

Uploading Tests and Test Results

Once your students have taken their tests, you can upload the bubble sheets to Akindi for automatic grading. After the grading has been finished, you can review reports, send grades to Blackboard, and print out graded bubble sheets.

Uploading Answer Sheets

Using a TU Departmental Printer/Scanner

1. Locate your Akindi email address. This can be found either on a cover sheet for the test, or if you log into Akindi, it will be in the “Awaiting Responses” box on the Akindi course page. The Akindi email address will be in the following format: TUemail + random 5 digit number @uploads.akindi.com (For example agreen+12345@uploads.akindi.com). This email will not change between tests, courses, or semesters.
2. Take the bubble sheets and cover sheet, along with the email address from Step 1 to the printer/scanner
3. On the printer/scanner, click **Scan to Email**
4. Click inside the address box and enter the email address
5. Click **Start** to scan the documents. Depending on the number of questions and the number of bubble sheets, it can take up to 10 minutes to process. You will receive an email to your Towson email address once the sheets have been uploaded and processed.

Using a non-TU Departmental Printer/Scanner (all other devices)

1. Locate your Akindi email address. This can be found either on a cover sheet for the test, or if you log into Akindi, it will be in the “Awaiting Responses” box on the Akindi course page. The Akindi email address will be in the following format: TUemail + random 5 digit number @uploads.akindi.com (For example agreen+12345@uploads.akindi.com). This email will not change between tests, courses, or semesters.
2. Scan the filled bubble sheets to a PDF format
3. From your Towson email address, email the PDF document with the bubble sheets to the email address from Step 1
Please Note: Scanning in blank bubble sheets will result in Akindi not processing the attempt. Do not attempt to scan in blank sheets.

Viewing Exceptions

Sometimes a student may not have filled in an answer correctly or Akindi is unable to determine what answer the student filled in. These are called Exceptions. You can resolve exceptions using the following steps.

1. On the Akindi course page, locate the test and click the **View Results** button
2. Select **Exceptions** from the bar across the top
3. View and resolve the following Exception types:
Missing or incorrectly filled Student IDs: These are for the student names and ID numbers. You will see the student name and ID on the left. On the right, you’ll see a text box and the top 4 suggestions. If the student is one of the suggestions, click on their name. Otherwise, type their name in the textbox above.
Missing Version: If a student forgets to fill in a version number, you can do so on the Responses tab. This will allow you to toggle between the versions to determine which version the student had.

Question Exceptions: Exceptions are shown when students select more answers than the answer key contains. You can resolve the exceptions by clicking **Resolve** or **Ignore Exceptions** under the question number

Reviewing Reports

Akindi will give you reports based on the student answers for each test.

1. Enter the Akindi course, locate the test, and click **View Results**
2. On the **Overview** page, you will see the following:
 - Course average:** The average grade for the students in this course, along with the highest and lowest grades in the course.
 - Easiest questions in this assessment:** The top three questions with the highest number of correct answers.
 - Most difficult questions in this assessment:** The top three questions with the highest number of incorrect answers.
 - How well was my test designed?:** This shows you the discriminatory score for the assessment, along with the top three constructed questions and the top three questions which could be improve. The discriminatory score shows the correlation between a correct answer for each question and performing well on the assessment as a whole.
3. On the **Graphs** page, you will see the following graphs:
 - Student Marks:** This shows you all the students' names, along with the grades, in highest to lowest order.
 - Grade Distribution:** Shows the number of students within each 10% grade range (i.e. 90-100%, 80-90%).
 - Answer Breakdown:** Each question will have a bar representing the number of right and wrong answers. You can click on a specific question number to see detailed information about the number of people who answered for each specific letter.
 - Point Biserial:** Shows the discriminatory score for each question individually.
4. The **Responses** page will show you a chart with each student assigned to a row. The columns include their names and grades, in both percentages and scores. In the column **Scan**, you can click on the magnifying glass icon to see the scanned copy of their test. Following this, each question will have a column. If the question was answered correctly, the box remains unhighlighted. If the question as answered incorrectly, the box is highlighted in red.
5. To download the results in a CSV file, click on **Actions** in the top right corner, then select **Download CSV** or **Download Question Breakdown CSV**

Send Grades to Blackboard

Once a test has been completed and scanned into Akindi, you can send the scores back to Blackboard to be included in your grade center.

1. Enter the Akindi course, locate the test, and click on **View Results**
2. In the top right corner, select **Send Grades to Blackboard**
3. Choose whether to **Create a new assessment (column)** or **Select an existing assessment (column)**
4. Enter the points you'd like the test to be in the **Mark out of** box. The default points will be listed automatically. If you'd like to change the possible points, enter a new number in the box.
5. Click **Export**. This process may take a few minutes, depending on the number of students. Click **Done** once all grades have been sent.

Print Graded Bubble Sheets

Once graded, you can print out the graded bubble sheets to return to your students.

1. Enter the Akindi course, locate the test, and click **View Results**
2. In the top right corner, select **Actions**
3. Select **Download Corrected Sheets**
4. Choose whether you would like one PDF per course or one PDF per student, and whether you would like the corrected answers shown, or to only show whether the question is correct or incorrect.
5. Print the downloaded files