

Akindi is a software program that enables you to create bubble sheets and upload the answer sheets to Blackboard.

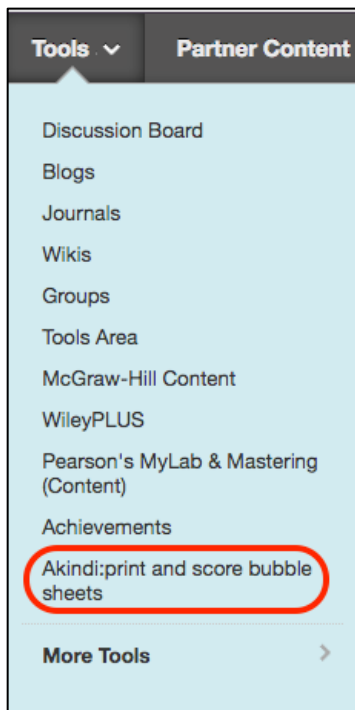
There are several steps to activating and using Akindi for test taking:

1. **Add Akindi to your Blackboard Course and Launch Akindi**
2. **Create Assessment**
3. **Print Bubble Sheets**
4. **Scan Bubble Sheets**
5. **Upload to Akindi**
6. **Send Grades to Blackboard**
7. **Download Grades to CSV File**

### 1. Add Akindi to your Blackboard Course and Launch Akindi

From within any Content Area, you will need to add a link to the Akindi Software. This is for faculty use only. Students will not need to access this from Blackboard.

Click on Tools/Akindi: print and score bubble sheets:



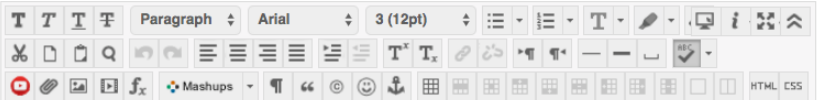
Type in the name Akindi and click **Submit**:

**INFORMATION**

\* Name

Color of Name

Description



Path: p Words:0

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel

You will see a Link for Akindi in Blackboard. It is recommended that you hide this from students by clicking on the down arrow, choosing Edit, and Select No next to “Permit Users to View this Content”



Click on that link and click on **Launch**:

**Launch LTI Link**

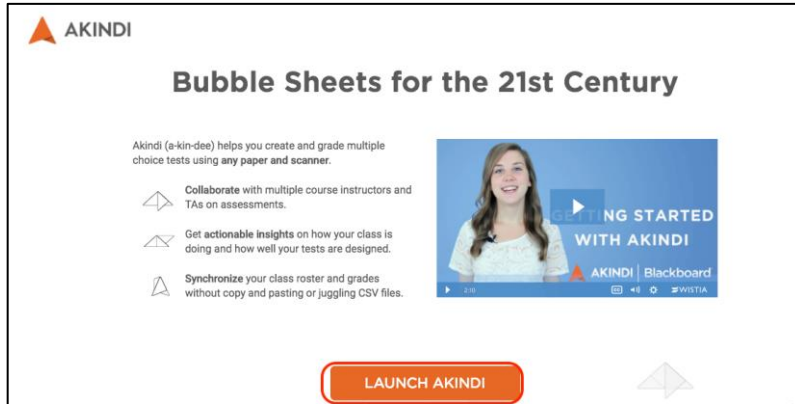
**CONFIRMATION**

This link will launch a LTI tool on an external service.

*Click **Cancel** to go back.*

Cancel

Click on **LAUNCH AKINDI**:



You are now ready to create your assessment.

## 2. Create Assessment

Click on Create Assessment in the upper right-hand corner of the screen:



Give your Test a name, select the number of questions, click on Prefill Student Information and click Continue:

Course Name: Teaching a Hybrid/Online Course Inters...

