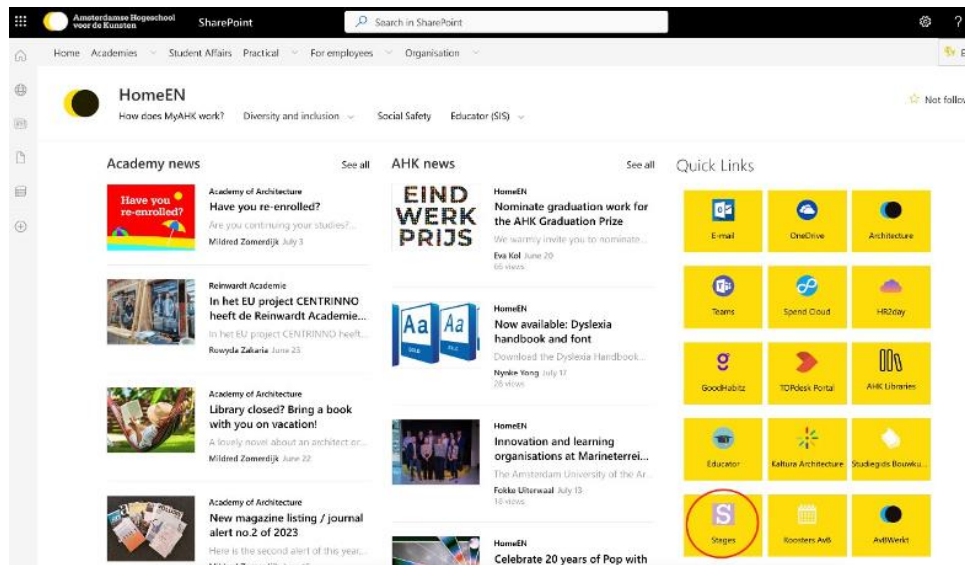# INSTRUCTION DLE STAGES FOR STUDENTS

Content

1. GENERAL INSTRUCTIONS STAGES

Tour of the DLE
Welcome to our new Digital Learning Environment named Stages. Navigate through this environment using the instruction below.

1.1 LOG ON:

➢ Sign in to myahk.nl with your MyAHK account.
➢ Click on the shortcut to Stages.

➢ Choose the button Amsterdamse Hogeschool voor de Kunsten

1.2 HOMEPAGE

Top menu: access to Courses, Tasks, Profiles and Resources. See below for more explanation about these menu-items.

Left menu: here you will see personal menu items; My messages (messages posted in Courses in which you participate) and My courses (Courses you are assigned to).

Middle menu: Feed. Here you see (general) messages from Academy staff.

Right menu: My calender: shows upcoming lessons. All lessons and locations are visible in this item. Deadlines: shows outstanding tasks, such final work for projects that need to be handed in.

1.3 COURSES

Courses: provides access to the learning environment of the courses.
My Courses: provides access to the courses where you are assigned to.
All Courses: provides an overview of all courses from the curriculum.

Course environment >
Messages: here you can see all messages sent within this course environment and addressed to you. These include both messages from academy staff for all students and tutors and messages sent within your own group environment. You cannot read messages sent within group environments that you are not a member of. At the moment you can see a welcome message. Description: here you can see the relevant course descriptions from the study guide.
Participants: here you can see all members of this course: students and tutors who participate in the course and academy staff supporting it.

Groups >
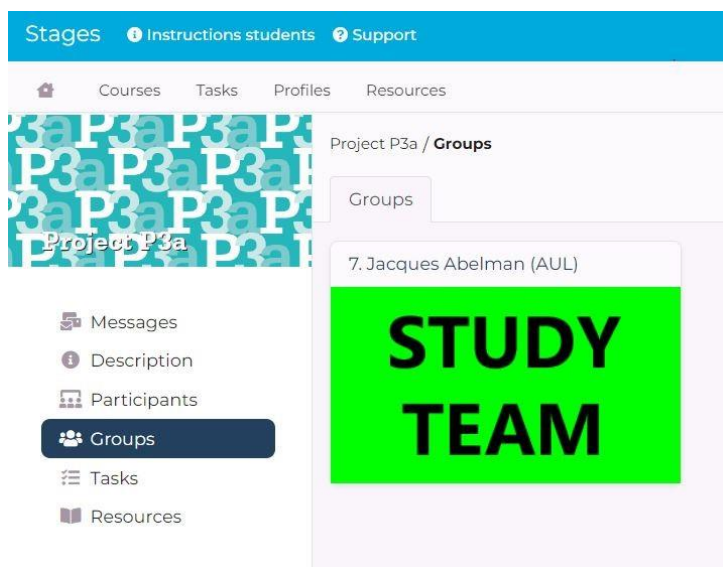
Here you can see the course groups. You will see a grid with buttons of all groups with the group names (consisting of the group number and name of the tutors). The buttons give access to the separate group environments. You have access to all groups, but you can only send messages or upload resources in your own group. Below we explain the menu items at the group level:
Messages: here you can read messages from members of this course (from your fellow students or your tutor). You can also send messages to students and the tutor in your own group. We kindly request that all group communication be conducted through Stages.
Members: portrait gallery of the students of your group. The portraits give access to the student- or tutor profiles (see 4. Profiles for more information about the profiles).
Description: here you'll find the assignment description of this group, written by your tutor.

