



## AKINDI TEST SCORING SYSTEM

<https://canvas.rutgers.edu/>

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](https://canvas.rutgers.edu/)) and enable the tool in your Course Navigation Dashboard:

Go to [canvas.rutgers.edu](https://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](https://canvas.rutgers.edu) using your NetID

This opens the Canvas Dashboard

Click on Courses on the left hand toolbar

**Lynda.com has transitioned to LinkedIn Learning**

Due to the LinkedIn Learning transition, we recommend that all instructors verify that Lynda.com links used in as any issues accessing the LinkedIn Learning content, please contact [Rutgers Canvas Help Desk](#) . Please see more

This is a message for Rutgers University

**Courses Found a bad link to Lynda.com?**

Try adding "?org=rutgers.edu" to the end of the url redirect to the correct content on LinkedIn Learning. Please in so they can be updated.

This is a message for Rutgers University

**Proctortrack Update Complete. Import New Documentation for Students.**

On August 19, 2019, [Proctortrack was upgraded](#) with significant changes to the student experience. Please visi including new student demonstration videos (Search: Proctortrack). Instructors will need to opt-in to require the integrity.

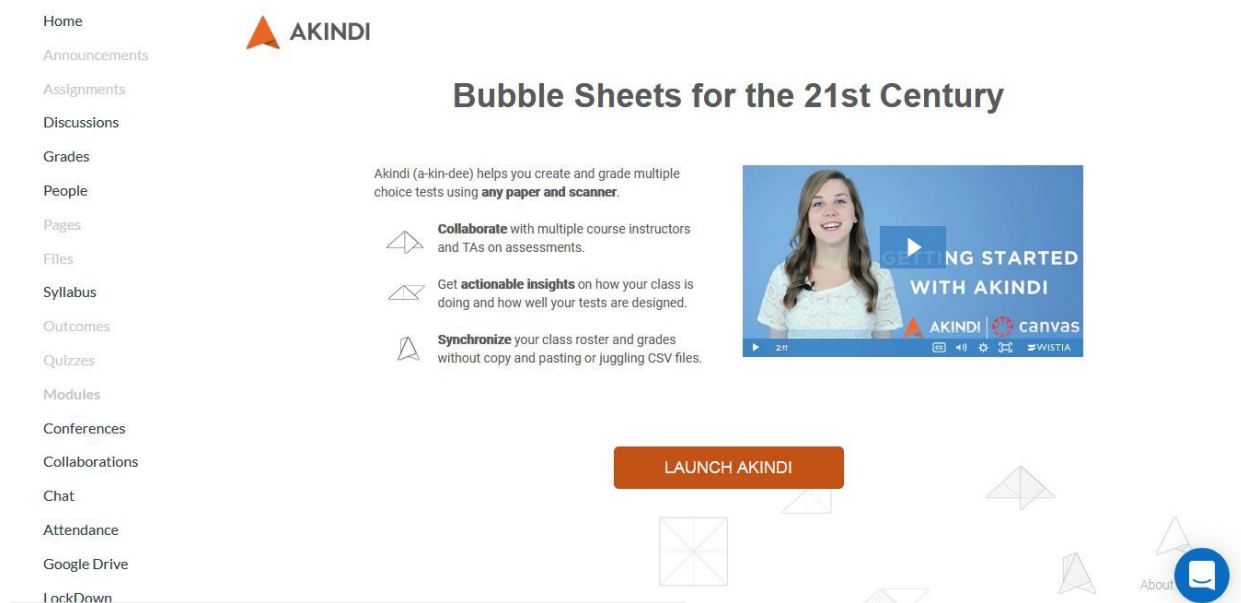
This is a message for Rutgers University

Dashboard Today

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

[← BACK](#)[✕ CLOSE](#)

Step 1 of 3

## Create an assessment

Course Name

Sandbox - Tamela Wilcox\_1

Assessment Name

Name your assessment...

