Getting Started with Akindi for Administering and Grading Multiple Choice Tests

This document is an introductory guide to using **Akindi**. For more detail, visit the vendor documentation at https://akindi.com/pages/getting-started

Contents

What is Akindi?

Akindi is an online assessment platform designed to streamline the process of grading multiple-choice exams and assessments. It provides educators with a simple and efficient way to create, administer, and grade assessments using optical mark recognition (OMR) technology, without any reliance on special sheets or dedicated scanners. Akindi simplifies the process of grading multiple-choice exams, saves time for educators, reduces grading errors, and provides valuable insights into learner performance.

Akindi also provides detailed analytics and reports on learner performance, item analysis, and class statistics. This can identify areas of strength and weakness, and saves you time by allowing you to regrade questions for the entire class.

How It Works

Akindi can be integrated with all your MyCanvas courses and your course gradebooks, and is accessed from within MyCanvas courses.

Generally, an Akindi-supported test is an in-class experience using test questions that are distributed on paper, or possibly displayed on a screen. The multiple-choice quiz questions can be created using a test generator or any other means- you may also distribute printed copies of quizzes that you've developed in MyCanvas.

Similar to the familiar Scantron system, Akindi uses Response Sheets ("bubble sheets") that learners use to fill out with their responses. Unlike with Scantron, you create the sheets yourself using the intuitive software, and create an Answer Key that the service will use to grade the completed sheets.

After the Response sheets are collected, you will scan the sheets using a regular scanner or one of the College's scanner/printers, creating a single or multiple PDF documents. Once the scan(s) are submitted to Akindi, the system reads and compares them against the Answer Key and grades the responses. At this stage, any inconsistencies, or "exceptions", can be addressed, and you can adjust grades and scoring as desired. Ultimately you will share the grades with an existing gradebook item in the course Gradebook.

Accessing Akindi

Akindi has recently been integrated with MyCanvas and is available in all MyCanvas courses at Mohawk. It is **disabled** by default, meaning that you must first **enable** Akindi if you expect to use it.

- To enable Akindi, you need to position the Akindi link on the course navigation menu. Go to the course **Settings > Navigation**, and enable **Akindi**, either by dragging it to the upper field of enabled links, or by clicking/pressing the more options (three dots) beside the Akindi entry and select **+Enable**.
- **Save** the configuration.
- Refresh the browser or return to the course **Home**. The Akindi link will be visible to Teachers, TAs, and Designers, but not visible to Students.

  Note: an alternative to the course navigation menu access method is to create an unpublished Module item, linking to **External Tool > Akindi**.
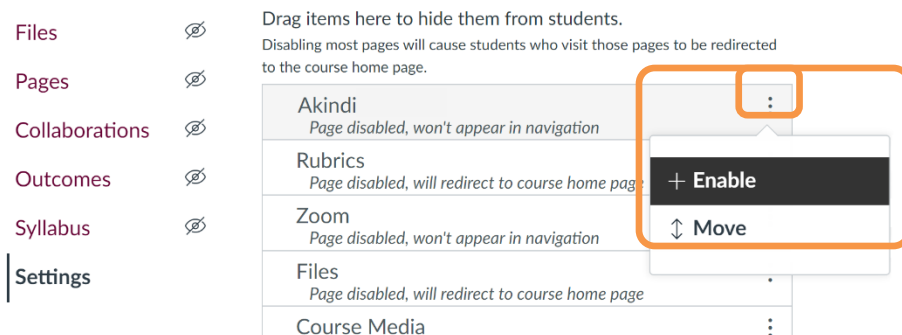
*Enter Settings > Navigation, and enable **Akindi***

1. To enter Akindi, click/press the **Akindi** link in your course navigation menu.
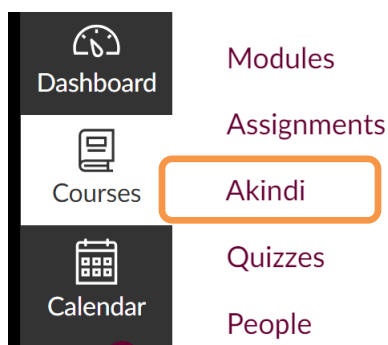
Launch Akindi from the link in the course navigation menu

2. You may need to Authorize the integration, by clicking/pressing the **Authorize** button. Once authorized, the Akindi welcome message will display.

