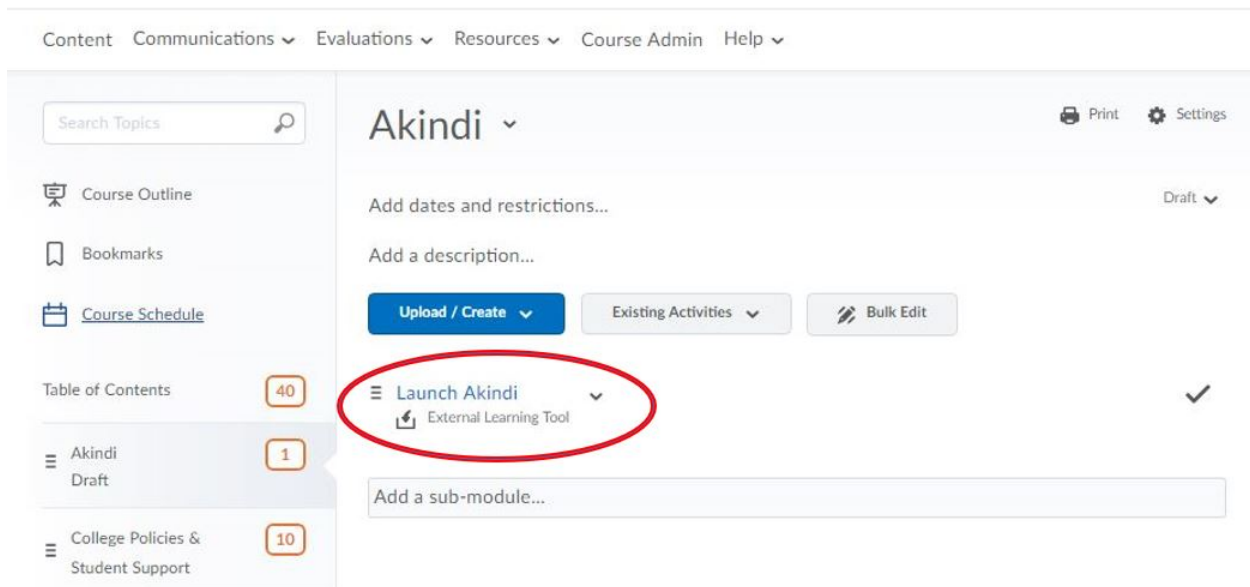


## **Akindi for Multiple Choice Tests**

<b>How to create an Akindi Link in your course .....</b>	<b>2</b>
<b>Importing your class list in Akindi .....</b>	<b>3</b>
<b>How to create an assessment .....</b>	<b>4</b>
<b>Grading students' tests.....</b>	<b>10</b>
<b>Viewing assessment results .....</b>	<b>11</b>
<b>Overview tab.....</b>	<b>11</b>
<b>Graphs tab .....</b>	<b>12</b>
<b>Responses tab.....</b>	<b>14</b>
<b>Exceptions tab.....</b>	<b>14</b>
<b>Send grades to FanshaweOnline .....</b>	<b>15</b>
<b>Actions Button .....</b>	<b>16</b>

## How to create an Akindi Link in your course

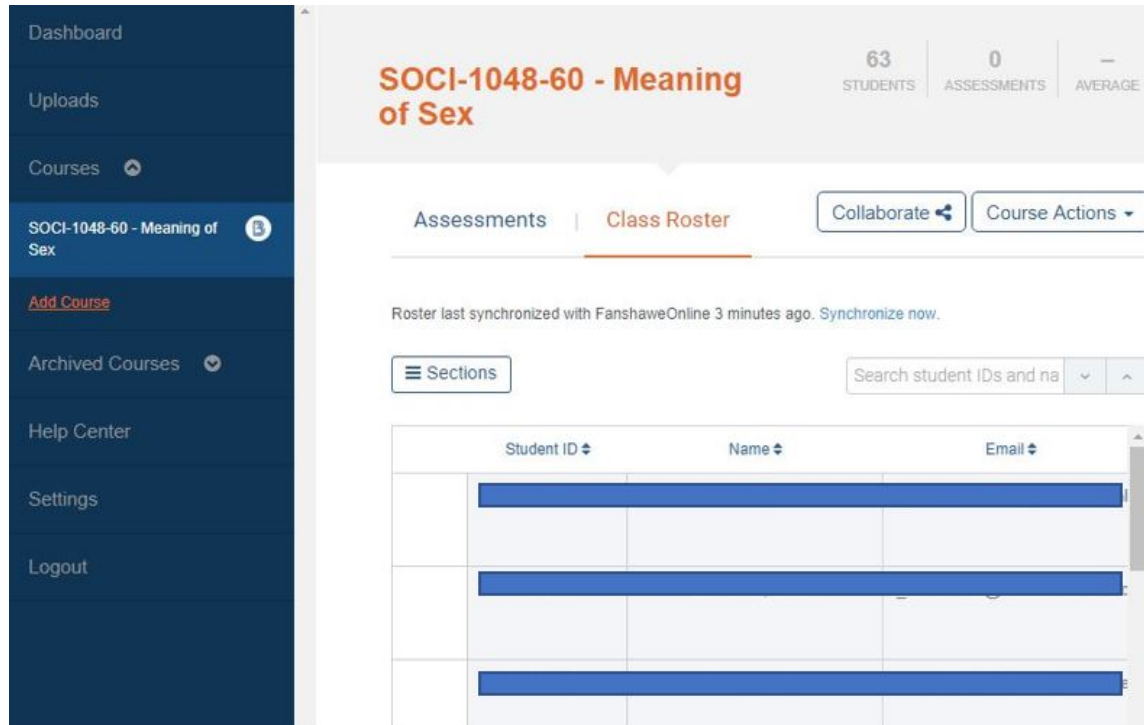
1. Go to the content page in the course. Add a module, such as “Akindi,” and make its “draft.”
2. Under the Akindi module, select Existing Activities → External Learning Tools → Launch Akindi. Click the link that is created, then the orange “Launch Akindi” button.



