SimChart’s Sherpath-integrated empty electronic health records (EHRs) offer the flexibility you need in teaching your students, both in the classroom and with their homework. Use the EHRs to have your students document their clinical experience (either during or after the clinical), to work through a scenario in class or in lab and document the patient’s details, or to explore the EHR with your students and show what kind of documentation is appropriate for different scenarios.

NOTES:

- **Important:** Your instructions are all that students see for empty EHRs, so please be specific and explicit when writing them in the Assignment Objectives during setup. **Important:**

- An empty EHR assignment **will not show up for the students until its start date.** You will see it in your Course Plan tab in the left navigation menu in the week of its due date.

- The due date is the last day a student will be able to work on the assignment. If it has not passed, you can extend an EHR’s due date, but **you cannot extend an EHR’s due date once it has passed.**

- EHRs are graded on the first attempt only.

- Empty EHRs are **assigned to the whole class,** not to individual students.

1. To assign a SimChart empty EHR, first enter your Sherpath course. Your institution may have it hosted on their LMS instead of the Evolve LMS.
2. Then click the **Sherpath** link on the left in **Course Content** to enter Sherpath.

3. Click on **Course Plan** in the menu on the left from your Sherpath Home Page.

4. In any current or future week, click the **Add SimChart Assignment** button that appears at the bottom of that week.

5. The **Add a SimChart item** page appears with the first step of selecting the SimChart assignment type. Select the **Empty EHR (SimChart)** assignment type on the right.
6. On Step 2: Choose content (optional), you can click the Assignment Objectives field to enter any objectives or instructions for your students.

**NOTE - IMPORTANT:** Your instructions are all that students see for empty EHRs, so please be specific and explicit when writing them.

7. Click the Next: Configure item button at the bottom right to configure the assignment.

8. On the third and final Configure item step, click the Name field to enter the Display Name you and your students will see.
9. Continuing down the page, set **when students can start viewing this assignment** and the **due date and time**.

**NOTES:**
- An empty EHR assignment **will not show up for the students until its start date.** You will see it in your **Course Plan** tab in the left navigation menu in the week of its **due date**.
- **The due date is the last day a student will be able to work on the assignment.** If it has not passed, you can extend an EHR’s due date, but you **cannot extend an EHR’s due date once it has passed**.
- **Empty EHRs are assigned to the whole class,** not to individual students.

10. Next, select a **Grading** option of **Not Graded, Pass/Fail,** or **Scored**.

**NOTE:** EHRs are graded on the first attempt only.

11. Click the **Save and Complete** button at the bottom right to complete the setup.
12. The screen confirms you added the assignment. With the buttons below the confirmation, you can either return Back to Sherpath or Assign Another empty EHR. Click the Back to Sherpath button.

13. You are returned to the Course Plan screen. You can navigate to the week of the due date and click the fly-down arrow to the far right of the section titled Other Assignments to see your empty EHR assignment with the display name you chose (like “Vital Sign Assessment and EHR Entry for New Patient” in the example).

You have successfully assigned a SimChart empty EHR in your Sherpath course. You are now finished.

END OF GUIDE