3. Click/press the orange **Launch Akindi** button.
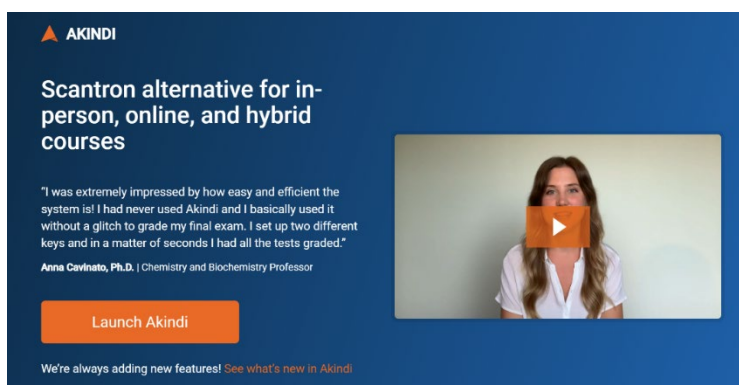
*Enter the Akindi system via the **Launch Akindi** button*

4. The next screen you will see is your Akindi home page, showing your dashboard and a list of courses for which Akindi has been enabled and used.

Create the Course Grade Item

Eventually, you'll likely want the grades that are generated by an Akindi session to appear in your MyCanvas course gradebook. This process usually involves associating, or linking, the specific Assessment in Akindi with a specific grade item in the gradebook, and synchronizing the grades.

Many users choose to create the grade item **before** they enter Akindi to develop the Response and Answer Sheets, but this can also be accomplished once the grades are finalized.

To create the grade item, it's a simple matter of creating an empty Quiz (Classic or New) or Assignment (in the Assignments tool), ideally using the same name of the assessment that you'll use in Akindi. Creating a new Quiz or Assignment automatically creates a grade item of the same name in the course gradebook, and it is this grade item that you'll use to synchronize the grades from Akindi.

Preparing Response Sheets ("Bubble Sheets")

To create a new Response Sheet, enter the Akindi workspace via the **Akindi** link and click on **Create Assessment** in the top right-hand corner.
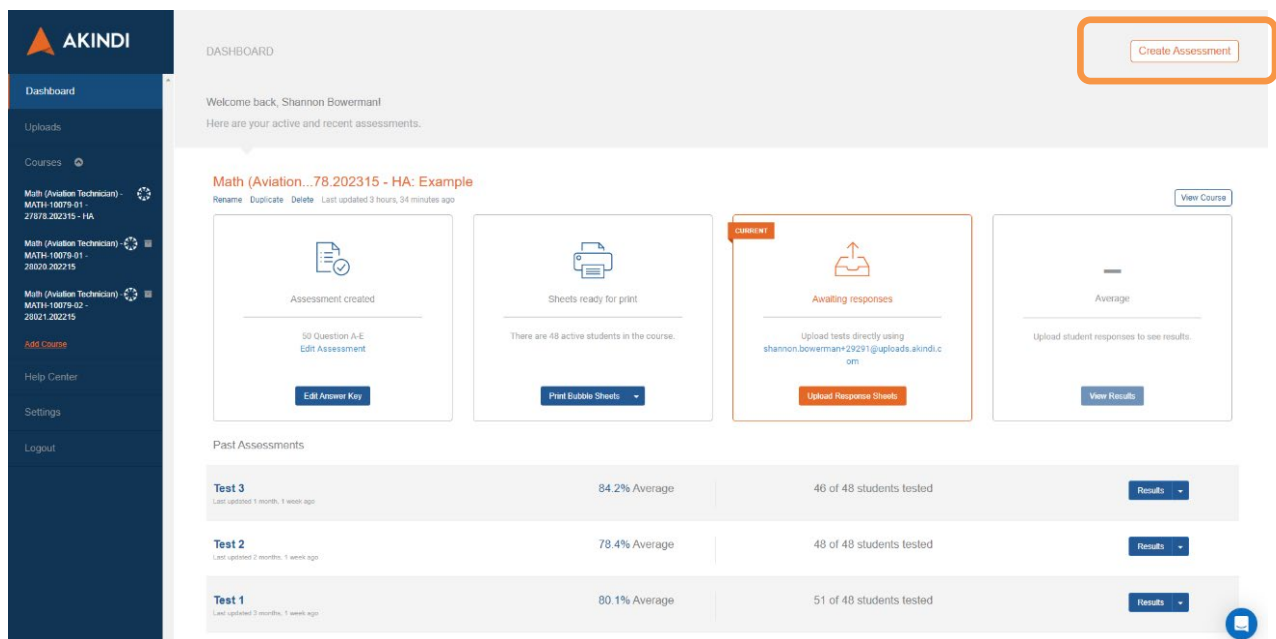
*The Dashboard, showing various Akindi-enabled tests, and the **Create Assessment** button*

Step 1- Create the Akindi Assessment

On the **Create Assessment** form, fill in the following information. Note that the course name, course code, CRN and semester will already automatically be included on the sheets.

