AKINDI TEST SCORING SYSTEM

Akindi is a web-based assessment software that automatically grades multiple choice exams using regular paper and can be used with any scanner – ANYWHERE. Akindi is offered through the University's Canvas portal and is very simple to use. In 3 easy steps your test scoring can be completed.

Step 1 Print: Create an assessment to start customizing your bubble sheet. Print as many copies as you need; you can opt to print answer sheets with student names and RU ID numbers. You may print an extra copy to fill out the answer key, or you may opt to fill out the answer key online before scanning the completed answer sheets.

Step 2 Scan: Once the students have completed the assessment, you can batch scan every answer sheet into one PDF file using your scanner's document feeder. If you are using the Akindi iOS app, hold the phone up to scan the assessments using your phone's camera.

Step 3 Upload: Once you have scanned the answer sheets into a single PDF file, you can upload the file to the Akindi website or email it to a special Akindi email provided to you. Your answer sheets will be graded instantly, and you'll be ready to view your assessment results.

With Akindi, you can instantly regrade tests without rescanning test sheets, digitally resolve mis-filled student IDs in seconds, and **sync grades to Canvas Gradebook** with a few clicks. Save hours in administrative work and quickly return the results to students.

In order to access Akindi, you simply need to login to canvas (canvas.rutgers.edu) and enable the tool in your Course Navigation Dashboard:

Go to canvas.rutgers.edu

On the left hand bar – click the COURSES link

Go to Settings/Navigation to enable Akindi access for your account

Locate Launch Akindi in the list of Apps (bottom list) and click to ENABLE Launch Akindi

On the left hand bar – click the Launch Akindi button (this will automatically begin the video "Getting Started with Akindi" which you can also find here:

https://akindi.com/pages/getting-started?utm=b5n1o5jeur0yvq12

Akindi also offers Online Exams and Scoring

CREATING AND GRADING ASSESSMENT INSTRUCTIONS

Login to canvas.rutgers.edu using your NetID

This opens the Canvas Dashboard

Click on Courses on the left hand toolbar

Choose the course for which you'll be creating the assessment

On left hand bar, click launch Akindi (here you'll have the option of video tutorial)

Click the Launch Akindi button
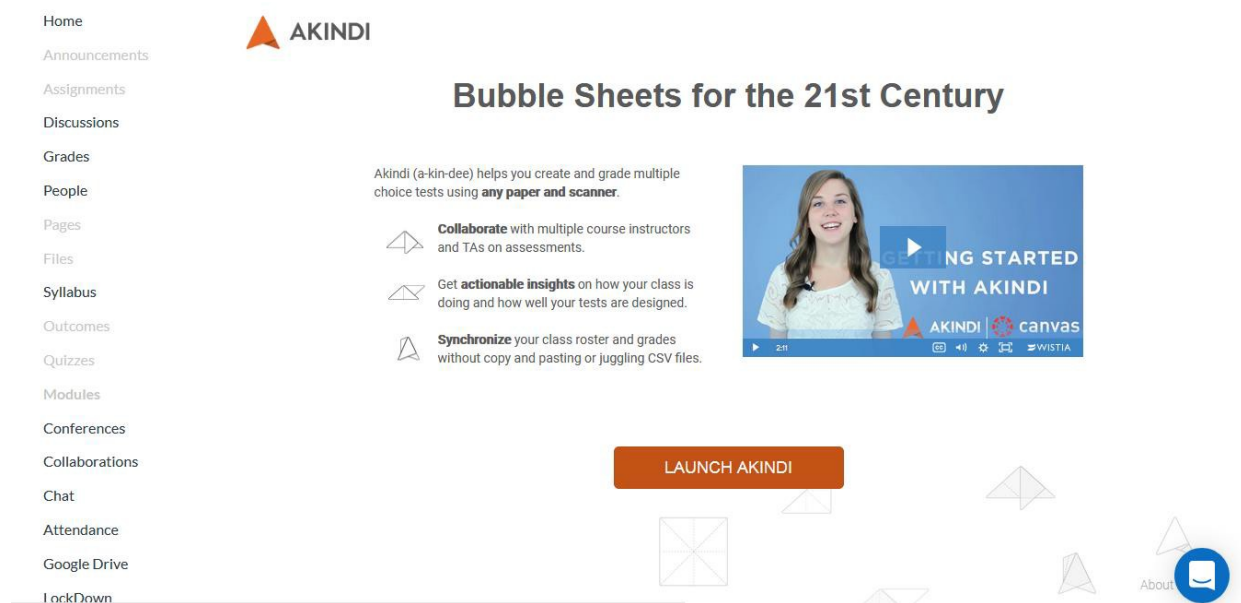
COURSE ROSTER

