INSTRUCTION DLE STAGES FOR TUTORS

Content

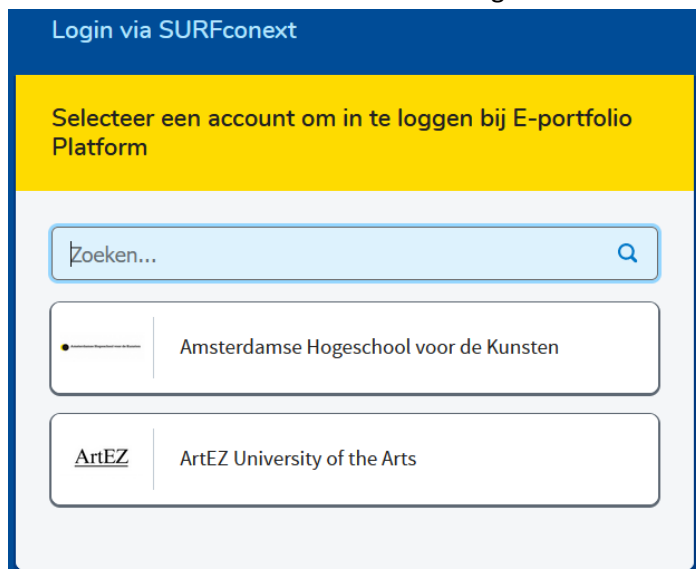## 1. GENERAL INSTRUCTIONS STAGES

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.
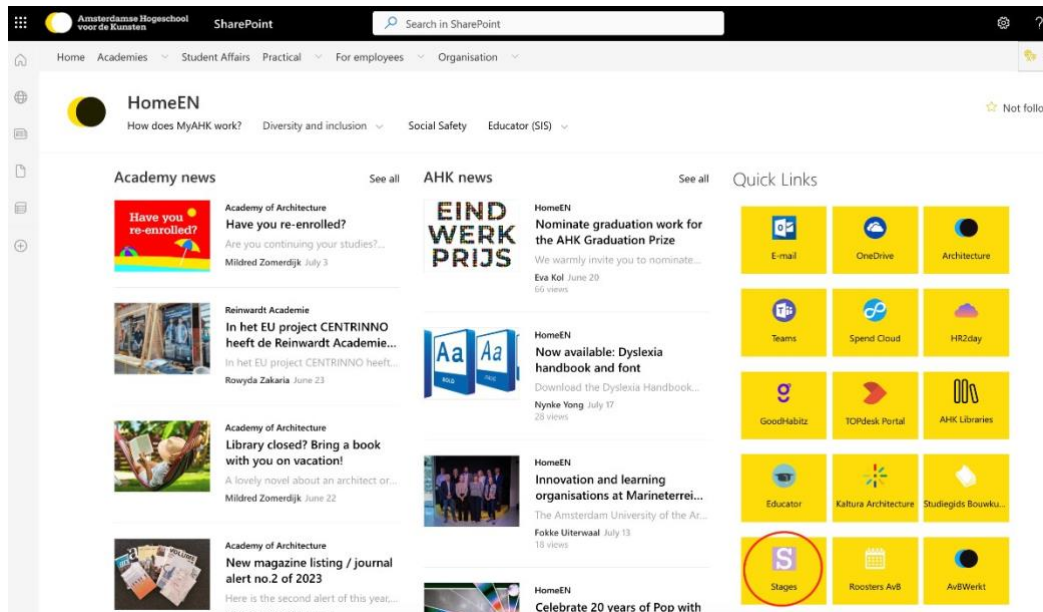
- ➢ Choose the button Amsterdamse Hogeschool voor de Kunsten

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 as handing in assessment forms (is still be developed).

