

Using 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>

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What is Akindi?

Akindi is an online assessment platform designed to streamline the process of grading in-person 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.

An Akindi-supported test at Mohawk is generally an in-class experience using test questions that are distributed on paper, or possibly displayed on a shared screen. While you can now use Akindi to create, store and manage the questions, at Mohawk the multiple-choice questions are usually created separately, using a test generator or any other means. You may also use printed copies of quizzes that you've developed in MyCanvas.

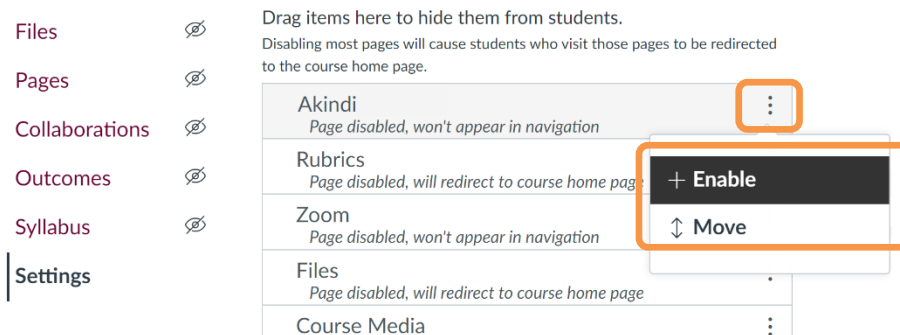
Similar to the Scantron system, Akindi uses Response Sheets ("bubble sheets") that learners use to fill out with their responses. With Akindi, you'll create the sheets yourself, and create an Answer Key that will be used to grade the completed sheets.

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 **Review & Fix**-adjust grades and scoring as desired. Ultimately you will share the grades with an existing gradebook item in the course Gradebook.

Accessing Akindi

Akindi is 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.

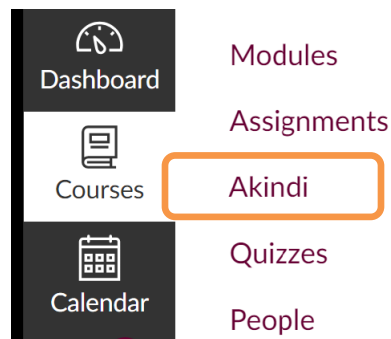


*Enter Settings > Navigation, and enable **Akindi***

- 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**.

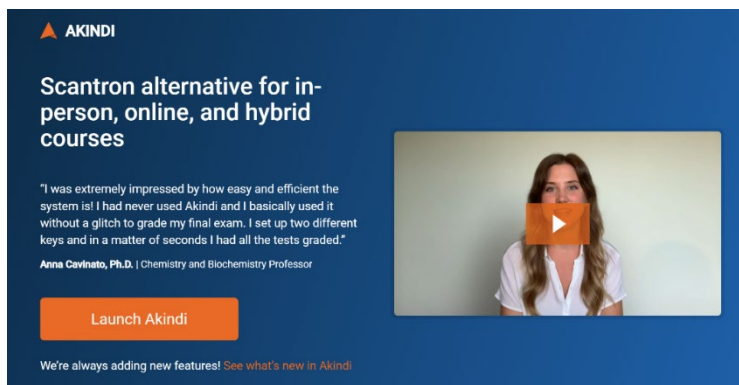
- To enter Akindi, click/press the **Akindi** link in your course navigation menu.



Launch Akindi from the link in the course navigation menu

- 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 Dashboard, showing all your assessments in each of the courses for which Akindi has been enabled and used. Note that once in Akindi, you can navigate to any assessment in any of your courses.