- Choose your **Course Name** in the dropdown menu.

- In the **Assessment Name** field, enter the name of the quiz e.g. "Test 1", "Midterm Quiz", etc.
  If you have already created the quiz or assignment in MyCanvas, you should use the same name.

- For **Assessment Type**, choose **Paper.**

- In the **Select Layout** dropdown, choose **50 Question A-E** if there are 50 or less questions in the test. Select a different value to accommodate the number of questions in the quiz, or if there are more than 5 answer options for each question.

- Change the **Turn on multiple versions** to **on** if you wish to create than one version of the test. Once the setting is **on**, select the number of different versions that you'd like to create.

- Select **Prefill Learner Information** if you want learner name and learner number included on each bubble sheet. With this setting on, learners will not have to enter that information on their bubble sheets during the test, saving time and potential mistakes. Note that with personalized bubble sheets, the invigilator must assign each learner with the correct sheet.

- In **Show in Title**, confirm that all 4 options are selected.

- Click/press the orange **Save & Continue** button.

Step 2- Create the Answer Key(s)

In Step 2 you will create your Answer Key, indicating the correct responses to each question.

- While referring to your test questions, click/press the letter button that corresponds to the correct response for each question. Correct responses are indicated in orange.
  Note that as you build the Answer Key, the correct bubbles will display in the depiction on the right of the screen.

Create an Answer Key for each version of your test

- If you choose to create more than one version in Step 1, be sure to choose each version in the drop-down selector and create each required Answer Key.

- Click/press **Continue**. If you wish to complete the Answer Key in the future, you can choose **Skip for now**. Just remember that you'll need to return to this step to enter the answers **before** uploading the completed tests for grading.

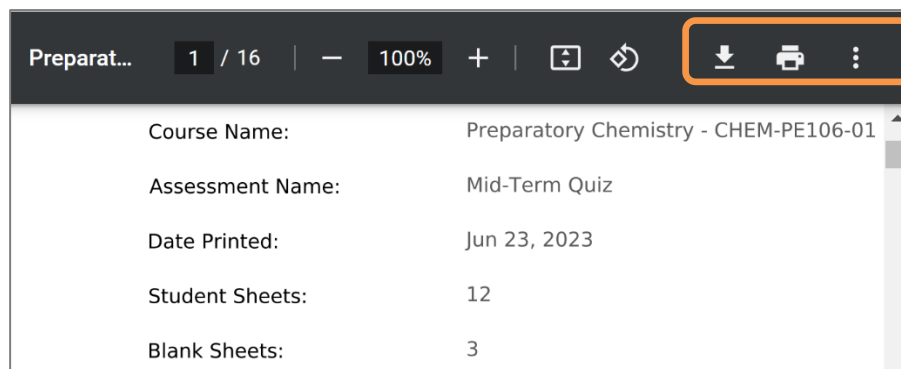## Step 3- Print the Bubble Sheets

In Step 3 you will print your bubble sheets.

- Click/press **Print Bubble Sheets**.

- This will create and open a PDF document. At this point, you can choose to send the document to a printer, or download the document for printing in the future.

*Once the PDF has been created, you can choose to **print** or **download***

- When printing the bubble sheets, be sure that:

    - the QR code is present
    - the 4 black registration squares are visible in each corner of the bubble sheets
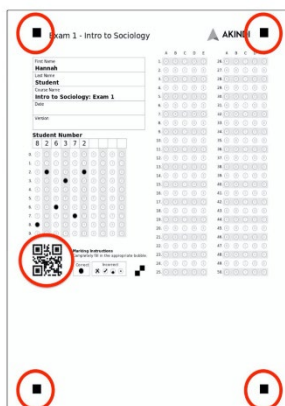
- Also, in your printer settings, confirm that:

    - you've selected **Letter** size (11 x 8 ½") paper
    - you've chosen to print **one-sided**
    - the print scaling is 100%

- Click/press **Print** to print the bubble sheets.

Be careful to choose the correct print settings

Administering the Test

When administering your test, provide learners with the test questions along with the bubble sheet that includes their name. If you are using more than one version of the test, be sure to provide the correct version to each learner. Note that this is a good opportunity to check learner ID cards to ensure the correct learner is taking the test.