Tasks: show tasks such as final work that needs to be handed in.

Resources: this is the environment where students, tutors and academy staff share relevant resources for education. If you have substantial information (this can be articles or films) that may be interesting for your group members, it can be shared here.
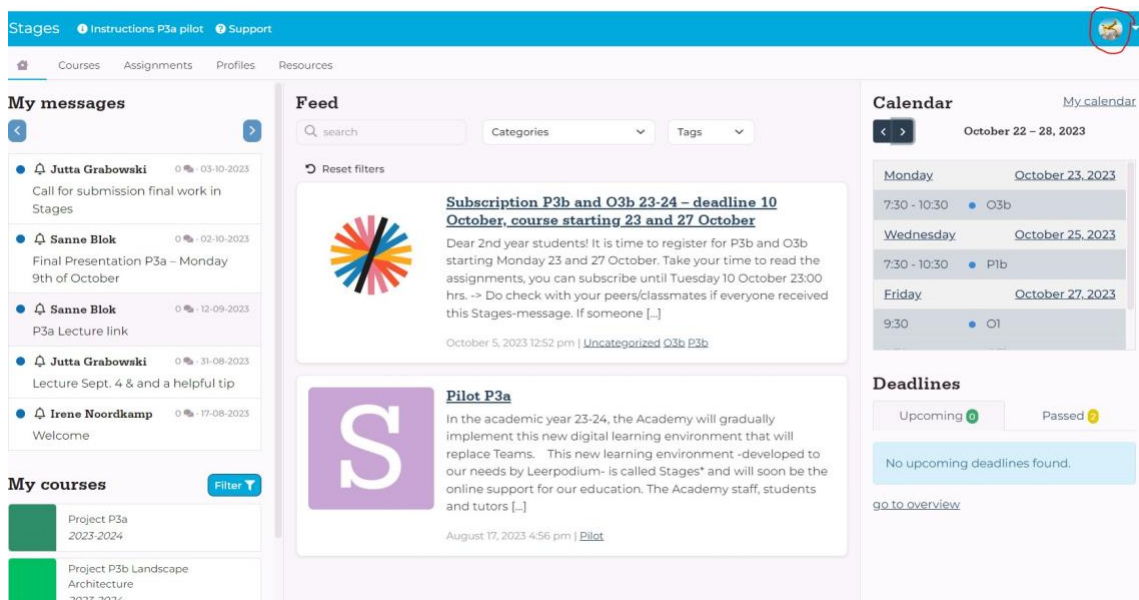
1.4 PROFILES
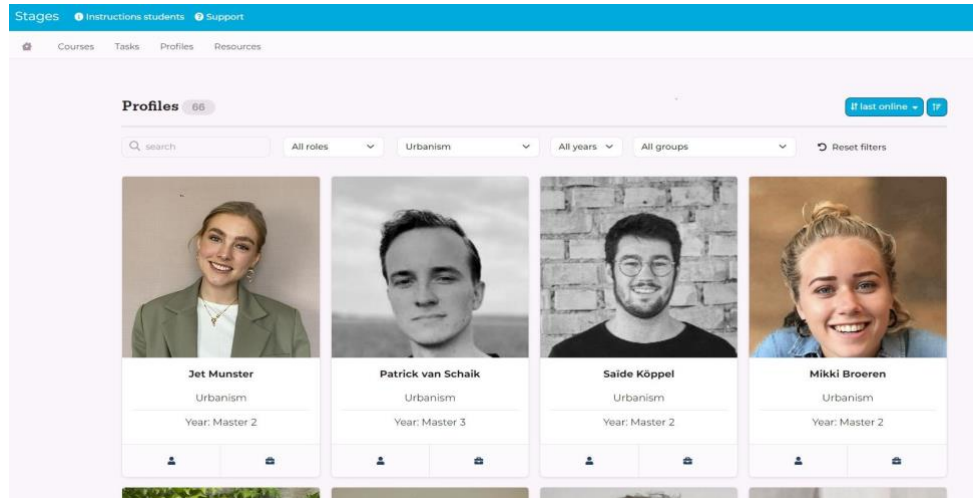
Via the menu item 'Profiles' you can view all students, tutors and academy staff who are active within Stages (you can also view the profiles of students and tutors from the groups that you are assigned to via the group environments).