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.
Description: here you can see the course description for the relevant course 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.
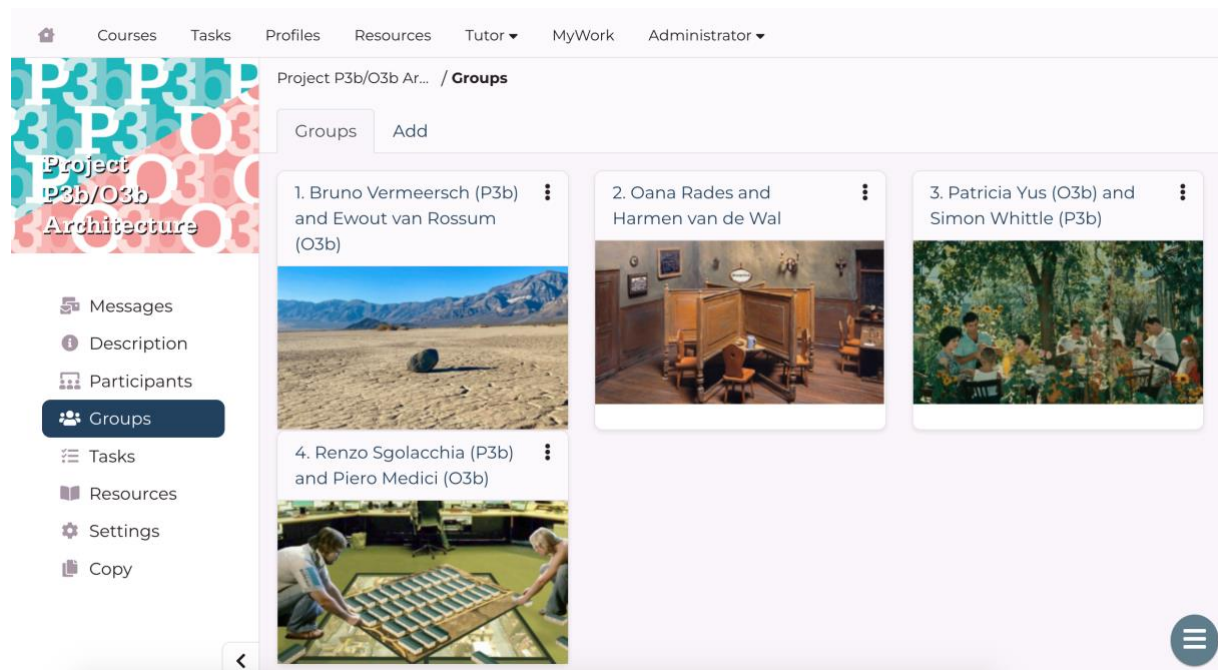

Groups:

Image above is an example of what a groups menu looks like.

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 names 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 a specific group. In your own group, you can send messages to students. We kindly request that all group communication is conducted through Stages.
Members: here you can see a portrait gallery of the students of a specific group. The portraits give access to the (student) profile (see 4. profiles for more explanation).

Description: here you can see the assignment description of a specific group. In the menu item 'description' in your own group, you will find the assignment description written by you (and maybe also your fellow tutor.

Settings: here you can upload or change an image for the group button of your group.

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

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 lesson, it can be shared here with your students (or fellow tutor(s)) from your group. In the future resources will be published and ordered in the top menu item resources.