Select Layout

50 Question A-E

☐ Prefill Student Information

Show in title

☒ Course Name ☒ Assessment Name

☐ Turn on multiple versions

Section A: Sandbox - Tamela Wilcox\_1



First Name

Last Name

Course Name

Version

Sandbox - Tamela Wilcox\_1

Student Number

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Marking Instructions

Complete 25 in the appropriate bubble.

Correct

Incorrect

Continue

Please select a course and enter an assessment name to continue.

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.

◀ BACK



✕ CLOSE

Step 2 of 3

## Enter Answer Key

☐ Advanced Marking

Import/Export

Upload Questions

43. ☐ A ☐ B ☒ C ☐ D ☐ E

44. ☐ A ☐ B ☐ C ☒ D ☐ E

45. ☐ A ☐ B ☒ C ☐ D ☐ E

46. ☐ A ☐ B ☐ C ☐ D ☒ E

47. ☐ A ☒ B ☐ C ☐ D ☐ E

48. ☐ A ☒ B ☐ C ☐ D ☐ E

49. ☐ A ☐ B ☐ C ☒ D ☐ E

50. ☒ A ☐ B ☐ C ☐ D ☐ E

Answer Key - Test Number 2 - Sandbox - Tamela Wilcox\_1

AKINDI

First Name  
Answer Key

Last Name

Course Name  
Sandbox-Tamela Wilcox\_1: Test Number 2

Date

Version

Student Number

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

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

Marking instructions  
Complete any of the following appropriate bubbles.

Correct Incorrect

Skip for now

Continue

## 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

Type or paste Answer Key...