Your profile:
You can access your own profile via the icon at the top right:

Please check your first **settings**: here you can adjust your theme (light/dark) or e.g. enable the dyslexic font. If you want, you can change your avatar picture.

In the description of your profile, you can give a short bio. You can give for instance information about your (study) background, your office or highlight some of your projects. Information that might be of interest to your fellow students or tutors. It might be a good idea to publish a link to your linkedIn page if you have. It's up to you!
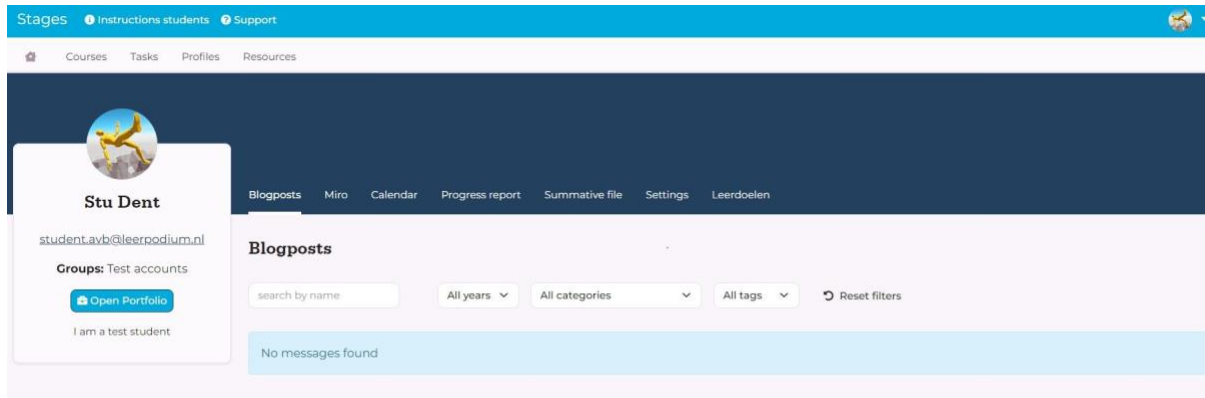
Open portfolio: access to your portfolio environment. Students have the opportunity to create and share their portfolio in this Wordpress environment. Feel free to share designs for work at the office or study. You can also share content with 'blogpost'.

Your profile will soon also be the environment where you can upload your final work for the projects as a replacement for the application MyWork. Instructions follow later.

Miro: provides access to your Miro Board

Calender: Here you will find the lessons and locations for your courses.

Progress report: Here you will find your final work for the projects you have uploaded. In the future you can find here your online assessment forms.

Settings: here you can change your profile settings.

Summative file: to be developed.

Learning goals to be developed.

1.5 RESOURCES

In the near future this menu provides study material and other study-related content. Think of assignments, project presentations, thesis proposals, readers etc. This database of educational resources is searchable by search criteria.

🏠   Courses   Tasks   Profiles   Resources

Resources

🔍 search   Categories ⌄   Tags ⌄   ↺ Reset filters

|			
Jutta Grabowski *November 22, 2023 1:07 pm* Instruction Tutors Plagiarism Tool	Jutta Grabowski *October 3, 2023 10:58 am* Instructions digital submission final w...	Irene Noordkamp *August 24, 2023 4:13 pm* Instructions pilot students	Irene Noordkamp *August 24, 2023 4:12 pm* Instructions pilot tutors

2.   INSTRUCTIONS HANDING IN FINAL WORK IN DLE STAGES

2.1 NAVIGATION

The drop-off point/ point of submission for your work is located in the **course environment** under the menu 'Tasks':
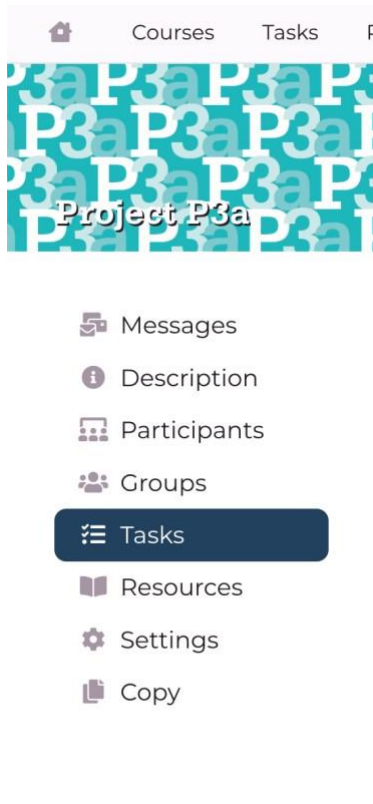
'Tasks' is the place in the course environment where tasks are ready, in this case the task of handing in the final work for your project.

