

# Sherpath: Assignments – Lesson Visibility and Assigning

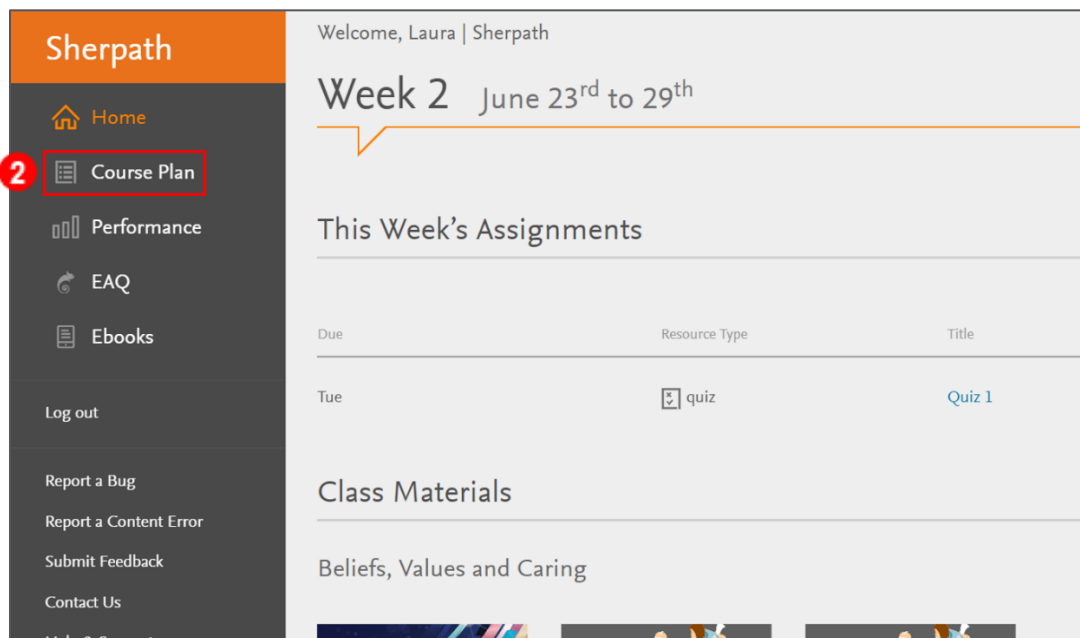
**NOTE:** Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

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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.







The screenshot shows the Sherpath user interface. On the left is a dark grey navigation menu with an orange header containing the 'Sherpath' logo. The menu items are: Home (with a house icon), Course Plan (highlighted with a red box and a red circle containing the number '2'), Performance (with a bar chart icon), EAQ (with a circular arrow icon), Ebooks (with a book icon), Log out, Report a Bug, Report a Content Error, Submit Feedback, Contact Us, and Help & Support. The main content area has a light grey background and displays 'Welcome, Laura | Sherpath' at the top. Below that, it shows 'Week 2 June 23<sup>rd</sup> to 29<sup>th</sup>'. A section titled 'This Week's Assignments' contains a table with the following data:

Due	Resource Type	Title
Tue	quiz	Quiz 1

Below the assignments section is a 'Class Materials' section with the heading 'Beliefs, Values and Caring'. At the bottom of the page, there are three small decorative icons.

3. Navigate to the Lesson you wish to assign or make visible and click the blue calendar icon to the right of the Lesson.

Title	Resource Type	Est. Time	Settings	Actions
Documentation in the Medical Record	Lesson	58 min		...
Hand-Off Reporting and Incident Reporting	Lesson	37 min		...
Informatics in the Health Care System	Lesson	51 min		...
Informatics in Nursing Practice	Lesson	41 min		...

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

Documentation in the Medical Record  
**Settings**  
For all students enrolled in Documentation and Informatics.

When can students see this lesson?  
Lesson is not visible.

- I want this Lesson visible right now
- I want this Lesson visible at a later date
- I want to assign this Lesson  
Once the assignment starts, the Lesson will automatically become visible.

### 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.

Documentation in the Medical Record  
**Settings**  
For all students enrolled in Documentation and Informatics.









When can students see this lesson?  
Lesson is not visible.

- I want this Lesson visible right now
- I want this Lesson visible at a later date
- I want to assign this Lesson  
Once the assignment starts, the Lesson will automatically become visible.

- 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.


Course Plan

Assignments

Title	Resource Type	Est. Time	Settings	Actions
<a href="#">Documentation in the Medical Record</a>	 Lesson	58 min	 9/3	...
<a href="#">Hand-Off Reporting and Incident Reporting</a>	 Lesson	37 min		...
<a href="#">Informatics in the Health Care System</a>	 Lesson	51 min		...
<a href="#">Informatics in Nursing Practice</a>	 Lesson	41 min		...

