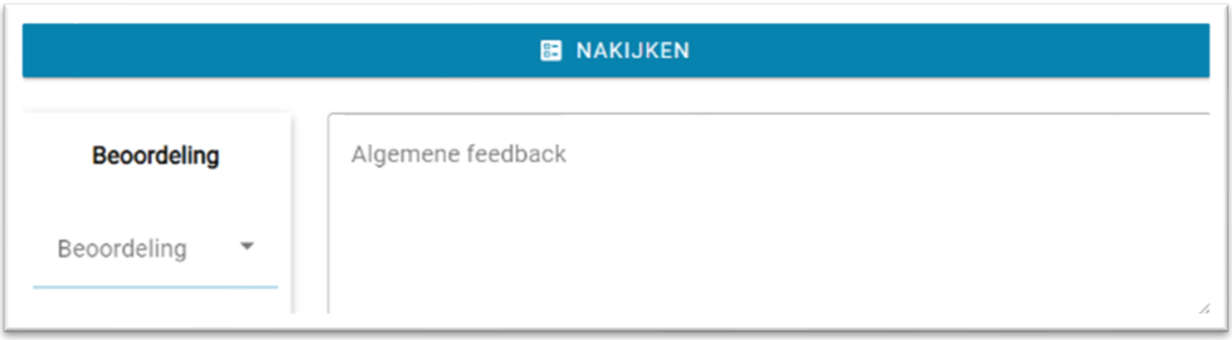
Assessment form

After selecting the *'Assess'* button, you will go to the assessment screen. After assessing, for example by giving feedback and using a rubric, you can download the completed assessment form. You can do this by first saving the assessment with the '*Save/Recalculate'* button and clicking on the symbol with the downward-pointing arrow afterwards.



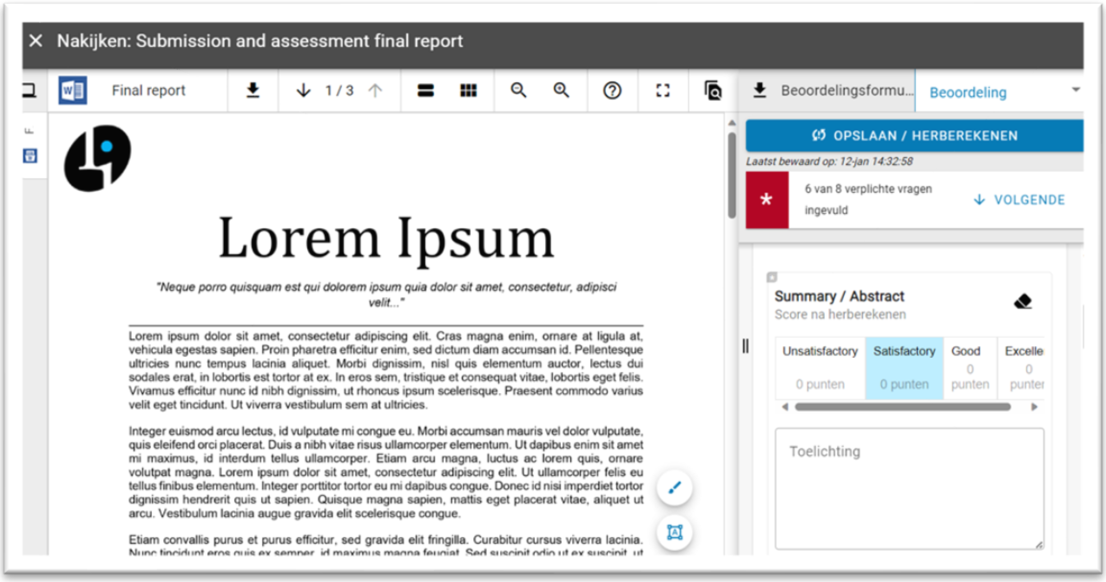
Grading

After a hand in, the '*Review*' button is sometimes also used. With this button the submitted work can be assessed. The assessor can provide specific feedback through annotations and, if configured, fill out an assessment form.