1.4 PROFILES
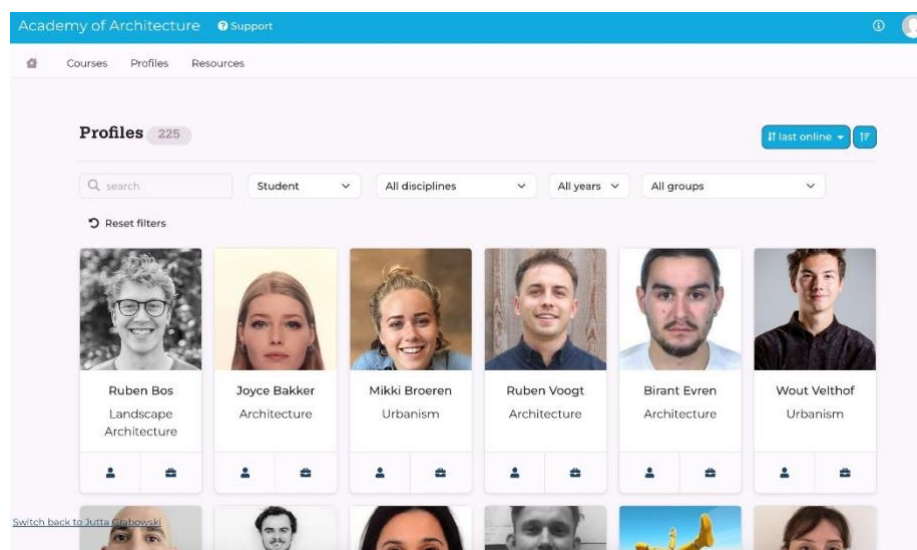
Via the menu item 'Profiles' you can view all students, tutors and Academy staff who are active within Stages (you can also view the profiles of students and tutors from the groups that you are assigned to via the group environments).
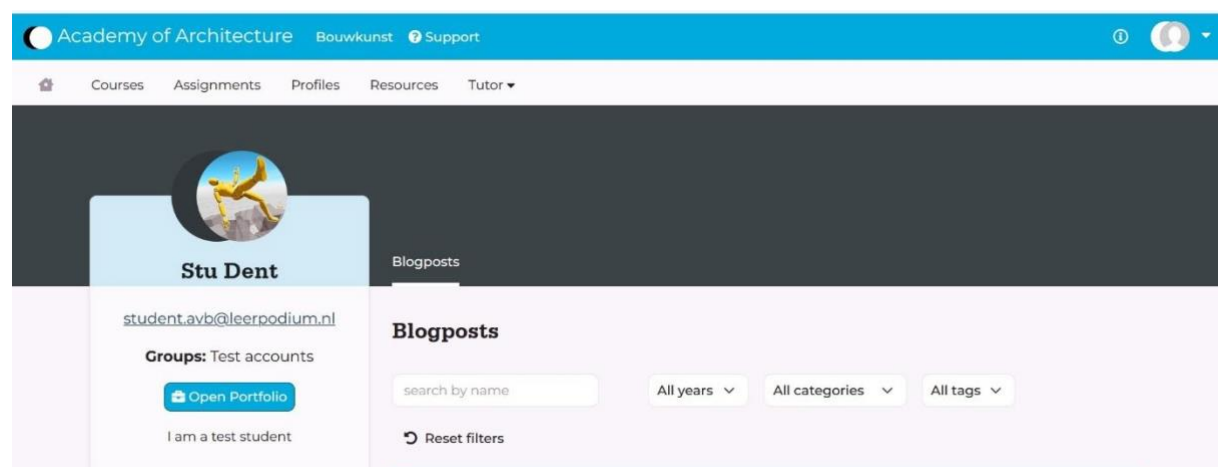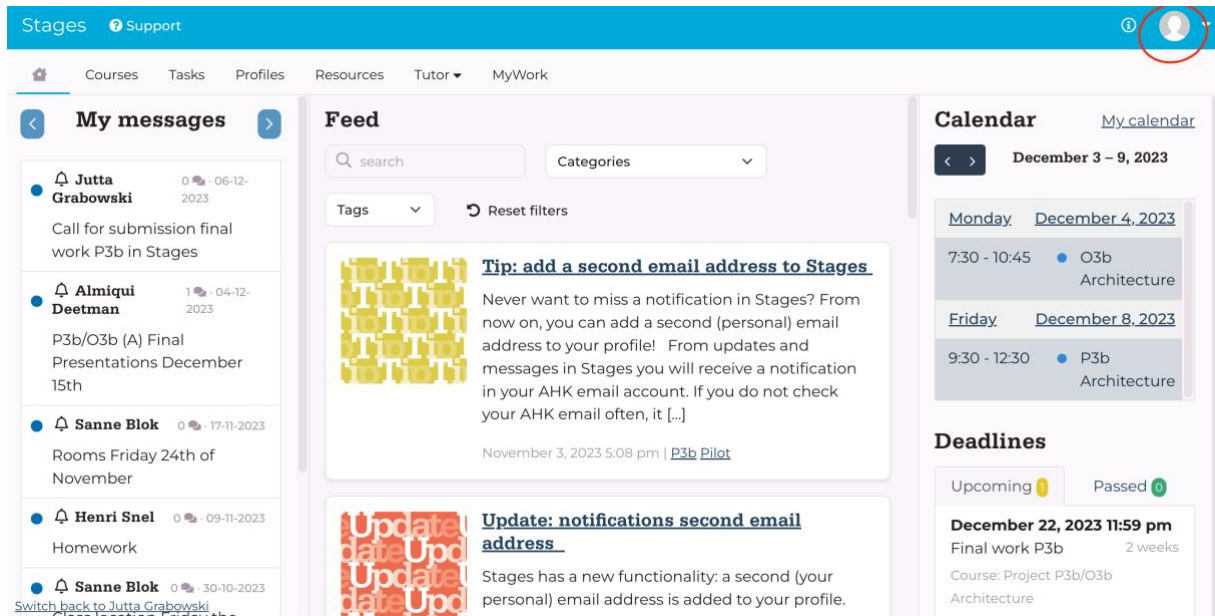
Students and tutors can share a description about themselves.