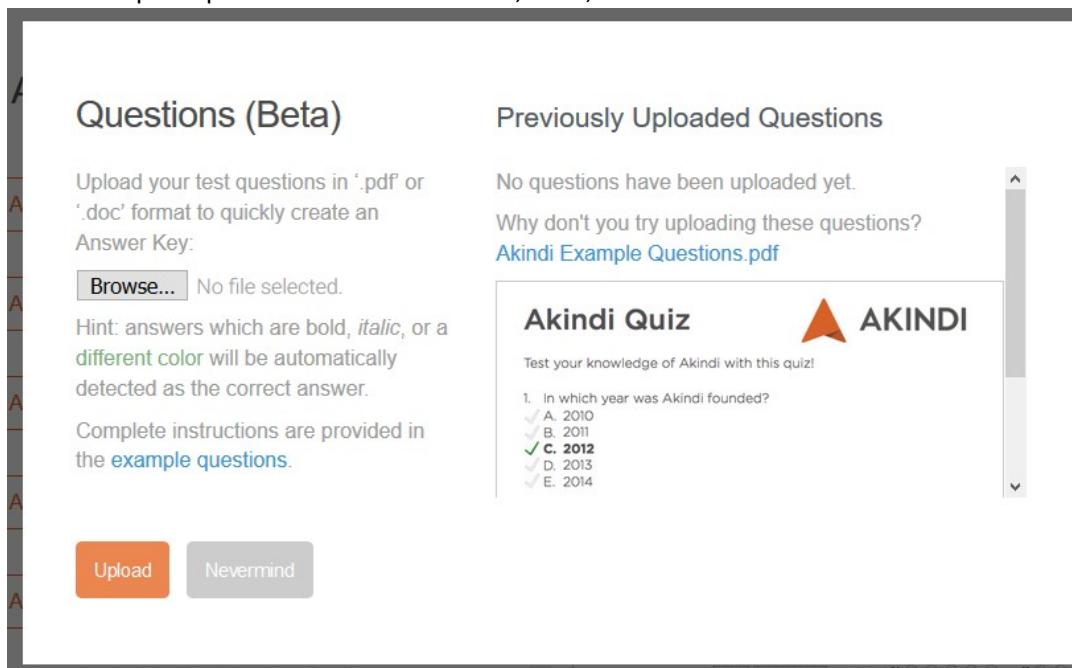
*Example: AB AC D B A OR AB,AC,D,B,A*

Save

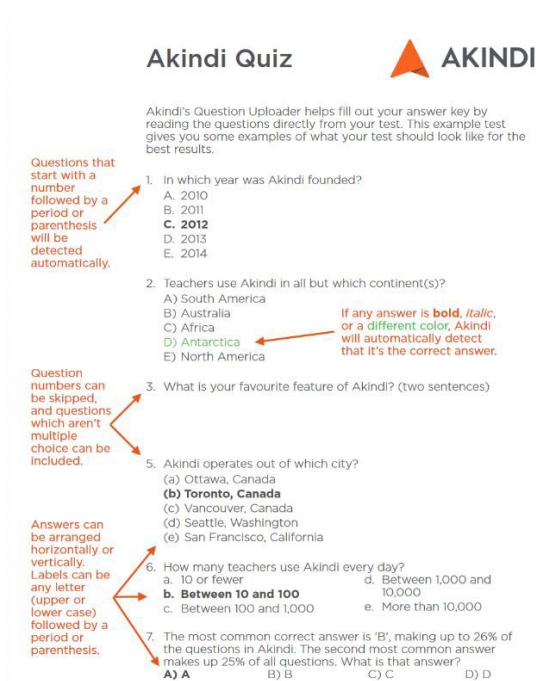
Nevermind

# 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.

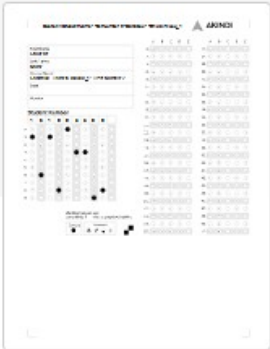


EXAMPLE:



## PRINT BUBBLE SHEETS

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Step 3 of 3

Assessment successfully created

[Print Bubble Sheets](#)[Upload Response Sheets](#)

[Back to Course](#)

Email sheets from your scanner! Send scans to  
tpringle+17777@uploads.akindi.com

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)

The screenshot displays the 'Online Testing - Sandbox - Tamela Wilcox\_1' interface. It includes a header with the AKINDI logo. On the left, there are input fields for 'First Name', 'Last Name', 'Course Name' (Sandbox - Tamela Wilcox\_1), 'Date', and 'Version'. Below these is a 'Student Number' grid. The main area contains a large grid of bubbles for answers, organized into two columns of 25 questions each. A 'Marking Instructions' box at the bottom left states: 'Candidates fill in the appropriate bubble.' and shows examples for 'Correct' (filled bubble) and 'Incorrect' (unfilled bubble).

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.

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✕ 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.

04/21/2020



01:00 PM



### Deadline

Students must submit responses before the deadline.