Create the Course Grade Item

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

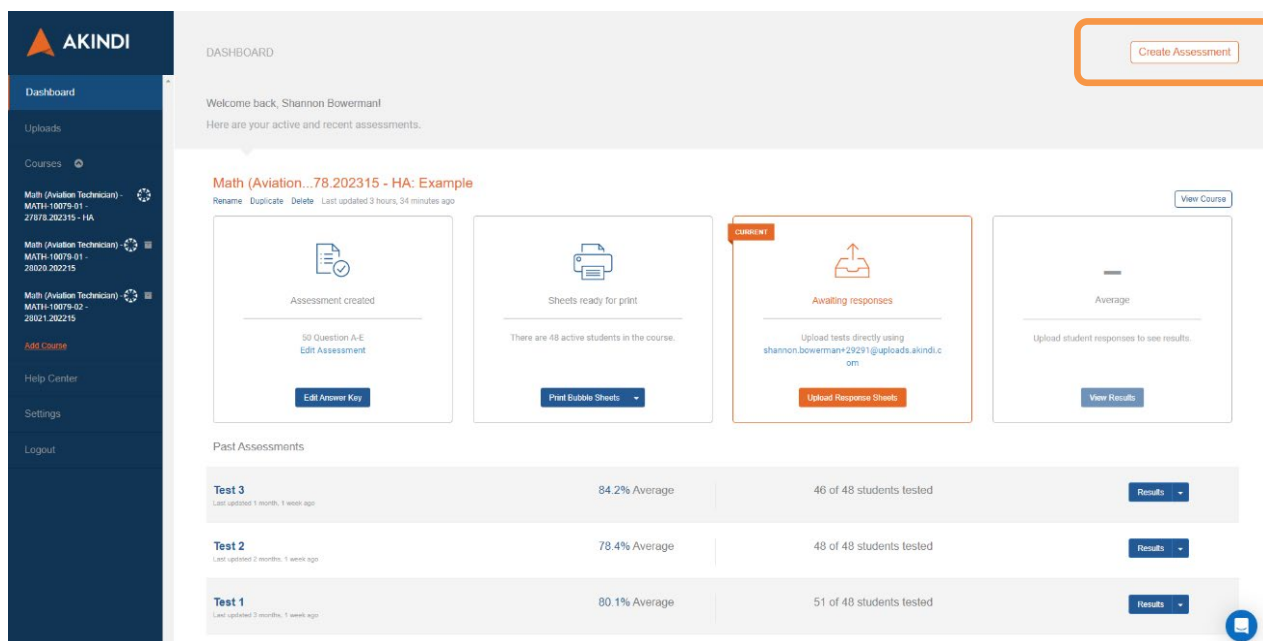
It is recommended, although not required, to create the grade item **before** you enter Akindi to create the Assessment. In this way, the addition of the new Assessment and its grade values will not disturb the existing points and weights of the gradebook. However, you can choose to create the grade item when sharing the Akindi grade values.

To create the "placeholder" grade item, simply create an empty **Quiz** (Classic or New) or **Assignment** (using the Assignments tool) in your course. To minimize confusion, be sure that the point value of the new assessment aligns with what will be the point value of the Akindi Assessment. It's also advisable to use the same name for the placeholder assessment (ultimately the grade item) as you will use for the assessment 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")

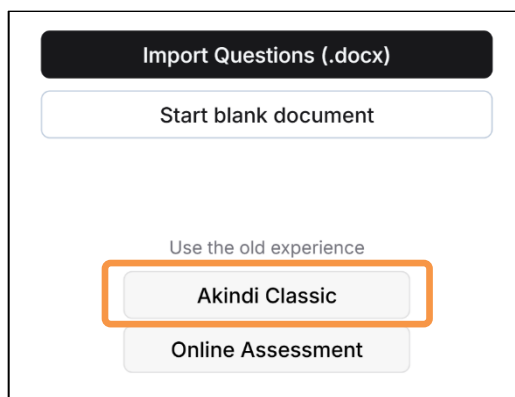
To create a new Response Sheet, enter the Akindi workspace via the **Akindi** link and click on **Create Assessment** in the top right-hand corner.



*The Dashboard, showing various Akindi-enabled tests, and the **Create Assessment** button*

Step 1- Create the Akindi Assessment

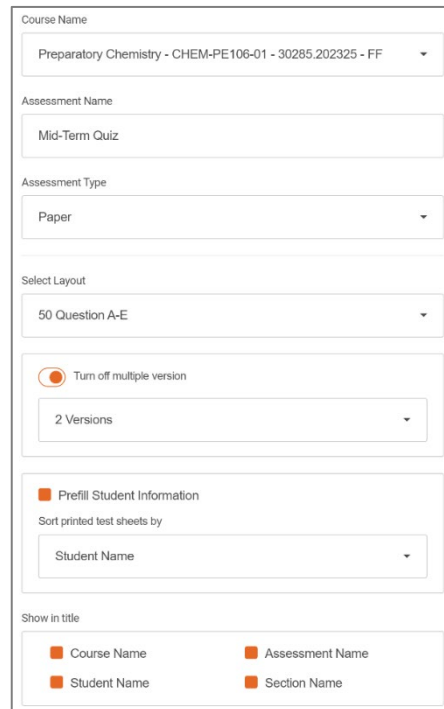
Choose **Akindi Classic**. In Fall 2025, Akindi updated and expanded the capabilities of their platform, making it much more attractive if you are creating and/or storing quiz questions within Akindi. At Mohawk, we tend to use Akindi to manage quizzes and questions that are **external** to Akindi. For this reason, and for the foreseeable future, we recommend that you choose **Akindi Classic** on the start screen.