Open portfolio: access to the portfolio environment of the student. The students have the opportunity to create and share (work/content of) their portfolio. Students also can share blogposts; messages about their work or education. Please note that these profile items are not in use at the moment of writing this instruction, since we are just getting started with Stages.

Your profile:

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

Please check your settings: here you can adjust your theme (light/dark) or for instance enable the dyslexic font. We kindly ask you to upload an avatar picture of yourself.

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 students. It might be a good idea to publish a link to your linkedIn page if you have. It's up to you!

Blogpost: you can also share content with 'blogpost'.

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

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.
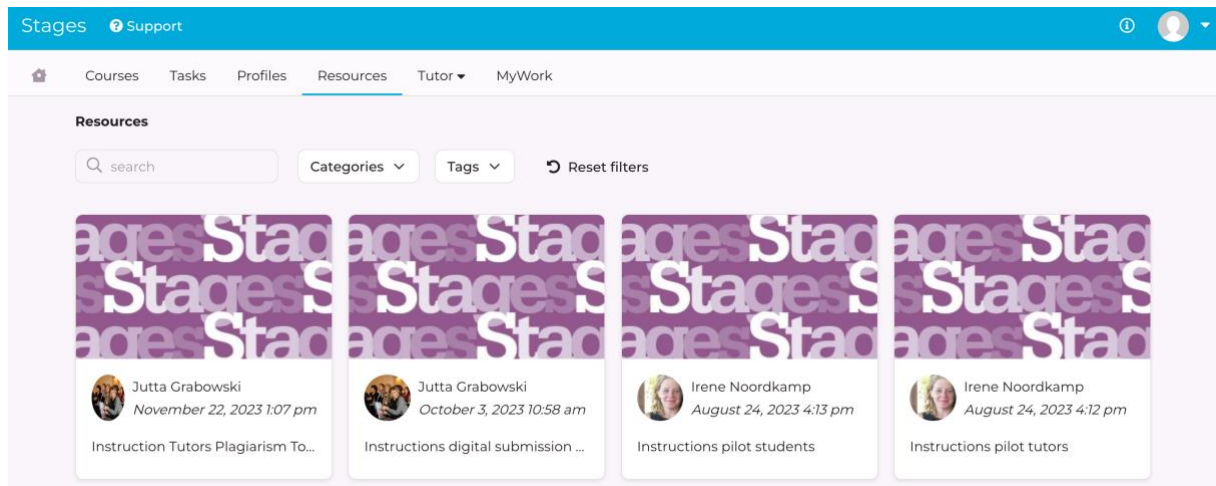
2. INSTRUCTIONS PAPER PLAGIARISM TOOL IN STAGES

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

2.1 NAVIGATION

Log on (see step 1.1)

Navigate to the course-environment of the O5 or O6 (Extra/Fall). On the homepage, click on your course in the menu item **My Courses** (down left):

The drop-off point/ point of submission for your paper and plagiarism tool is located in the **course environment** of your course under the menu 'Tasks':

'Tasks' is the place in the course environment where tasks are ready. In your course environment, you'll see the tasks for your students to upload their paper.

Click on the menu-item 'Tasks', and then the title of the assignment (on the image: 'O6 Fall Paper'):

Click on the yellow button under 'Assess':

Select a student:

Now you can see the paper submitted by the student. Scroll down.

2.2 EULA

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:

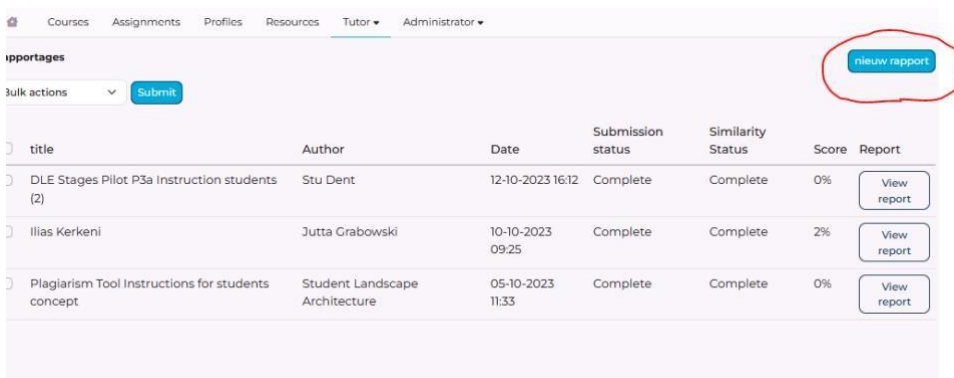Now you can open the plagiarism report. Click on the button 'View report'.