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

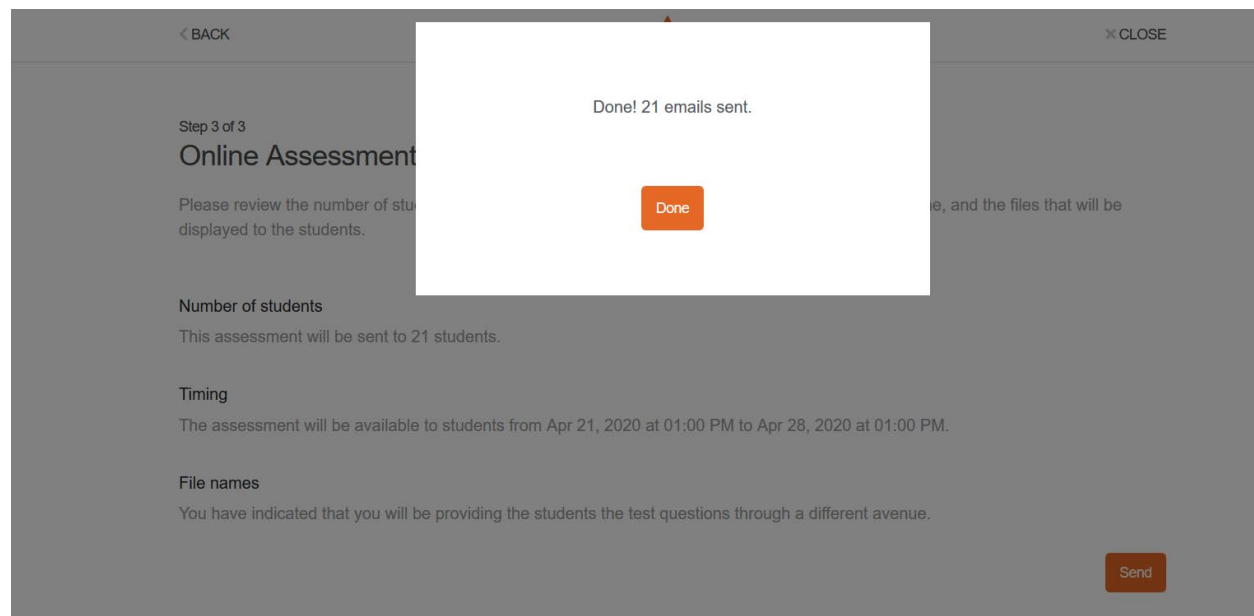
Message: Any message you would like to be displayed to students when exam is accessed

Click Continue

Review Exam information to be sure all information is correct

Click SEND

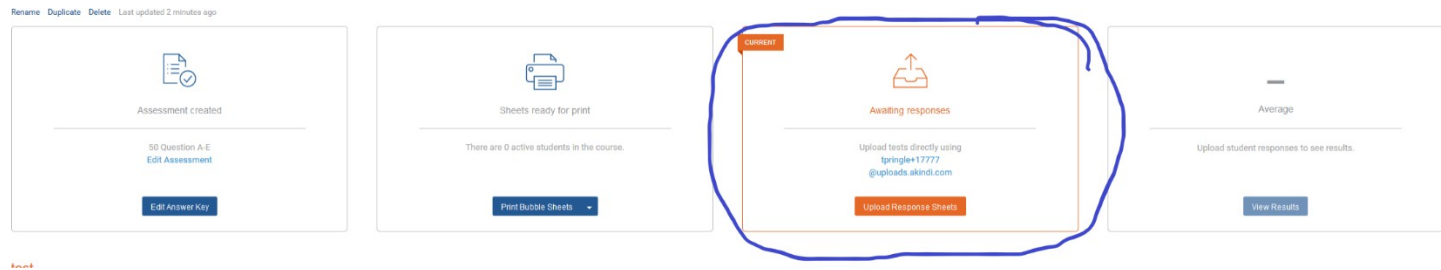
Exam will be sent to all students using the email addresses on the student roster



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.

