

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:

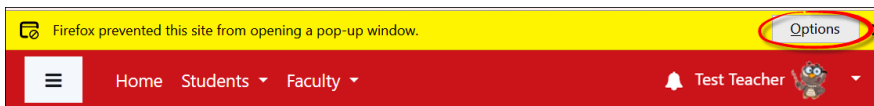
1. Make sure that each question is numbered. Numbers may be followed by a period or a parenthesis.
2. Highlight each correct answer by **bolding it**, *italicizing it* or **changing the font color**:

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

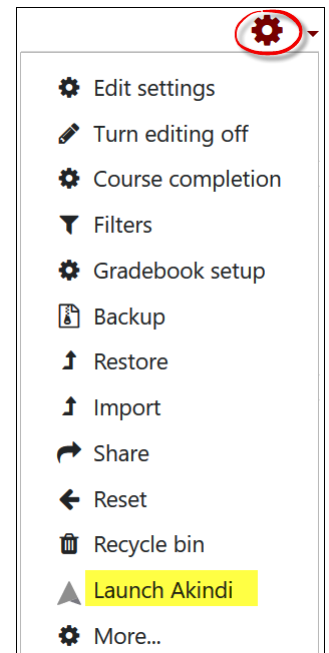
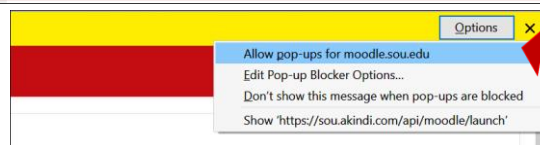
**Note:** If your test questions are stored in Moodle, you can export them and reformat them for uploading.

### 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!)

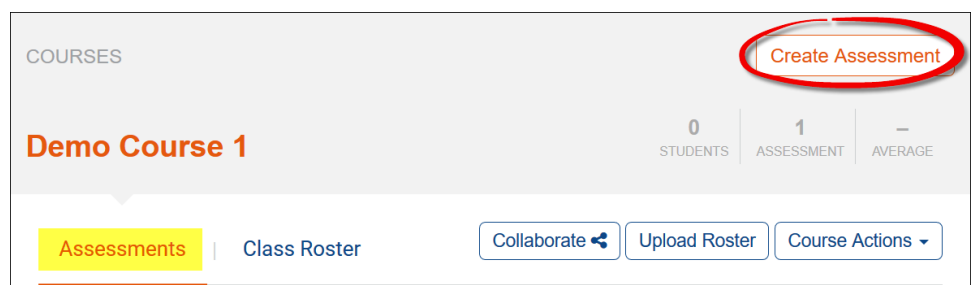


### Error Launching Akindi

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**.



## Create an Akindi Assessment

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!)

**Create an assessment**

Course Name  
Demo Course 1

Assessment Name  
Name your assessment...

Select Layout  
100 Question A-E

☐ Prefill Student Information

Show in title  
☒ Course Name ☒ Assessment Name

☐ Turn on multiple versions

**Continue**

and enter an assessment name to continue.

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.

**Enter answer key**

1. A B C D E

2. A B C D E

3. A B C D E

4. A B C D E

8. A B C D E

Advanced Marking Import/Export **Upload Questions**

Answer Key - Sample Two - Demo Course 1 AKINDI

First Name  
Last Name  
Course Name  
Demo Course 1: Sample Two  
Date  
Version