On their Response Sheets ("bubble sheets"), learners will fill in the bubble corresponding to their response for each question.

- The use of a pencil is recommended, as it allows the learner to easily change their response

- If a response cannot be erased, learners should be instructed to X-out their original response and fill in the bubble for their intended response. Once the sheets are scanned, double-responses like this, or any responses that are unclear on the sheets, will be indicated as **Exceptions**. You will use your discretion when grading these responses.

When collecting the completed sheets after the test has concluded, the sheets do not need to be in alphabetic or any other order.

Scan the Bubble Sheets

Once all the bubble sheets have been collected, it's time to scan them to produce a file to send to the system. You may choose to save the file to a USB flash drive, or have the scanner email it to your account.

For simplicity, it's best to choose scan settings that will produce a **single** PDF document for all the bubble sheets. If those settings cannot be determined, you may also create one PDF for each bubble sheet, and submit all the PDFs to the system.
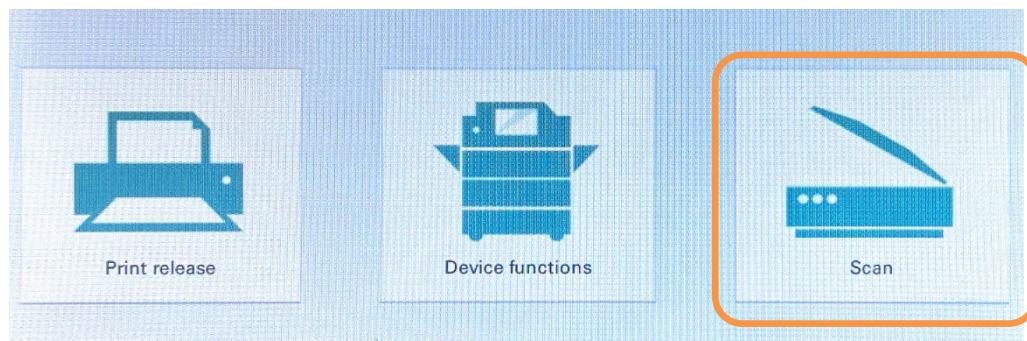
You can follow these instructions if using a standard Mohawk College networked scanner/printer:

1. Place the bubble sheets in the document tray **face up**.
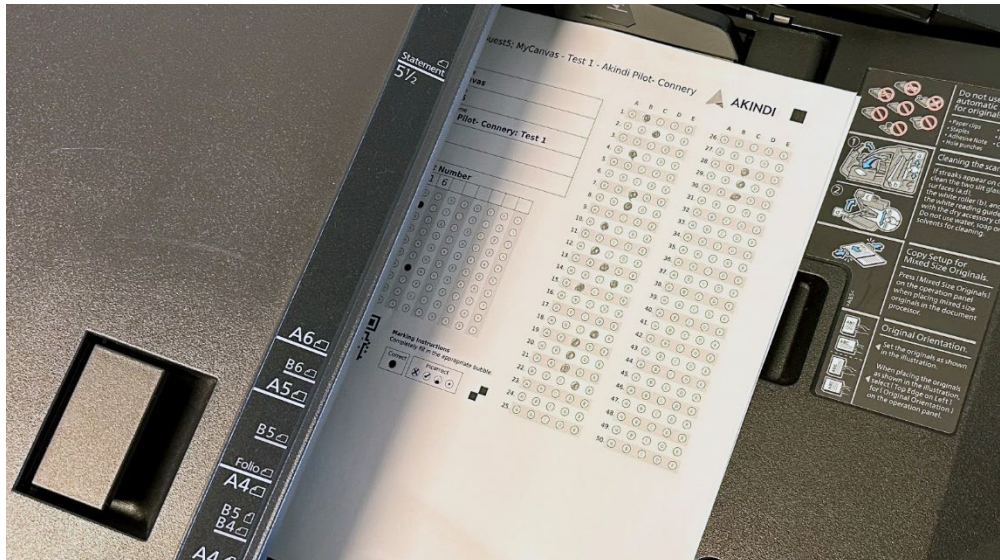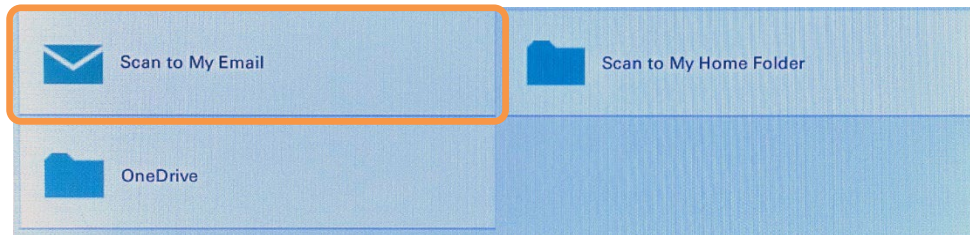

Stack the response sheets in the feeder

2. After authenticating, choose **Scan** on the printer's input panel.

3. Choose where you want the scan file to be sent. Many users choose to have the scan sent automatically to their College email account.