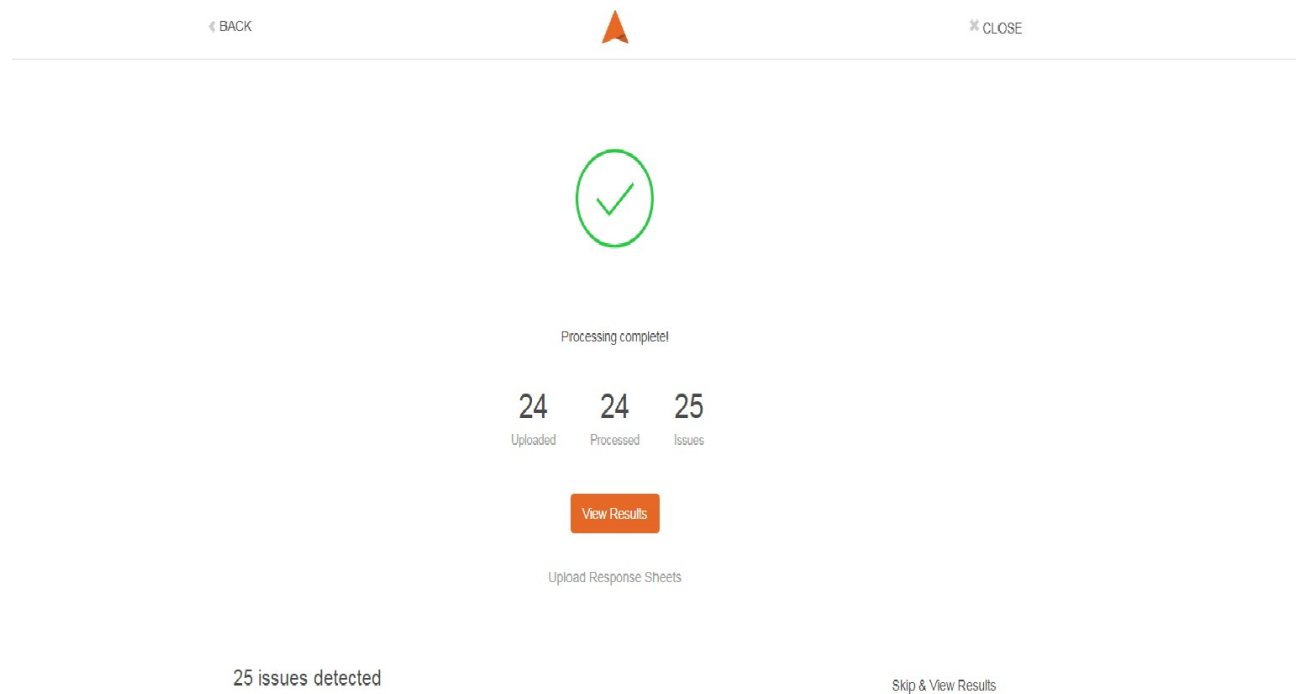
# UPLOAD RESPONSE SHEETS

Choose your Course and choose the Upload Response Sheets button



Browse to the location of your .pdf file and click the Upload button

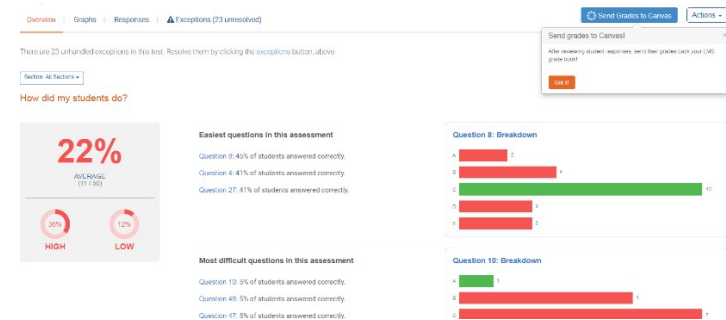
Once you've clicked the upload – the system will begin the process of uploading and grading the exams. Once the upload is completed, you will receive confirmation of completion and notification of any existing issues with the exam:



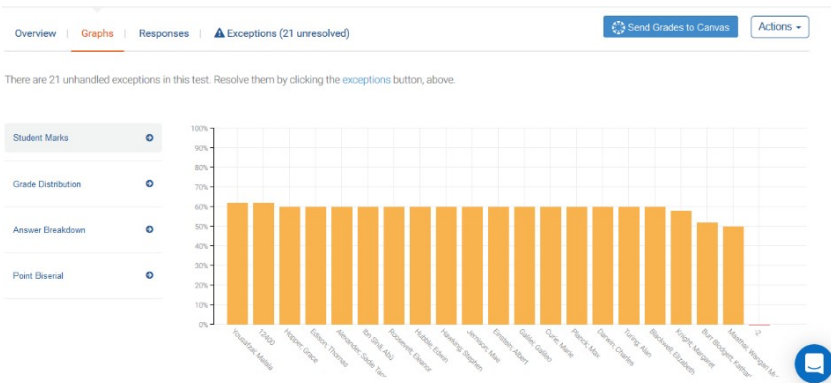
# VIEW RESULTS

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)

