



OnStage Student's Manual

VERSION 0.1
29-4-2016

1.CONTENTS

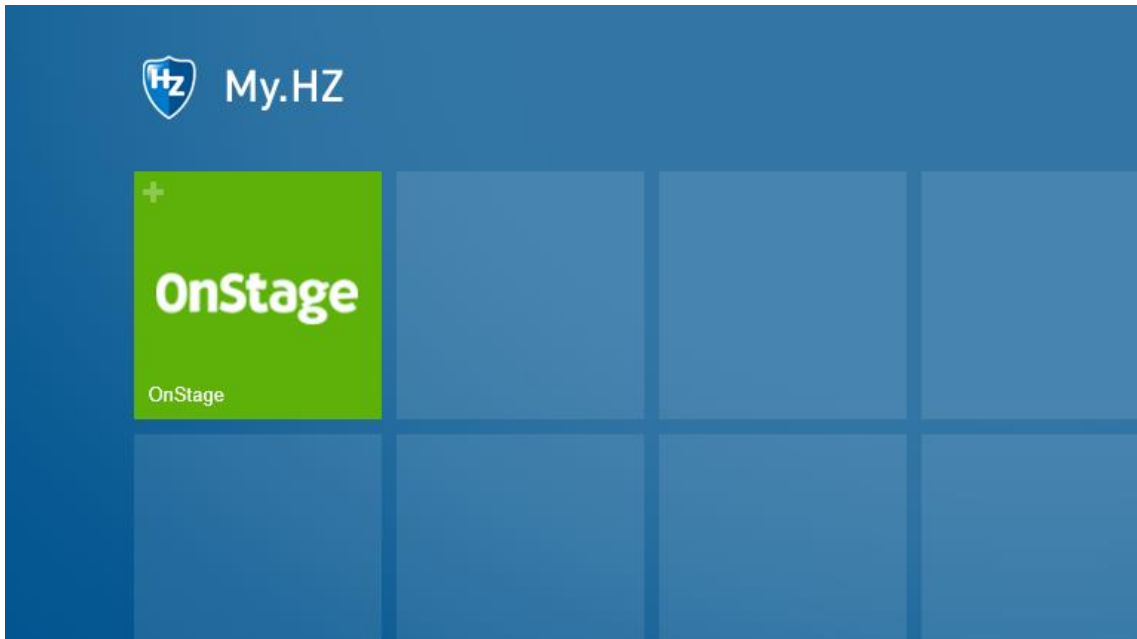
1. CONTENTS	1
2. INTRODUCTION	2
2.1. Logging in	2
3. DASHBOARD	3
3.1 Activating the file	3
4. STUDENT'S PERSONAL FILE	4
5. SEEKING AN INTERNSHIP PLACE	6
6. OTHER ONSTAGE BUTTONS	10

2.INTRODUCTION

OnStage is an application that is used within HZ University of Applied Sciences for internships. It is a tool that permits the student, the internship lecturer, the internship coordinator and the HZ Internship Office to collaborate via one or more step plans.

2.1. LOGGING IN

Go to My.HZ. Click on OnStage. You will now be transferred direct to OnStage without any further logging in.