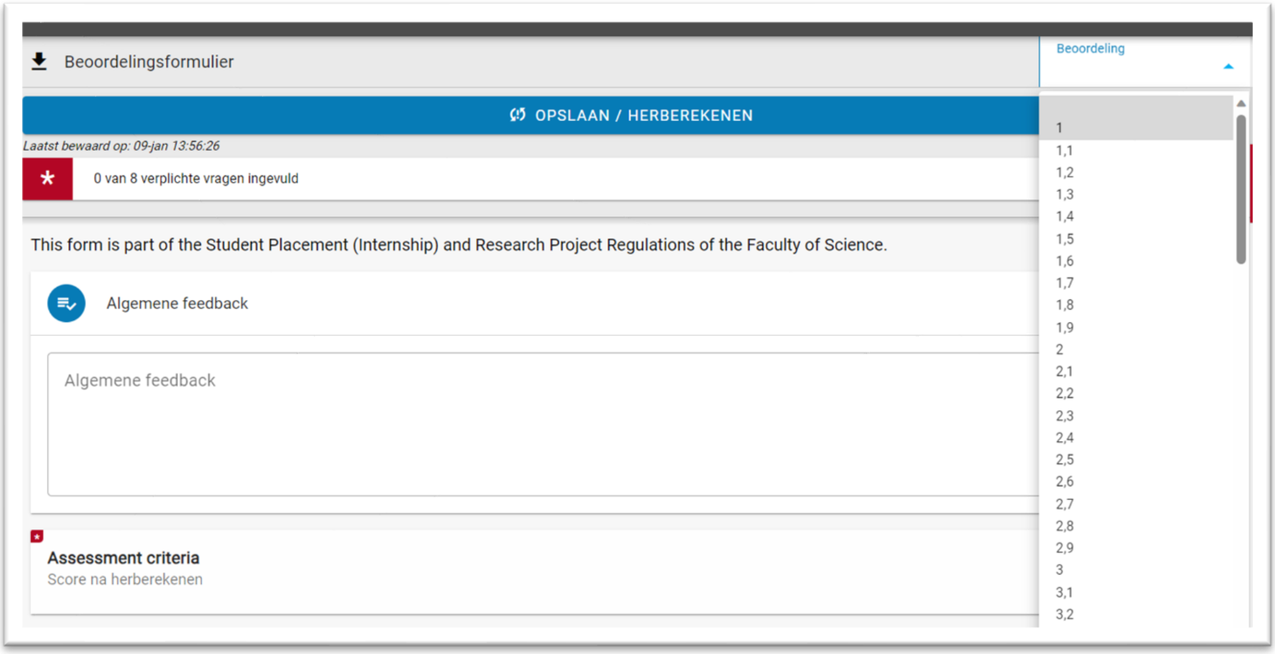
Some programmes use a rubric or a multiple-choice assessment with checkmarks when grading. When the rubric is set as a **'clickable' rubric**, the assessor has the option to assess the work using this rubric by simply clicking on the grading criteria. By clicking on the relevant sections, the assessor can indicate how the work was assessed based on the pre-established criteria. Within this screen it is possible to choose the rating and fill in *'General feedback'*.

Next, this assessment must be saved using the '*Save/Recalculate*' button and a grade must be entered in the *'Assessment'* drop-down menu.

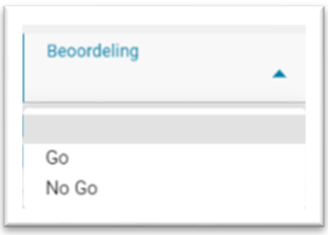


Entering a Grade

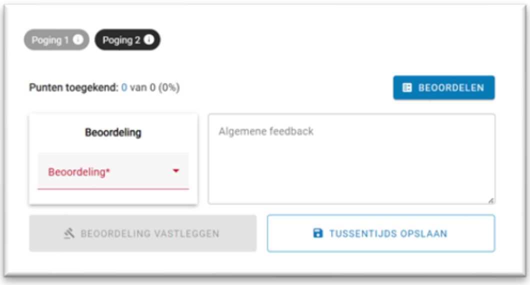
There are several methods available for entering an assessment and grades. For example, in the top right corner, in the drop-down menu *'Assessment'*, you can choose a grade.



The same applies to the Go/No Go assessment. This is done in the top right corner of a drop-down menu.



If it is not possible to enter a grade via the drop-down menu on the assessment screen, or if this has been accidentally skipped, you can still choose a grade and add general feedback when returning to the activity or at the end of the step.



The *'Calculate Final Grade'* step often has a suggestion for the final grade, based on the rubric and the weights attached to each section. The coordinator still has to enter the final grade separately in the last screen via the drop-down menu.