Choose the Akindi Classic option

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.



The Create Assessment form

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 quiz questions, click/press the letter button that corresponds to the correct response for each question. Correct responses are indicated in orange. Choose multiple buttons for multi-select questions. 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.

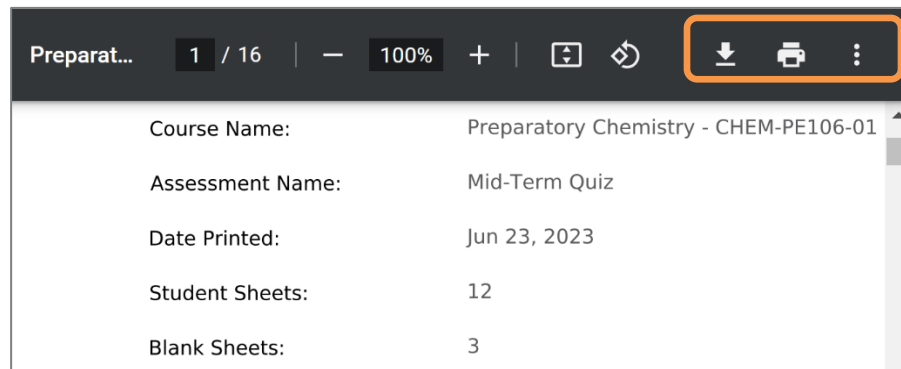
[Skip for now](#)

[Continue](#)

Step 3- Print the Bubble Sheets

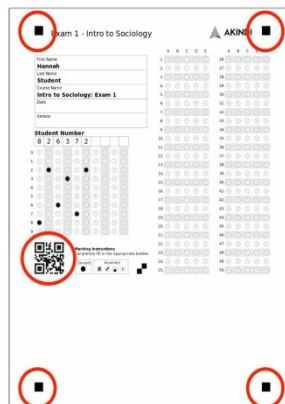
In Step 3 you will print your bubble sheets.

- Click/press **Print Bubble Sheets**. For further options, and to possibly save paper and ink, see the **Having More Control Over Answer Key Printing** topic in the **Tips** section.
- 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 1/2") paper
 - you've chosen to print **one-sided**

- the print scaling is 100%

The image shows two panels of a print settings dialog. The left panel includes fields for Destination (Print-Anywhere-Sta), Pages (All), Copies (1), Color (Black and white), and a More settings link. The right panel includes Scale (Default, 100%), Two-sided (unchecked), Print on both sides (checked), and a Print using system dialog... (Ctrl+Shift+P) option. Both panels have orange boxes highlighting the Paper size (Letter) and Two-sided settings.

Be careful to choose the correct print settings

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

Administering the Test

When administering your test, provide learners with the test questions, as well as a Response Sheet. If you chose to personalize the Sheets in Step 1, make sure the students receive the 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.

During the Test: On their Response Sheets, learners will fill in the bubble(s) 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 can be in any order.