The screenshot displays the course management interface. At the top, there is a navigation bar with links for Content, Communications, Evaluations, Resources, Course Admin, and Help. Below this is a search bar labeled 'Search Topics'. The main content area is titled 'Akindi' and includes options for 'Add dates and restrictions...', 'Add a description...', and 'Draft'. There are three buttons: 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A red circle highlights the 'Launch Akindi' button, which is labeled 'External Learning Tool'. Below the buttons is a text input field for 'Add a sub-module...'. On the left side, there is a sidebar with a 'Table of Contents' section showing 'Akindi Draft' with a count of 1, and 'College Policies & Student Support' with a count of 10.

## Importing your class list in Akindi

When you first open Akindi, it should automatically import your class list, and display the students in your class under **Class Roster**. Compare it to your class list in FOL.



Dashboard

Uploads

Courses

SOCI-1048-60 - Meaning of Sex

[Add Course](#)

Archived Courses

Help Center

Settings

Logout

**SOCI-1048-60 - Meaning of Sex**

63 STUDENTS | 0 ASSESSMENTS | - AVERAGE

Assessments | **Class Roster** | Collaborate | Course Actions

Roster last synchronized with FanshaweOnline 3 minutes ago. [Synchronize now.](#)

Sections

Search student IDs and na

Student ID	Name	Email

## How to create an assessment

1. Click the assessments link (shown above) and then the create assessment button. You should be on the following screen.

### Create an assessment

Course Name

SOCI-1048-60 - Meaning of Sex

Assessment Name

Test 1

Select Layout

50 Question A-E

Prefill Student Information

Sort printed sheets by


Student Name **Student ID**

Show in title

Course Name  Assessment Name  
 Student Name  Section Name

Turn on multiple versions

2 Versions

Section A: Test 1 - SOCI-1048-60 - Meaning of Sex 

First Name  
Student

Last Name  
NAMES

Course Name  
SOCI-1048-60 - Meaning of Sex

Date

Version

Student Number  
1 6 1 8 0 3 3 9 8

	A	B	C	D	E		A	B	C	D	E
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Marking instructions  
Completely fill in the appropriate bubble.

Correct  Incorrect

Continue

2. Select or fill in your options.
  - Course name: Choose or enter the class you want to create the test for.
  - Assessment name: Name your test. This will appear at the top of the page.

- **Select Layout:** Choose whether you want 50 or 100 questions. (Your test can have fewer questions; students will just leave some bubbles blank.)
  - **Prefill student information:** You can have Akindi print customized rather than generic test sheets. Click the checkboxes for any information you would like to have filled in. Akindi will create a file in order by student name or ID (number) as you choose. This option is not viable in large classes, where handing out custom sheets will be time consuming.
  - **Turn on multiple versions:** You can have up to 5 versions of a test, a good option if you have a crowded classroom. You will need to have a test with a different question order and separate answer key for each version.
3. Enter an answer key for each test version. There are two ways to do this.
- **Manual option.** For the first version of the test, select the corresponding answer for each question until all are answered. Repeat for each version.
  - **Upload questions.** This will require a specially formatted test, as shown below. Once you have created your test and answer key, save the file. Then select the **Upload Questions** button. Choose the file and upload it.

Enter answer key

Version A

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

Select corresponding answers if you are doing it manually.

Advanced Marking

Select upload questions if you have a formatted answer key.