Assessment Name: Exam 1

Select Layout: 50 Question A-E

Prefill Student Information

Sort printed sheets by: Student ID

Show in title:  Course Name,  Assessment Name,  Student Name

Continue

Enter your answer key by clicking on the correct answer for each question and click Continue:

Enter answer key

Advanced Marking

1.  A  B  C  D  E

2.  A  B  C  D  E

3.  A  B  C  D  E

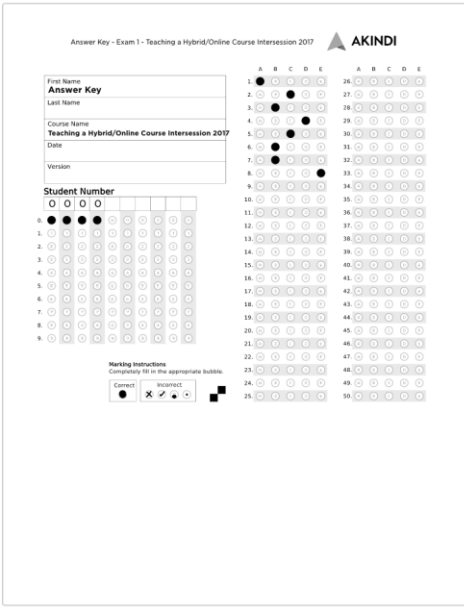
4.  A  B  C  D  E

5.  A  B  C  D  E

6.  A  B  C  D  E

7.  A  B  C  D  E

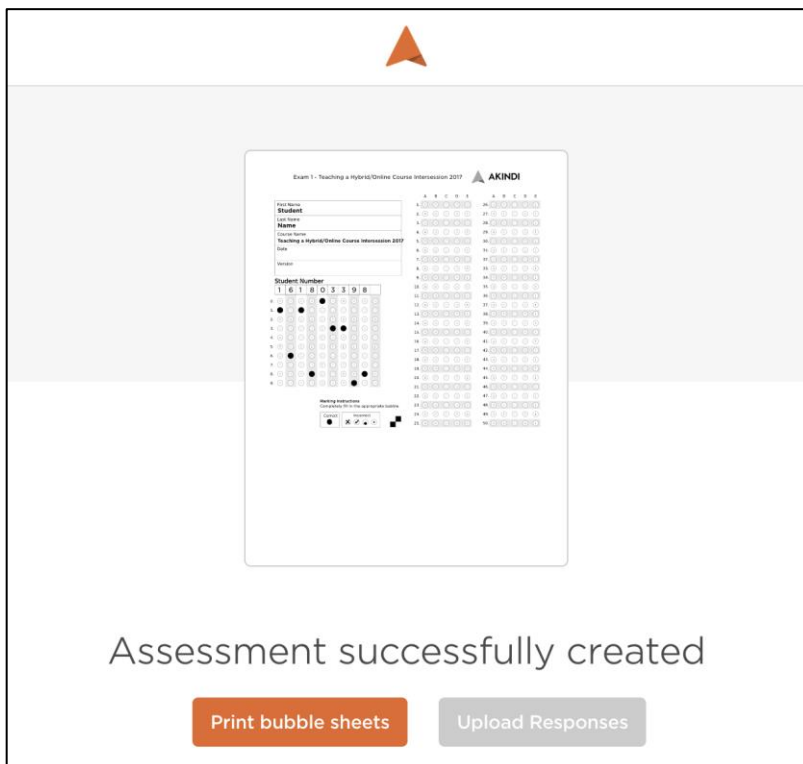
8.  A  B  C  D  E



Skip for now

### 3. Print Bubble Sheets

Click on Print bubble sheets



Exam 1 - Teaching a Hybrid/Online Course Intercession 2017 **AKINDI**

Assessment successfully created

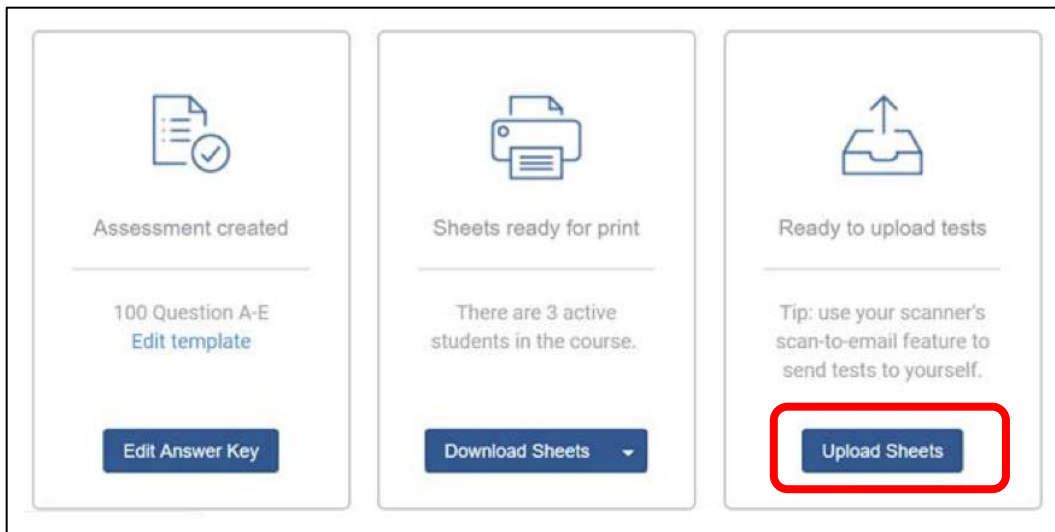