You can **navigate** to the submission point in two ways:

1: Navigate to the Course Environment: click on the menu-item 'Tasks':

2: On the homepage, right menu under Deadlines:

When you click on the deadline, you will be linked to the submission point in the course environment of your project> menu-item 'Tasks'.

2.2 SUBMIT WORK

Click on the Task title (see image below: 'Handing in Final Work for P3a')

Click on 'create submission':

Click on 'Add Media' > Select Files. Then choose the files you want to upload. You can choose from different formats.

Select the uploaded file/the file you want to hand in. Click on 'insert into post' to upload the file. You can only upload one file at a time.

If you want to delete the work, click on the link in the 'content field' and then on the 'remove link' icon.
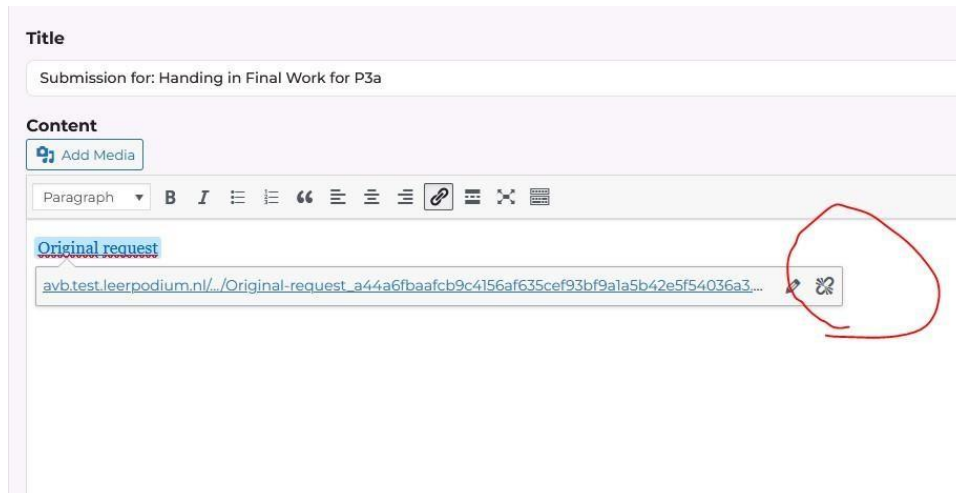
If you want to submit your work definitely, click on 'Submit'. You can't edit your work after that.
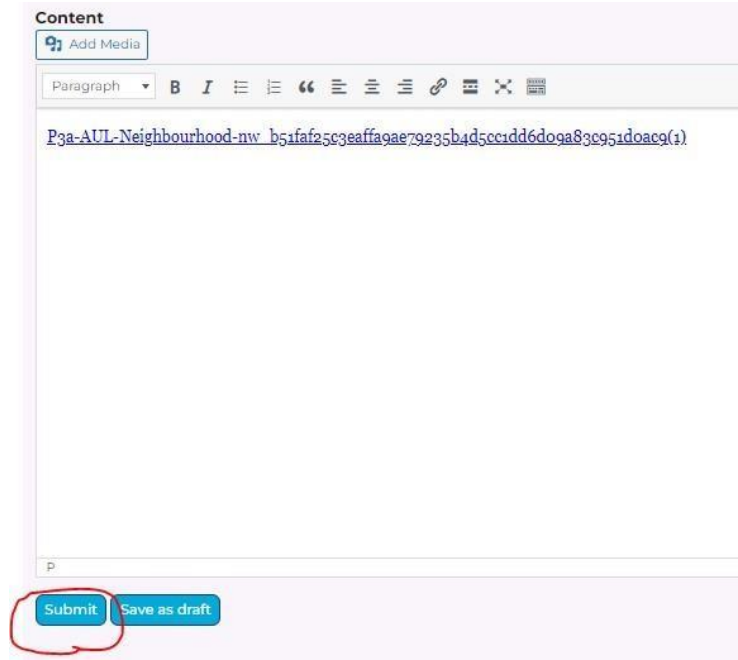
If you want to save the uploaded files and edit them later, click on 'save as draft'.

2.3 PUBLISH WORK IN YOUR PORTFOLIO

After submitting your work, you can publish your work in your portfolio. This is your online environment where you can present your work/designs (study work or designs from your office). You can set up your portfolio according to your needs. It is not mandatory to make use of your portfolio, but perhaps a nice way to present yourself to your tutors, students, and Academy staff.