Scan the Bubble Sheets

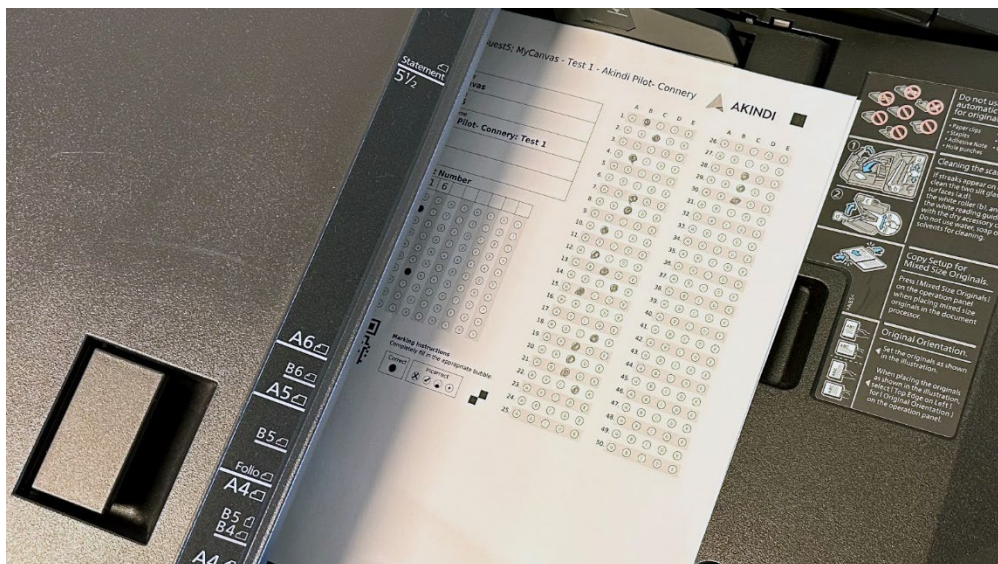
Once all the bubble sheets have been collected, it's time to scan them to produce a file, or files, to upload to Akindi. If you are using a College networked printer/scanner, you may choose to save the resulting file to a USB flash drive, or have the scanner email it to your account or send to your OneDrive.

Tip: Most users choose to have the printer/scanner email the file(s). However, the capacity of email systems to attach and send large files (larger than around 20 MB) is limited. The PDF file that is produced when scanning about 50 Response Sheets is considered the upper size limit of what is supported, so if you are teaching larger classes, it's best to separate and scan the Response Sheets into bundles of no more than 50 sheets per bundle. This will of course produce more than one PDF file, and they will all need to be uploaded to the Akindi Assessment

For simplicity and for smaller classes, 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 multiple PDF files, eventually submitting all the PDF files to the system.

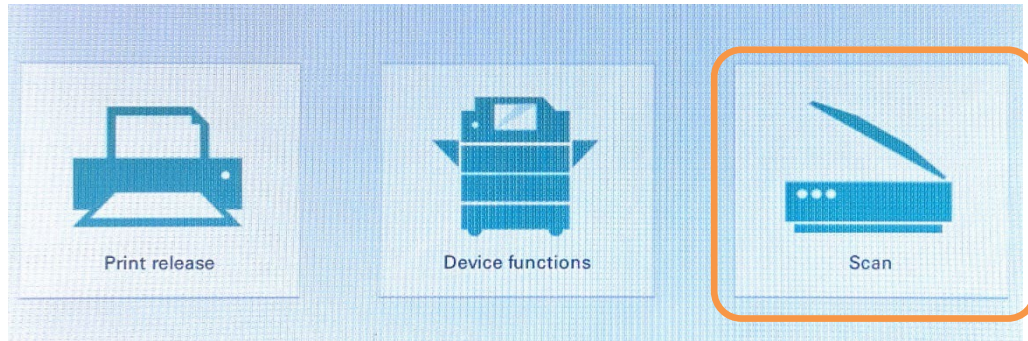
You can follow these instructions if using a standard Mohawk College networked scanner/printer:

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

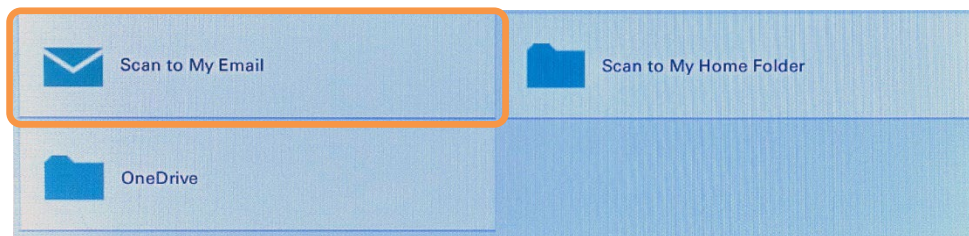


Stack the response sheets in the feeder

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



3. Choose where you want the scan file to be sent. Most 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.

The image shows a confirmation screen for a scan. At the top, there is a navigation bar with a '< Back' button, the title 'Scan to My Email', the user name 'Connery, Andrew', and a 'Log out' button. Below this, it says 'Account: 1725 - Academic Technology Integration' and 'Balance: unrestricted'. The main area contains a form with three fields: 'To' with the email 'andrew.connery@mohawkcollege.ca', 'Subject' with 'Your scan (Scan to My Email)', and 'Filename' with 'scan_000400419_2023-06-29-13-41-34'. To the right of these fields are the scan settings: 'Color PDF', '1-sided', 'Letter Portrait', and '300 DPI', along with a 'Settings' button. At the bottom left, there is a checkbox labeled 'Prompt for more pages'. At the bottom right, there is a large blue 'Start' button, which is highlighted with a thick orange border.

