Printing Bubble Sheets

When creating a test on Akindi, you are responsible for printing the individual bubble sheets for your class and distributing them before the test begins. Students do not need to buy their own forms from the University Store.

When your students take the tests using the Akindi bubble sheets, they can use pencil or pen. If they need to make changes, both erasing and using correction tape will work.

If needed, you can re-print blank bubble sheets at any time from Akindi.

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1. Locate the test in Akindi

2. Click the **down arrow** next to **Print Bubble Sheets**

3. Select **More Options**

4. Choose your options
    Print Cover Sheet: This will print a cover sheet which will provide information on the test and the number of sheets printed.
    Include Blank Answer Key: If you did not enter your answers in the answer key on Akindi before printing, you can print a blank answer key to provide the correct answers. This option is only available if you select the "Prefill Student Information" option.
    Prefill Student Information: This will include student names, ID numbers, and the test name on each sheet. If you have a large class, you can print multiple blank sheets, and require the students to fill their names and ID numbers.
    Show in Title: Allows you to choose which information (course name, student name, and assessment name) will be included in the page title.
    Sort printed sheets by: Choose to sort your bubble sheets by student name or student ID. This is only available if the "Prefill Student Information" option is checked.
    Blank Sheets: The number of blank sheets that will print. If you are not printing the sheets with pre-filled information and need to create an answer key, you can use a blank sheet with the student ID 0000 to denote the answer key.

5. Click **Download**

6. Print out bubble sheets
    Please Note: Make sure to print out the sheets single sided, otherwise each piece of paper will contain 2 bubble sheets.