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

Performance Reports and Analytics – Skill Assignments

1. First, access Sherpath from your course.
2. On the Home page, use the calendar icon in the upper-right corner to navigate to the week when the Skill assignment was due.
3. The Skill will be listed under the Assignments list near the top of the page.
4. To the right of the assignment, you will see a link to access the Skill assignment’s Performance Report.
   
   NOTE: The link will be greyed out until the due date passes. Once the due date passes, the link turns blue. The report is now available, and the link will become active.
5. When you first click into the Skill assignment’s Performance Report, you will see a graphic at the top of the page that shows how many students have had their Skill assignment evaluated by the instructor.

6. To evaluate Skill assignments, go back to the Home page and navigate to the week the Skill assignment was due.

7. Scroll down to the day of the week it was due and click on Assess Students. A list of students that have assignments to be evaluated will appear.

8. Click on an individual student to start the assessment. Each step in the Skill assignment is evaluated.
9. You can choose S (Satisfactory), U (Unsatisfactory), or NP (Not Performed).

10. On each step, you can leave a comment for the student to see by clicking the notepad icon.

11. A side window opens, and you will type the comment in the text box. Click Save to keep any changes.

12. At the bottom of the evaluation, you can put in General Comments for the student to see. To finish the evaluation, click on Pass or Fail.

13. Scroll back to the top of the page and you will see a REEVALUATE button at the top if you wish to change anything. Click Choose Student to return to the list of students from before.
14. You can see any evaluated Skill assignments by the student’s name and how many attempts they had on the Skill assignment.

15. Once you have evaluated all students for that Skill assignment, go back to the Home page and click on the Performance Report for the Skill assignment again.

NOTE: Skill Performance Reports may take a few minutes to update after evaluations have been completed.

16. Now, you can see that all students have been evaluated. The Performance Report will also list any students that haven’t completed the Skill assignment.

17. Scrolling down, the Top Missed Steps will be listed and can be sorted alphabetically or by percentage missed.
18. At the bottom, individual students will be listed. You will see the students’ names, whether they passed or failed, their submission time, and the amount of time spent on the Skill assignment. This list can be sorted by any of these four categories.

<table>
<thead>
<tr>
<th>Student</th>
<th>Evaluation</th>
<th>Submission Time</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cliff Clavin</td>
<td>Failed</td>
<td>8:30 AM CDT 06/29/2019</td>
<td>&lt; 1 minute</td>
</tr>
<tr>
<td>Norm Peterson</td>
<td>Passed</td>
<td>8:33 AM CDT 06/29/2019</td>
<td>&lt; 1 minute</td>
</tr>
</tbody>
</table>

19. You can also get to the Skill assignment Performance Report by clicking on the Performance tab in the left menu, selecting the week that Skill assignment was due from the drop-downs, and then clicking on the Skills tab.

20. Here, you can click on the Chart Icon underneath the Report column to see the Performance Report for that Skill assignment.

END OF GUIDE