Akindi: Scanning Answer Sheets and Uploading to Canvas

This guide will show how to scan answer sheets and upload grades to Canvas. See the Akindi Launching in Canvas guide if you need help launching Akindi in your course.

Once you have created your assessment in Akindi, the next step is to print out your answer sheets.

Remember, if you didn't create your answer key in Akindi, you can make your answer key offline. To do this you will print an extra sheet and when you upload/scan your test sheets you will need to put "0000" for the student number on the answer key.

Once you have administered the assessment, it is time to grade. Remember students can use pencil, pen, or marker to complete the bubble sheets, but if they change their minds with pen, there's no way to erase it.

When you printed out your answer sheets, the cover page included directions at the bottom on how to upload them for grading.


You can scan your answer sheets into any printer/copier machine with scanning capabilities. Preferably use one with an email function so you can upload the sheets directly from the scanner. The following steps assume you will use the copier in the Davenport 228.

Select Scan and Send
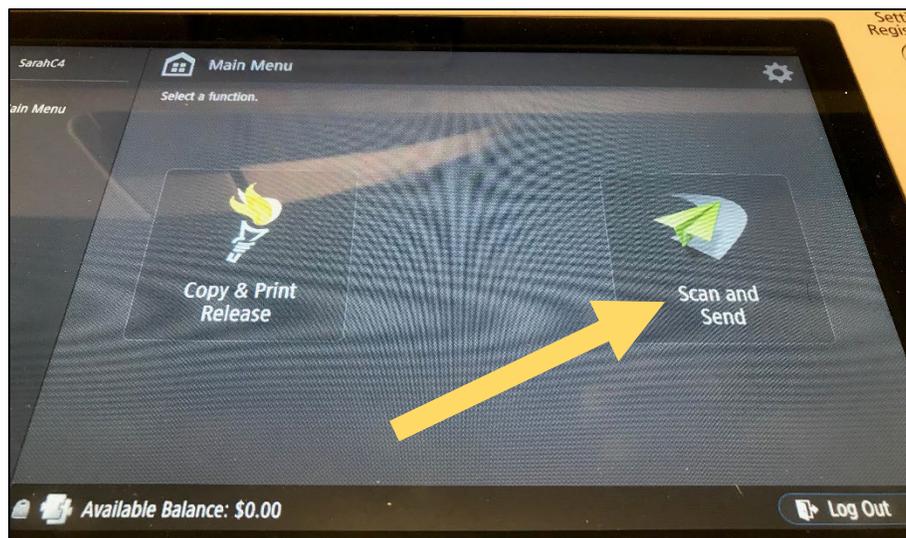
Select New Destination.
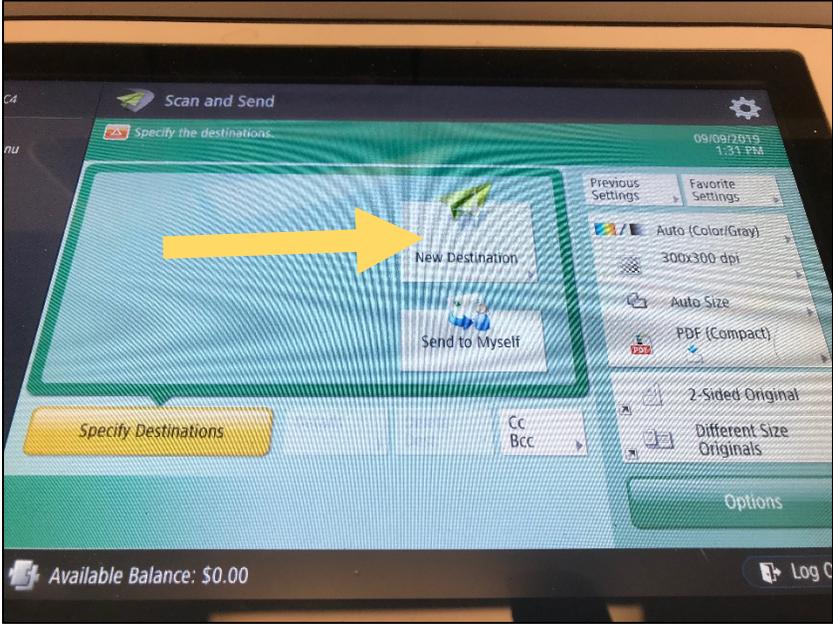
Select E-mail.
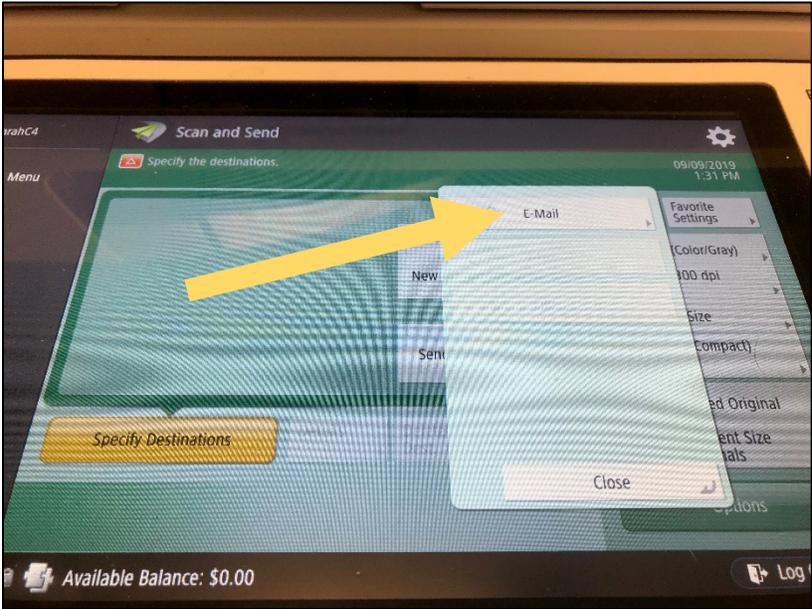
Enter the email address listed at the bottom of the cover sheet. It will end in @uploads.akindi.com
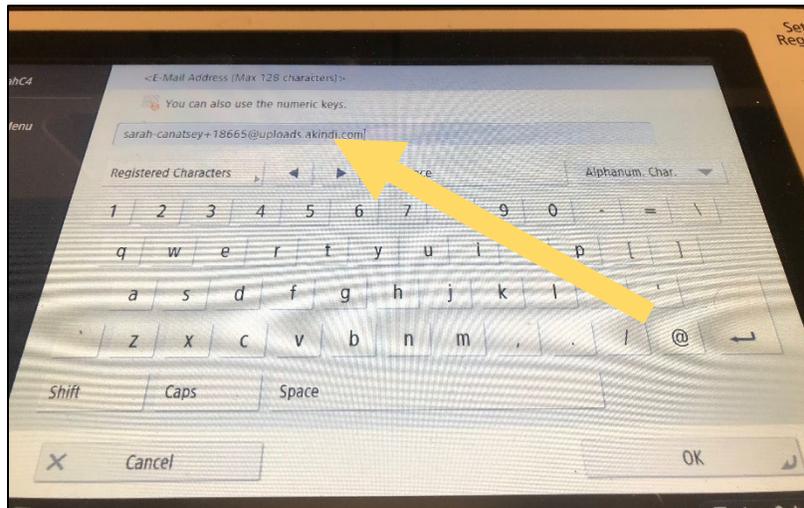