Answer Key - Test 1 - SOCI1045-00 - Meaning of Sex

First Name  
**Answer Key**  
Last Name  
Course Name  
SOCI-1045-00 - Meaning of Sex: Test 1  
Date  
Version

Student Number  
0 0 0 0

Marking instructions  
Completely fill in the appropriate bubble.

Cancel Import

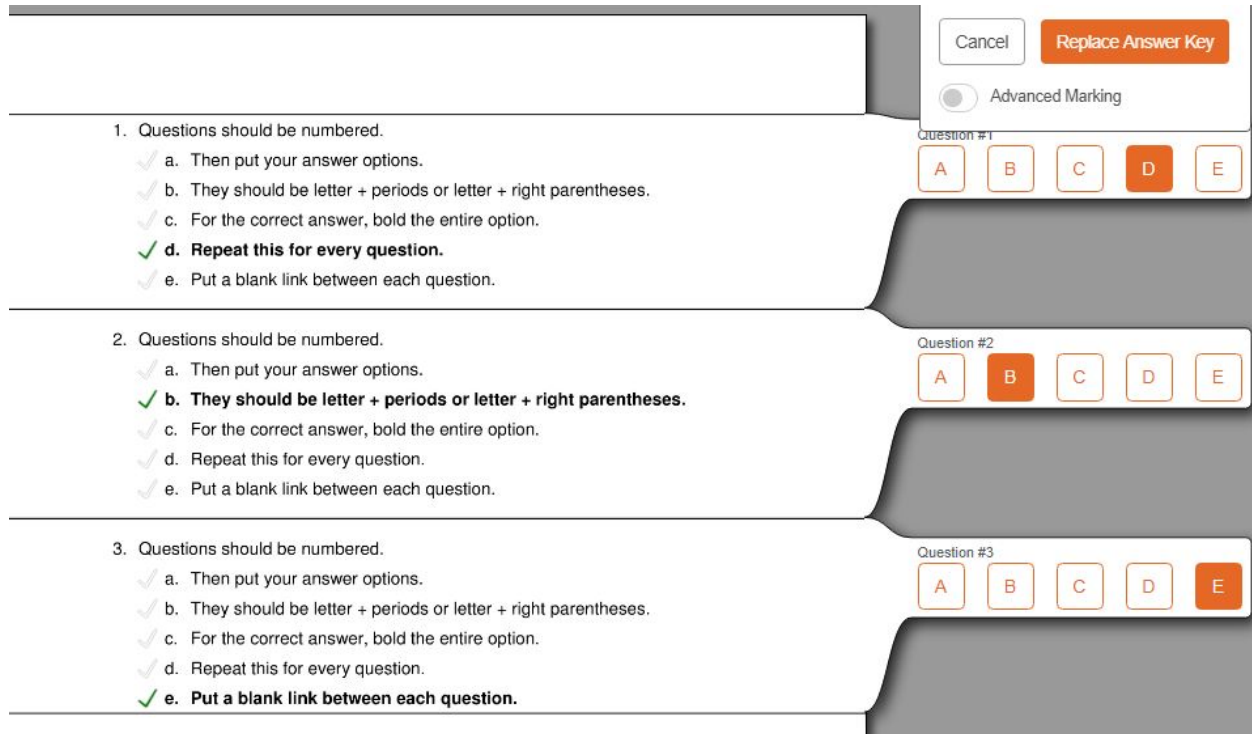
	A	B	C	D	E		A	B	C	D	E
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
						49.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
						50.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How to format your test for uploading to Akindi

1. Questions should be numbered.
  - a. Then put your answer options.
  - b. They should be letter + periods or letter + right parentheses.
  - c. For the correct answer, bold the entire option.
  - d. Repeat this for every question.**
  - e. Put a blank link between each question.
  
2. Questions should be numbered.
  - a. Then put your answer options.
  - b. They should be letter + periods or letter + right parentheses.**
  - c. For the correct answer, bold the entire option.
  - d. Repeat this for every question.
  - e. Put a blank link between each question.
  
3. Questions should be numbered.
  - a. Then put your answer options.
  - b. They should be letter + periods or letter + right parentheses.
  - c. For the correct answer, bold the entire option.
  - d. Repeat this for every question.
  - e. Put a blank link between each question.**

Note: Akindi doesn't require A to E options for each question. For example, you could have true/false (2 option) or A to D (4 option) questions.

Once you have uploaded your answer key, Akindi will parse the questions and attempt to read the answers from your formatting. Check the questions carefully, as it may miss answers. When you have made all changes, select **Replace Answer Key** to accept your answers.