You're now in the Akindi software and can begin creating your test

Click the Course Roster tab

Click Upload Roster

Click Upload Student Roster (navigate to file location and upload)

Once Roster is uploaded, click the "preview changes" option

Click Save Roster (at this point, you'll receive options on how to handle dropped students, if any)

Choose option on dropped students (if any)

Click Save Roster

COLLABORATE

Click the Collaborate button in order to give access to another Akindi user (i.e., Faculty Member/TA)

- Enter Collaborator's Email address
- Choose View/Edit/Admin access
- Choose sections of this course to give access to
- Click INVITE and user will receive access to this course in their Akindi application

You're now ready to create your Assessment

CREATE ASSESSMENT

Click the Create Assessment button

The Course name auto populates, you will then need to:

> Name your assessment

> Choose the question layout (i.e, amount of questions, a-e bubbles for answers)

> Choose whether you'll have student information prefilled on bubble-sheets (pre-filled sheets will have to be handed out to individual students)

> Choose what shows in the Title of the Assessment (Course/Assessment Name)

> Choose whether you'd like to turn on multiple versions of the exam (Akindi allows up to 6 versions to be created)

Once these options are completed – you can click Continue – or Skip for Now (if you plan to import answer key or Upload Questions)

CREATE ANSWER KEY

Click bubbles in sheet to create the answer key to your exam.

ADVANCED MARKING

- Enter the amount of points each question will be worth
- Setup "partial Mark Question"
- Setup "either/or" answers (i.e., either A or B will be acceptable correct answers)

IMPORT/EXPORT

Allows you to enter the answer key directly into Akindi by typing the answers in or copy/paste from Excel:

Import/Export Answer Key

Enter the Answer Key below, or copy and paste it from Excel.

Answers can be all on one line:

- ABCD
- AB C D
- C,DE,A

Or one per line, which can (optionally) include a weight and grading scheme:

- A 1.5
- BC; 2; either-or
- D, 0.5, exact-mark
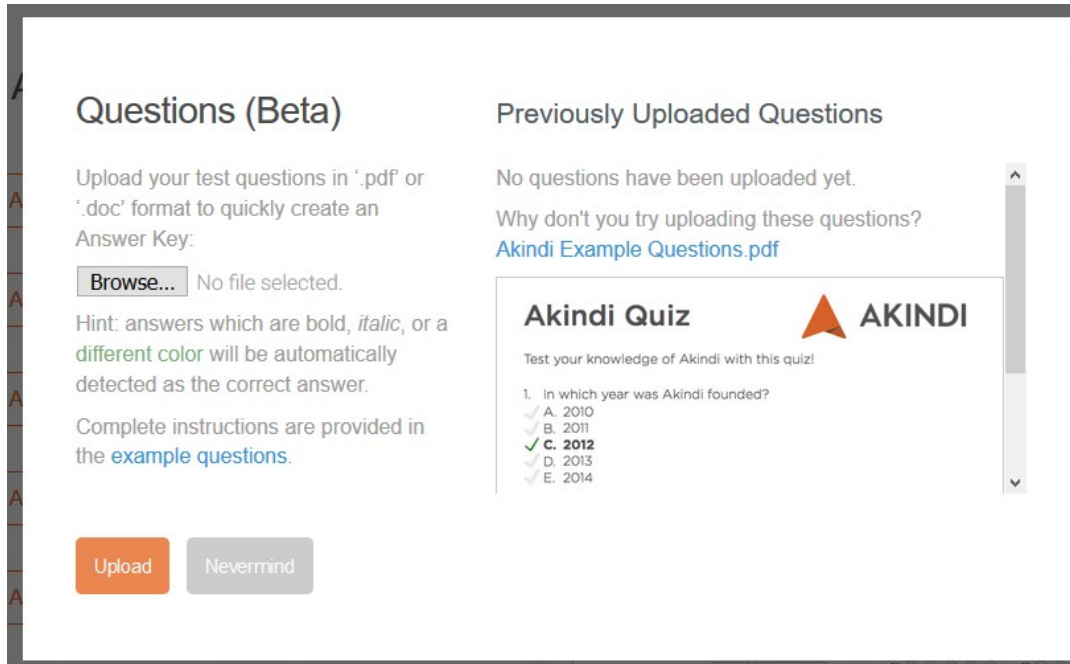- CDE partial-mark