Back to Dossier

After assessing, you can go back to the dossier. First choose *'Save*' and then choose the *'Back to dossier'* button at the top left of the screen (if this button is missing, the cross can be clicked after saving). This is necessary to completely close and save the assessment. If this is not done, the assessment is not saved.

Confirm Assessment

The '*Confirm Assessment'* button will finalise the assessment and, depending on the further configuration, will

- complete the step (with the '*Publish and finish'* button)
- grant a retry (using the *'Publish and assign new attempt'* button)

When reviewing and assessing, general feedback is often mandatory. If this is not done in the grading screen (the screen with the rubrics), it can be done on the last screen: the screen with the publishing of the assessment.

Publish

After grading, in some situations the option appears to publish the result and possibly assign a new attempt (button *'Publish and assign new attempt'*). With this the assessor gives the student a retry. The '*Publish and finish'* button saves the result and finishes the step.

Consolidate

If the programme has chosen to consolidate, and this must be carried out by the coordinator, this is done as follows.

- Go to the student's dossier.
- Once both reviewers have published their assessment, the '*Consolidate'* button is available here. Use this button to start the consolidation.
- You will be taken to the assessment screen. Flip open the assessment sections and you will see the ratings of both assessors next to each section.
- You will now consolidate the two assessments into one final assessment by consolidating the grade. You do not have to make a choice between the different assessments per section. in the drop down menu of the grade you can see the grades that have been given by the different assessors. You now pick the grade in the middle.

- Save the changes using the *'Save/Recalculate'* button and return to the activity using the *'Back to Dossier'* button.
- When the consolidation has been completed, you will now see the button *'Confirm consolidation*'. Click this button to complete the consolidation.

Please note! The assessment has now been completed, but is not yet final. You can still revise the consolidation at this time. The review will become final when you click on the *'Publish and Finish'* button at the bottom of the page.

Embargo

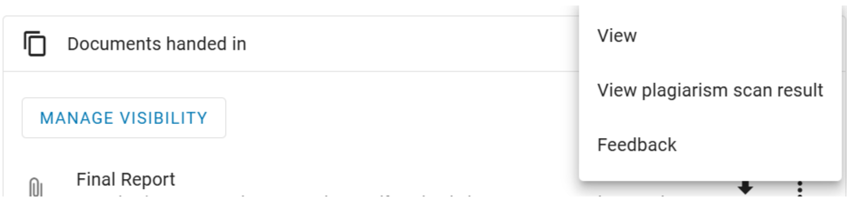
In OnStage it is possible to submit documents 'under embargo'. If a document is submitted 'under embargo', this means that the work is confidential and will (temporarily) not be visible to others. This can be useful if, for example, the report contains sensitive information that may not (yet) be made public. If the student has forgotten to put an embargo on the document during the submission, the supervisor or coordinator can still turn it on afterwards in some cases.

Documents that are submitted under embargo will be provided with an end date. After this date, the embargo will be lifted.

Note: As an assessor, you should take into account that when a student submits document under embargo, the document will not be sent to the plagiarism scanner. After the embargo expires, the document will be archived and checked for plagiarism, but it will not be listed as a source when other students submit their documents for analysis. In addition, it is not made searchable in the plagiarism system in which it is stored.

Plagiarism Scanner

Papers and theses are scanned for plagiarism. This is done automatically. The standard plagiarism system used by VU Amsterdam is built into Onstage. You can view the plagiarism report by clicking on the three dots next to the file that has been handed in by the student.



Reports

Generating reports

Reports can be created to export overviews. Reports are available in either PDF or Excel. The selection you make in the relevant overview screen also determines the selection in the report.

Generate reports via your dashboard:

1. Go to the main menu and click on *'Dashboard'*
2. Navigate to the '*My Students'* screen
3. Select one or more students
4. At the bottom of the screen, the '*Select report'* button appears.

Generate reports from a dossier:

1. Go to the main menu and click on *'Dossiers'*
2. Navigate via the coaching group to the desired student
3. In the student's dossier, click on the '*Activities'* tab
4. Click on the '*Dossier Report'* button.

Generate reports from entire coaching groups:

1. Click on *'Dossiers'* in the main menu
2. Select one or more coaching groups
3. At the bottom of the screen, the '*Select report'* button appears
4. Select the report you want.

In all cases, a pop-up will appear where you can request a report.