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

- Click the radio button to the left of **I want this Lesson visible at a later date**.

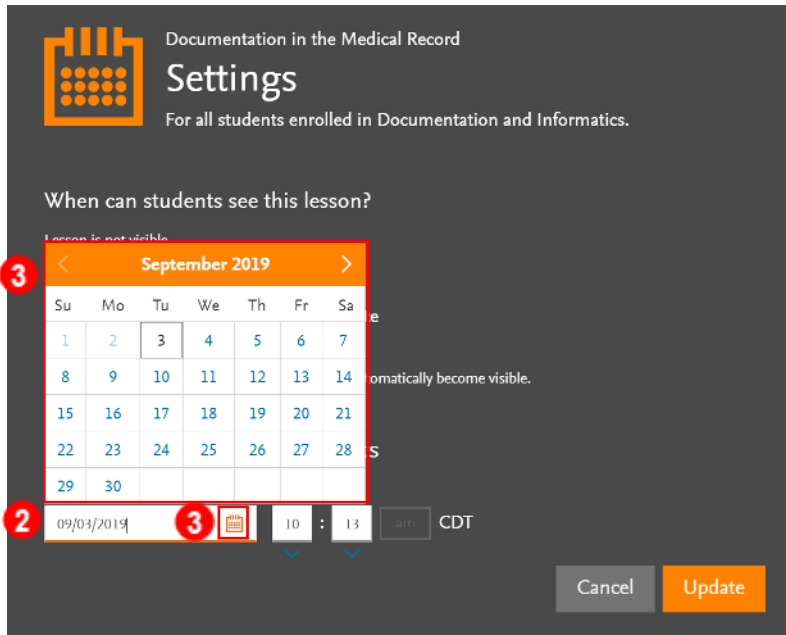
 Documentation in the Medical Record  
**Settings**  
For all students enrolled in Documentation and Informatics.

When can students see this lesson?

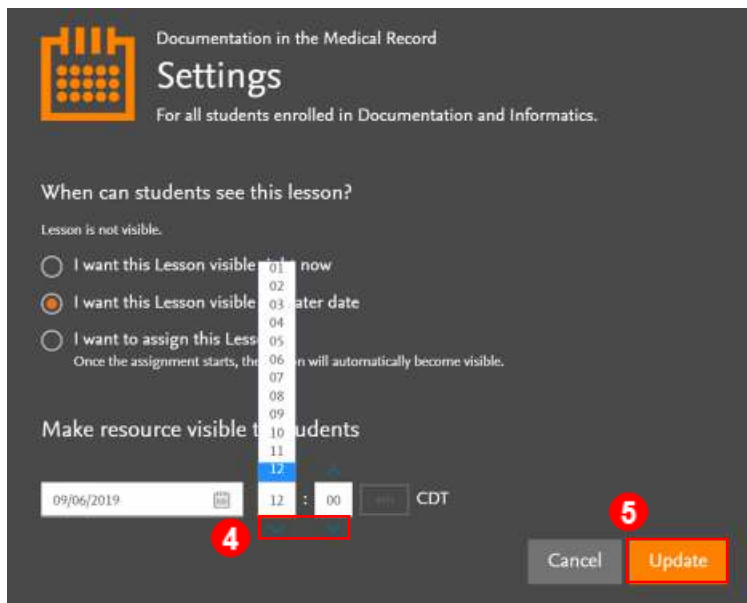
Lesson is not visible.

- I want this Lesson visible right now
- 1**  I want this Lesson visible at a later date
- I want to assign this Lesson  
Once the assignment starts, the Lesson will automatically become visible.

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.