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Type or paste Answer Key...
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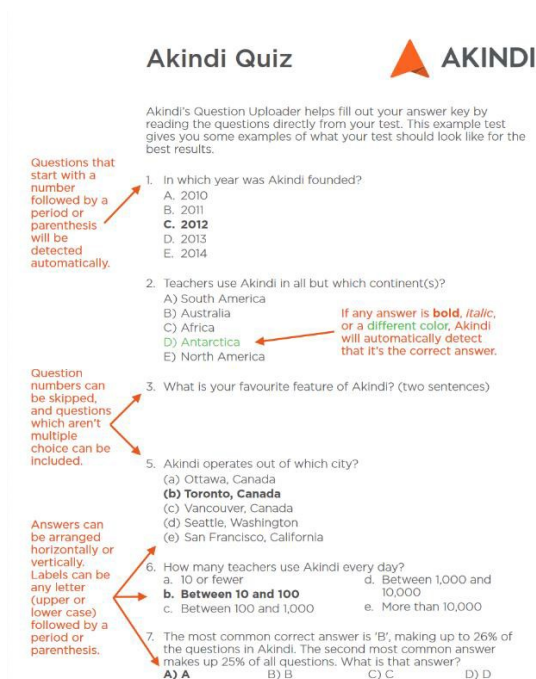*Example:* AB AC D B A or AB,AC,D,B,A

Save   Nevermind

UPLOAD QUESTIONS

Allows you to upload your exam questions in .pdf or Word format to quickly create an Answer Key. Akindi will pick up answers that are in bold, italic, or a different color as the correct answer.
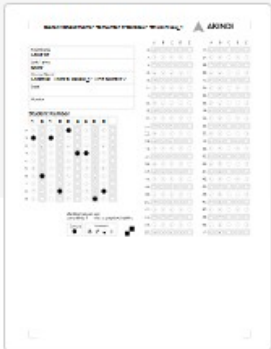

EXAMPLE:

PRINT BUBBLE SHEETS

Click Print Bubble Sheets button

This will create a .pdf file consisting of a cover sheet (for each exam version) as well as bubble sheets for the exams (if you chose to enter student information, there will be a bubble sheet printed for each individual student, otherwise you will need to enter the amount of sheets to print/or make copies)

Click the print icon in the upper right hand corner, choose your printer and print document.