Confirm your settings and **Start** the scan

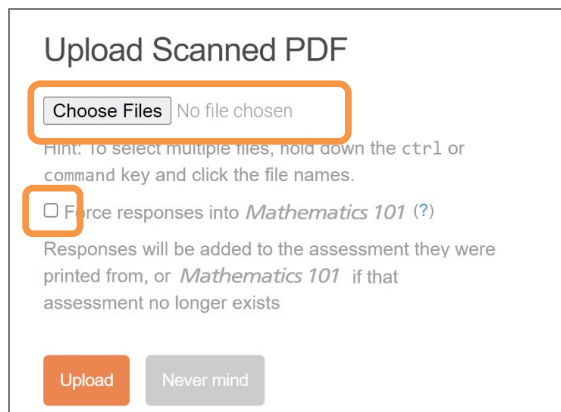
Tips:

- 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). However, if you do scan unused sheets, you can remove them later.
- 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**.



Upload Scanned PDF

Choose Files No file chosen

Hint: To select multiple files, hold down the ctrl or command key and click the file names.

☐ Force responses into *Mathematics 101* (?)

Responses will be added to the assessment they were printed from, or *Mathematics 101* if that assessment no longer exists

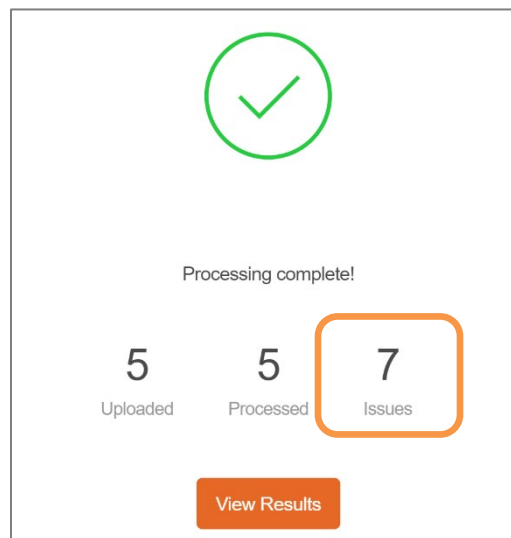
Upload Never mind

*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.
- Deselect the “Force responses” selector.
- Click/press **Upload**. Once processed, Akindi will automatically grade the bubble sheets.

Viewing Results and Resolving Issues/Exceptions

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



Successful processing of the Response Sheet scan(s)

In the example above, there were 5 individual PDF documents uploaded, and all were successfully processed. The system discovered 7 "**Issues**" which are detailed below the **View Results** button.

What's an "Issue":

An Issue is any student response that is unclear to Akindi. These exceptions occur when student information is missing, if a student selects more responses for a question than the answer key contains, or partially fills a bubble. By default, Akindi marks such responses as incorrect.

You can choose to ignore the issues at this point by pressing/clicking **View Results**, or **Skip & View Results**, or you can address them immediately. If you choose to skip the Issues, you can return to them later under the **Review & Fix** tab.

Resolving Issues

Question 4

Ignore exceptions. Answer key: A.

4. ☒ A ☐ B ☒ C ☐ D ☐ E

☒ A ☐ B ☒ C ☐ D ☐ E

Question 5

Ignore exceptions. Answer key: A.

5. ☒ A ☐ B ☒ C ☐ D ☐ E

☒ A ☐ B ☐ C ☒ D ☐ E

☒ A ☐ B ☒ C ☐ D ☐ E

Issues identified by Akindi. These issues can be addressed immediately by indicating the presumed intention of the student.

Once the Issues have been resolved, click/press the **View Results** button.

Question 4

Exceptions are resolved. Answer key: A.

4. ☒ A ☐ B ☐ C ☐ D ☐ E

☐ A ☐ B ☐ C ☐ D ☐ E

Question 5

Exceptions are resolved. Answer key: A.

