# Create an Akindi Assessment

Akindi is a tool that allows you to create exam answer sheets for grading by scanner – with the scores automatically entered in Moodle!

## Generate Scannable Answer Sheets

### Step 1: Prepare your answer key.

To create the answer key, you'll need a copy of the test in a Word doc. To prep it for uploading to Akindi:

1.  Make sure that each question is numbered. Numbers may be followed by a period or a parenthesis.
2.  Highlight each correct answer by **bolding it**, *italicizing it* or changing the font color:

```
1. Poverty is associated with all of the following EXCEPT:
A) low life expectancy
B) balanced nutrition
C) inadequate access to health services
D) illiteracy
```

**Note**: If your test questions are stored in Moodle, you can export them and reformat them for uploading.

### Step 2: Create an Assessment in Akindi.

1.  Open your Moodle course and click on the admin gear in the upper right corner.
2.  Scroll down and click on **Launch Akindi**.
3.  On the initial launch, you'll get an error message related to pop-ups. Open the **Options** menu and choose **Allow pop-ups for moodle.sou.edu**.
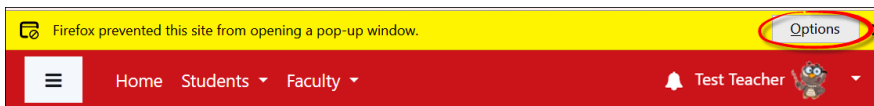


If you receive the following error message, close the page and launch Akindi again. (Don't panic – these are one-time events!)
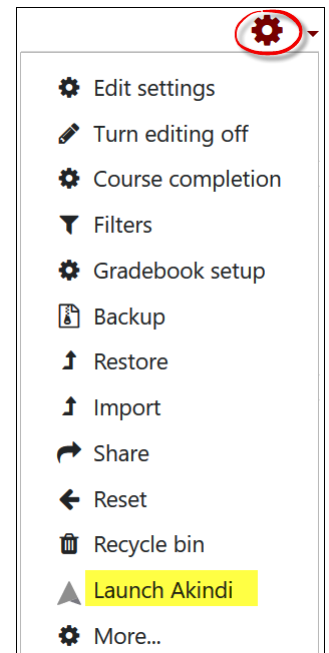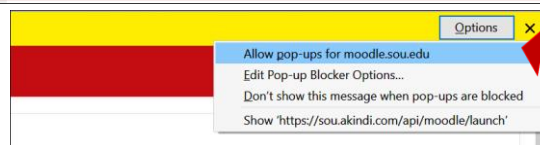


### Error Launching Akindi

An unexpected error was encountered launching Akindi: Error launching Akindi. Please return to Moodle and click 'Launch Akindi' again. If this error persists, please use the chat icon in the bottom right to contact Akindi support.

Please try refreshing this page or re-launching Akindi from your LMS. If this error persists, please contact Akindi support.

4.  On the **Assessments** tab, click on **Create Assessment**.



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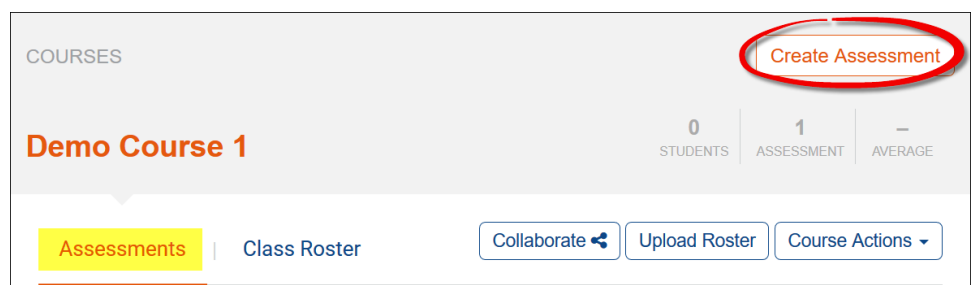
5. Add a name for the assessment and choose a layout from the pull-down menu.
6. If desired, check the box to prefill exams with student names and ID numbers (see inset image).
7. Leave the default boxes checked to include the course name and exam name in the exam sheet title area.
8. Check the box provided if you intend to distribute multiple versions of the exam.
9. Click on **Continue**.

(This is where the magic starts!)

10. On the answer key page, you can check the boxes manually to indicate the correct answers **or** upload your test questions to tell Akindi which responses are correct.