Click the Back to Course button

At this point, you'll give your exam - pass out printed bubble sheets to students

Retrieve all bubble sheets from students once exam is completed

Scan bubble sheets from ANY SCANNER and save them as **ONE MULTIPLE PAGE DOCUMENT in .pdf format**

Once the document has been saved, you can go back into Canvas and access Akindi (canvas.rutgers.edu, choose course, launch Akindi)

EMAIL ONLINE ASSESSMENTS (for online exams only)

Step 3 of 3

Assessment successfully created

| Print more Bubble Sheets | Email Online Assessments | Upload Response Sheets |

Back to Course

Click the Email Online Assessments button

If you have saved your exam (i.e., Word, PDF file) you can upload it here. The exam will be sent along with the bubble sheet. Students will be able to access the exam and bubble sheet on the same page.

‹ BACK   ▲   ✕ CLOSE

Step 1 of 3
Online Assessment: Upload Test Questions

Upload test questions

Upload the test questions that you would like displayed to the students. Upload one file for each version. Drag a PDF file into the boxes below or click to upload questions. The students will be randomly assigned a version.

Uploaded: Skip-A-Payment-Form-No-Fee-1.pdf

I don't want to upload test questions   Continue

Upload exam file here if you plan to send it with the bubble sheet

Click Continue

Click "I don't want to upload test questions" if you will send the exam file separately
Enter exam schedule information

Now you will need to schedule your exam:

Step 2 of 3
Online Assessment: Schedule & Email Announcement

Select the date and time that the assessment will be available to students.

Activation time
Students cannot open the assessment before the activation date.

Deadline
Students must submit responses before the deadline.

| 04 / 21 / 2020 | ⊗ | 01 : 00 PM | ⊗ |

| 04 / 28 / 2020 | ⊗ | 01 : 00 PM | ⊗ |

Customize the email that will be sent to students.

Subject

Online Assessment for Sandbox - Tamela Wilcox_1: Online Testing

Message

Your online assessment is ready for Sandbox - Tamela Wilcox_1: Online Testing.

Continue

Enter date/time of exam

Activation Time: Date/Time which the exam becomes available for students to begin

Deadline: Date/Time which the exam will close and students will no longer have access to it
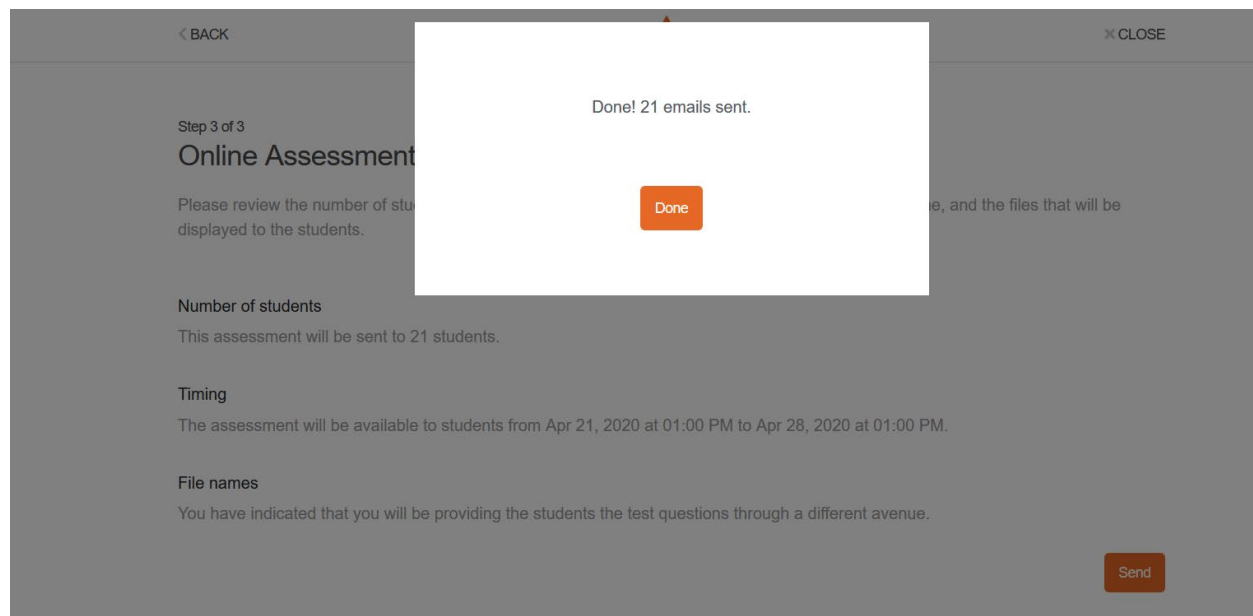
Subject: Name of exam