#### 4. Scan Bubble Sheets

After students have completed their exam, go to a Printer and Scan the bubble sheets to your email address. You will receive a .pdf file. Save that .pdf to your Desktop.

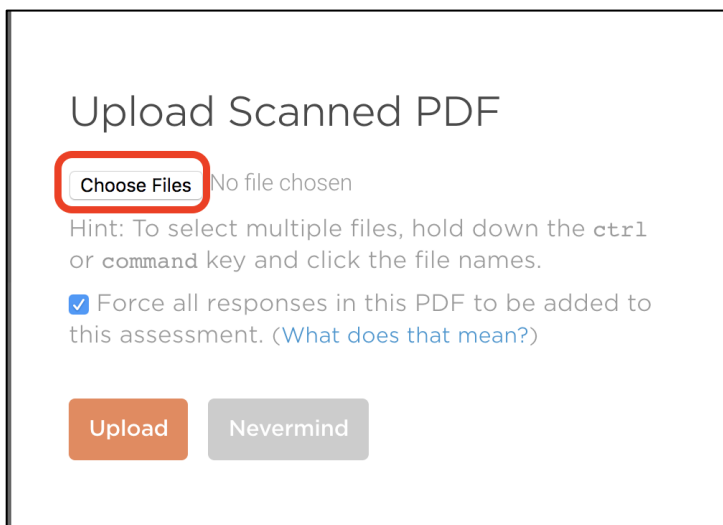
#### 5. Upload to Akindi

Go back to your Blackboard Course.  
Go to the Content Area where you put Akindi.  
Click on Akindi.  
Click on Launch Akindi.

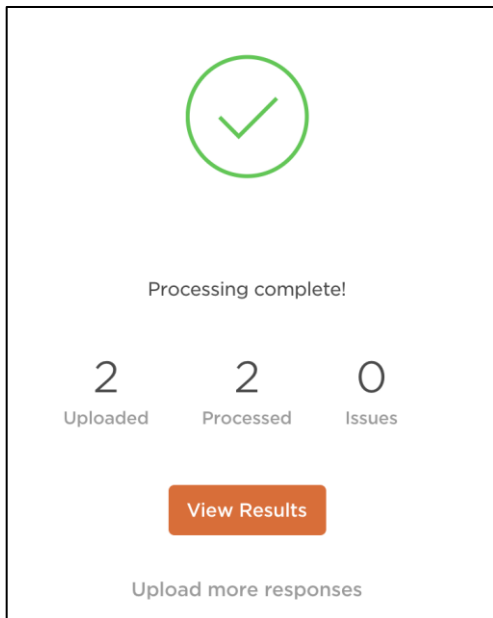
Click on Upload Sheets:



Click on Choose Files, select the .pdf that you saved to the Desktop, click Open and click the Upload button:



You will see the software working and a Processing complete! Notification when it has completed. Click on View Results:



You will see an Overview of the Test Scores. You may also look at Graphs and Responses.