4. On the next screen, confirm your settings and click/press the **Start** button.

*Confirm your settings and **Start** the scan*

Tips:

- Scan only the sheets that learners have completed. There is no need to scan the blank sheets for learners who did not write the test(s).
- If you are unable to use the scanner, see your department support staff for assistance. Alternatively, you can also share your completed bubble sheets with another individual to complete the scanning task.

Submit the Scanned Response Sheets

This is the final stage of the process, when you provide the scan(s) of the Response Sheets to Akindi, and it grades the responses.

- Return to your course in MyCanvas and launch **Akindi** via the course navigation menu link.

- Navigate in the Dashboard to the appropriate **course** and **test**.

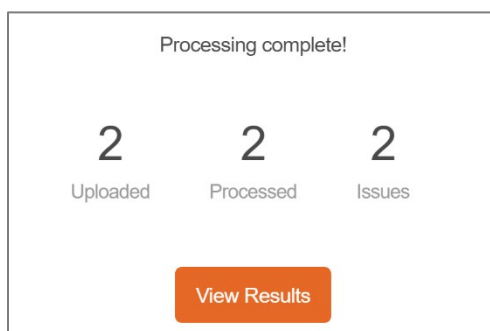- Click/press **Upload Response Sheets**.
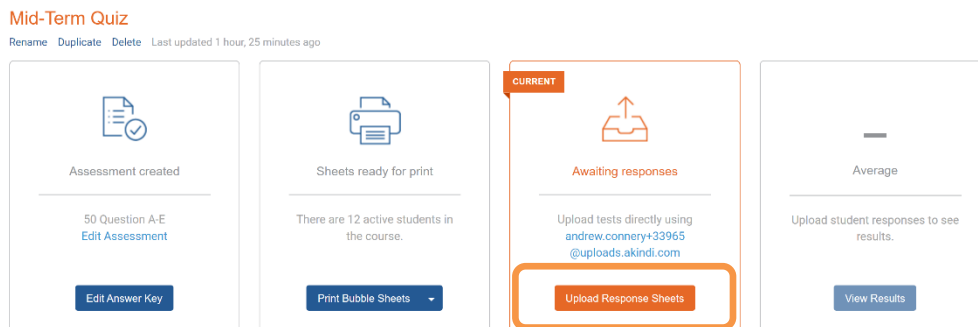
*In Akindi, choose to **Upload Response Sheets** for the quiz or test*

- This will open a dialogue box that allows you to browse your computer and search for the saved document for the scanned response sheets.

- Click/press **Choose Files**, search for the file or files you need, and click/press **Upload**.
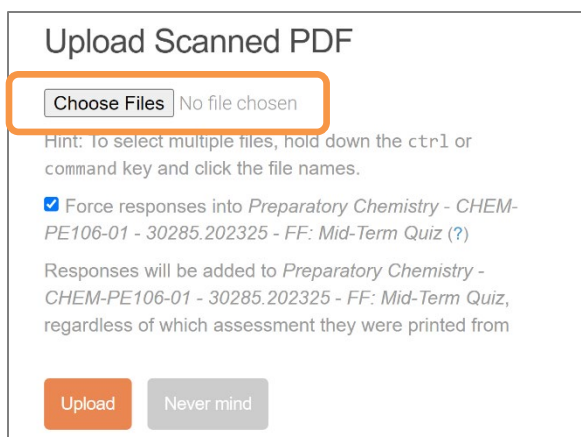
Once processed, Akindi will automatically grade the bubble sheets and provide you with a class average.

Viewing Results and Resolving Exceptions

Once the Response Sheet scans have been submitted, Akindi processes the data and quickly produces the grade results.

- To see the class scores, click/press **View Results**. You will see various statistics (most difficult questions, easiest questions, etc.).

- When viewing the results, you can select from the tab options in the top left of the screen (**Graphs**, **Responses**, **Exceptions**) in order to see specific results and any potential errors.