Course Plan

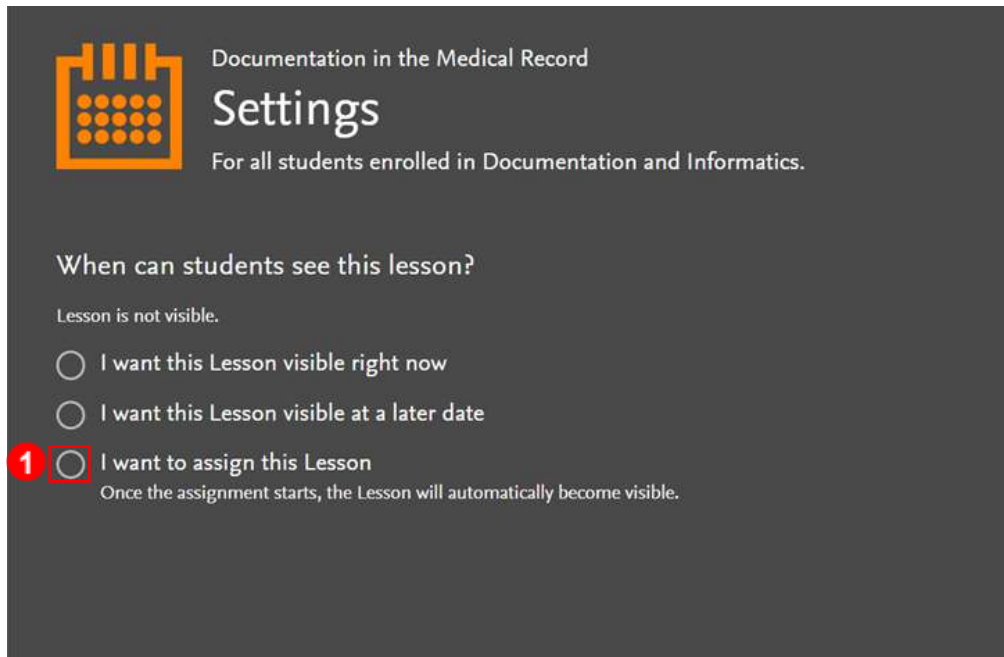
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Assignments

Title	Resource Type	Est. Time	Settings	Actions
<a href="#">Documentation in the Medical Record</a>	 Lesson	58 min	<b>6</b>  9/6	...
<a href="#">Hand-Off Reporting and Incident Reporting</a>	 Lesson	37 min		...
<a href="#">Informatics in the Health Care System</a>	 Lesson	51 min		...
<a href="#">Informatics in Nursing Practice</a>	 Lesson	41 min		...

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

1. Click the radio button to the left of **I want to assign this Lesson**.



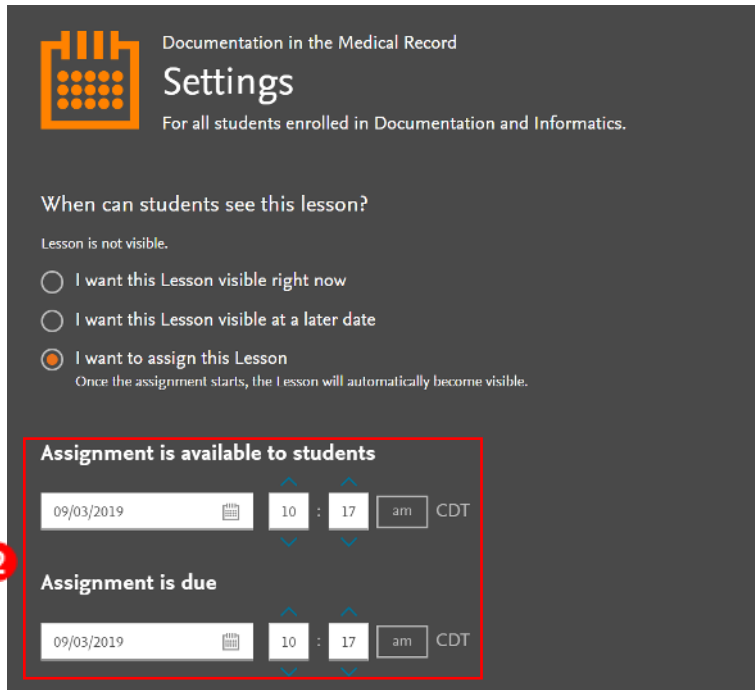
 Documentation in the Medical Record  
**Settings**  
For all students enrolled in Documentation and Informatics.

When can students see this lesson?