Click on the button 'Copy to portfolio'

Click again on 'Copy'.

Then you can view your work in your online portfolio.

In the horizontal bar above are settings to edit your blog post, or your portfolio in general.

3.   INSTRUCTIONS HANDING IN PAPER (O5/O6) FOR PLAGIARISM TOOL IN STAGES

For plagiarism control of papers, the academy uses the tool **Turnitin.**

Turnitin is integrated in the Digital Learning Environment Stages. The O5 and O6 (Extra/Fall) tutors have an account in Stages.
All students who participate with the O5 or O6 (Extra/Fall) will upload their papers in Stages. A dropp-off point has been created where they will submit their work. There the O5 and O6 Fall tutors have access to the papers and the Turnitin plagiarism report (see instructions below).

If you have questions or if you need support, please contact Jutta Grabowski from the study secretariat via jutta.grabowski@ahk.nl

The drop-off point/ point of submission for your work is located in the **course environment** of the O5 or O6 (Extra/Fall).

'Tasks' is the place in the course environment where tasks are ready, in your case the task for handing in your paper.

You can **navigate** to the submission point in two ways:

1: Navigate to the Course Environment: click on the menu-item 'Tasks' (see picture above):

2: Go directly to the submission point for the paper. On the homepage, right menu under Deadlines (see example deadline on image below):

When you click on it, you will be linked to the submission point in the course environment of in the menu-item 'Tasks'.

If you use the plagiarism tool for the first time, you will see a notification to accept the Turnitin End-User License Agreement (EULA). You are obliged to accept this in order to be able to use the plagiarism scan.

For this task, Turnitin plagiarism detection is activated. Before you can view the report, you must accept the Turnitin End User Agreement. Click on the link below to go to the form

Turnitin EULA form

Then accept the agreement:

Now you can upload your paper.

Click on the title of the tasks:
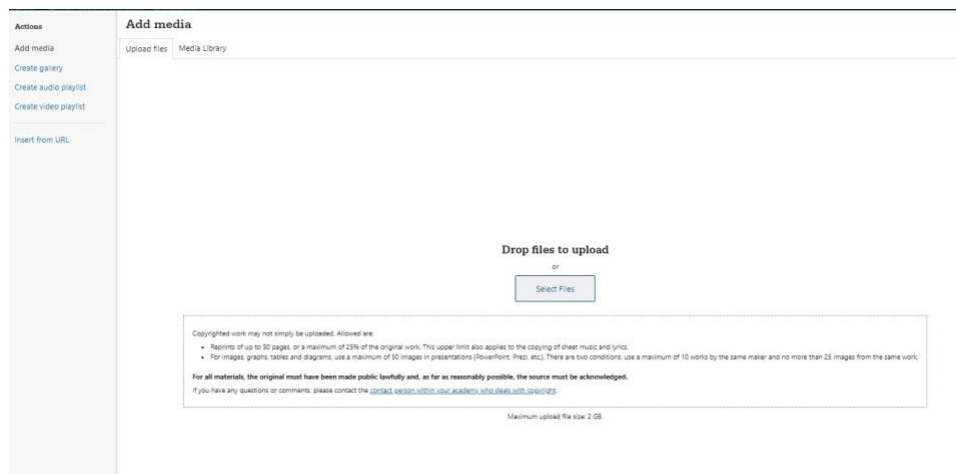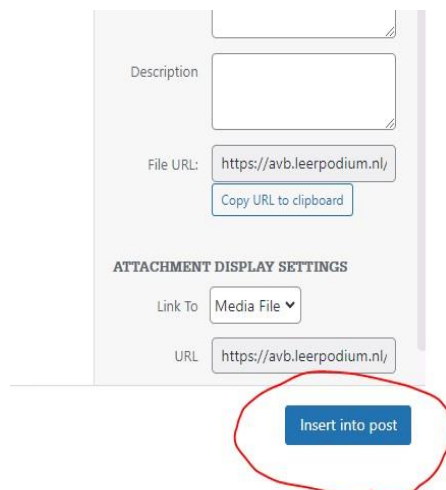

