

Sherpath: Performance Reports and Analytics – Skill Assignments

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.

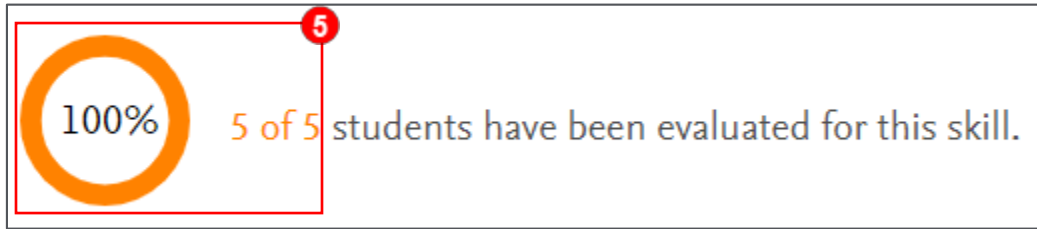
The screenshot shows the Sherpath Home page. On the left is a navigation menu with 'Home', 'Course Plan', 'Performance', and 'EAQ'. The main content area displays 'Welcome, Andrew | Sherpath 2' and 'Week 2 June 23rd to 29th'. A calendar icon is highlighted with a red box and a '2' in a red circle. Below the main content, a calendar for July 2019 is shown, with the date 17 highlighted.

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.

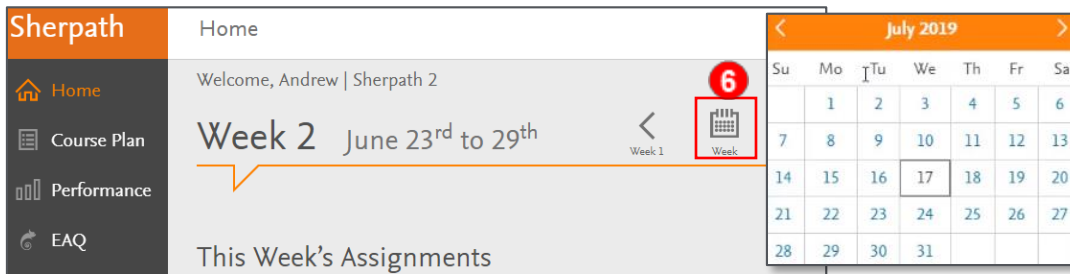
NOTE: The link will be greyed out until the due date passes. Once the due date passes, the link turns blue. The report is now available, and the link will become active.

This Week’s Assignments				
Due	Resource Type	Title	# of Incomplete Students (out of 5)	Performance Report
Sat	skill	Ensuring the Six Rights	0	 New

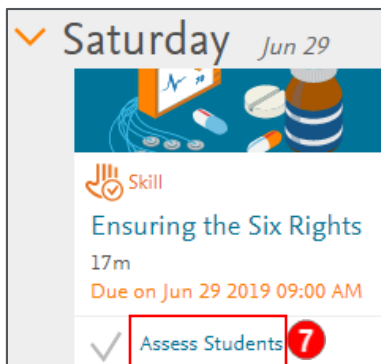
- When you first click into the Skill assignment's Performance Report, you will see a graphic at the top of the page that shows how many students have had their Skill assignment evaluated by the instructor.



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



- 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.

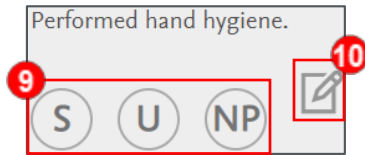


- Click on an individual student to start the assessment. Each step in the Skill assignment is evaluated.

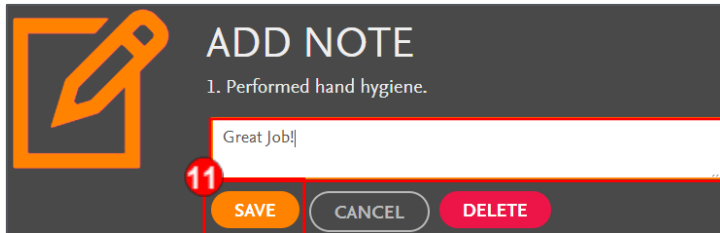


9. You can choose S (Satisfactory), U (Unsatisfactory), or NP (Not Performed).

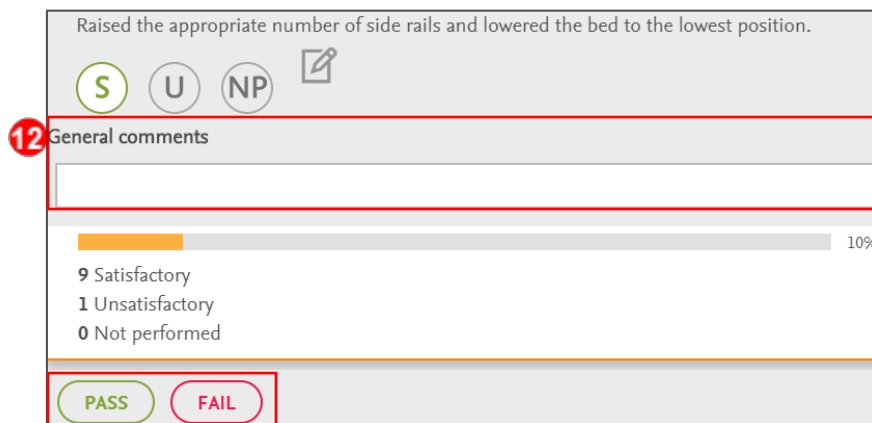
10. On each step, you can leave a comment for the student to see by clicking the notepad icon.