The screenshot displays a software interface for setting answer keys. On the left, there are three numbered questions, each with five multiple-choice options (a-e). The options are listed as follows:

- 1. Questions should be numbered.
  - ✓ a. Then put your answer options.
  - ✓ b. They should be letter + periods or letter + right parentheses.
  - ✓ c. For the correct answer, bold the entire option.
  - ✓ **d. Repeat this for every question.**
  - ✓ e. Put a blank link between each question.
- 2. Questions should be numbered.
  - ✓ a. Then put your answer options.
  - ✓ **b. They should be letter + periods or letter + right parentheses.**
  - ✓ c. For the correct answer, bold the entire option.
  - ✓ d. Repeat this for every question.
  - ✓ e. Put a blank link between each question.
- 3. Questions should be numbered.
  - ✓ a. Then put your answer options.
  - ✓ b. They should be letter + periods or letter + right parentheses.
  - ✓ c. For the correct answer, bold the entire option.
  - ✓ d. Repeat this for every question.
  - ✓ **e. Put a blank link between each question.**

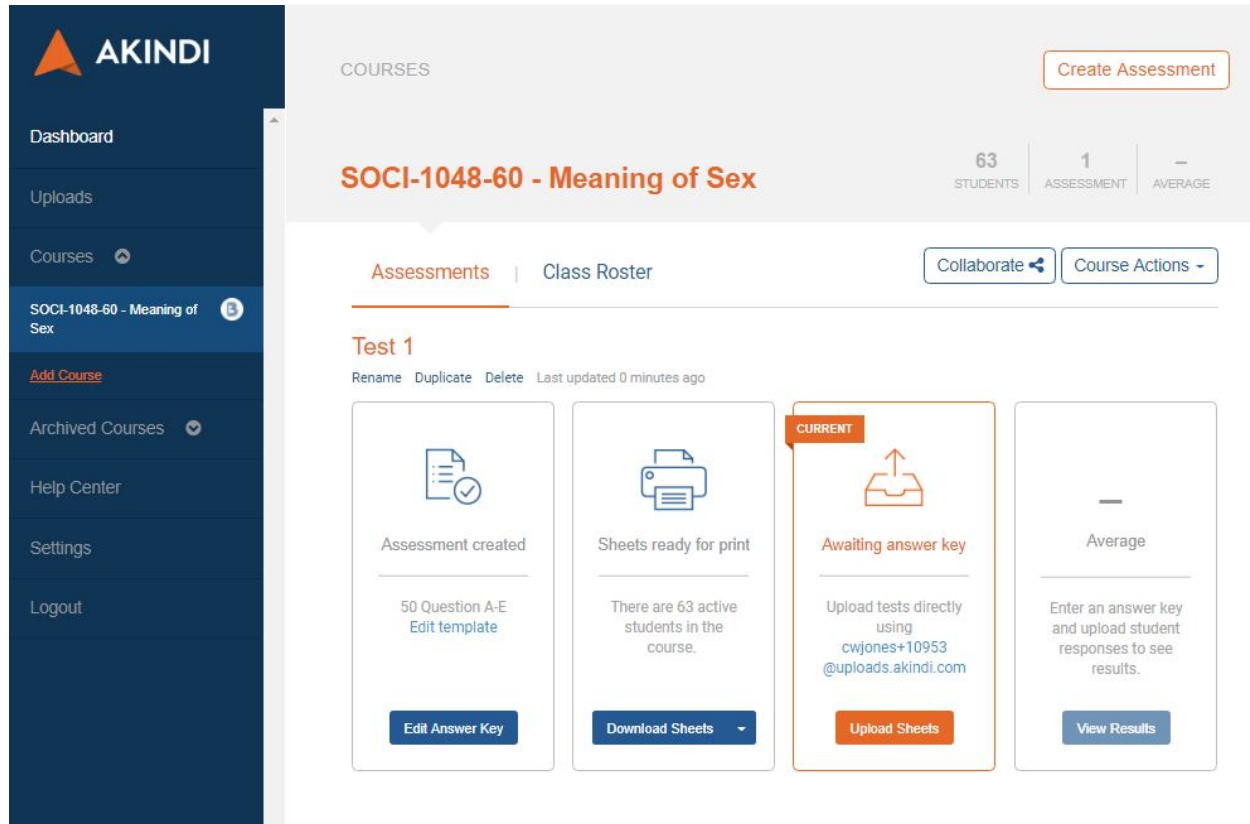
On the right side of the interface, there is a control panel. At the top, there are two buttons: 'Cancel' and 'Replace Answer Key'. Below these buttons is a radio button labeled 'Advanced Marking'. Underneath, there are three sections, each labeled 'Question #1', 'Question #2', and 'Question #3'. Each section contains five buttons labeled A, B, C, D, and E. In the 'Question #1' section, button D is highlighted in orange. In the 'Question #2' section, button B is highlighted in orange. In the 'Question #3' section, button E is highlighted in orange.

Once you have entered your answer key(s) through either option, select **Continue**.

