

Reviewing and Finalizing Grades Before Sending to Canvas

This page explains what to do after answer sheets have been uploaded to Akindi. It covers how to review processed scans, resolve issues Akindi flags during grading, and send finalized grades to the Canvas Gradebook.

Final Review and Grade Preparation

After scanning and uploading answer sheets, Akindi analyzes the responses and attempts to interpret each sheet automatically. Before you send the grades to Canvas, you will want to review the assessment Results to confirm accuracy. This review may include resolving items flagged in Review & Fix as well as making instructor-identified corrections or adjustments.

Review & Fix

When information is missing, unclear, or ambiguous, Akindi flags the item for review.

To see these flagged items, select **View Results** from the Akindi dashboard for the assessment.

This opens the **Review & Fix** view, where Akindi displays processed results and identifies any issues that must be resolved before grades are finalized.

Any flagged items then appear in the **Exceptions** tab within **Review & Fix**.

Exceptions are typically generated when Akindi cannot confidently determine one of the following:

- Which student's response belongs to
- Which version of the assessment was used
- Which answer was selected
- Whether the response matches the answer key

Common causes include light marks, multiple selections, missing identifiers, or scanning artifacts. You do not need to resolve every issue on your own; Akindi will guide you through each flagged item.

Seeing items in Review & Fix is normal. It does not mean the upload failed; it just means Akindi needs clarification before finalizing results.

Resolving Review Items

Within the **Exceptions** tab of **Review & Fix**, Akindi presents each issue individually and prompts you to confirm or correct the information.

Examples of actions you may take include:

- Confirming or selecting the correct student
- Indicating the intended response for a question
- Assigning the correct assessment version
- Confirming or correcting the answer key

Work through Review & Fix items carefully before proceeding. Resolving these issues ensures grades are accurate and prevents downstream problems when syncing to Canvas.

You can save your progress and return to Review & Fix later if needed. Fixed issues will no longer appear on the Review & Fix page, unless you enable the "Show Fixed" tag.

For detailed, step-by-step instructions on specific review scenarios, refer to Akindi's official [Review & Fix guides](#).

Instructor Corrections

Not all grading decisions are surfaced as exceptions. The following steps cover additional actions instructors should review and complete before grades are sent to Canvas.

Removing Uploaded Responses

In some situations, you may need to remove uploaded response sheets before grades are finalized. This is most common when:

- Response sheets were uploaded to the wrong assessment
- Duplicate uploads occurred
- Sheets need to be rescanned and replaced

Removing responses clears the associated student data but does not affect the assessment setup itself.

For detailed instructions, see [Delete responses from an assessment](#) in the Akindi Help Center.

Correcting the Answer Key After Upload

Occasionally, an issue with the answer key is discovered **after** response sheets have been uploaded. In these cases, the answer key can be corrected directly from the results view.

Correcting the answer key:

- Automatically regrades affected responses
- Updates scores immediately based on the revised key
- Does not require re-uploading answer sheets

This is commonly used when a question was mis-keyed or an alternate correct answer should be accepted.

For detailed instructions, see [Edit answer keys from results](#) in the Akindi Help Center.

Hand-Graded Questions

Some questions, such as written responses, short answers, or diagram-based items, cannot be graded automatically.

For these questions, you will need to enter hand-graded marks directly in Akindi before grades are finalized.

Hand-graded marks are combined with automatically graded responses when total scores are calculated.

See the [Enter Hand-Graded Marks](#) guide to learn more about adding columns for questions that could not be answered with the bubble sheet.

Grade Adjustments

The **'Adjust Grades'** feature lets you boost the overall average of an assessment by adding the same number of points to each student's score - *similar* to applying a curve.

To make an adjustment, select **View Results** from the Akindi dashboard to open the **Review & Fix** view. Then, from the **Responses** tab, select **Adjust Grades**.

You can then enter the number of points you'd like to add to the student totals, and if you would like that to be able to exceed 100%. To remove this adjustment, repeat these steps and set the number of points to zero.

For detailed instructions, see [Adjust Students' Grades](#) in the Akindi Help Center.

When Grades Are Ready

You should only proceed to send grades to Canvas when:

- The **Exceptions** tab in **Review & Fix** shows no unresolved items
- Any hand-graded marks have been entered
- The displayed scores reflect what you expect students to receive

This review step is the final checkpoint before grades are shared with students.

Sending Grades to Canvas

Once results are reviewed and finalized, grades can be sent to the Canvas Gradebook.

At a high level, sending grades involves:

- Selecting **Send Grades to Canvas** within the **Responses** tab of the **Review & Fix** view.
- Choosing an existing Canvas grade item or creating a new one
- Confirming the number of grades that will be sent

Sending grades to Canvas makes the scores available to students. Be sure all review items are resolved before syncing.

If grades are sent again, the new sync may overwrite existing scores in Canvas, depending on the selected options.

For detailed, step-by-step instructions, refer to Akindi's official [Send Grades to LMS guide](#).

If You Encounter Issues Sending Grades

If grades do not send as expected:

- Confirm that Review & Fix is complete
- Verify that a valid Canvas grade item is selected
- Check for any error messages provided by Akindi

For system-level issues, contact the Office of Accreditation & Assessment for assistance.

What's Next?

After grades have been sent to Canvas, you may want to explore assessment data in more depth. Continue to:

- [Analyzing Assessment Results](#)

Learn how to interpret performance trends, item analysis, and student reports

Additional Resources (Akindi Help Center)

For step-by-step instructions and advanced scenarios, see:

- [Getting Started Grading Bubble Sheets](#)
- [Resolving Exceptions with Review & Fix](#)
- [How to Resolve Blank Bubble Sheet Exceptions](#)
- [Enter Hand-Graded Marks to Akindi](#)
- [Send Grades to LMS](#)
- [Error when sending grades to LMS](#)

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