Click on 'create submission':
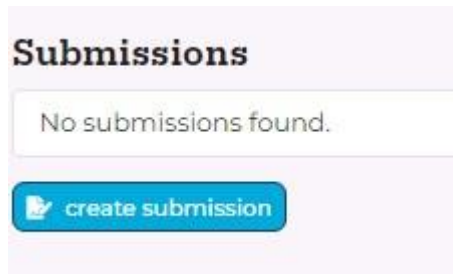
Click on 'Add Media' > Select Files. Then choose the files you want to upload. You can choose from different formats (Word or PDF).
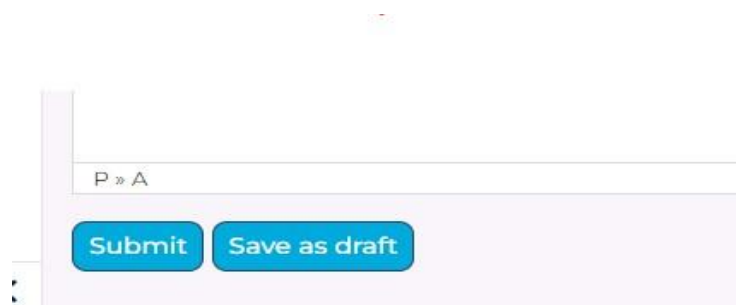

Select the uploaded file/the file you want to hand in. Click on 'insert into post' to upload the file. You can only upload one file at a time.
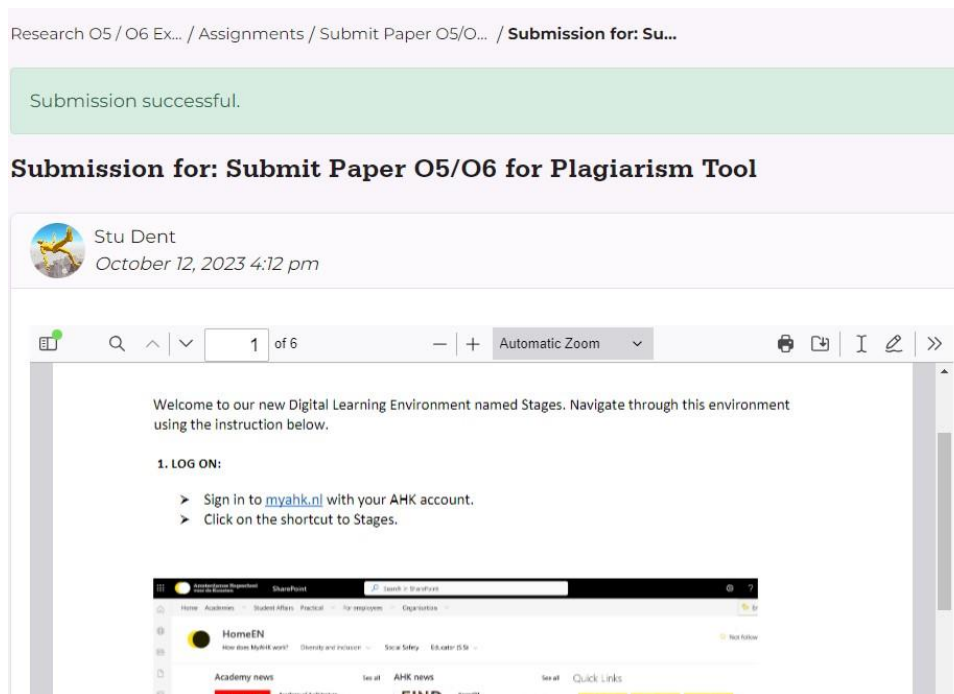

If you want to delete the work, click on the link in the 'content field' and then on the 'remove link' icon.
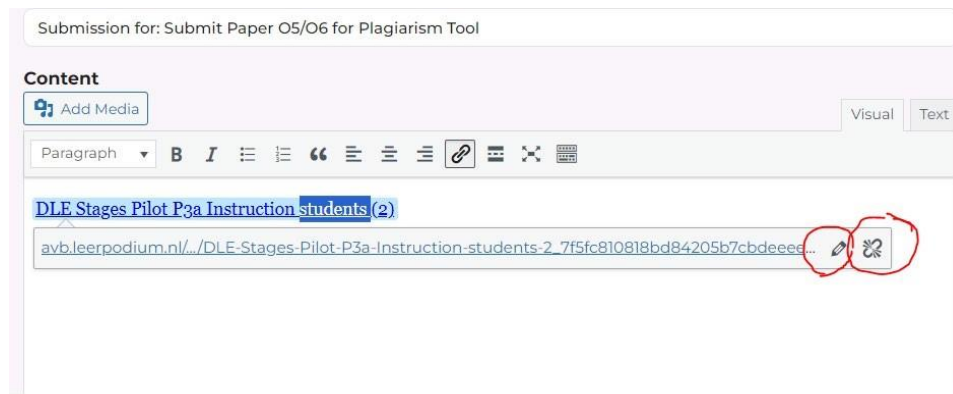
If you want to save the uploaded files and edit them later, click on 'save as draft'.

If you want to submit your work definitely, click on 'Submit'. You can't edit your work after that.

4. TIP: HOW (NOT) TO RECEIVE NOTIFICATIONS OF MESSAGES.

Never want to miss a notification in Stages? From now on students can add a second (personal) email address to your profile!