2.3 Quickscan

You can also check a document for plagiarism yourself.
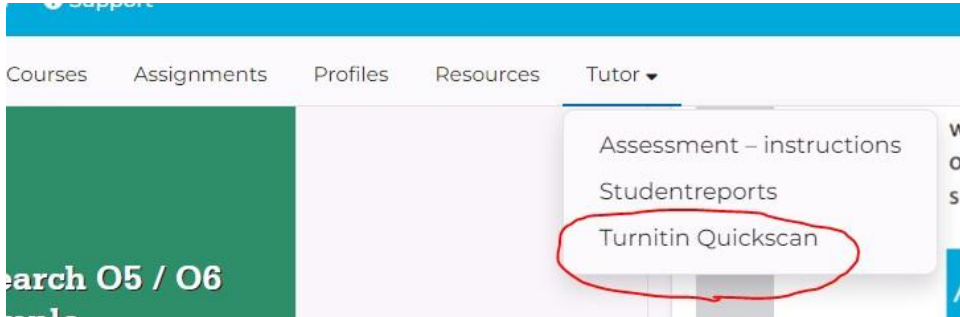
In the menu go to the dropdown menu Tutor', click on Turnitin Quickscan. 'New Similarity Report'. You can then submit a document or text for plagiarism control:

Click on 'Nieuw rapport'

3. Tip: Notifications second email address

Stages has a nice functionality: a second (your personal) email address is added to your profile. This means that notifications go not only to your AHK mail, but also to your personal mail, so you never have to miss updates or messages from Stages again.

How to adjust your second email address?

Navigate to your profile> settings tab and then 'Profile settings'.
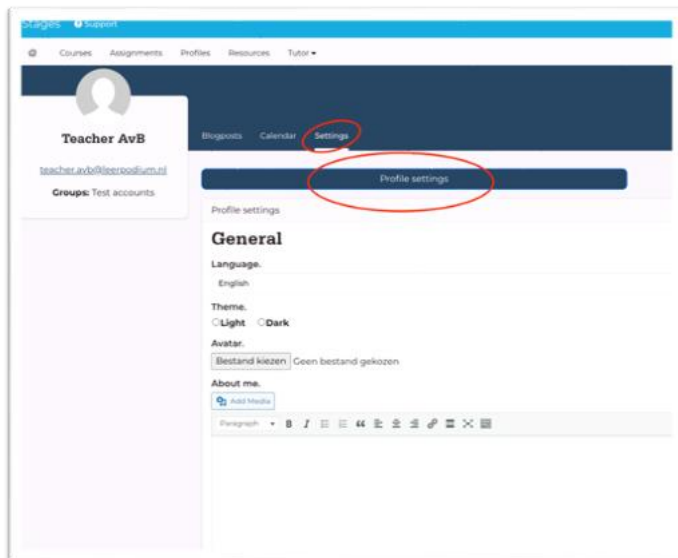
Scroll down to 'Custom e-mail address'.

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

Adjust (or add) your personal email address.

Click on the 'save'-button.