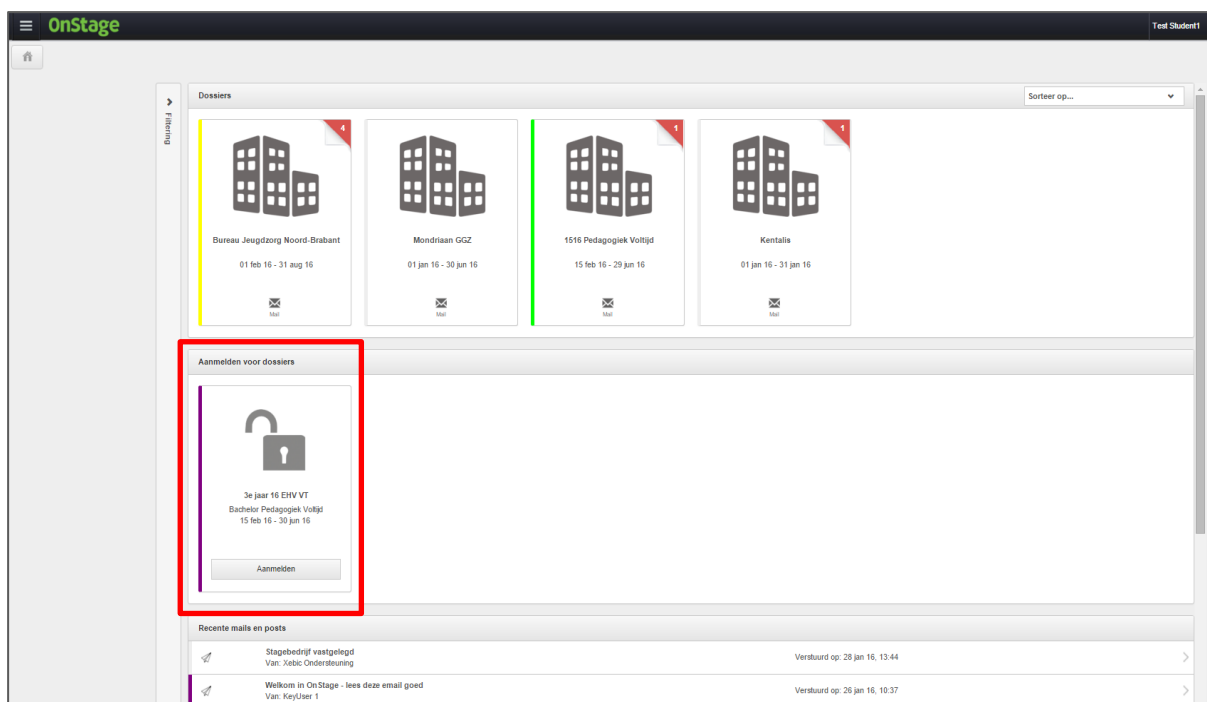



Another method is to use the URL: <http://HZ-onstage.xebic.com/> A new screen will appear. Log in with your HZ User Name and Password.

3.DASHBOARD

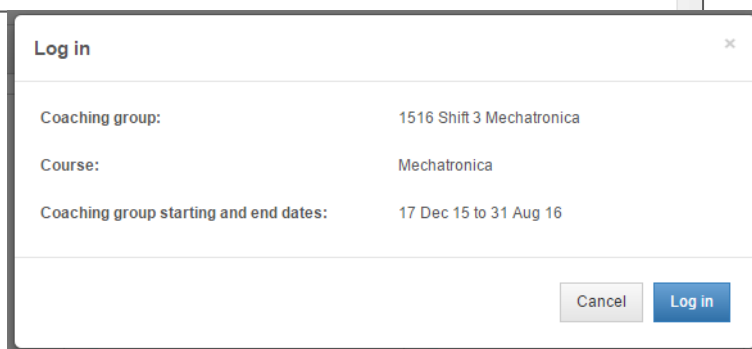
3.1 ACTIVATING THE FILE

Once you have logged in you will see a dashboard like the one shown below. At the top you will find live files (internship and graduation phase projects). If you click on one of these, you will go directly to the steps in the relevant file.

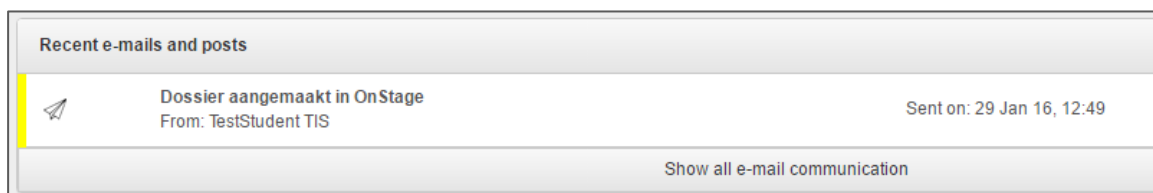


Click on  to register for a new internship or graduation phase project.

This will bring up a pop-up screen showing the name of the support group, the programme and the start and end dates. Make sure you are in the right file before you click on Register.

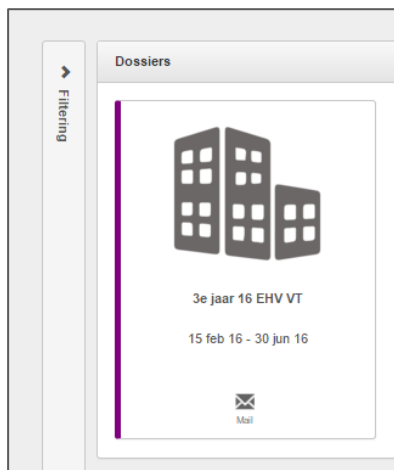


You will find recent emails and posts at the bottom of the dashboard screen. Here you will see the last 5 emails or posts (type of chat function) that have been sent to you.



