

## The OnStage student manual for the Teacher Qualification assessment and Master's assessment

Version July 2021

You will upload your portfolio, evidence and video excerpts to OnStage for approval by your Professional Development Tutor (PDT); if approved, you will be able to take part in the assessment. The assessors will view your portfolio, etc. via OnStage too. The activities to be carried out by you will be explained on the next page. Just as with all other portfolios in OnStage, you will start by completing the preliminary stage and then progress on to the supervision stage. Both stages consist of a number of steps, some compulsory and some optional. After completing a step, OnStage will automatically send an e-mail to the person who is to complete the next step.

### The general OnStage manual

[Click here](#) to see the manual in Dutch;

[Click here](#) to see the manual in English.


### Logging into OnStage

- Open your browser (preferably Google Chrome or Firefox) and go to <https://onstage.hu.nl>;
- Log in with your HU user name and password;
- Select OnStage for students and click 'Log into OnStage'.

### The OnStage dashboard

You will see a black menu bar that contains the following (from left to right):

- The menu button (also referred to as the hamburger menu);
- The HU and OnStage logos;
- Your name (if you click on it, you will be forwarded to a screen containing information about you);
- The cogwheel (to change settings. For example, the language and password);
- The question mark; clicking this opens the Questions & Answers screen;
- The log out button.

**You will always start off on the home page ; this is your dashboard. Under the black menu bar, you will see the following blocks:**

- *Portfolios tab*: you will find an overview of portfolios that are still in progress here: open your portfolio by clicking the tile in question;
- *Register for portfolios tab*: internship or graduation periods for which you are able to register (if the school has opted for them);
- *Recent e-mails and posts tab*: e-mails that have been sent and ongoing communication threads;
- *My current portfolio tasks* tab: portfolios in which you need to progress to the next step. Open the portfolio containing the step for you to take by clicking the line in question.

### Creating a portfolio in OnStage

In OnStage, click the 'Register' button for the appropriate internship, work-based-learning or graduation period in the 'Registering for portfolios' box. Please note that just one assessment period will be open in OnStage.

It will not be necessary to upload your portfolio, etc. at this point. It will no longer be possible to register after the deadline. In this situation, you will only be able to register for the next assessment period. No exceptions will be made to this rule.

### Submitting products to OnStage

The next two pages describe the steps to be completed in OnStage when submitting your learning products.

### Questions?

Check the HU Site for the most current information about the assessment: <https://husite.nl/stage-en-afstudeerinformatie/assessment-ia/lerarenopleidingen-voltijd-en-deeltijd-instituut-archimedes-startbekwaam-en-master/#teacher-education>

Contact the Internship and Graduation office via [assessmentbureau.archimedes@hu.nl](mailto:assessmentbureau.archimedes@hu.nl)

**ASSESSMENT Preliminary stage** (must be completed, then it will start automatically the counseling process)

PRELIMINARY STAGE ASSESSMENT			
	Name	Responsible	Explanation
1.	Register resit assessment	student	The first step is 'Indicate resit assessment'. If this assessment is a resit for you, tick Yes or No and finish this step.
2.	Assign professional development coach	student	When you click this step, it will open on the right-hand side of the screen. When you open a step, you will always see some short instructions in the yellow box. You will be able to complete the activity in the space below: select your portfolio supervisor; in OnStage, he/she will play the role of professional development coach (also called Study Career Coach). Then click 'Finish'.
3.	Assign HU internship supervisor	student	The last compulsory step in the preliminary stage is the assignment of HU Internship Supervisor (the supervising lecturer). In some cases, this will be the same person as the professional development coach. If so, select this person again here. Then click 'Finish'.
OPTIONAL ACTIVITIES			
	Name	Responsible	Explanation
1.	Student privacy settings	Student	You can update your settings here to indicate which information will be shared with the practical training company. No placement or graduation company will be linked to the assessment portfolio.
2.	Register BI-certification	Student	Complete this step if your assessment involves a <b>BI-CERTIFICATION</b> . Complete this step before you complete the last compulsory step: assign a supervising lecturer. Click on the optional activity: 'Entering subjects for bi-certification'. In the 'Portfolio name' box, enter the two subjects for which you want to do an assessment (physics and chemistry, for example). Close OnStage by clicking 'Finish'.

**ASSESSMENT Counselling process**

COUNSELING PROCES ASSESSMENT			
	Name	Responsible	Explanation
1	Upload final product(s) assessment	Student, PDT	In the first step, upload your portfolio, evidence and video excerpts. Your PDT (in OnStage: SLB (Study Career Coach)) can give you feedback on the above and ask for additional information. If your PDT decides that your documents are complete, he/she will complete this step. Read the assessment manual for detailed information about the requirements to be met by your portfolio, evidence and video excerpts.
2	Upload the status form (checklist for completion)	PDT, Internship & Graduation office	In this step, your PDT will do a final check of the size, completeness and language level of everything to be submitted by you. He/she will then complete the status form and upload it. You will only be able to take part in the assessment if the status form is submitted before the deadline.
3	Assign first examiner	Internship & Graduation office	An employee from the Internship and Graduation Office (referred to as the 'Administrator' in OnStage) will assign two assessors (referred to as 'examiners' in OnStage). You will not be able to see who these individuals are. You will receive an invitation to do the assessment via your HU e-mail address during the week prior to the assessment period.
4	Assign second examiner	Praktijkbureau	An employee from the Internship and Graduation Office (referred to as the 'Administrator' in OnStage) will assign two assessors (referred to as 'examiners' in OnStage).
5	Upload note forms	First examiner	After the assessment, the internal assessor will upload the note forms completed by both assessors. This step will not be visible to students.
6.	Upload assessment form (jointly) and record assessment	First examiner	After the assessment, the internal assessor will upload the completed assessment form and the result and also record the result in OSIRIS.
8.	Check and close file	Internship & Graduation office	The portfolio in OnStage will be marked as having been completed after it has been checked by an employee from the Internship and Graduation Office.
OPTIONAL ACTIVITIES			
	Name	Responsible	Explanation
1	Chance professional development coach	Student	If the professional development coach changes during the supervision stage, you will be able to update this information in OnStage via this optional step.

2.	Student privacy settings	Student	You can update your settings here to indicate which information will be shared with the practical training company. No placement or graduation company will be linked to the assessment portfolio.
3.	Assign replacement professional development coach	Student	In the event of the absence, holiday or illness of your supervisor, you can use this step to link an extra supervisor to your portfolio. This will give him/her access to your portfolio and allow him/her to give you his/her go ahead to do the assessment.