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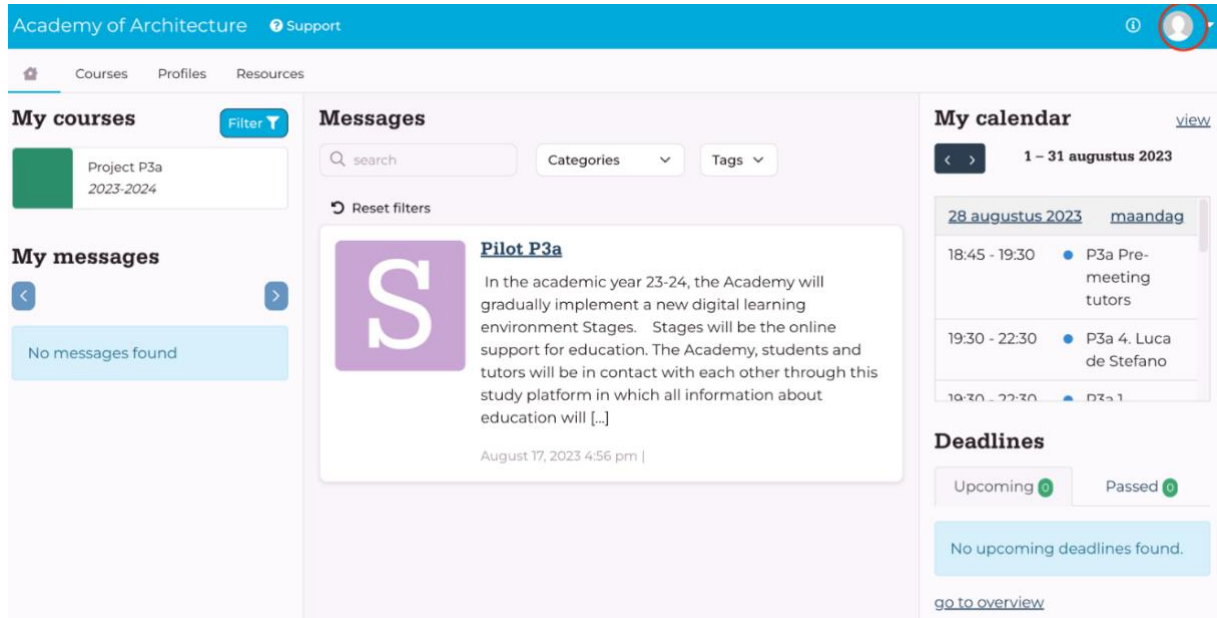
Than go to settings:
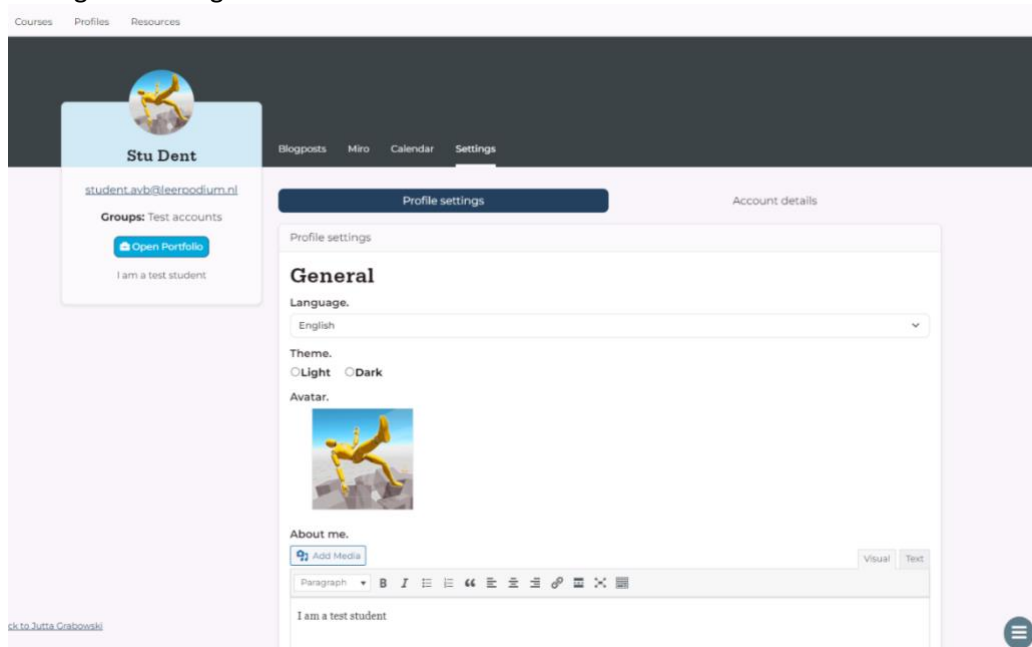
Also nice to know: in your settings you can adjust your theme (light/dark) or enable the dyslexic font. If you want, you can change your avatar picture.

5. SUPPORT & FEEDBACK

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!