4. STUDENT'S PERSONAL FILE

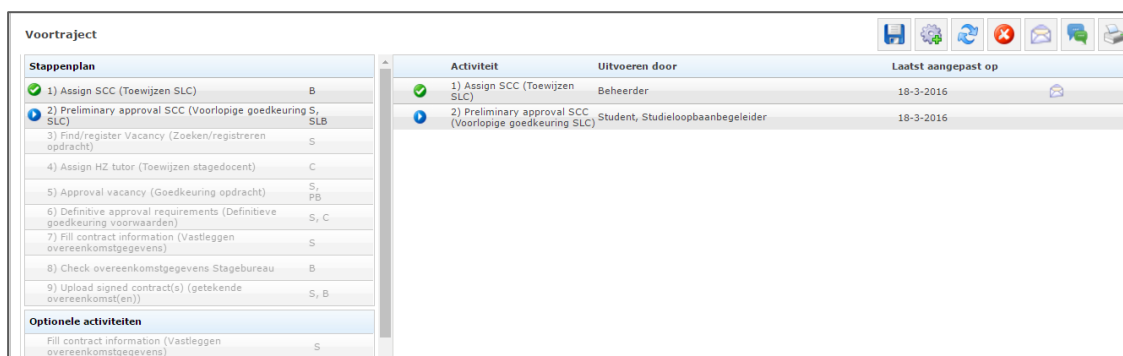
Once you have registered for the correct internship file, you will see your dashboard appear at the top of your file:



If an action is also required on your part, then there is a red triangle top right:



Click on the building/red triangle and your internship file will open. The outstanding action will also open. If you click on the step, a yellow banner with instructions will appear. Follow these instructions so to correctly complete the step.



The Internship File consists of a Preliminary Project and a Support Project. Each project has a number of compulsory and optional steps. You go through the Preliminary Project first. The Preliminary Project is normally in the correct sequence.

Please note, it is only after you have completed the entire preliminary project that you can actually start on your support project(!)

This means that Step 1 must be performed first, then Steps 2, 3 etc.

There are 4 different tabs in the file. The first tab gives a handy summary with all the information on all aspects of this file. The second tab shows the step plan with the content and status of each step. With Notes it is possible to write notes for yourself. You can make these visible to others. Please note: the others will not receive a message if you put a new note here. Under the last tab you will find all the (definitive) documents in the file.



The three options to the top right of your step plan are:

- 1) Save temporarily
- 2) Refresh screen
- 3) File communication (chat function)



Each step can be expanded or minimised on the screen by clicking on the grey bar for that step.

1) Assign SCC (Toewijzen SLC) Beheerder 18-3-2016

2) Preliminary approval SCC (Voorlopige goedkeuring SLC) Student, Studieloopbaanbegeleider 18-3-2016

Instructies

Student: upload your grades and click on the button **Hand in**, the SLC approve your grades (and eventually other constraints)

Student: uploadt cijferlijst en klik op **Inleveren**, de SLC keurt je cijferlijst (en evt. andere voorwaarden) goed

Documents:

There are no documents yet.

Add document

Comments:

Read the instruction text in the yellow boxes within each step carefully (!)

On the left-hand side of your file screen you will find the steps associated with the project. The figure below shows sample steps associated with the preliminary project. Green means completed. Blue means ongoing and grey that it cannot be opened yet because the prior steps must be completed first.