1. Print your bubble sheets by selecting the button.
  - a. If you prefilled student information, you should have a custom sheet for each student, plus several blank sheets. Print the file for your sheets.
  - b. If you did not prefill student information, you will have a single, blank bubble sheet. Print enough copies for your class (plus extras for mistakes or damaged sheets).



Once completed, select the **Back to course** link. Your Akindi dashboard should now look like this.



The screenshot displays the Akindi dashboard for the course **SOCI-1048-60 - Meaning of Sex**. The interface includes a sidebar with navigation options like Dashboard, Uploads, Courses, and Settings. The main content area shows course statistics: 63 STUDENTS, 1 ASSESSMENT, and a dash for AVERAGE. Below this, there are tabs for Assessments and Class Roster. The 'Test 1' section is active, showing options to Rename, Duplicate, or Delete. It features four cards: 'Assessment created' (50 Question A-E, Edit template, Edit Answer Key button), 'Sheets ready for print' (63 active students, Download Sheets button), 'Awaiting answer key' (CURRENT status, Upload tests directly using cwjones+10953@uploads.akindi.com, Upload Sheets button), and 'Average' (View Results button).

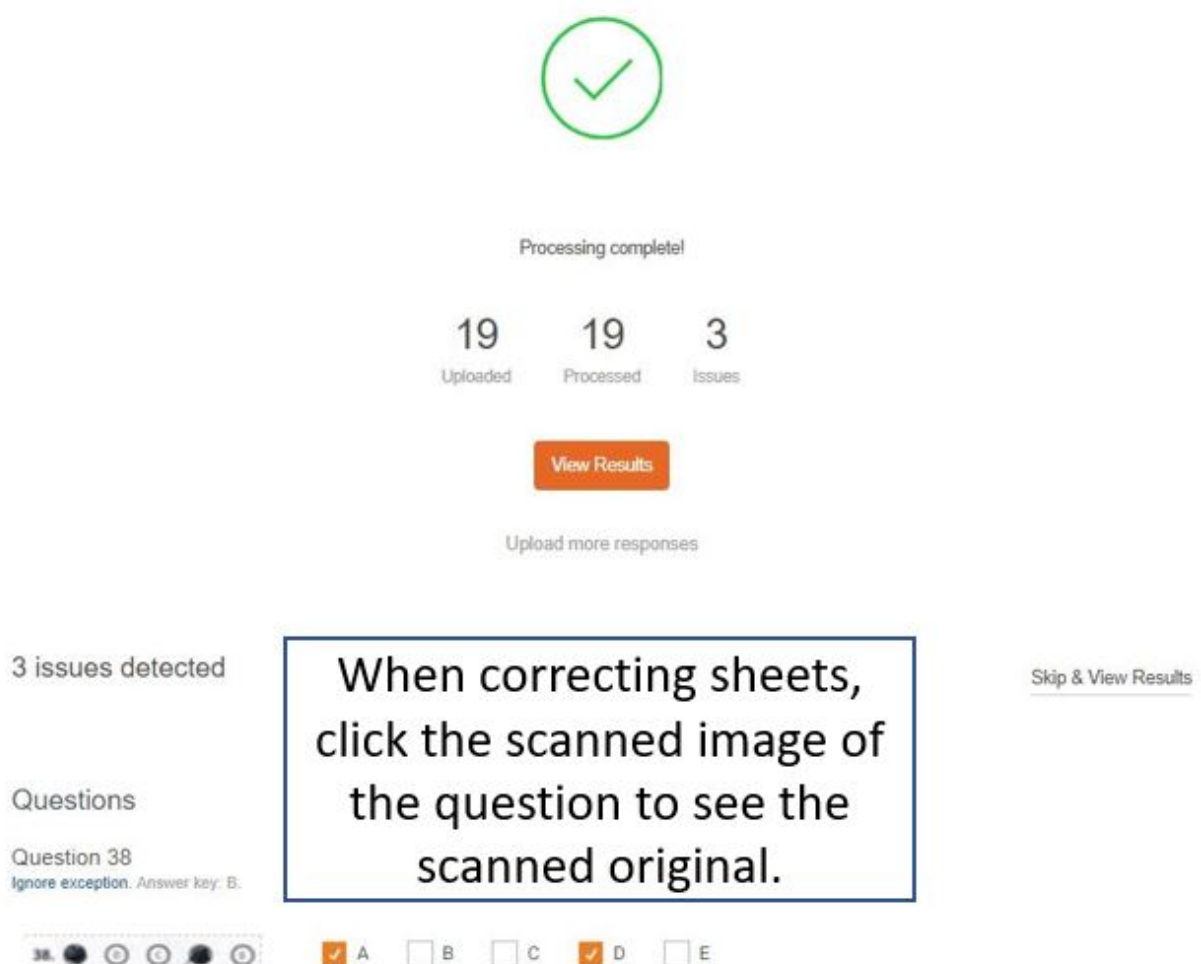
If you need to enter or edit the answer key or download/reprint the sheets, select the relevant links. Akindi will highlight the next step in orange.