Place answer sheets in the scanner tray. If you created your answer key offline, make sure it goes on top and the student number is "0000".
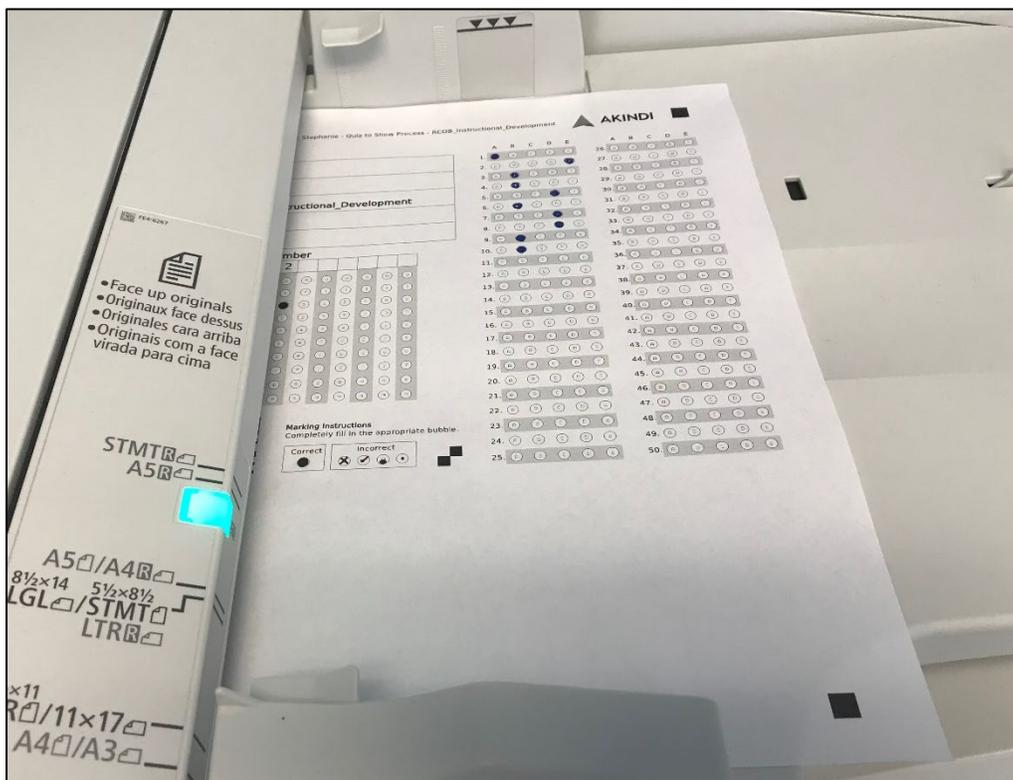
Double check the e-mail address and then select OK.
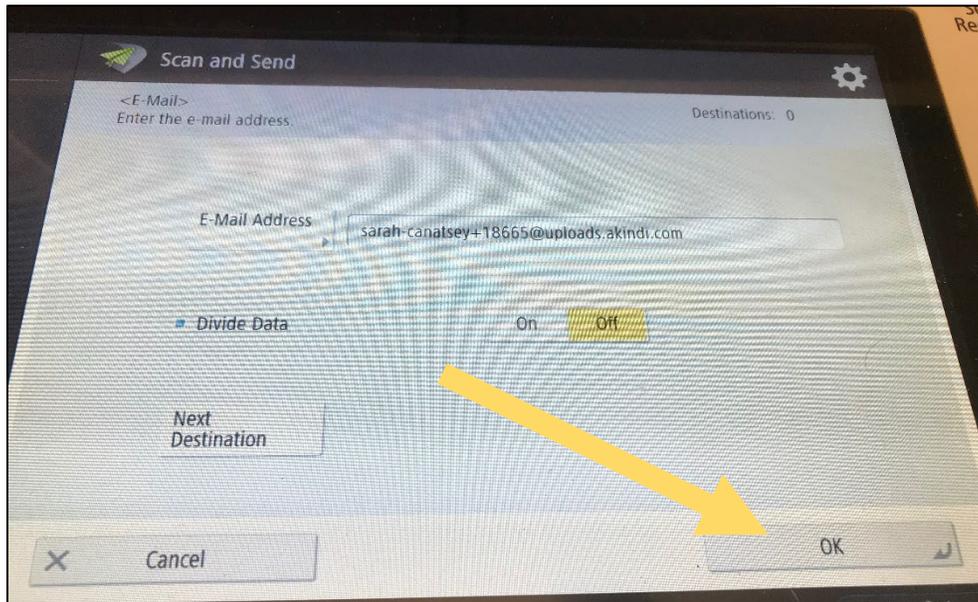
Push Start to send the email.
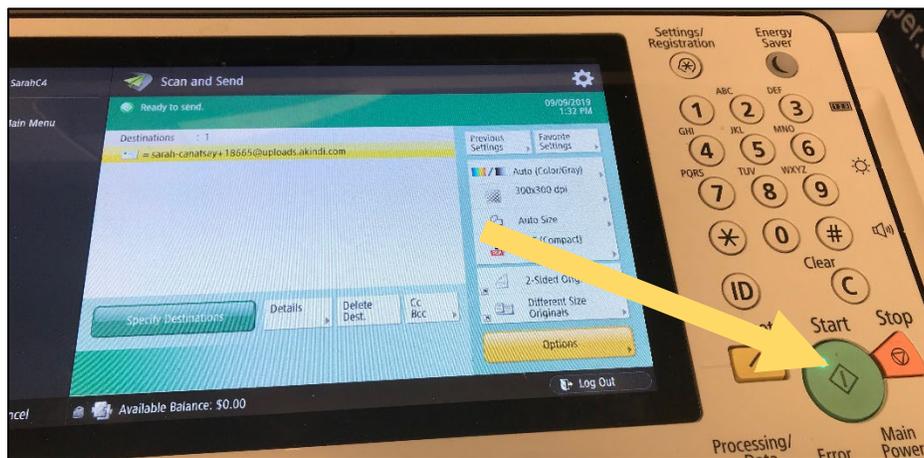
After you have emailed the scanned answer sheets, you will receive an email when they have been graded and ready to view.
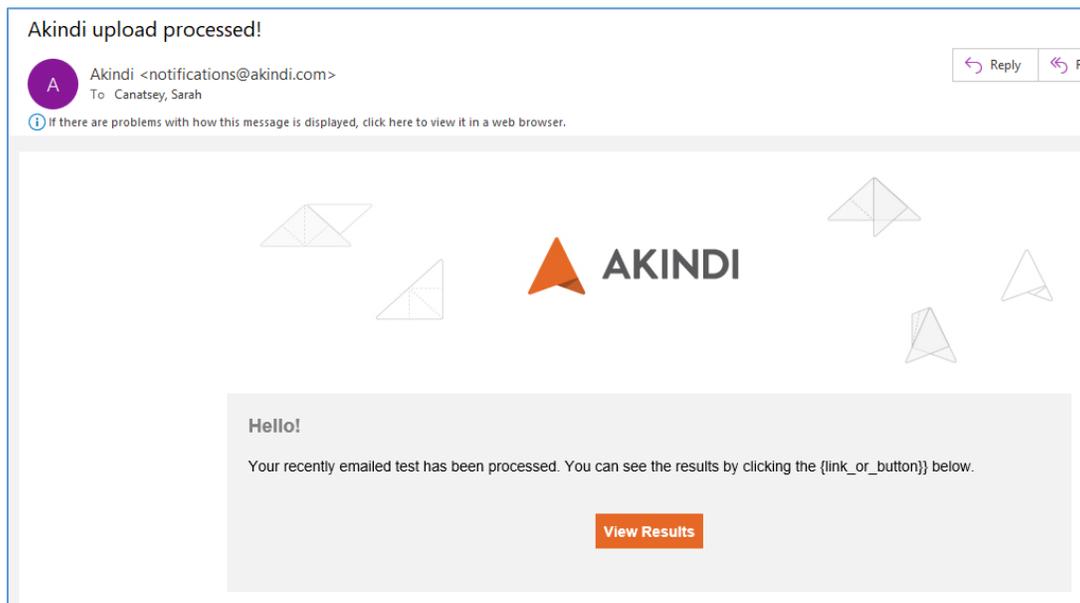