The Responses page shows a table of student responses. At the top, there are tabs for Overview, Graphs, Responses, and Exceptions (21 unresolved). A message states: "There are 21 unhandled exceptions in this test. Resolve them by clicking the exceptions button, above." Below this, there is a search bar for "Search student IDs and names". The table has columns for Student ID, Name, Canvas ID, Grade ID, Mark ID, Scan, and 10 question columns (1-10). The first row shows the Answer Key for the first question. The second row shows the Question Weight. The third row shows the first student's response. The fourth row shows the second student's response. The fifth row shows the third student's response. The sixth row shows the fourth student's response. The seventh row shows the fifth student's response. The eighth row shows the sixth student's response. The ninth row shows the seventh student's response. The tenth row shows the eighth student's response. The eleventh row shows the ninth student's response. The twelfth row shows the tenth student's response. The thirteenth row shows the eleventh student's response. The fourteenth row shows the twelfth student's response. The fifteenth row shows the thirteenth student's response. The sixteenth row shows the fourteenth student's response. The seventeenth row shows the fifteenth student's response. The eighteenth row shows the sixteenth student's response. The nineteenth row shows the seventeenth student's response. The twentieth row shows the eighteenth student's response. The twenty-first row shows the nineteenth student's response. The twenty-second row shows the twentieth student's response. The twenty-third row shows the twenty-first student's response. The twenty-fourth row shows the twenty-second student's response. The twenty-fifth row shows the twenty-third student's response. The twenty-sixth row shows the twenty-fourth student's response. The twenty-seventh row shows the twenty-fifth student's response. The twenty-eighth row shows the twenty-sixth student's response. The twenty-ninth row shows the twenty-seventh student's response. The thirtieth row shows the twenty-eighth student's response. The thirty-first row shows the twenty-ninth student's response. The thirty-second row shows the thirtieth student's response. The thirty-third row shows the thirty-first student's response. The thirty-fourth row shows the thirty-second student's response. The thirty-fifth row shows the thirty-third student's response. The thirty-sixth row shows the thirty-fourth student's response. The thirty-seventh row shows the thirty-fifth student's response. The thirty-eighth row shows the thirty-sixth student's response. The thirty-ninth row shows the thirty-seventh student's response. The fortieth row shows the thirty-eighth student's response. The forty-first row shows the thirty-ninth student's response. The forty-second row shows the fortieth student's response. The forty-third row shows the forty-first student's response. The forty-fourth row shows the forty-second student's response. The forty-fifth row shows the forty-third student's response. The forty-sixth row shows the forty-fourth student's response. The forty-seventh row shows the forty-fifth student's response. The forty-eighth row shows the forty-sixth student's response. The forty-ninth row shows the forty-seventh student's response. The fiftieth row shows the forty-eighth student's response. The fifty-first row shows the forty-ninth student's response. The fifty-second row shows the fiftieth student's response. The fifty-third row shows the fifty-first student's response. The fifty-fourth row shows the fifty-second student's response. The fifty-fifth row shows the fifty-third student's response. The fifty-sixth row shows the fifty-fourth student's response. The fifty-seventh row shows the fifty-fifth student's response. The fifty-eighth row shows the fifty-sixth student's response. The fifty-ninth row shows the fifty-seventh student's response. The sixtieth row shows the fifty-eighth student's response. The sixty-first row shows the fifty-ninth student's response. The sixty-second row shows the sixtieth student's response. The sixty-third row shows the sixty-first student's response. The sixty-fourth row shows the sixty-second student's response. The sixty-fifth row shows the sixty-third student's response. The sixty-sixth row shows the sixty-fourth student's response. The sixty-seventh row shows the sixty-fifth student's response. The sixty-eighth row shows the sixty-sixth student's response. The sixty-ninth row shows the sixty-seventh student's response. The seventieth row shows the sixty-eighth student's response. The seventy-first row shows the sixty-ninth student's response. The seventy-second row shows the seventieth student's response. 