## Grading students' tests

Before the next step, you will need to take your students' answer sheets to a photocopier. You want to scan them as a PDF file, and either email the scan to yourself, or download the scan to a USB drive.

Once you've done this, select the **Upload sheets**, shown in the above image in orange. Akindi will automatically scan for correct answers.

If there are any issues (such as a question with two bubbles filled in), Akindi will highlight the problems. It will prompt you to fix the errors. If you would like to see the student's original answer sheet scan,



Processing complete!

19 19 3  
Uploaded Processed Issues

[View Results](#)

Upload more responses

3 issues detected

Questions

Question 38  
Ignore exception. Answer key: B.

38.  A  B  C  D  E

[Skip & View Results](#)

When correcting sheets,  
click the scanned image of  
the question to see the  
scanned original.

## Viewing assessment results

### Overview tab

This gives broad statistics on your test, such as your class average.

Overview | Graphs | Responses | Exception
Send Grades to FanshaweOnline
Actions ▾

Section: All Sections ▾

How did my students do?

# 66%

AVERAGE  
(39.5 / 60)

78%

HIGH

50%

LOW

**Easiest questions in this assessment**

Question 32: 100% of students answered correctly.

Question 34: 100% of students answered correctly.

Question 42: 100% of students answered correctly.

**Most difficult questions in this assessment**

Question 2: 5% of students answered correctly.

Question 43: 21% of students answered correctly.

Question 18: 21% of students answered correctly.

**Question 34: Breakdown**

A	0
B	19
C	0
D	0
E	0

**Question 2: Breakdown**

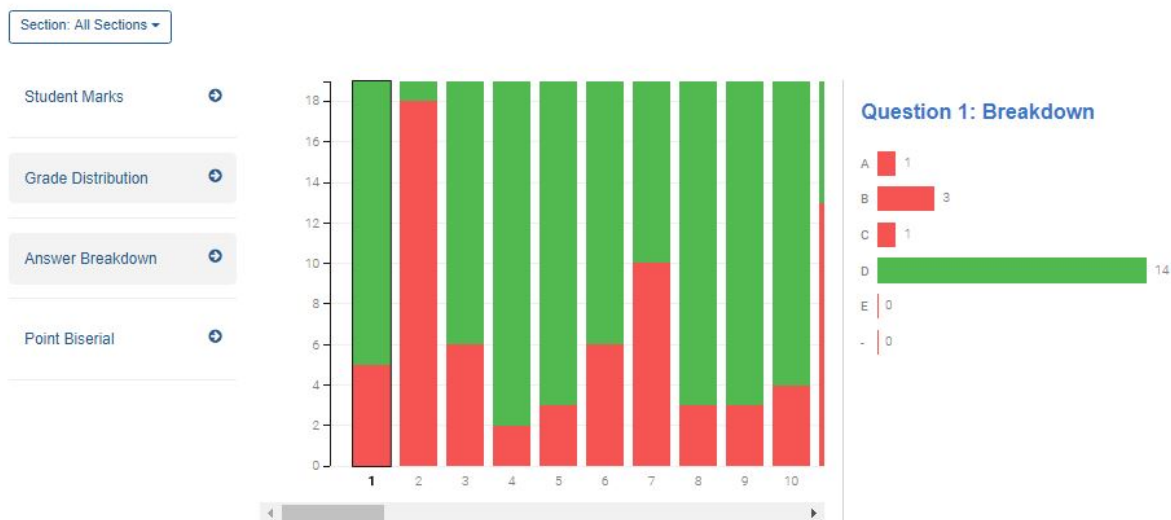
A	17
B	1
C	1
D	0
E	0

## Graphs tab

**Student marks:** Organizes your students' grades lowest to highest, with each student's result shown as a bar.

**Grade distribution:** This gives a histogram organized in 10% intervals. This allows you to see where student grades are clustered.