    *Manual entry*: Click on the response that corresponds to the correct answer. Click on **Continue** when you are finished.

    *Auto entry*: Click on **Upload Questions** in the upper right corner.
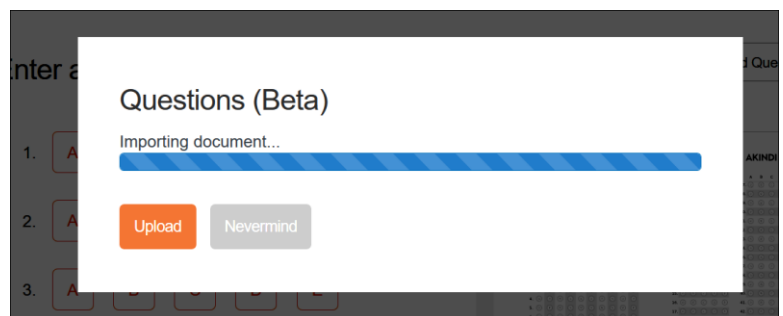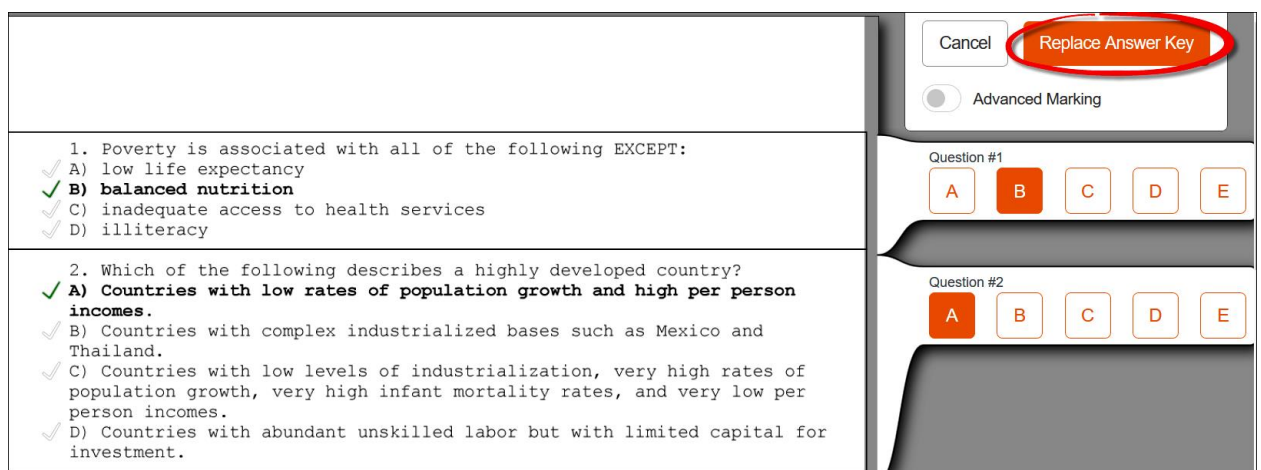
# Create an Akindi Assessment