5. ☒ A ☐ B ☒ C ☐ D ☐ E

☒ A ☐ B ☐ C ☐ D ☐ E

☒ A ☐ B ☐ C ☐ D ☐ E

The same questions after the issues/exceptions have been manually resolved. Note the green checkmarks which indicate the issue has been resolved.

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



Overview Tab

This tab displays perhaps the high level, most vital information about the assessment and the student results, including the average grade, the highest and lowest grades, and the 3 "easiest" and 3 "most difficult" questions according to student responses. This can suggest which of your questions could be improved.

Graphs Tab

This tab contains the item analysis for all of your questions, including the grades, grades distribution, and answer breakdown.

Responses Tab

This tab presents the full spreadsheet view of all the students and their individual grades.

Review & Fix Tab

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 **Review & Fix** tab to view any exceptions and to resolve any Exceptions.
- When reviewing the exceptions, 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.

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

The screenshot shows two questions in the Akindi interface. Question 8 has the text 'Exception are resolved. Answer key: B.' and shows a row of five radio buttons labeled A, B, C, D, and E. Radio button A is selected with an orange checkmark. To the right of the radio buttons is a green checkmark icon. Question 16 has the text 'Exception are resolved. Answer key: C.' and shows a row of five radio buttons labeled A, B, C, D, and E. Radio button C is selected with an orange checkmark. To the right of the radio buttons is a green checkmark icon. A vertical orange box highlights the green checkmark icons for both questions.

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.

The screenshot shows a button labeled 'Send grades to Canvas' with a circular icon containing a gear and a play symbol. To the right of this button is a button labeled 'Actions' with a downward arrow. Above these buttons is a button labeled 'Back to Course'.

At this point, you will associate/connect your Akindi assessment to a course grade item, by selecting an existing grade item that you've previously created or by selecting **Create a new assessment:** and entering an appropriate name.

After selecting or entering a new grade item, click/press **Send** to complete the grade transfer. Return to the course **Grades** to confirm that the grades are now available to learners.

Send Grades to Canvas

☒ Send grades to an existing column

Select a column

Test 1

Test 4

Test 3

Test 2

Mid-Term Assessment

Summary:

- 5 Grades will be sent.

Send

Never mind

If you've already created the grade item, select it from the dropdown list of items in the course.

Send Grades to Canvas

☒ Send grades to an existing column

Select a column

Test 1

Test 4

Test 3

Test 2

Mid-Term Assessment

☐ Create a new column

new column

Mark out of (default 5)

5

Summary:

- 5 Grades will be sent.

Send

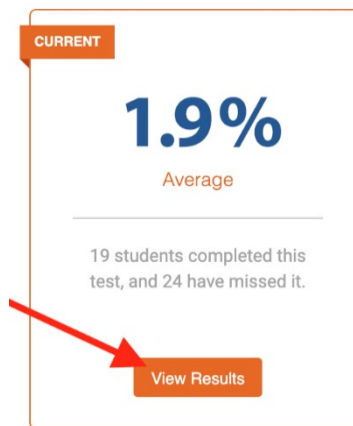
Never mind

*Alternatively, you can select **Create a new column** and enter an appropriate name. Be sure that the point value is correct.*

Recovering After Uploading Response Sheets to the Wrong Assessment

If you accidentally upload the scan(s) of your Response Sheets to the wrong assessment or to the wrong course, you can delete the results and re-upload the Response Sheets.

1. Navigate to the course, and click/press **View Results** on the course dashboard.



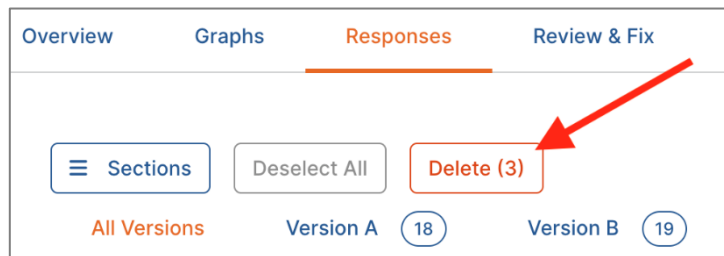
2. Go to the **Responses** tab.