There are 2 unhandled exceptions in this test. Resolve them by clicking the exceptions button, above.

Akindi will automatically discover **Exceptions** if student information is missing or incorrectly filled, if a learner partially filled a bubble or provided more responses than the answer key contains, or if a page wasn't able to be graded. By default, Akindi marks such responses as incorrect.

- Click/press the **Exceptions** tab to resolve any conflicts.

- Click/press **Ignore Exceptions** under the question heading if you would like every response for that question to be marked as incorrect. To alter a student response for a given question, use the check boxes that appear next to the exception.

Question 8
Ignore exception. Answer key: B.

8. ☐ A ☐ B ☐ C ☑ D ☐ E

Question 16
Ignore exception. Answer key: C.

16. ☐ A ☐ B ☑ C ☑ D ☐ E

- In this example, Akindi discovered a number of exceptions, and displays a scan of the actual responses as well as the correction boxes.

- To resolve the conflict, click/press the response(s) that you feel best reflect the learner's intention.

Question 8
Exception are resolved. Answer key: B.

8. ☑ A ☐ B ☐ C ☐ D ☐ E ✓

Question 16
Exception are resolved. Answer key: C.
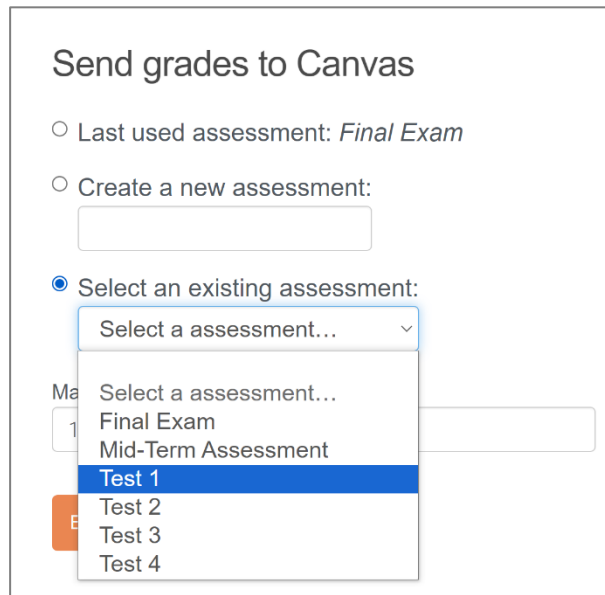
16. ☐ A ☐ B ☑ C ☐ D ☐ E ✓

Once an exception is resolved, Akindi will display a green checkmark

Sending Grades to the Course Gradebook

To send the grades to the course gradebook in MyCanvas, click/press **Send Grades to Canvas** in the upper right of the screen.

- At this point you will associate your Akindi assessment by selecting an existing assessment that you've previously created using the **+Quiz** or **+Assignment** functions, or by selecting **Create a new assessment**: and

entering an appropriate name. If you've previously created the grade item, you will see the name of your assessment in the drop-down list.
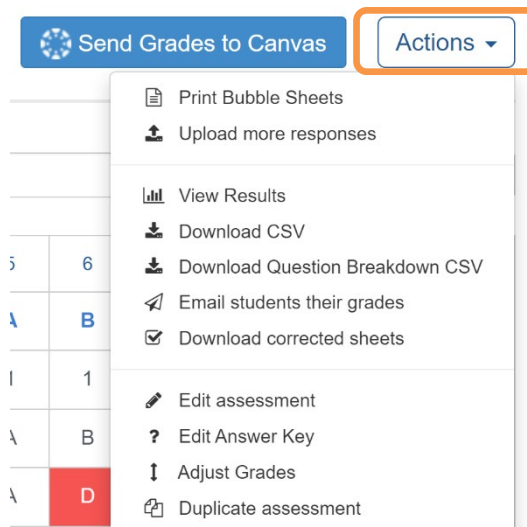
- Select the appropriate assessment and click the orange **Export** button.
- Return to the course **Grades** to confirm that the grades are now available to learners.

You can also download an Excel file with the grades to save to your records by clicking/pressing **Actions**.

*There are various useful functions found under **Actions***

Tip: To save time, you can quickly duplicate an Answer Key to another course.

1. Create one assessment within a course.
2. To duplicate the assessment, click on the **Duplicate** button under the old assessment heading.
3. Enter the new assessment name, and select the other course in which you want to place the assessment.

Note: Duplicating an assessment will copy the answer key to the new assessment, but will not transfer any results.