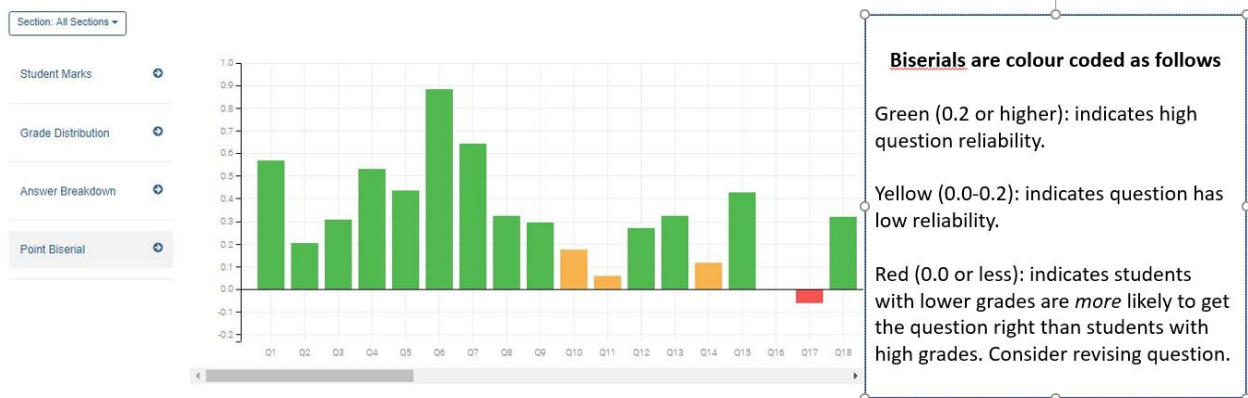
**Answer breakdown:** For each question, gives a percentage of students answering correctly (green) and incorrectly (red). If you click on any bar, it shows a breakdown of how the class answered.



**Point Biserial:** Point biserials provide a correlation between a student grades and whether they answer particular questions right or wrong. When a point biserial is high (0.2 or higher), this indicates students with high grades are more likely to answer them correctly. When a point biserial is low (0 or lower), it means students with high grades are answering it wrong, and students with low grades are answering it right!









Simply put, if you have negative point biserials, it indicates a question may be unreliable. You might want to check those questions and ask yourself:

- Did I enter the wrong answer in the answer key?
- Was the question poorly worded?
- Was the material skipped or miscommunicated in class?



## Responses tab

This shows your students' bubble sheets converted into charts. It will display their grade (out of 100%), mark (out of X points, where X is the number of questions on your test), and students' responses. Where students answer wrong, their answers are highlighted in red.

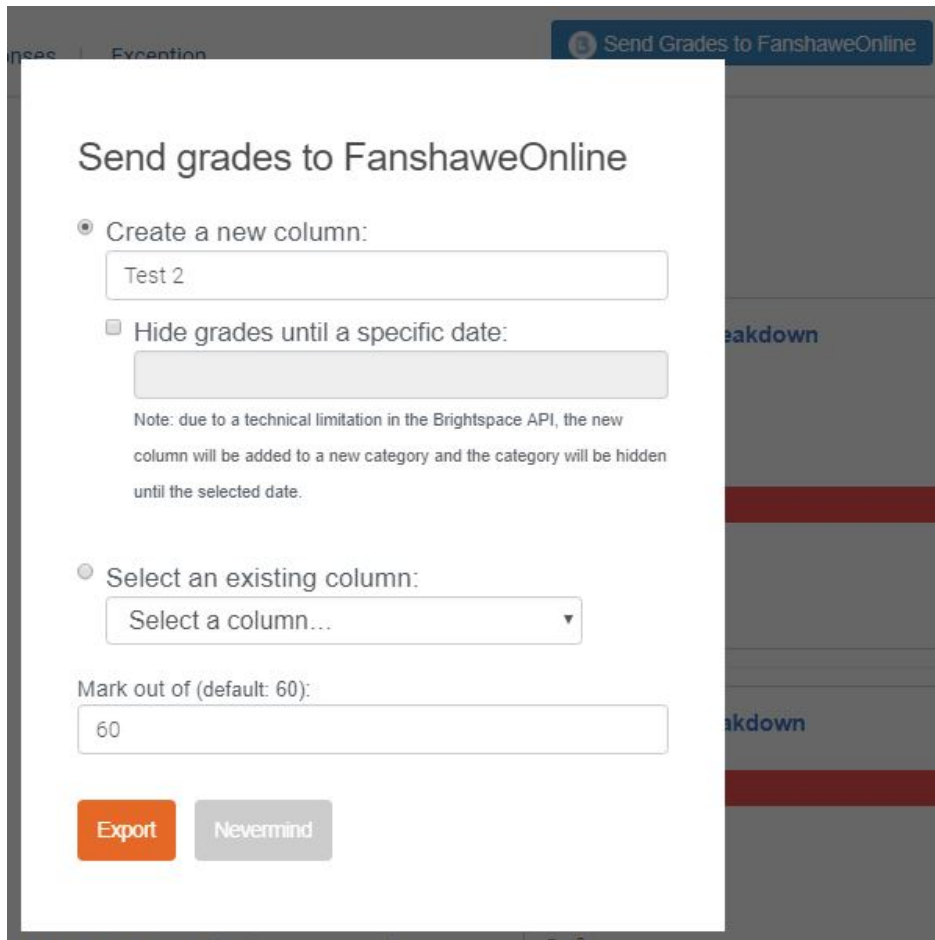
	Student ID	Name	FanshaweOnline	Section	Grade	Mark	Scan	1	2	3
	Answer Key				65.9%	39.5 / 60		D	B	B
	Question Weight							1	1	1
<input type="checkbox"/> 1			unsent	URBN-7006-01-18W	78%	47 / 60		D	A	B
<input type="checkbox"/> 2			unsent	URBN-7006-01-18W	70%	42 / 60		D	A	D
<input type="checkbox"/> 3			unsent	URBN-7006-01-18W	78%	47 / 60		D	A	B
<input type="checkbox"/> 4			unsent	URBN-7006-01-18W	70%	42 / 60		D	A	B

