



INSTAGE Quick Reference Card for Admin Roles

Practice customized job interviews and presentations with interactive computer-generated characters, then review feedback reports and recommendations.

Laptop or desktop computer with Internet is required (Google Chrome browser recommended).

- Activate an InStage account from an email invitation (valid for 7 days).



- Login to InStage at <https://www.instage.io> by clicking **Sign in** (top, right corner).

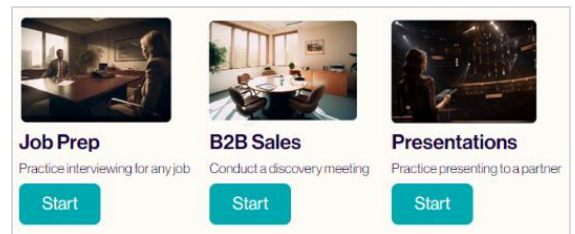


- No password is required. Copy the verification code from the email (valid for 5 minutes).



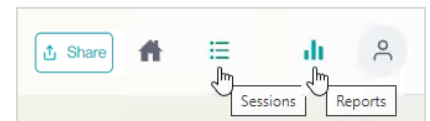
Customizing Simulations for Learners/Participants (Member Role)

- From the Home page, **choose** the simulation you wish to customize and share; click **Start**.
- Paste in a job posting, add a resume, insert presentation notes or assignment instructions.
- Click **Generate**, and then add or edit questions in the **Question List**.



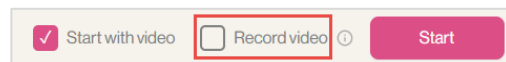
Sharing/Sending Simulation Links

- From the InStage menu, select the session or report, then click **Share**. Email the link to learners/participants, or add it to your Moodle course.
- The first time they receive a simulation link (or an invite link) learners/participants must activate their InStage account and login. With an active account, they will also be able to customize their own job interviews



Learner/Participant Reports and Recordings

- Users may be prompted to **Allow** their microphone, webcam, or screen.
- For a recording with webcam, the user must check **Record video** *each time* before starting a session.
- Users can share feedback reports and recordings by selecting them from the InStage menu and then clicking the **Share** button.



Click to [InStage tutorials on Vimeo](https://vimeo.com/user82338898)
(<https://vimeo.com/user82338898>)

For technical help: Contact North helpdesk 1-888-850-4628, Monday–Friday 8:00am ET–10:30pm ET