When you select View Results in the email, it will open the Akindi Dashboard. Select View Results in the Dashboard, this will show you the test analytics page.
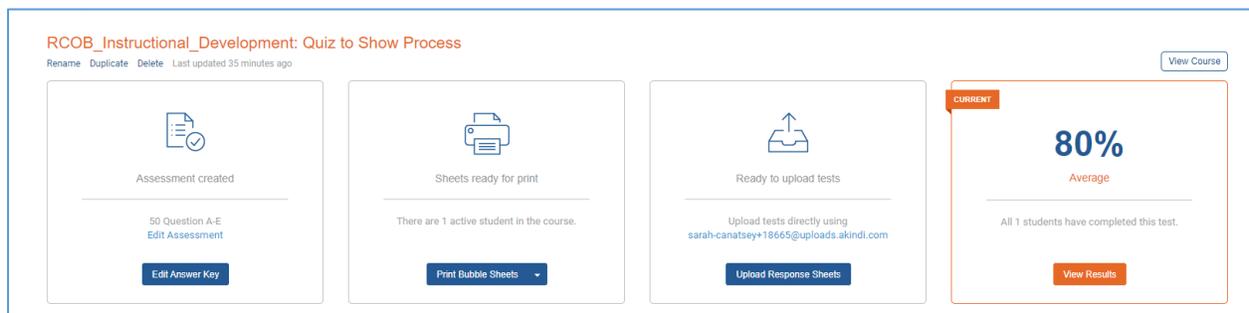
From the test analytics page, you can **Send Grades to Canvas**.
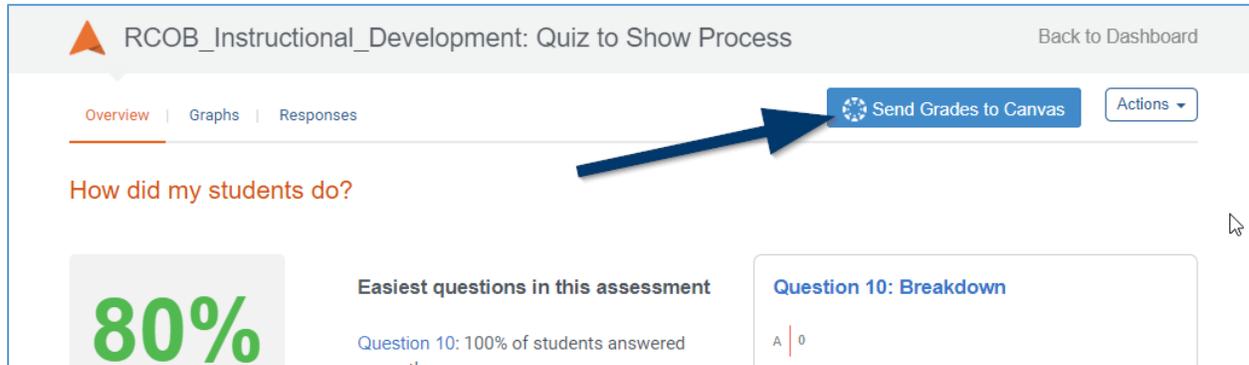
The other options under **Actions** include:
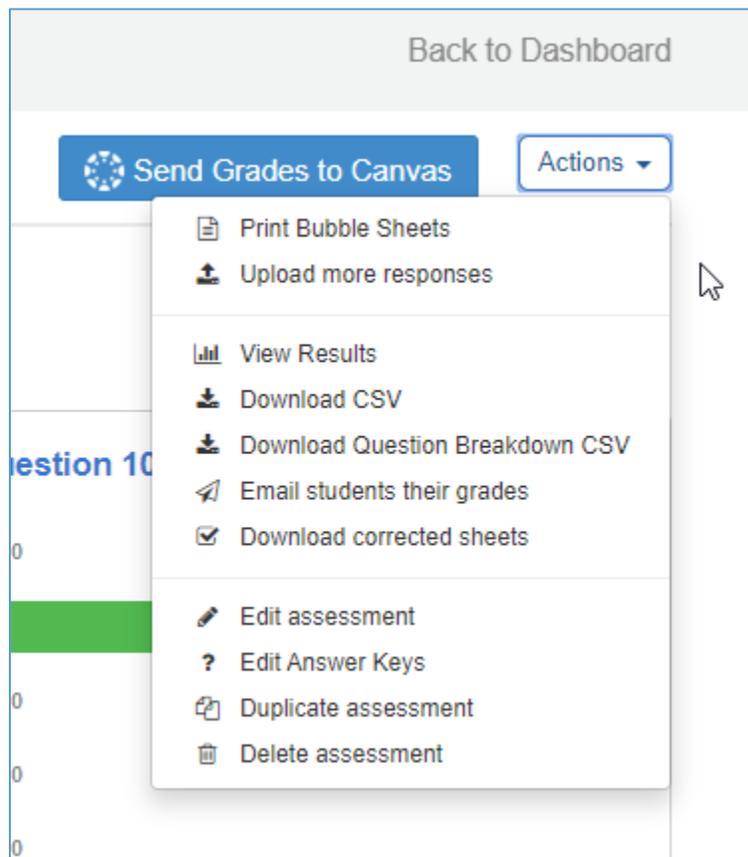
When you select **Send Grades to Canvas**, you will see the following menu:
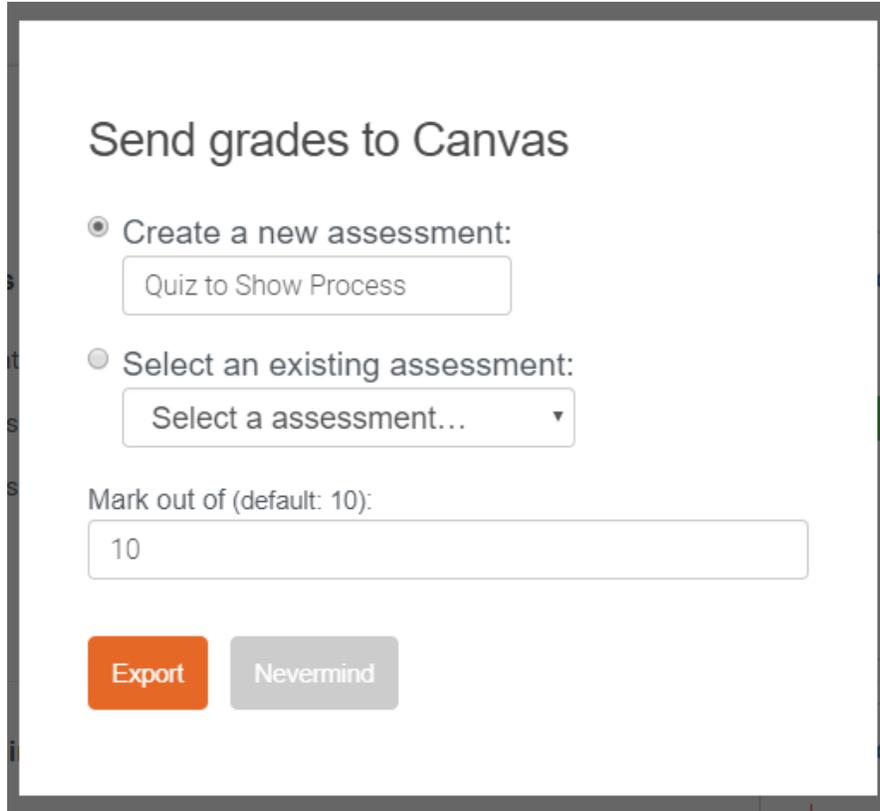
Send grades to Canvas