Message: Any message you would like to be displayed to students when exam is accessed

Click Continue

Review Exam information to be sure all information is correct

Click SEND

Exam will be sent to all students using the email addresses on the student roster

Students will receive exam, complete and click submit button. The exam will then be populated into the Results for that particular exam within your Akindi dashboard.

UPLOAD RESPONSE SHEETS

Choose your Course and choose the Upload Response Sheets button
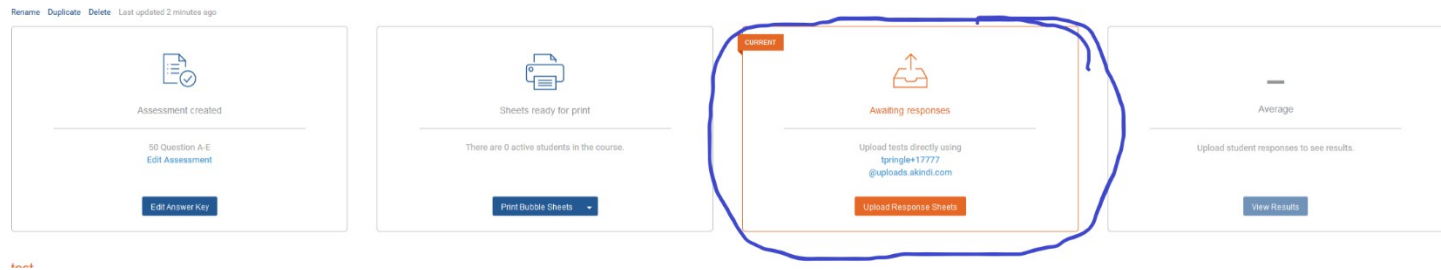
Browse to the location of your .pdf file and click the Upload button