From updates and messages in Stages you will receive a notification in your AHK email account. If you do not check your AHK email often, it is advisable to add a second (personal) email address in your profile, where you will receive Stages-notifications.

How to add your second email address?

Navigate to your profile> settings tab and then 'Profile settings'.

Scroll down to 'Custom e-mail address'.

Custom e-mail address.
Here you can specify a custom e-mail address. Any notifications will also be sent to this email address

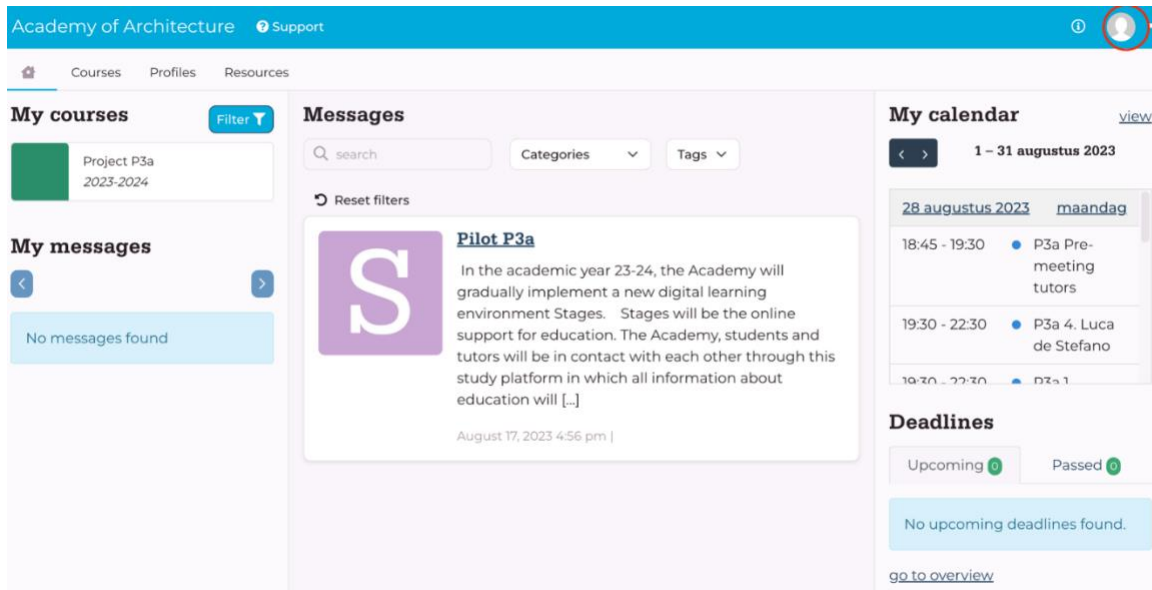This email address is not shown anywhere within the platform

Add your personal email address.

Click on the 'save'-button.

5. Costumizing your profile

In the description of your profile, you can give a short bio. You can give for instance information about your (study) background, your office or highlight some of your projects. Information that might be of interest to your (fellow) students or tutors.
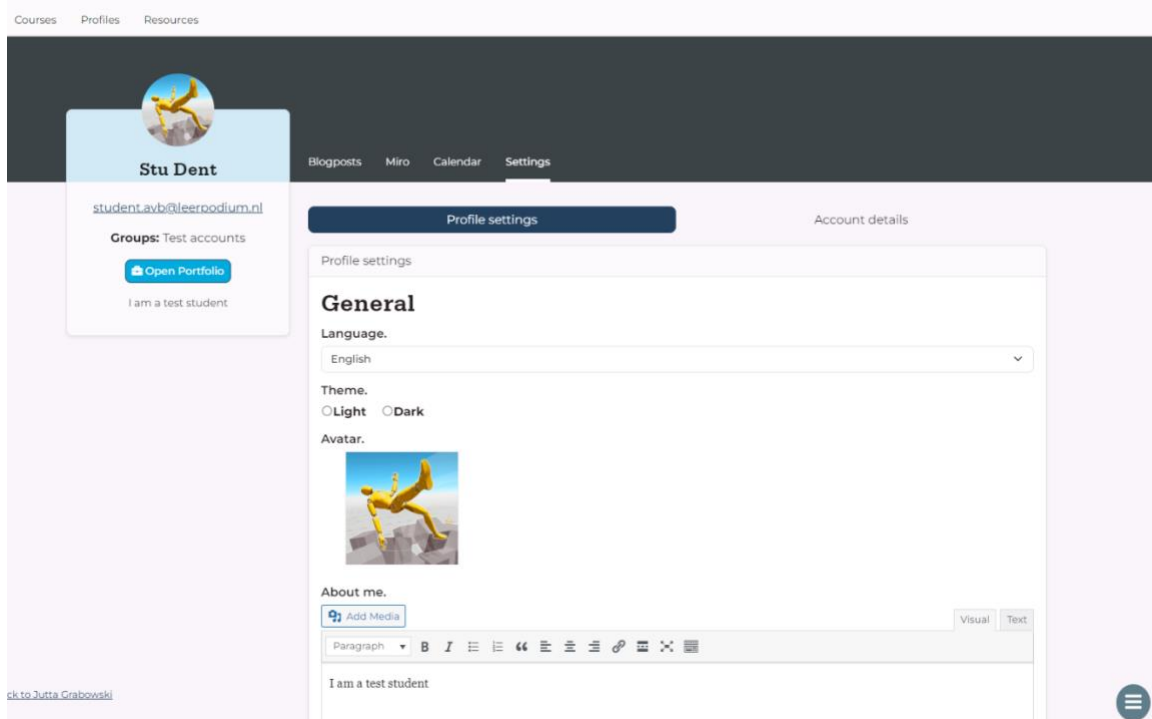
You can access your own profile via the icon at the top right:

Than go to settings:

Also nice to know: in your settings you can adjust your theme (light/dark) or enable the dyslexic font. If you want, you can change your avatar picture.

6. TIP: USE MIRO-BOARD IN STAGES

Through your profile you have access to your personal Miro Board. You can edit your Miro Board in this page, or open the board in the webversion of Miro (click in 'View in Miro).
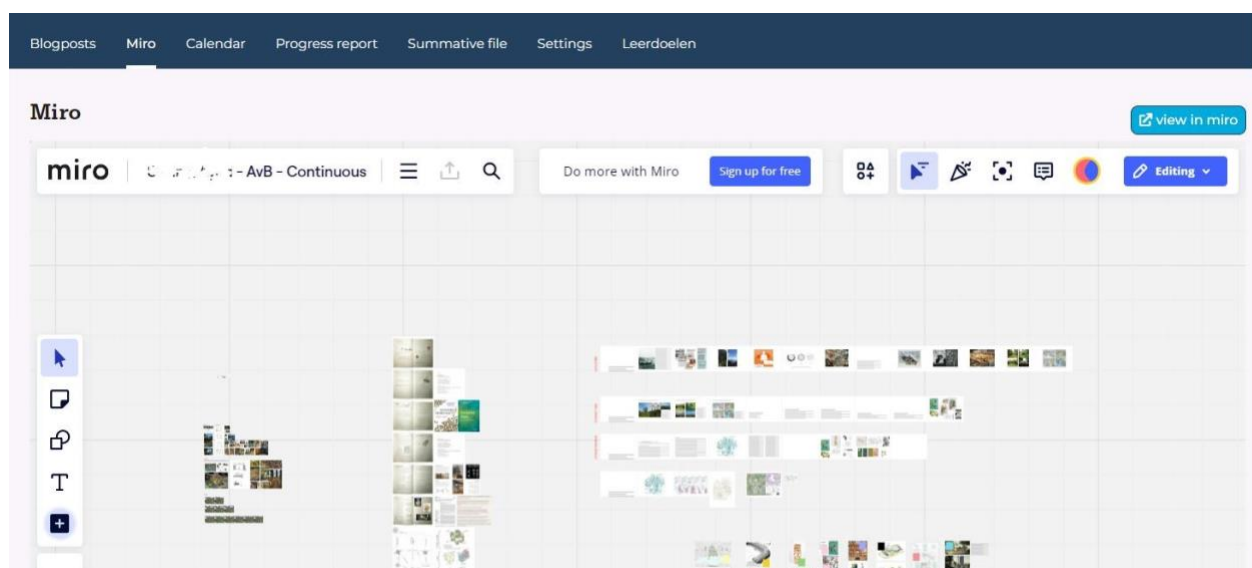
You can share your miroboard by copying and pasting the url of your board. For example, you can share your miroboard with your fellow students and teacher via the messages in your group environment.

During the pre-meeting of the P3a, a question came from 2 tutors about the possibility of creating a group Miroboard. For these two groups, the links were shared via messages in their group environment. Upon request (from the educational support department), joint miro boards can also be created and shared in the Course/group environment.

7. SUPPORT

If you have any questions or problems, you can submit a ticket via 'Support'. This will take you to a form where you can describe and submit your question or problem. The form will be sent to the support desk of the supplier of Stages. At the Academy, Jutta Grabowski (jutta.grabowski@ahk.nl) from the study secretariat will also be available for questions. For feedback please contact Irene Noordkamp (irene.noordkamp@ahk.nl) . Your feedback is more than welcome!