○ Create a new assessment:

Quiz to Show Process

○ Select an existing assessment:

Select a assessment... ▼

Mark out of (default: 10):

10

Export   Nevermind

Under the *Mark out of* option, you can change that number. Here is an example.
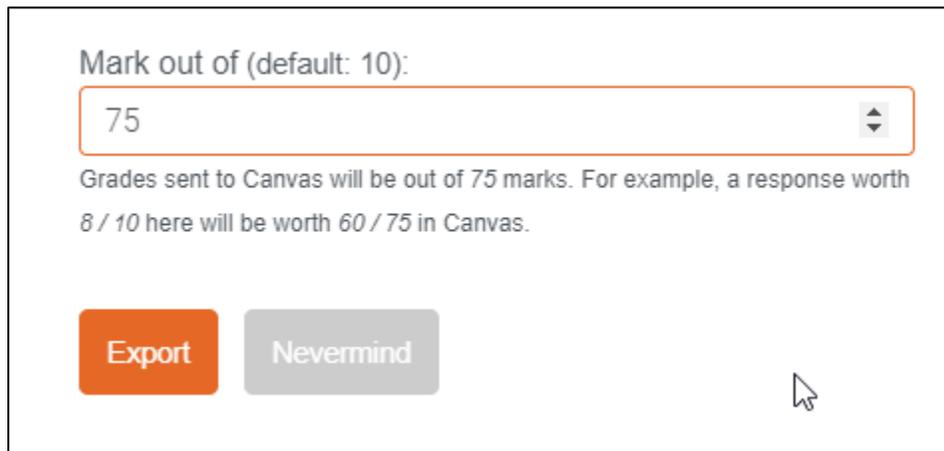
Mark out of (default: 10):

75 ▲▼

Grades sent to Canvas will be out of *75* marks. For example, a response worth *8 / 10* here will be worth *60 / 75* in Canvas.

Export   Nevermind