## 6. Send Grades to Blackboard

Click on Send Grades to Blackboard:

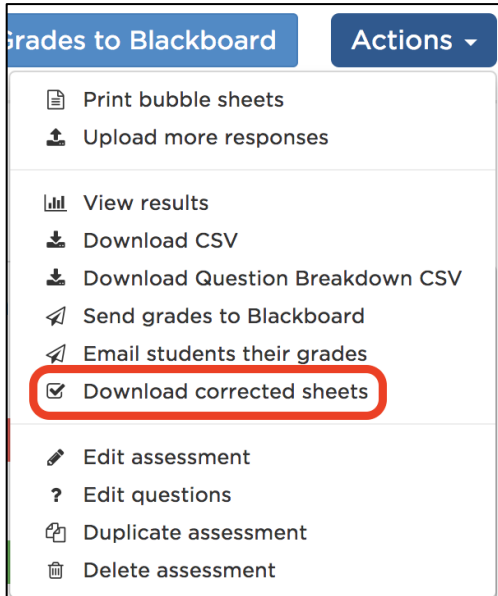


You have the option to Create a new assessment or Select an existing assessment. Click on Export:

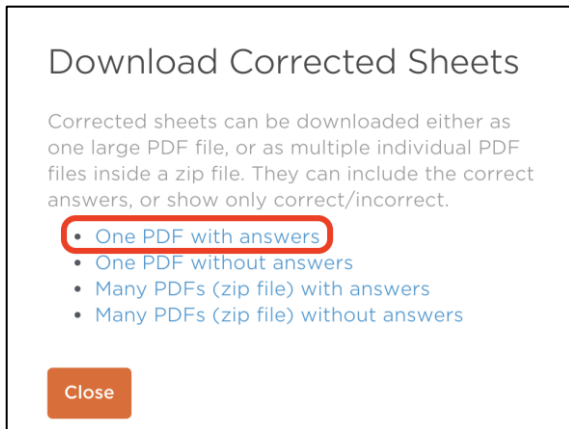
You will see the test scores in Blackboard Grade Center!

You may also choose a number of options under the Actions menu. For example, you can Download the corrected sheets and print those out for Students.

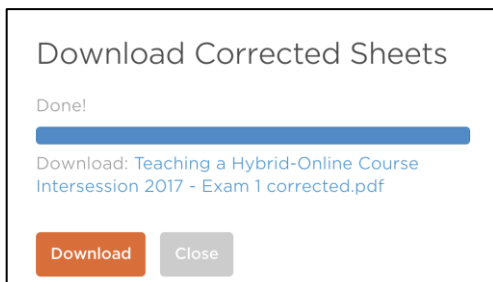
Click on Actions, then click on Download corrected sheets:



Choose the format, for example: One PDF with answers:




Choose Download:



You will see the corrected sheets with a check mark next to the correct responses and the answer to the incorrect responses:

Sacco; Christine (ID #00937456)  
2 / 8  
25%

**Sacco; Christine - First Test - Demo Course** 

First Name <b>Christine</b>	✓	1.	A	B	C	D	E	26.	A	B	C	D	E
Last Name <b>Sacco</b>	C	2.	A	B	C	D	E	27.	A	B	C	D	E
Course Name <b>Demo Course: First Test</b>	B	3.	A	B	C	D	E	28.	A	B	C	D	E
Date	✓	4.	A	B	C	D	E	29.	A	B	C	D	E
Version	C	5.	A	B	C	D	E	30.	A	B	C	D	E
	B	6.	A	B	C	D	E	31.	A	B	C	D	E
	B	7.	A	B	C	D	E	32.	A	B	C	D	E
	E	8.	A	B	C	D	E	33.	A	B	C	D	E
		9.	A	B	C	D	E	34.	A	B	C	D	E
		10.	A	B	C	D	E	35.	A	B	C	D	E
		11.	A	B	C	D	E	36.	A	B	C	D	E
		12.	A	B	C	D	E	37.	A	B	C	D	E
		13.	A	B	C	D	E	38.	A	B	C	D	E
		14.	A	B	C	D	E	39.	A	B	C	D	E
		15.	A	B	C	D	E	40.	A	B	C	D	E
		16.	A	B	C	D	E	41.	A	B	C	D	E
		17.	A	B	C	D	E	42.	A	B	C	D	E
		18.	A	B	C	D	E	43.	A	B	C	D	E
		19.	A	B	C	D	E	44.	A	B	C	D	E
		20.	A	B	C	D	E	45.	A	B	C	D	E
		21.	A	B	C	D	E	46.	A	B	C	D	E

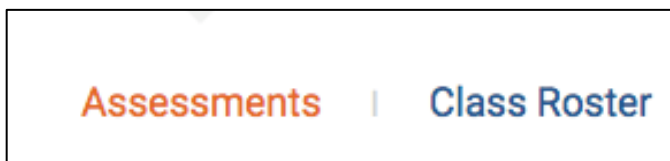
**Student Number**  
0 0 9 3 7 4 5 6

0.	0	0	0	0	0	0	0	0	0
1.	1	1	1	1	1	1	1	1	1
2.	2	2	2	2	2	2	2	2	2
3.	3	3	3	3	3	3	3	3	3
4.	4	4	4	4	4	4	4	4	4
5.	5	5	5	5	5	5	5	5	5
6.	6	6	6	6	6	6	6	6	6
7.	7	7	7	7	7	7	7	7	7
8.	8	8	8	8	8	8	8	8	8
9.	9	9	9	9	9	9	9	9	9

## 7. Download Grades to CSV File

Go back to your Blackboard Course.  
Go to the Content Area where you put Akindi.  
Click on Akindi.  
Click on Launch Akindi.

Click on Assessments:





Click on View Results:

The dashboard consists of four main panels. The first panel, 'Assessment created', shows '100 Question A-E' and an 'Edit template' link, with an 'Edit Answer Key' button at the bottom. The second panel, 'Sheets ready for print', states 'There are 3 active students in the course.' and has a 'Download Sheets' button. The third panel, 'Ready to upload tests', includes a tip: 'Tip: use your scanner's scan-to-email feature to send tests to yourself.' and an 'Upload Sheets' button. The fourth panel, 'CURRENT', displays a large '66.7%' average score and a 'View Results' button. A note below the score says 'All students appear to have been present for this test.'

Click on Responses:

The navigation bar features an orange triangle icon on the left. The title is 'BB Assess Kenney - 1: Akindi - test 1'. Below the title are three tabs: 'Overview', 'Graphs', and 'Responses'. The 'Responses' tab is highlighted with a purple rounded rectangle and a red underline.

Click on Actions/Download CSV:

The screenshot shows a table with columns 'IDs and names' and rows containing '2 3', 'B C', '1 1', 'B C', and 'B C'. A blue button 'Send Grades to Blackboard' and a red 'Actions' dropdown menu are at the top. The dropdown menu is open, listing several options: 'Print bubble sheets', 'Upload more responses', 'View results', 'Download CSV' (highlighted with a red circle), 'Download Question Breakdown CSV', 'Send grades to Blackboard', 'Download corrected sheets', 'Edit assessment', 'Edit questions', 'Duplicate assessment', and 'Delete assessment'.

Click on Download:

## Download Results as CSV

Sort by...

You will see the students' names and their grades:

Student Name	Student ID	Grade	Mark (out of 10)	Q1	Q2	Q3	Q4	Q5
Key and average		66.67%	6.7	A	B	C	D	E
Weight			10	1	1	1	1	1
Common Answer				A	B	C	D	E
Correct Students (out of 3)				3	3	3	2	2
Sacco; Christine	126981	100%	10	A	B	C	D	E
Student; Test	67611	50%	5	A	B	C	(C)	(B)