Overview			Graphs		Responses	Review & Fix
<div>☰ Sections</div>			<div>Deselect All</div>		<div>Delete (3)</div>	
<input type="checkbox"/>			Student ID		Name	
					Answer Key	
					Question Weight	
<input type="checkbox"/>	7	11240			Elbad, Shrin	
<input checked="" type="checkbox"/>	8	11241			Galler, Galileo	
<input checked="" type="checkbox"/>	9	11242			Teele, Nikola	
<input checked="" type="checkbox"/>	10	11243			Yousefzal, Malala	

Select all the student responses by selecting the checkbox in the upper left

3. If you wish to delete all the responses, click/press the checkbox in the table header. Alternatively, you can individually select the specific responses that you would like to delete.

4. The **Delete** button will display the number of students that are selected. Click **Delete**.



Click/press the Delete key to delete the responses

5. Return to the course Dashboard, and navigate to the appropriate course and assessment. Click/press **Upload Response Sheets** to re-upload the Response Sheets to the chosen assessment.

Additional Tips

Duplicating an Assessment to Use in Another Course

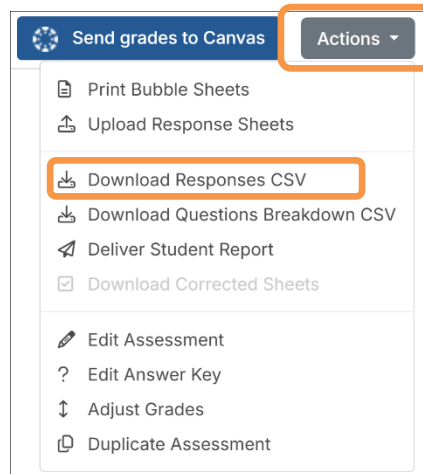
To save time, you can quickly **duplicate** an Assessment to another course. Typically, you will want to duplicate all of the Akindi Assessments from a past course into a new MyCanvas course when delivering the course again.

1. In Akindi, navigate to the course that contains the Assessment.
2. To duplicate the assessment, click on the **Duplicate** button just under the assessment name. If the assessment is in a course that has ended, the course will be listed under **Past Courses**, and the **Duplicate** function will be found under the dropdown menu.
3. Enter the new assessment name, and select the other (new) 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.

Additional Functions- The Actions Menu

You can download a spreadsheet with the grades to save to your records by clicking/pressing **Actions**, and selecting **Download Responses CSV**.



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

Also under the **Actions** menu you can:

- **Download question breakdown CSV:** this produces a spreadsheet containing question item analysis
- **Email students their grades:** this sends each student a secure link to access their individual student report
- **Download corrected test sheets:** this downloads a PDF containing each students corrected test sheet

Having More Control Over Answer Key Printing

Sometimes you want more control over the extra pages that Akindi provides by default.

Step 3 of 3
Assessment Successfully Created

Print Bubble Sheets

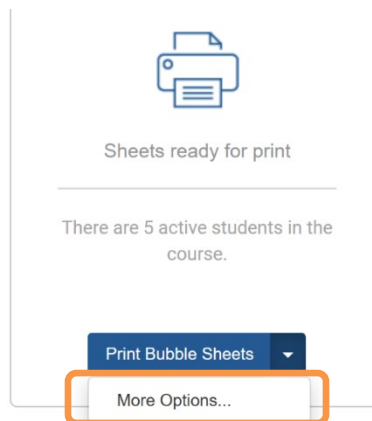
Upload Response Sheets

[Back to Course](#)

When you have completed configuring the Answer Key for an assessment, you are directed to the **Print Bubble Sheets** function. If you continue and click that button, you will create a PDF or print a file that contains several extra pages, including a cover page and 3 extra blank Response Sheets. These are pages that you may not need, and may not wish to print.

To reduce the number of extra pages that are printed:

1. Click on the **Back to Course** link.
2. Return to the Dashboard view, and click the dropdown beside the blue **Print Bubble Sheets** button to reveal the **More Options...** button.



3. Select the pages that you want to print, and deselect those you don't wish to print.

Bubble Sheet Options

Select Layout

50 Question A-E

☐ Print Cover Sheet
☐ Include Blank Answer Key
☒ Prefill Student Information

Show in title

☒ Course Name
☒ Student Name
☒ Assessment Name

Sort printed sheets by

Student NameStudent Id

Blank sheets
0

DownloadNever mind

*In this example, we are choosing to **not** print the Cover Sheet and any extra Response Sheets*