Setting up a Test

Once you've linked your Blackboard course to Akindi, you can create tests and format each question's points within Akindi.

Creating a Test

1. Enter the course on Blackboard

2. Click on the link for Akindi and open the Akindi course

3. Click **Create Assessment**

4. Under **Course Name**, select which course the test is for. It will automatically fill in the course name you were in when you clicked the Create button

5. Enter the **Assessment Name**

6. Under **Select Layout**, choose which bubble sheets option you need for your course

7. Check the box next to **Prefill Student Information** if you want Akindi to enter the course and test name, student name, and student ID number. You can also choose to sort by student name or student ID.

8. Next, choose what you'd like shown in the title at the top of each bubble sheet:
   Course Name: This corresponds to the course name in Blackboard
   Assessment Name: This is the name from Step 5.
   Student Name: Adds the student's name to the top of the page.

9. If you are using multiple versions, you can toggle the **Multiple Versions** option to on

10. Click **Continue**

11. Enter the answers for each question by selecting the correct letter for the corresponding question number.
    Please Note: You can skip making an answer key by clicking the **Skip for now** option. When you upload the sheets, you can upload an answer key by putting 0000 in for the ID number and entering the correct answers.

12. If you have an answer key that you'd like to import, or if you would like to export the answer key to a TXT file, you can do so using the **Import/Export** option

13. You can upload your test questions to Akindi using the **Upload Questions** button.
    Please Note: Uploading questions only allows you to have Akindi pull the correct answers from your test document. Uploading Questions does not allow you to print out test questions with the bubble sheets, or allow you to edit or re-order your questions.

14. Turn on **Advanced Marking** if you want to change the number of points per question, add an extra credit question, or have a multiple answer question.
    Exact Mark Question: A normal question, where the student must fill in exactly what is on the key.
    Partial Mark Question: The student will receive partial credit for each correct response, up to the full score for the question, but will get the question wrong if they fill in too many options. (i.e. the answer is AC. The student will receive ½ point for each A and C, but will get it wrong if they fill in ACD).
    Either Or Question: A student will receive full points for selecting any of the correct answers.
    Bonus Questions: Makes a question worth extra credit. They will not lost points if they are wrong, but will receive points if they are correct.
    Marks: Changes the number of points that the question is worth.

15. Once you are finished entering your answers, click **Continue**

16. On the next page, you can either **Print Bubble Sheets** or go **Back to the course**

Reusing a Test Answer Key

If you would like to reuse the same answer key from course to course, or from semester to semester, you can copy it in Akindi.

1. Enter the course with the test.

2. Under the **Assessment Name**, click **Duplicate**

3. On the pop up, enter a **New Name**

4. Under **New Course**, choose the new course you'd like to use the test in

5. Click **Duplicate** when finished

Editing Answer Keys

1. If you need to edit an answer key, locate the test in Akindi

2. Click on **Edit Answer Key**

3. Make any needed changes

4. Click **Continue** to save