## Exceptions tab

If there are any errors on your bubble sheets, they will be displayed here. They can be corrected if they haven't been already.

## Send grades to FanshaweOnline

If you would like to import students' grades into your gradebook, select **Send Grades to FanshaweOnline**. The following options will appear.

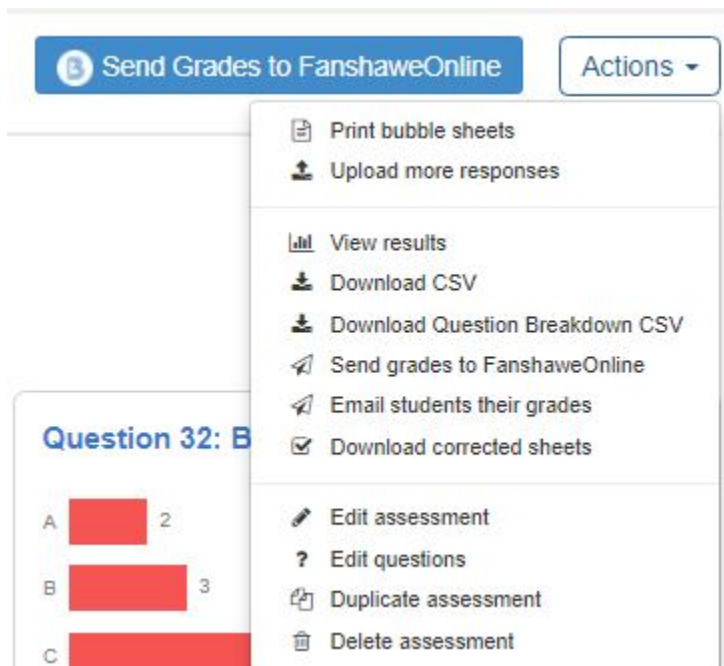


**Create a new column:** If there is no item in your grade book for the test results, enter the name here. Akindi will create that item in your grade book.

**Select an existing column (preferred option):** Ideally you have an item in your gradebook already. If you do, select the item you want to use for the test result.

**Mark out of:** Generally, this should be left as the default. However, you can force Akindi to convert the mark to a different one. For example, you could change a mark out of 60 to 20, so a 40/60 would become a 12/20.

## Actions Button



**Print bubble sheets:** Allows you to reprint bubble sheets, which can be useful if you need to file for students missing the original test.

**Upload more responses:** Bubble sheets can be uploaded using this option if they are not part of the original batch, as in the case of a student who makes up the test due to sickness.

**View results:** Takes you to the overview – graphs – responses – exception tabs.

**Download CSV:** This creates an Excel file of student grades and marks.

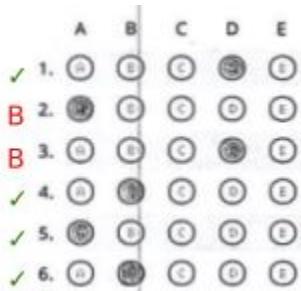
**Download Question Breakdown CSV:** Generates an Excel file that includes percentages of correct/incorrect answers, point biserials, and other information about the test questions.

**Send grades to FanshaweOnline:** Performs the same function as the button next to it.



**Email students their grades:** Not recommended; it is better to send grades to the gradebook. (If you'd like to alert students that grades are up, post an announcement or send an email in FanshaweOnline instead.)

**Download corrected sheets:** Akindi will generate one or more PDFs that grade the questions on the sheet. Student's grade and mark will be posted at the top of the page. Correct answers will have a small check mark. Incorrect answers will have the right answer displayed as a red letter.



This option is very useful if you have a student that wants to review their test with you.

**Edit Assessment:** If you need to make changes to your answer sheets, select this option.

**Edit questions:** This option allows you to change your answer key. You may wish to do this if you find a question is unreliable and you want to change the correct answer. If you update your answer key, Akindi will recalculate students' grades.

**Duplicate assessment:** Allows you to copy a test. This can be useful if you give the same version of the test (for example, to a different section, or to a class in a different term) and want to import your answer key.

**Delete assessment:** If you need to scrap everything, select this option.