1) Assign SCC (Toewijzen SLC)	B
2) Preliminary approval SCC (Voorlopige goedkeuring S, SLC)	SLB
3) Find/register Vacancy (Zoeken/registreren opdracht)	S
4) Assign HZ tutor (Toewijzen stagedocent)	C
5) Approval vacancy (Goedkeuring opdracht)	S, PB
6) Definitive approval requirements (Definitieve goedkeuring voorwaarden)	S, C
7) Fill contract information (Vastleggen overeenkomstgegevens)	S
8) Check overeenkomstgegevens Stagebureau	B
9) Upload signed contract(s) (getekende overeenkomst(en))	S, B

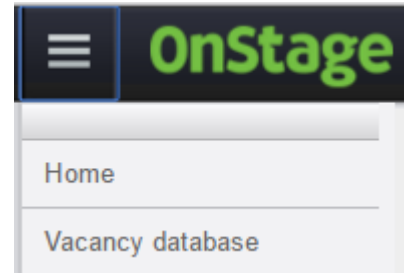
Not all steps should be taken by you (the student). Some steps must be taken by the HZ Internship Office (as the manager) or by a lecturer (as the coordinator, lecturer-supervisor). Other steps are not for you as the student to take on your own but also require action by another party. So click into OnStage regularly to check on the progress of your steps. Are you having to wait too long for the coordinator, HZ Internship Office or the lecturer to take a particular step? Then use the file communication or go and see them!

You can receive messages from OnStage in your inbox: emails and systems messages. Emails are messages set up by the course. You will find these in your inbox at the start or end of a step. Systems messages are messages automatically generated by OnStage. In both cases, the message may contain important information. So please check carefully whether these messages are ending up in Spam by accident.

5. SEEKING AN INTERNSHIP PLACE

You can search for an internship place in 2 locations in OnStage. You will find where to look via the screen top left, the Vacancy database.

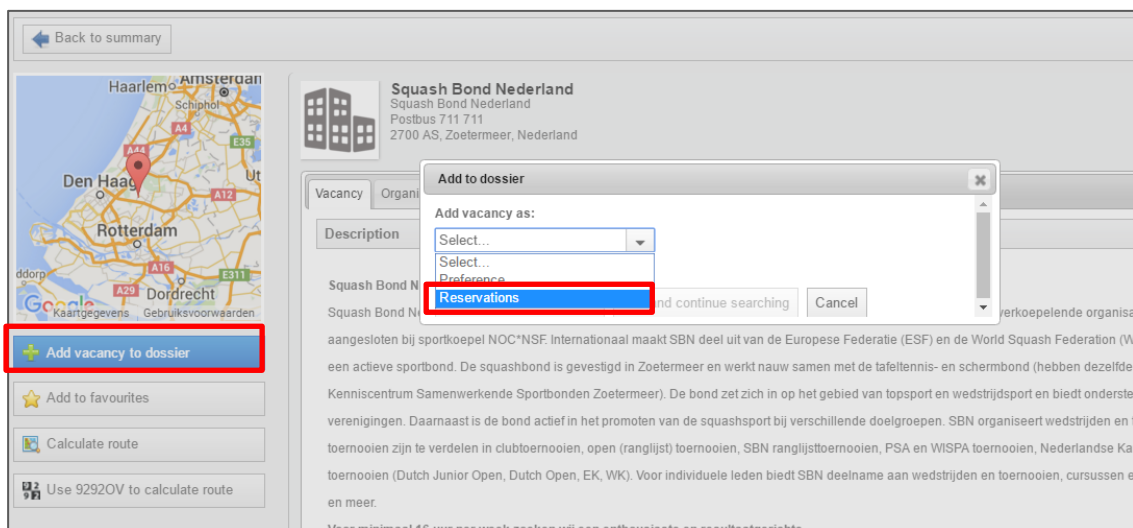
Within this vacancy database you can carry out a comprehensive search for internship places. Pay close attention here to the search terms and criteria that you have input on the left-hand side. Suppose you find a vacancy that you quite like. You can put it in your favourites. You can then call these up again in your file so as to link them to your file if you are definitively accepted for this internship. To apply for a particular position, send your letter and CV (unless instructed otherwise) to the contact person for the internship vacancy.

A screenshot of the OnStage Vacancy database search interface. The interface is divided into a left sidebar and a main content area. The sidebar contains a search form with fields for 'Keyword', 'Town/city postcode - town/city - distance (in km)', 'Organization', and 'When from - to'. Below these fields are several filter categories: 'Country', 'Vacancy type', 'Sector', 'Course', 'Specialization', 'Course year', 'Working days', and 'Characteristics of the organization'. The main content area displays a search result for 'Squash Bond Nederland', including a brief description, organization details, and a 'Type' of 'Open vacancy'. A yellow callout box with a blue border is overlaid on the main content area, containing the text: 'Please note, in the end the place that you must search for or complete is in your file.'

