

Akindi: Scanning Answer Sheets and Uploading to Canvas

This guide will show how to scan answer sheets and upload grades to Canvas. See the Akindi Launching in Canvas guide if you need help launching Akindi in your course.

Once you have created your assessment in Akindi, the next step is to print out your answer sheets.

Here to Guide That - Store Sto	
	p 3 or 3 ccessfully created
Print Bubble Sheets Back	Upload Response Sheets
	ur scanner! Send scans to 365@uploads.akindi.com

Remember, if you didn't create your answer key in Akindi, you can make your answer key offline. To do this you will print an extra sheet and when you upload/scan your test sheets you will need to put "0000" for the student number on the answer key.



Once you have administered the assessment, it is time to grade. Remember students can use pencil, pen, or marker to complete the bubble sheets, but if they change their minds with pen, there's no way to erase it.

When you printed out your answer sheets, the cover page included directions at the bottom on how to upload them for grading.

Z	
	Upload instructions
	 If you haven't created one online, fill out an answer key and bubble in "0000" for the Student ID. Scan the answer key (if you haven't created one online) and student answers into one PDF file. Upload the PDF through the upload button on your account, or email it directly to
-	

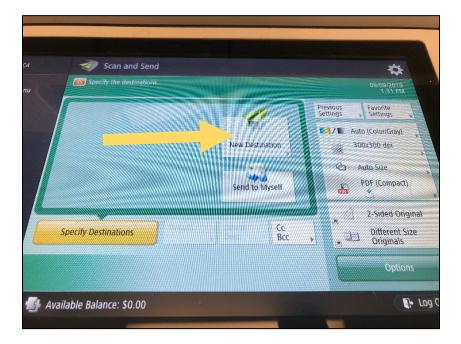
You can scan your answer sheets into any printer/copier machine with scanning capabilities. Preferably use one with an email function so you can upload the sheets directly from the scanner. The following steps assume you will use the copier in the Davenport 228.

Select Scan and Send

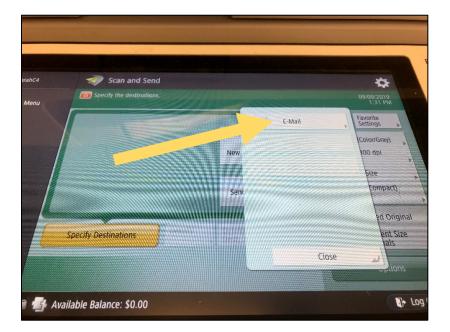




Select New Destination.



Select E-mail.

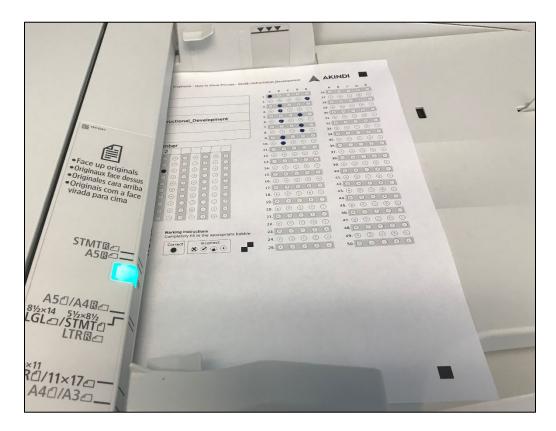




Set Mail Address (Max 128 characters) You can also use the numeric keys. sarah-canatsey+18665@uploads.akindi.com VP Registered Characters Alphanum, Char. 9 0 . 1 2 3 4 5 6 7 p q w e r t y u i d f g h j k l alst v b n m , l @ z x c -Shift Caps Space OK × Cancel

Enter the email address listed at the bottom of the cover sheet. It will end in @uploads.akindi.com

Place answer sheets in the scanner tray. If you created your answer key offline, make sure it goes on top and the student number is "0000".





<e-mail> Enter the e-mail address.</e-mail>		Destinations: 0	
E-Mail Address	sarah-canalsey+18665@uploads.akindi.com		
 Divide Data 	On Off		
Next Destination			

Double check the e-mail address and then select OK.

Push Start to send the email.





After you have emailed the scanned answer sheets, you will receive an email when they have been graded and ready to view.

Akindi upload proces	sed!		
A Akindi <notification To Canatsey, Sarah</notification 	ns@akindi.com> this message is displayed, click here to view it in		S Reply S Re
I there are problems with now t	rnis message is displayed, circk here to view it in	a web browser.	
	Hello! Your recently emailed test has been	I processed. You can see the results by clicking	g the {link_or_button}} below.

When you select View Results in the email, it will open the Akindi Dashboard. Select View Results in the Dashboard, this will show you the test analytics page.

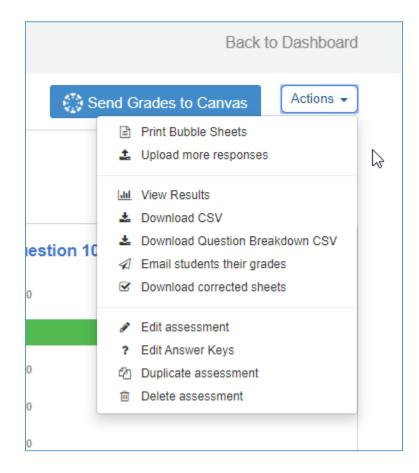
RCOB_Instructional_Development: Q Rename Duplicate Delete Last updated 35 minutes ago	luiz to Show Process		View Cours
		Ê	CURRENT 80%
Assessment created	Sheets ready for print	Ready to upload tests	Average
50 Question A-E Edit Assessment	There are 1 active student in the course.	Upload tests directly using sarah-canatsey+18665@uploads.akindi.com	All 1 students have completed this test.
Edit Answer Key	Print Bubble Sheets 🔹 👻	Upload Response Sheets	View Results



From the test analytics page, you can Send Grades to Canvas.

	tional_Development: Quiz to Show Pro	Cess Back to Dashboard	
Overview Graphs R	esponses	Send Grades to Canvas Actions -	
How did my student	s do?		de la
000/	Easiest questions in this assessment	Question 10: Breakdown	
ð U%	Question 10: 100% of students answered	0 A	

The other options under **Actions** include:





When you select Send Grades to Canvas, you will see the following menu:

		ew assessm	nent:	
Q	uiz to Shov	w Process		
© Se	lect an e	xisting asse	essment:	
	Select a a	ssessment.		
Mark	out of (defa	ult: 10):		
10				

Under the *Mark out of* option, you can change that number. Here is an example.

75	-
Grades sent to Canvas will be	out of 75 marks. For example, a response wo
8 / 10 here will be worth 60 / 7	5 in Canvas.
Export Nevermine	t