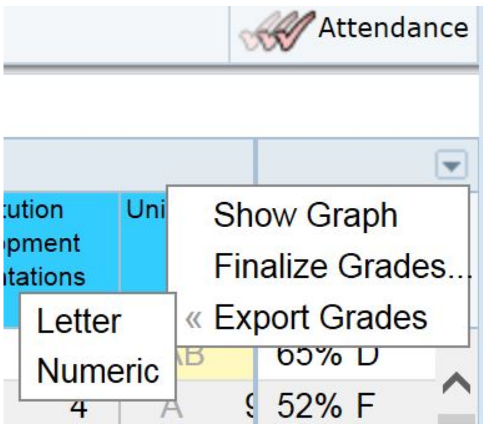
Registration:

Step 1: email Sukawt to get registered for the JHS account.

Step 2: click on link from confirm registration and complete profile

Using LMS to Create Class list Files:

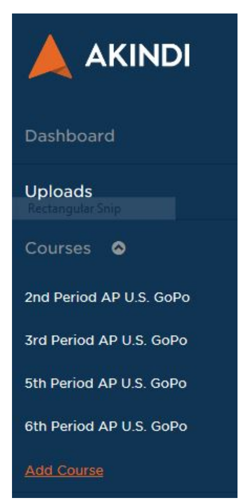
In the ***Gradebook Grid*** view, locate the down arrow on the far right below the ***Attendance*** view tab. Select ***Export Grades*** and ***Letter*** or ***Numeric***. You should get a status box at the bottom left side of your screen. Select the down arrow located to the right of the box and select ***Open***. This will open a MS Excel file. Deleting grade columns is recommended to keep with district policy regarding student information. To do this, move your cursor over the grade columns until the cursor becomes a down pointing arrow. Drag the cursor over the grade columns then right click inside of one of the columns and select ***Delete*** or ***Cut***.



Optional Step: If you have several classes of the same subject, you may wish to combine the classes when you up-load grades. This will provide you with combined analytics provided by Akindi that tells you how well students did overall and on individual questions. If you separate your classes by period, you will have to create answer keys for each class, but you will also get separate analytics for each class.

To combine classes, add the period number in front of the name for each student in your class in the column with student names. When imported to Akindi, you will then be able to sort by alpha and class.

Next, save the file in a location that you can remember. Renaming is optional.



Create Classes & Add /Import Students:

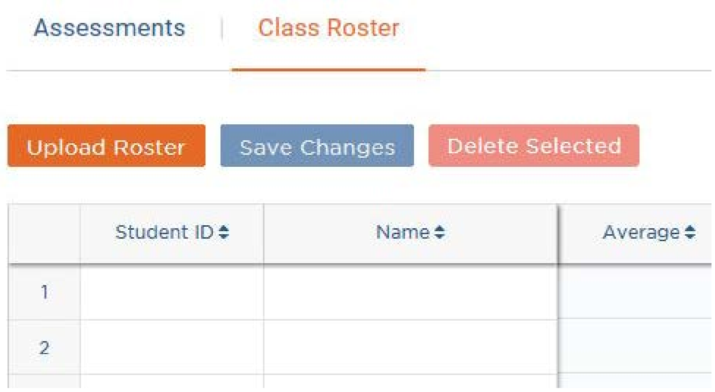
Log in to Akindi.com.

Click on the ***Add Course*** link on the left side of the screen and name your course.

Click on the name of your course and click on the ***Course Roster*** tab.

Options allow for students and IDs to be typed in or up-loaded. IDs are optional.

To upload student name, select the ***Upload Roster*** tab and use the browse window to select the Excel file you saved earlier. Repeat if you are combining different periods of the same class. When you select a second class you will be asked if you wish to keep the students from the previous upload.



To delete a student, highlight the ***Student ID*** and ***Name*** boxes and use the delete button on your keyboard.

Create an Assessment (Bubble Sheet)

Select a class in your ***Dashboard***. Click on the Create Assessment button. Enter a name for the assessment in the ***Assessment Name*** box and ***Continue***. Next, select from the bubble sheet templates. Templates labeled "A" are for assessments of up to 100 questions. Templates labeled "B" are for assessments of up to 50 questions.

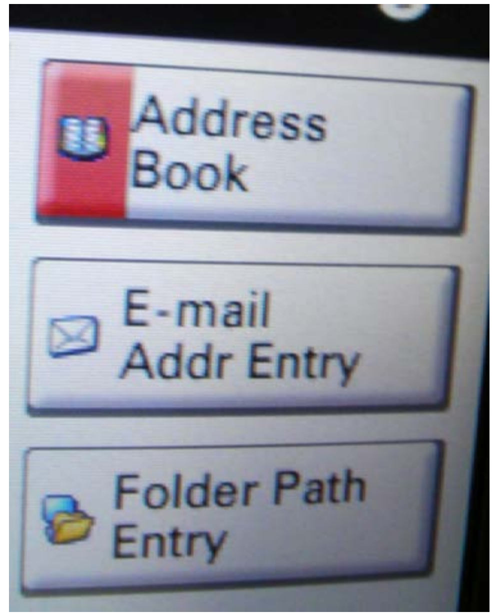
At the bottom of the ***Create Assessment*** window are labeling options for your bubble sheets.

Selecting ***Print Bubble Sheets*** will open up another tab with a PDF file that show you what your bubble sheets will look like once you select the print command. Notice that the first sheet is a cover sheet followed by the answer key that you must fill before uploading student results.

Uploading completed Bubble Sheets

Make sure to have completed the key to your test. Place the key on top of completed student bubble sheets. Place the sheets in the copy room. You will use the ***Send*** option on the copiers. There are several options that you can use for this process, but the defaults should work as is. A destination email is required. You may enter your own email or the email located on the bottom of the coversheet for your test.

On the copier screen, select the ***E-mail Addr Entry*** button to type in the address for your test. If you prefer to email the scanned tests to your email and upload the file from the Akindi web site you can also save your email address and add it to the ***Address Book***.



View Results & Print Scored Tests

From the Akindi web site make sure you are in the ***Dashboard***, select your class and select the ***View Results*** button to see the scores of the last test uploaded. (To view previous test results, select the down arrow on the Results button and select ***View results***)

To see a list of students and their scores, select the ***Responses*** button on the top left side of the screen.

To print scored bubble sheets, click on the Actions button at the top right side of the screen and select ***Download Corrected Sheets***. You will be able to view the sheets before printing. Options include downloading files with or without answers. If you select a single PDF file, you will need to right click on the file once it has been downloaded and select the extract option before opening and printing off the corrected bubble sheets.