If you have found an internship assignment via the OnStage vacancy bank and definitively set it up, then you link your internship assignment (in OnStage this is called a “Vacancy”) to your file. A brief description of this step follows below.

In the step in which you must specify your data about the company, select the **“Find vacancy in vacancy database”** button. In the following screen you can see the favourites that you have found in the vacancy bank earlier. You can if you wish continue to search and find another vacancy. If you have found the vacancy for you, click on **Add Vacancy to file** and **Reservations**. Then when you are back in the file, click on Finish to proceed to the subsequent step.

A screenshot of the OnStage Reservations screen. The screen has a light blue header with the title 'Reservations'. Below the header, there is a message: 'No reservation for this student yet.' Below this message are two buttons: 'Find vacancy in vacancy database' and 'Add vacancy you found yourself'. The 'Find vacancy in vacancy database' button is highlighted with a red border. Below the buttons is a section titled 'Attachments (0)' with a 'Complete' button.



If you have not found an internship assignment via the OnStage vacancy bank but by another means, in this step click on the **“Add vacancy you found yourself”** button.

Once you have clicked on the **“Add vacancy you found yourself”** button, you will see another screen. See the screenshot below. Fill in the fields marked in yellow as a minimum.

Enter vacancy that you found yourself

Vacancy

Enter a title for your vacancy:

Enter a short, concise description of your assignment and/or activities.

Organization

Organization where you will carry out the assignment:

shell

Enter the name of the organization your placement is at (plus the postcode if needed). Options will be provided. If the correct organization is not shown, choose [Add Organization].

Shell Arbodienst
Vondelingenweg 601, Vondelingenplaat Rotterdam
3196KK, Netherlands

Shell Chemicals Europe BV
Hoofdweg 256, Rotterdam
3067GJ, Netherlands

Add organization

If you enter the name of an organisation, you will probably see one or more options appear. Select the correct option. Is the correct organisation not shown? If not, add the organisation via the **“Add organisation”** button. Exactly the same applies to contact persons.

Once you have clicked on **“Save”**, a screen like the one below appears. Here click on **“Agreement”** and/or **“Coaching”** and click on the grey **“Save”** button again. Once you have clicked on **“Save”**, you will see the usual file screen again.

Contacts

Contact:

J.W. van de Velde

I arrange the following with this person:

- ☒ Agreement
- ☒ Coaching
- ☐ LogBook

Add contact


Save Cancel

Perhaps you would like to click on the “Internship file” again to see the file/step plan. The input of the internship details is now **almost** complete. You now need only to click on the grey “**Finish**” button. If you do that, this step is definitively completed and you will receive a digital HZ agreement in your mailbox.


6. UPLOAD SIGNED CONTRACT(S) (GETEKENDE OVEREENKOMST(EN))


To upload the right contract with the company you start with registering the period you stay at the company.


Instructions

 Student: Register the period of the internship (for the internship agreement)

Student: Voer de periode in van de stage (komt in de stageovereenkomst)

Starting date: 23/03/2016  (Course start date: 01/09/2013)

Expected end date: 23/03/2016  (Finalized course end date: 31/08/2016)


Attachments (0) 

Save and continue

Complete

After you registered the right period you get an email from OnStage with your contract. Fill in the contract, sign it and ask your supervisor from the company to sign the contract.

Instructions

 Student: upload the signed contract(s) and click on the button **Hand in**, TWZ will check the contract

Student: upload de ondertekende contracten en klik op **inleveren**, TWZ checkt het contract nog

Documents:

There are no documents yet.











Add document

Comments:

Upload the signed contract, the internship office HZ will look at the signed contract. When approved, you will continue the process in the execution phase. **Please notice: If you do not upload a signed contract, you will not be able to start the execution phase. This means you cannot hand in reports or forms!**

7.OTHER ONSTAGE BUTTONS

You will see a number of buttons and icons on your Dashboard and in your step plan. The most frequently occurring icons are placed next to an input field, on a line or at the top right of a screen:

Icon	Meaning
	This field has been correctly filled in
	This field has not been correctly filled in
	This field is compulsory or has a compulsory format (for example the postcode)
	Saving data. (Do this regularly but in any event before quitting the page).
	View the file of this student
	This step in the file is active
	This step in the file is completed
	This step in the file is postponed
	Refresh the details in the file
	Open the file communication