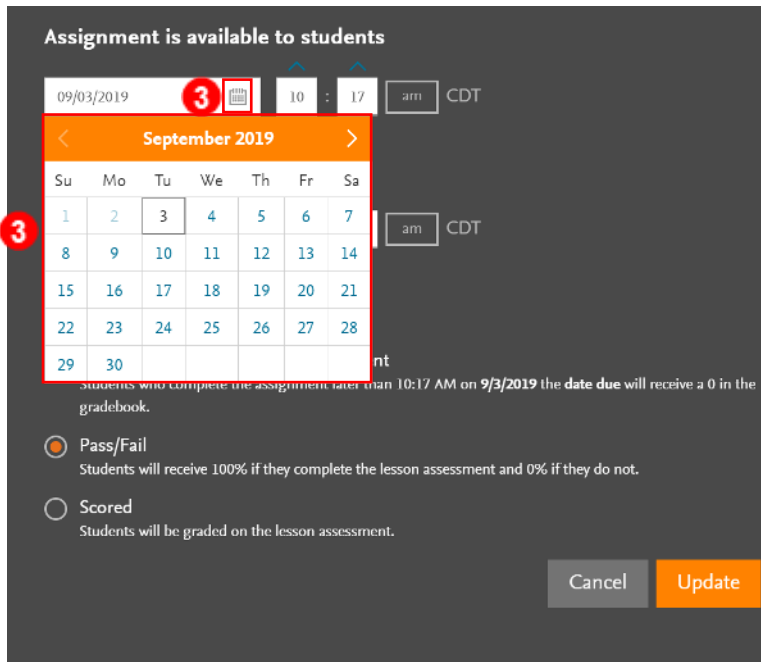
Lesson is not visible.

- I want this Lesson visible right now
- I want this Lesson visible at a later date
- 1**  **I want to assign this Lesson**  
Once the assignment starts, the Lesson will automatically become visible.

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.

**Assignment is available to students**

09/08/2019 10 : 00 am CDT

**Assignment is due**

09/03/2019 10 : 17 am CDT

**Grading options**

Record an outcome for this assignment  
Students who complete the assignment later than 10:17 AM on 9/3/2019 the **date due** will receive a 0 in the gradebook.

Pass/Fail  
Students will receive 100% if they complete the lesson assessment and 0% if they do not.

Scored  
Students will be graded on the lesson assessment.

Cancel Update

5. Follow the same procedure to select the due date and time in the **Assignment is due** date and time boxes.

Lesson is not visible.

I want this Lesson visible right now

I want this Lesson visible at a later date

I want to assign this Lesson  
Once the assignment starts, the Lesson will automatically become visible.

**Assignment is available to students**

09/08/2019 12 : 00 am CDT

**Assignment is due**

09/14/2019 11 : 59 pm CDT

**Grading options**

Record an outcome for this assignment

Cancel Update

6. Under Grading Options, **Record an outcome for this assignment** is selected by default.

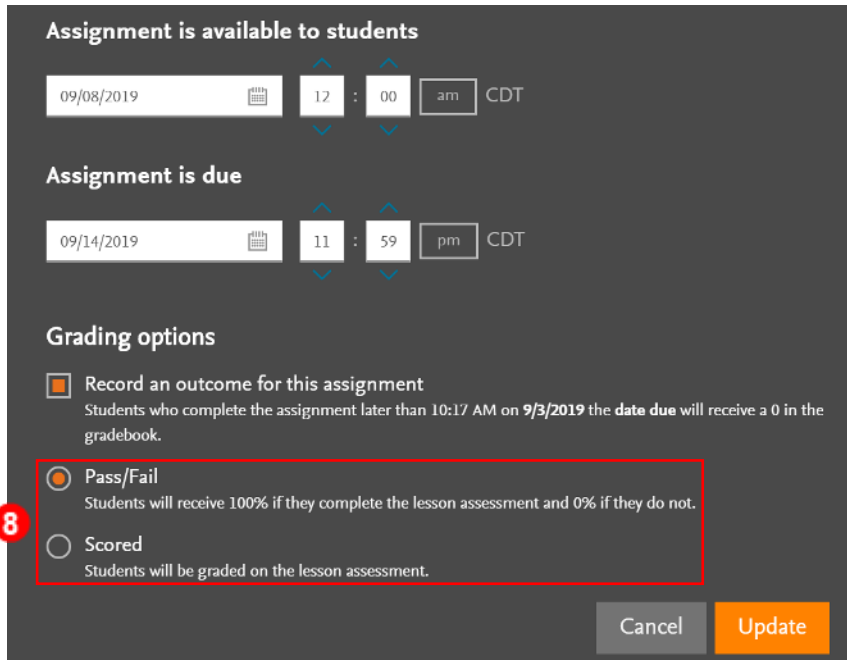
The screenshot shows a dark-themed interface for configuring an assignment. It has three main sections: 'Assignment is available to students' with a date of 09/08/2019 at 12:00 am CDT; 'Assignment is due' with a date of 09/14/2019 at 11:59 pm CDT; and 'Grading options'. In the 'Grading options' section, the first option, 'Record an outcome for this assignment', is selected with a red square checkbox and is highlighted by a red box. A red circle with the number '6' is next to this option. Below it are two unselected options: 'Pass/Fail' and 'Scored'. At the bottom right are 'Cancel' and 'Update' buttons.