Once you've clicked the upload – the system will begin the process of uploading and grading the exams. Once the upload is completed, you will receive confirmation of completion and notification of any existing issues with the exam:
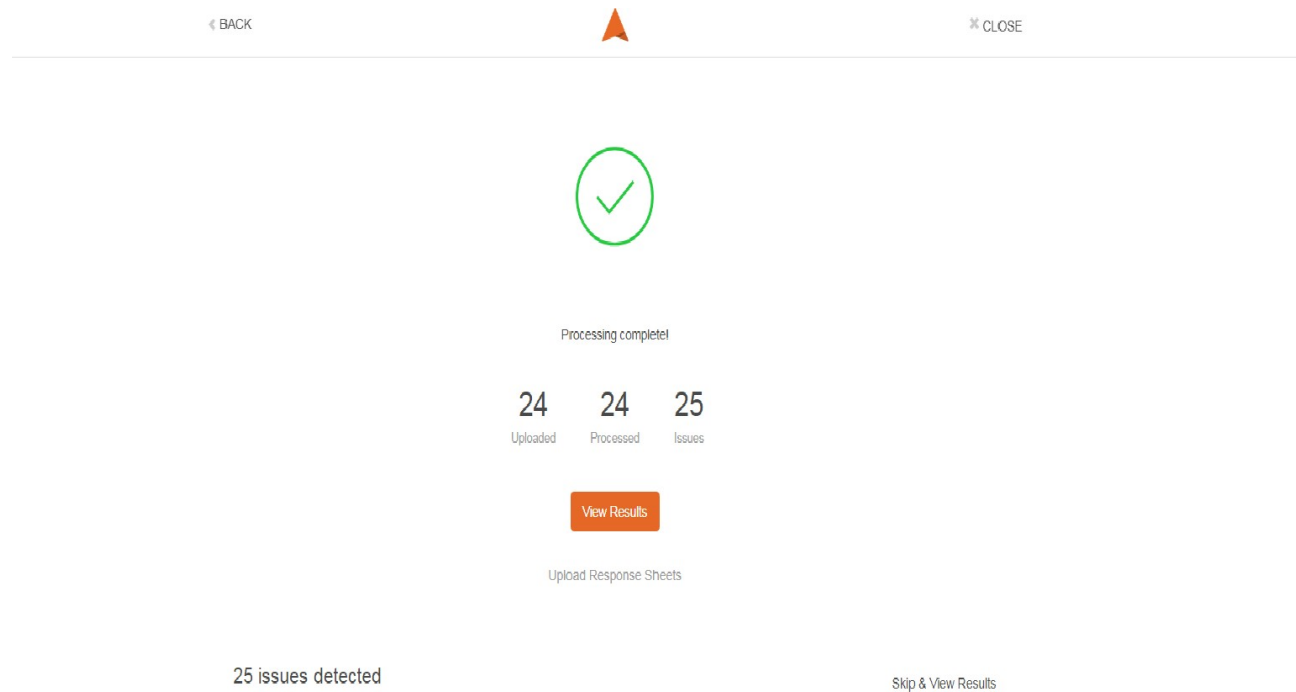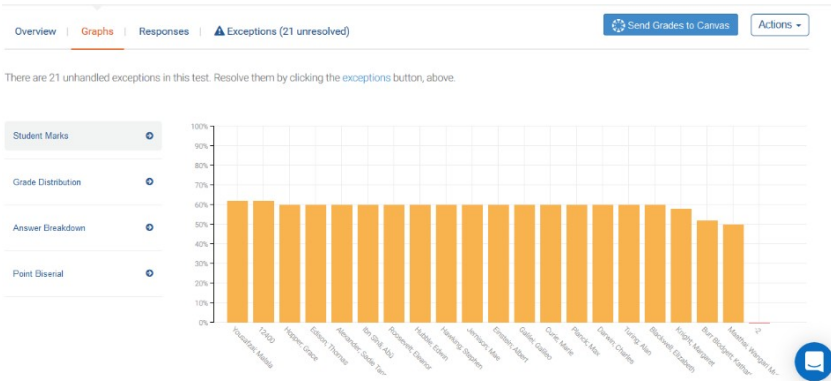
VIEW RESULTS

You can now click the View Results button, this allows you to view results of completed exams in different formats:

Overview: Shows you the easiest and most difficult questions based on each student's answers
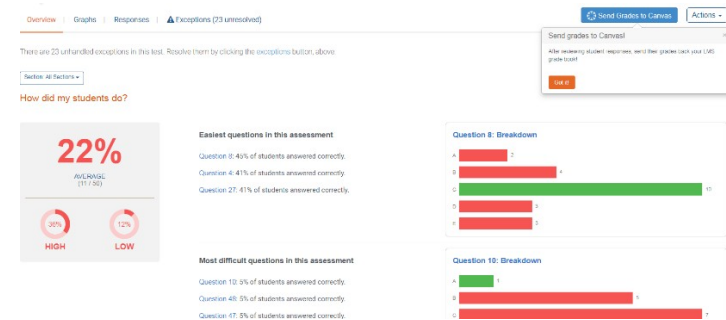
Graphs: shows a graph of each student and how they pared as opposed to their classmates

Responses: shows the individual student responses (All items within this section can be edited)

Akindi will automatically highlight any test sheets on which the student may have mis-filled their student ID and will allow the instructor to digitally search the class list and assign the test sheet to the correct student.

