Sherpath: Assignments – Lesson Visibility and Assigning

NOTE: Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

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Introduction

1. First, access Sherpath from your course.

2. Next, click on the Course Plan tab from the menu of the left.

![Sherpath Course Plan](image)
3. Navigate to the Lesson you wish to assign or make visible and click the blue calendar icon to the right of the Lesson.

4. A window opens to the right with three options.

Option 1 – I want this Lesson visible right now

1. Click the radio button to the left of I want this Lesson visible right now.
2. The window closes and returns to the Course Plan page where the calendar icon to the right of the Lesson has changed to an orange eye with the student visibility date displayed beside it.

### Option 2 – I want this Lesson visible at a later date

1. Click the radio button to the left of I want this Lesson visible at a later date.
2. Date and time boxes filter beneath.

3. Click the date calendar to select the date you want the Lesson visible to students.

4. Then, click the time boxes or up and down arrows to select the time you want the Lesson to be visible.

5. Click Update in the lower-right.
6. The window closes and returns to the Course Plan page where the calendar icon to the right of the Lesson has changed to an orange eye with the student visibility date displayed beside it.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Resource Type</th>
<th>Est. Time</th>
<th>Settings</th>
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<tbody>
<tr>
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<tr>
<td>Hand-Off Reporting and Incident Reporting</td>
<td>Lesson</td>
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<tr>
<td>Informatics in the Health Care System</td>
<td>Lesson</td>
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<tr>
<td>Informatics in Nursing Practice</td>
<td>Lesson</td>
<td>41 min</td>
<td></td>
<td>...</td>
</tr>
</tbody>
</table>

**Option 3 – I want to assign this Lesson**

1. Click the radio button to the left of I want to assign this Lesson.
2. **Date and time boxes filter beneath.**

3. **Click the first date calendar to select the date you want the assignment available to students.**
4. Then, click the time boxes or up and down arrows to select the time you want the assignment to be available.

5. Follow the same procedure to select the due date and time in the Assignment is due date and time boxes.
6. Under Grading Options, **Record an outcome for this assignment** is selected by default.

![Grading options](image)

7. Click the box to the left if you do not want the assignment to be graded.
8. For a graded assignment, leave the box checked and select from the two grading options of **Pass/Fail** or **Scored** by clicking the radio button next to your selection.

9. If **Pass/Fail** is chosen, students will receive a 100% for completing the assignment and a 0% if they do not.
10. If **Scored** is chosen, students will receive a graded percentage score based upon their performance on the Lesson Assessment.

11. Click **Update** in the lower-right.

12. The window closes and returns to the Course Plan page where the calendar icon to the right of the Lesson has changed color to orange and now contains the due date beside it.

*End of Guide*