

Scanning and Uploading Answer Sheets

This page explains how to scan completed Akindi bubble sheets and upload them for grading. It focuses on recommended practices and common issues.

At A-State, **instructors** are responsible for scanning and uploading their own answer sheets using departmental scanners.

Before You Scan

Taking a few moments to prepare your answer sheets can prevent most scanning issues.

General Preparation

- Ensure all answer sheets are completed clearly and consistently
- Confirm that students used dark, solid marks for responses
- Verify that each sheet belongs to the correct assessment
- Ensure that the **4 corner squares** and the **QR code** are visible and intact

Keep answer sheets flat and free of folds or staples. Damaged or distorted sheets are more likely to require review after upload.

Scanning Answer Sheets

Akindi processes scanned answer sheets as PDF files. Most instructors use a multi-function copier or document scanner.

Recommended Scanning Guidelines

- Scan in batches of ~100 test sheets
- Scan in black and white at 100 to 150 DPI resolution

- 150 is better, but 100 may upload faster
- Use the document feeder whenever possible

You do not need to sort the test sheets. Akindi will automatically sort test sheets by version, by student name and ID, and even rotate them if they are scanned upside down.

Uploading Answer Sheets

Once scanning is complete, answer sheets can be uploaded to Akindi for processing.

Upload Options

Akindi supports two upload methods:

- Direct upload of a scanned PDF file through the Akindi interface
 - Use the **Upload Sheets** button under the **Awaiting responses** section of the associated assessment
- Email upload using the unique Akindi upload email address associated with the assessment
 - This is found above the '**Upload Sheets**' button on your course dashboard.

Your uploads email address is unique to you and should not be shared.

Email uploads are not instant. Processing time can vary depending on file size and system load.

What Happens After Upload

After you upload or email your scanned answer sheets, Akindi:

- Identifies each answer sheet using locator marks and QR codes
- Matches responses to students and assessment versions
- Flags any responses or sheets that require review

Seeing review items at this stage is normal and does not mean the upload failed.

If You Emailed Answer Sheets but Don't See Results

If you emailed scanned answer sheets to Akindi but do not see results displayed in your course, there are a few common causes to check.

First, check for an Akindi confirmation email

When Akindi successfully receives and processes an email upload, it sends a confirmation message.

- **If you received a confirmation email**, the files were received and processed.
 - **If you did not receive a confirmation email**, Akindi did not receive the upload.
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If you received a confirmation email

This means Akindi processed the email, but the results may require additional action.

Common reasons include:

- **The upload needs to be categorized**
 - If Akindi could not determine the correct course or assessment from the QR code, you may be prompted to categorize the upload and select where the results belong.
 - **All response sheets resulted in exceptions**
 - If every sheet requires review (for example, version bubbles were left blank), results may not appear until those issues are resolved in **Review & Fix**.
 - **The answer key has not been entered**
 - If no answer key exists, Akindi cannot calculate results. Once the answer key is entered or corrected, Akindi will automatically regrade the uploaded sheets.
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If you did not receive a confirmation email

This usually means the email upload did not reach Akindi.

Check the following:

- **Verify the email address**
 - Ensure the upload email address was entered correctly and copied exactly as shown in Akindi
- **Check file size limits**
 - Many scanners limit email attachments to approximately 25 MB. If the file is too large:
 - Scan fewer sheets per file, or
 - Reduce scan resolution (150 DPI is recommended)

Email uploads are processed asynchronously and may take additional time depending on file size and system load.

For detailed instructions, see [I emailed bubble sheets to Akindi, but the results are not displayed.](#)

Common Scanning Issues to Be Aware Of

The following situations commonly require review after upload:

Damaged or Obstructed Locator Marks

Akindi relies on locator marks printed on the corners of answer sheets. If these are torn, folded, or obscured, the sheet may require manual review.

Even minor damage to corner locator squares can prevent automatic processing. Handle printed sheets carefully before and after the exam.

In some cases, damaged or missing corner locator squares can be repaired with assistance from the Akindi support team. If this occurs, contact the **Office of Accreditation & Assessment**, who can help determine what support is needed.

QR Codes on Answer Sheets

Each Akindi bubble sheet includes a QR code that identifies the test sheet's origin, including the instructor, course, and assessment.

QR codes allow Akindi to sort multiple versions automatically. Do not cover or alter the QR code area when printing or scanning.

When uploading test sheets manually through the Akindi dashboard, you have the ability to select whether the test sheets will be uploaded to the selected assessment regardless of what the QR code says (this is the default) or if Akindi will sort the test sheets by QR code.

What if the QR code is scanned by a phone camera?

The QR code on the test sheets cannot be scanned by a phone camera. Scanning the QR code will lead to a dead-end search result.

No information about the assessment, the instructor, or the student can be accessed by scanning the QR code with a phone camera.

Uploading to the Wrong Assessment

If answer sheets are uploaded to the wrong assessment, they can be removed before grading is finalized.

Uploading scans to the wrong assessment does not permanently damage the data, but it should be corrected before proceeding to review and grading.

If You Need to Re?Upload

If an upload needs to be corrected:

- Confirm the correct assessment
- Remove the incorrect upload
- Re-upload the scanned PDF to the appropriate assessment

For detailed interface instructions, refer to Akindi's official guidance.

What's Next?

After answer sheets are uploaded, the next step is to review the processed scans and resolve any issues before grades are finalized.

Continue to:

- [Reviewing Uploads, Resolving Issues, and Canvas Grade Sync](#)

Learn how to review results, address flagged items, and send grades to Canvas

Additional Resources (Akindi Help Center)

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

- [Getting Started: Grading Bubble Sheets](#)
- [Scanning and Uploading Guides](#)
- [How to Undo an Upload](#)

- **Email Upload Processing Time**

These resources are maintained by Akindi and reflect the most up-to-date interface details.

Revision #3

Created 2026-03-18 21:21:49 UTC by William Murry

Updated 2026-03-25 15:04:54 UTC by William Murry