7. Click the box to the left if you do not want the assignment to be graded.

This screenshot is identical to the one above, but the 'Record an outcome for this assignment' option is now unselected, indicated by an empty square checkbox. A red circle with the number '7' is next to this option, and a red box highlights the checkbox. The 'Pass/Fail' and 'Scored' options remain unselected. The 'Cancel' and 'Update' buttons are still present at the bottom right.

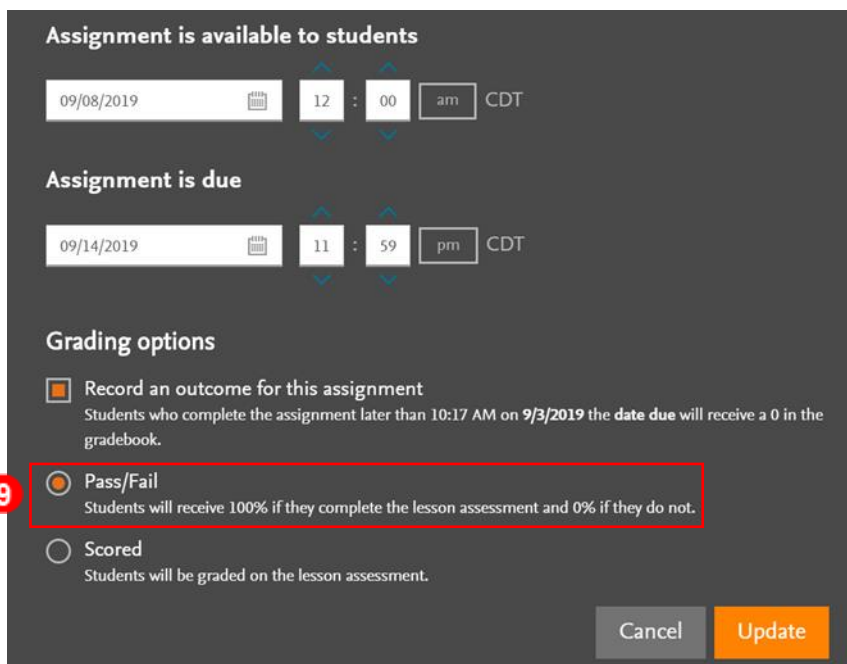


8. For a graded assignment, leave the box checked and select from the two grading options of **Pass/Fail** or **Scored** by clicking the radio button next to your selection.



The screenshot shows a dark-themed configuration panel for an assignment. It is divided into three sections: 'Assignment is available to students', 'Assignment is due', and 'Grading options'. The 'Assignment is available to students' section has a date field set to 09/08/2019, a time field set to 12:00 am, and a CDT time zone dropdown. The 'Assignment is due' section has a date field set to 09/14/2019, a time field set to 11:59 pm, and a CDT time zone dropdown. The 'Grading options' section has a checked checkbox for 'Record an outcome for this assignment' with a note: 'Students who complete the assignment later than 10:17 AM on 9/3/2019 the date due will receive a 0 in the gradebook.' Below this are two radio button options: 'Pass/Fail' (selected) and 'Scored'. The 'Pass/Fail' option is highlighted with a red box and a red circle containing the number 8. The 'Scored' option is unselected. At the bottom right are 'Cancel' and 'Update' buttons.

9. If **Pass/Fail** is chosen, students will receive a 100% for completing the assignment and a 0% if they do not.



This screenshot is identical to the one above, showing the same configuration panel. In this instance, the 'Pass/Fail' radio button is selected and highlighted with a red box and a red circle containing the number 9. The 'Scored' radio button remains unselected. The 'Record an outcome for this assignment' checkbox is still checked, and the 'Update' button is visible at the bottom right.

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.

**Assignment is available to students**

09/08/2019 12 : 00 am CDT

**Assignment is due**

09/14/2019 11 : 59 pm CDT

**Grading options**

- Record an outcome for this assignment  
Students who complete the assignment later than 10:17 AM on 9/3/2019 the date due will receive a 0 in the gradebook.
- Pass/Fail  
Students will receive 100% if they complete the lesson assessment and 0% if they do not.
- Scored**  
Students will be graded on the lesson assessment.

10 11

Cancel Update

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.

Course Plan

Title	Resource Type	Est. Time	Settings	Actions
Documentation in the Medical Record	Lesson	58 min	12  9/14	...
Hand-Off Reporting and Incident Reporting	Lesson	37 min		...
Informatics in the Health Care System	Lesson	31 min		...
Informatics in Nursing Practice	Lesson	41 min		...

End of Guide