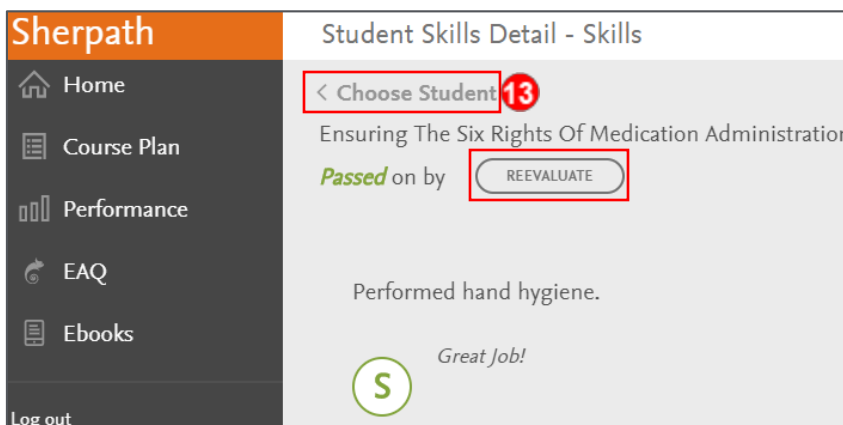
11. A side window opens, and you will type the comment in the text box. Click **Save** to keep any changes.



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.

Ensuring The Six Rights Of Medication Administration

Choose Student

Select a student to evaluate

- Cliff Clavin
- Sam Malone
- Diane Chambers** 1 attempt

The screenshot shows a 'Choose Student' interface. At the top, it says 'Ensuring The Six Rights Of Medication Administration' and 'Choose Student'. Below that, it says 'Select a student to evaluate'. There are three student names listed: Cliff Clavin, Sam Malone, and Diane Chambers. Diane Chambers is highlighted with a red box and a red circle with the number 14 next to it. To the left of her name is a green circle with a white 'P' inside. To the right of her name is '1 attempt'.

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.

Week 2 June 23rd to 29th

This Week's Assignments

Due	Resource Type	Title	# of Incomplete Students (out of 5)	Performance Report
Sat	skill	Ensuring the Six Rights	0	15 New

The screenshot shows a 'This Week's Assignments' table. At the top, it says 'Week 2 June 23rd to 29th'. Below that, it says 'This Week's Assignments'. There is a table with the following columns: 'Due', 'Resource Type', 'Title', '# of Incomplete Students (out of 5)', and 'Performance Report'. The table has one row: 'Sat', 'skill', 'Ensuring the Six Rights', '0', and '**15** New'. The '15' and 'New' icon are highlighted with a red box.

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.

100% 5 of 5 students have been evaluated for this skill.

Students who did not complete the skill assignment

The screenshot shows a performance report. At the top, it says '100%' in a large orange circle, followed by '5 of 5 students have been evaluated for this skill.' Below that, there is a section titled 'Students who did not complete the skill assignment' which is currently empty. A red circle with the number 16 is next to the '100%' text.

17. Scrolling down, the Top Missed Steps will be listed and can be sorted alphabetically or by percentage missed.

Top Missed Steps **17**

Step	% Missed
Left the patient's room tidy.	40%
Reviewed the MAR to make sure it was clear and complete.	20%

The screenshot shows a 'Top Missed Steps' table. At the top, it says 'Top Missed Steps' with a red circle containing the number 17. Below that, there is a table with the following columns: 'Step' and '% Missed'. The table has two rows: 'Left the patient's room tidy.' with '40%' and 'Reviewed the MAR to make sure it was clear and complete.' with '20%'. Each row has a horizontal bar chart showing the 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.

Student	Evaluation ↑	Submission Time	Time Spent
Cliff Clavin	Failed	8:30 AM CDT 06/29/2019	< 1 minute
Norm Peterson	Passed	8:33 AM CDT 06/29/2019	< 1 minute

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.

The screenshot displays the Sherpath Performance Report interface. On the left, a navigation sidebar includes 'Course Plan', 'Performance' (highlighted with a red box and the number 19), 'EAQ', 'Ebooks', 'Report a Content Error', 'Submit Feedback', 'Help & Support', 'Training', and 'Export Grades'. The main content area features a filter for 'Week 2' through 'Week 3' with an 'UPDATE' button. Below this are tabs for 'Categories', 'Skills' (highlighted with a red box), and 'Simulations'. The 'Skills' tab shows 'In Progress' (1) and 'Checked Off' (0) counts. A table below lists skills, with one row for 'Ensuring the Six Rights of Medication Administration' showing 1 attempt, 4/5 checked off, and 5 completed. A chart icon in the 'Report' column is highlighted with a red box and the number 20.

END OF GUIDE