Student Number

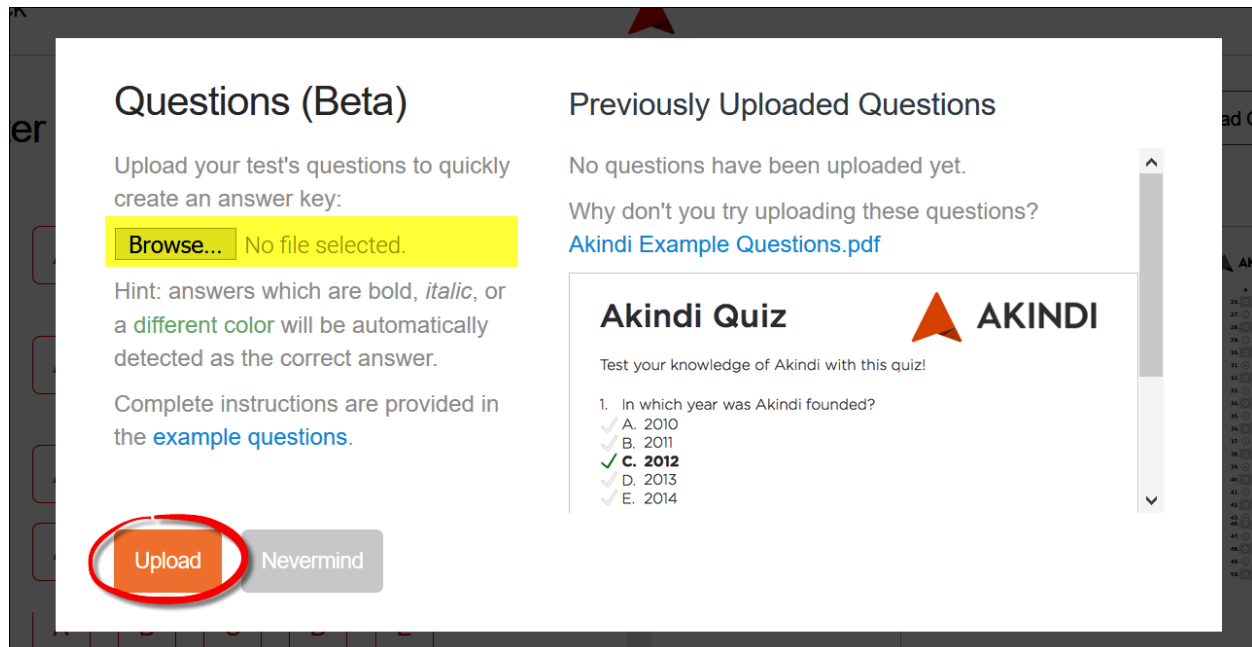
0 0 0 0 0

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

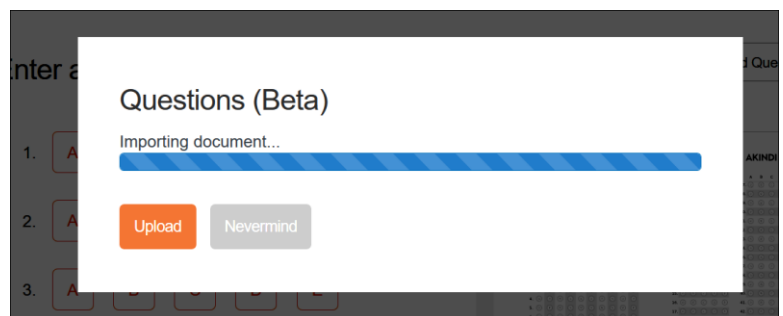
Skip for now **Continue**

## Create an Akindi Assessment

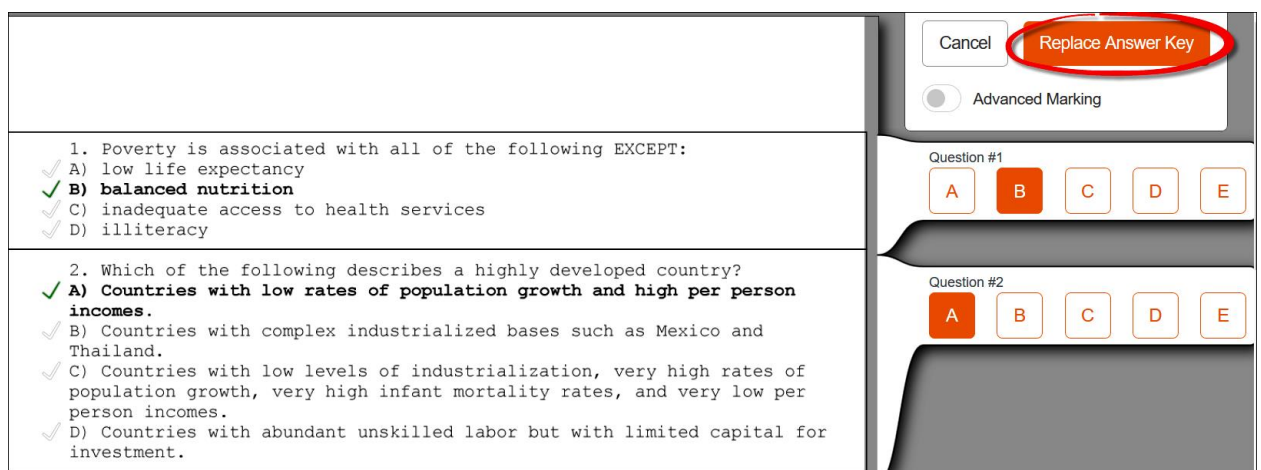
In the upload questions page, click on the **Browse...** link to locate and attach your exam file. Click on **Upload**.



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.



## Create an Akindi Assessment

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:
  - instructions for creating an answer key from a printed sheet, and
  - 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.

The screenshot shows the 'Bubblesheet Options' form. It has two checkboxes: 'Print Cover Sheet' and 'Prefill Student Information', both of which are unchecked. Below these is a 'Show in title' section with two checkboxes: 'Course Name' and 'Assessment Name', both of which are checked. Underneath is a 'Blank sheets' section with a dropdown menu showing the number '1'. At the bottom are two buttons: 'Download' (orange) and 'Nevermind' (grey).

## 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.

The screenshot shows the 'Sample Two' assessment overview page. At the top, there are links for 'Rename', 'Duplicate', and 'Delete', followed by 'Last updated 1 minute ago'. Below this are four main panels. The first panel, 'Assessment created', shows '50 Question A-E' and an 'Edit template' link, with an 'Edit Answer Key' button at the bottom. The second panel, 'Sheets ready for print', shows 'There are 12 active students in the course.' and a 'Download Sheets' button. The third panel, 'Ready to upload tests', shows 'Upload tests directly using wilsonh+15006@uploads.akindi.com' and an 'Upload Sheets' button. The fourth panel, 'CURRENT', displays a large '90.9%' average score, a note that '8 students seem to have missed this test.', and a 'View Results' button.

**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.

## Create an Akindi Assessment

**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.

The image shows two overlapping screenshots of a web interface. The top screenshot shows a 'Send Grades to Moodle' button with a Moodle logo, highlighted with a green box. To its right is an 'Actions' dropdown menu, also highlighted with a green box. A red curved arrow points from the 'Actions' menu to a second screenshot below. The second screenshot shows the 'Send grades to Moodle' dialog box. It has two radio buttons: 'Create a new grade item:' (selected) and 'Select an existing grade item:'. Under 'Create a new grade item:', there is a text input field containing 'Sample Two'. Under 'Select an existing grade item:', there is a dropdown menu with the text 'Select a grade item...'. Below these is a 'Mark out of (default: 10):' label and a text input field containing '100'. At the bottom left of the dialog is an orange 'Export' button, highlighted with a green box. To its right is a grey 'Nevermind' button.