In the upload questions page, click on the ==Browse…== link to locate and attach your exam file. Click on **Upload**.
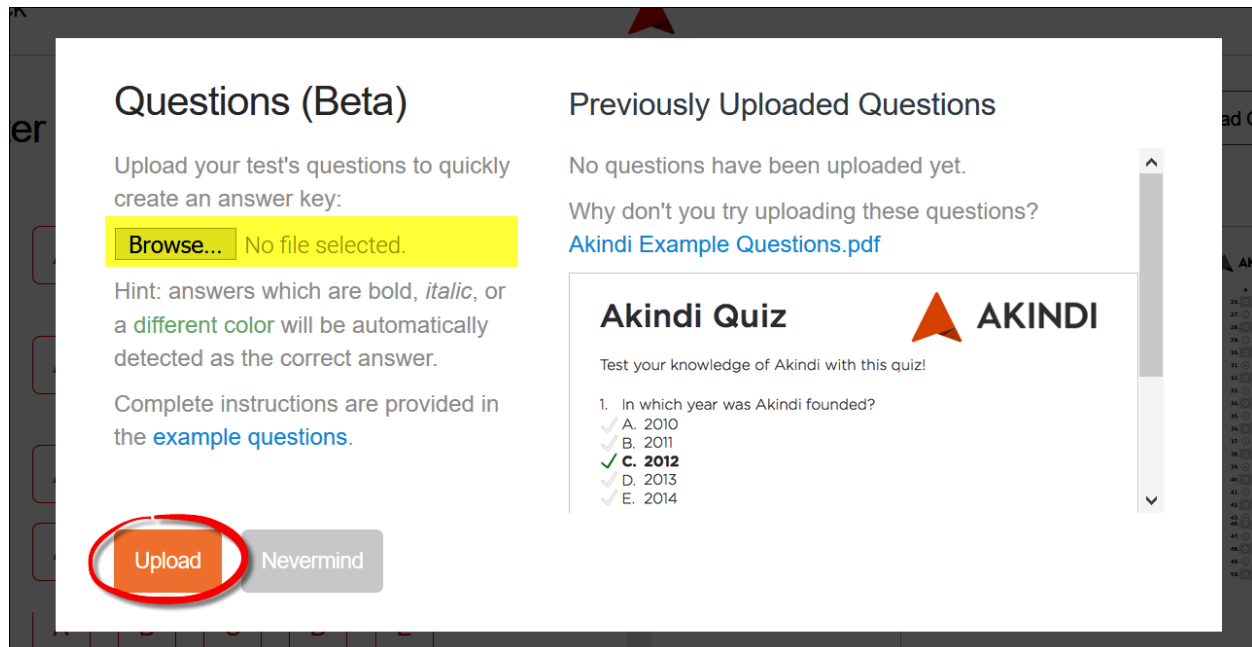


Wait a moment while your file loads.



After your file loads, you'll see your questions with the correct answers highlighted. Click on **Replace Answer Key** in the upper right corner to generate the answer key for this exam.

The answer key will then be displayed on your screen.

Scroll down and click on **Continue**.



11. When you have successfully entered the correct responses or uploaded your file, you'll get a confirmation message with options to return to the Akindi landing page (Back to Course) or submit answer sheets for scoring (Upload Responses). Note that if your scanner supports emailing files, you can send scanned sheets directly to Akindi for scoring by using the email address provided at the bottom of this message.



## Step 3: Print answer sheets.

When you're ready to print out the answer sheets for your exam, launch Akindi as described in Step 2. You'll have options to: A) edit the answer key format or answers, B) download sheets, C) upload sheets, and D) see results.

# Create an Akindi Assessment

Click on the **Download Sheets** link to create one example of the answer sheet to copy for all students. Akindi will generate a pdf of the answer sheet for you to print out and duplicate.

Open the pull-down menu and click on ***More options…..*** to:

- Create a cover sheet to accompany the answer sheet that provides:
    - o instructions for creating an answer key from a printed sheet, and
    - o the dedicated email address for submitting the answer sheets for grading.
- Prefill sheets with student names and ID numbers.
- Print multiple answer sheets by selecting a total from the **Blank sheets** field.

Click on **Download** to generate a pdf with the answer sheets that you have requested.



## Process Completed Answer Sheets

To score completed answer sheets, scan them in a departmental copier into a single pdf file. At this point, you can either:

- A. Send the file to yourself via email and save it to your computer, then launch Akindi from your Moodle course and click on the **Upload Sheets** link associated with the test. Browse out and select the pdf, then click on **Upload**.
- B. Send the pdf file directly to Akindi using the address provided on the Assessments page.

## View and Record Results

Review the exam scores and question analysis by launching Akindi and clicking on **View Results**. Note that you'll see the average score on the exam as well as any special notices. In the case of this example, there's also a note that some of the students apparently missed the test because answer sheets were not submitted for them.



***How did my students do?*** The results page (on the **Overview** tab) will display information about the easiest and most difficult questions on the exam and provide an in-depth of student performance. Clicking on the **Responses** tab will show you the answers submitted by each student.

**Note**: If you find that an answer has been incorrectly entered in the answer key or if you want to give credit for a different response, you can edit the answer key and rescore the answer sheets.

To send the scores to your Moodle gradebook, click on the link in the upper right corner. Clicking on the **Actions** link offers a range of options related to the exam scores as shown here.

As you send the grades to Moodle, you can assign them to a new grade item or select an existing item in the gradebook to record the scores.

Note that you can adjust the total possible points — in this example, a ten question test will be marked based on a total possible points of 100 (a 9 will be entered as 90).

Click on **Export** to send the scores to your gradebook.