You will also be advised of duplicate, missing bubble marks which appear on any student's scanned bubble sheet.
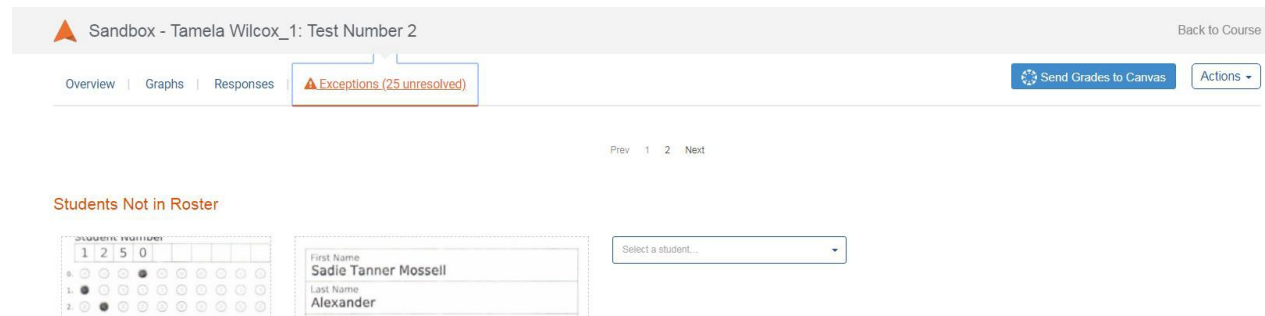
EXCEPTIONS

If you click on the Exceptions tab, you'll be directed to issues so you're able to resolve or accept any problems the system has picked up. Issues can include:

- Incorrect RUID
- Duplicate answers bubbled in
- NO answer bubbled in

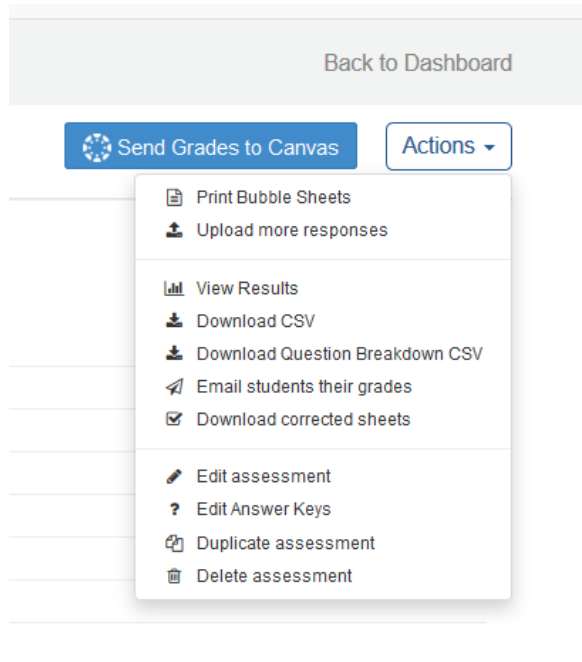Here is where you're able to correct any issues, you can either accept or make changes to issues

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SEND GRADES TO CANVAS

At this point, your exam has been scored and once you've made any necessary changes results are ready to be distributed. You can now click the SEND GRADES TO CANVAS button.

This will give you the option to save your results to a Gradebook or Assignment you've created in Canvas.

ACTIONS

The Actions tab in the far right, gives you a menu of options for this assessment: (this assessment will remain in your Akindi app unless you delete it). Here you're able to email students their grades, save results to .csv file, upload more responses, etc.

Back to Dashboard

Send Grades to Canvas | Actions ▾

📄 Print Bubble Sheets
⬆ Upload more responses

📊 View Results
⬇ Download CSV
⬇ Download Question Breakdown CSV
➤ Email students their grades
☑ Download corrected sheets

✏ Edit assessment
? Edit Answer Keys
🗐 Duplicate assessment
🗑 Delete assessment

You can now choose the Email Students their grades and they will be sent to students' Rutgers email account if desired.

For more answers and helpful FAQ's, please visit the Akindi Help Center at: https://help.akindi.com/en/