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The hundred-seventeenth row shows the hundred-fifteenth student's response. The hundred-eighteenth row shows the hundred-sixteenth student's response. The hundred-nineteenth row shows the hundred-seventeenth student's response. The hundred-twentieth row shows the hundred-eighteenth student's response. The hundred-twenty-first row shows the hundred-nineteenth student's response. The hundred-twenty-second row shows the hundred-twenty-first student's response. The hundred-twenty-third row shows the hundred-twenty-second student's response. The hundred-twenty-fourth row shows the hundred-twenty-third student's response. The hundred-twenty-fifth row shows the hundred-twenty-fourth student's response. The hundred-twenty-sixth row shows the hundred-twenty-fifth student's response. The hundred-twenty-seventh row shows the hundred-twenty-sixth student's response. The hundred-twenty-eighth row shows the hundred-twenty-seventh student's response. 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The hundred-forty-first row shows the hundred-fortieth student's response. The hundred-forty-second row shows the hundred-forty-first student's response. The hundred-forty-third row shows the hundred-forty-second student's response. The hundred-forty-fourth row shows the hundred-forty-third student's response. The hundred-forty-fifth row shows the hundred-forty-fourth student's response. The hundred-forty-sixth row shows the hundred-forty-fifth student's response. The hundred-forty-seventh row shows the hundred-forty-sixth student's response. The hundred-forty-eighth row shows the hundred-forty-seventh student's response. The hundred-forty-ninth row shows the hundred-forty-eighth student's response. The hundred-fiftieth row shows the hundred-forty-ninth student's response. The hundred-fifty-first row shows the hundred-fiftieth student's response. The hundred-fifty-second row shows the hundred-fifty-first student's response. The hundred-fifty-third row shows the hundred-fifty-second student's response. The hundred-fifty-fourth row shows the hundred-fifty-third student's response. The hundred-fifty-fifth row shows the hundred-fifty-fourth student's response. The hundred-fifty-sixth row shows the hundred-fifty-fifth student's response. The hundred-fifty-seventh row shows the hundred-fifty-sixth student's response. The hundred-fifty-eighth row shows the hundred-fifty-seventh student's response. The hundred-fifty-ninth row shows the hundred-fifty-eighth student's response. The hundred-sixtieth row shows the hundred-fifty-ninth student's response. The hundred-sixty-first row shows the hundred-sixtieth student's response. The hundred-sixty-second row shows the hundred-sixty-first student's response. The hundred-sixty-third row shows the hundred-sixty-second student's response. The hundred-sixty-fourth row shows the hundred-sixty-third student's response. 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The hundred-seventy-seventh row shows the hundred-seventy-sixth student's response. The hundred-seventy-eighth row shows the hundred-seventy-seventh student's response. The hundred-seventy-ninth row shows the hundred-seventy-eighth student's response. The hundred-eightieth row shows the hundred-seventy-ninth student's response. The hundred-eighty-first row shows the hundred-eightieth student's response. The hundred-eighty-second row shows the hundred-eighty-first student's response. The hundred-eighty-third row shows the hundred-eighty-second student's response. The hundred-eighty-fourth row shows the hundred-eighty-third student's response. The hundred-eighty-fifth row shows the hundred-eighty-fourth student's response. The hundred-eighty-sixth row shows the hundred-eighty-fifth student's response. The hundred-eighty-seventh row shows the hundred-eighty-sixth student's response. The hundred-eighty-eighth row shows the hundred-eighty-seventh student's response. The hundred-eighty-ninth row shows the hundred-eighty-eighth student's response. The hundred-ninetieth row shows the hundred-eighty-ninth student's response. The hundred-ninety-first row shows the hundred-ninetieth student's response. The hundred-ninety-second row shows the hundred-ninety-first student's response. The hundred-ninety-third row shows the hundred-ninety-second student's response. The hundred-ninety-fourth row shows the hundred-ninety-third student's response. The hundred-ninety-fifth row shows the hundred-ninety-fourth student's response. The hundred-ninety-sixth row shows the hundred-ninety-fifth student's response. The hundred-ninety-seventh row shows the hundred-ninety-sixth student's response. The hundred-ninety-eighth row shows the hundred-ninety-seventh student's response. The hundred-ninety-ninth row shows the hundred-ninety-eighth student's response. The hundredth row shows the hundredth student's response.

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.

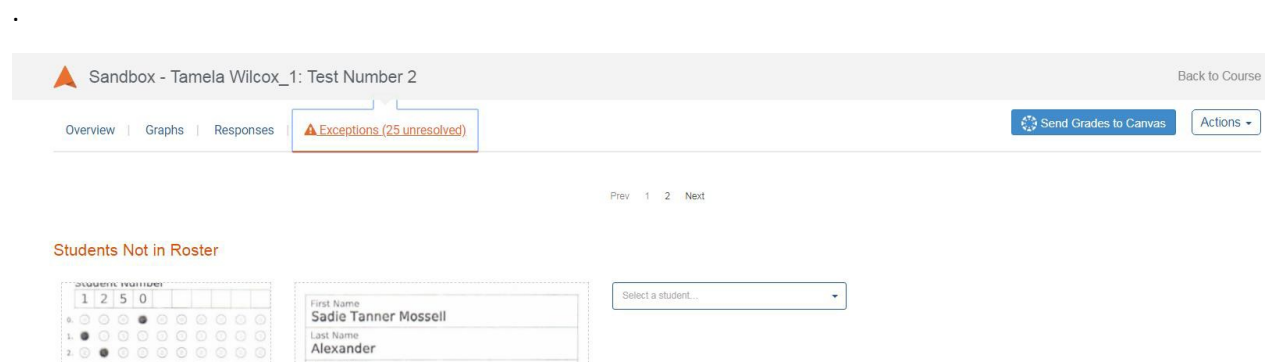
You will also be advised of duplicate, missing bubble marks which appear on any student's scanned bubble sheet.

## 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



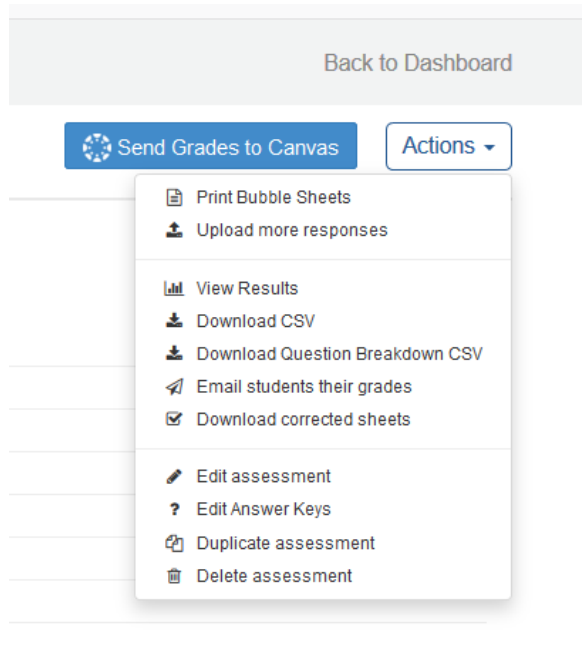
## SEND GRADES TO CANVAS

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.



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/>