

# View Students who Haven't Started/Finished an Assessment

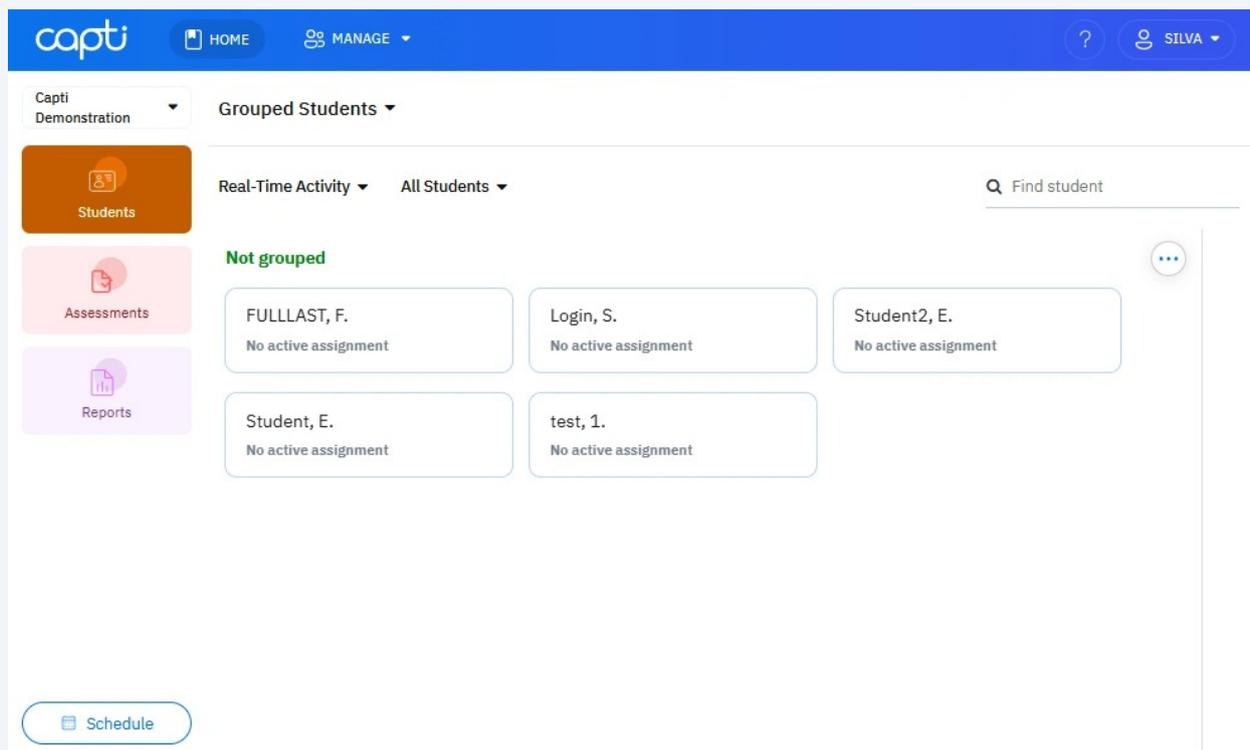
Capti now enables educators to view which students haven't started/finished their assessment. This new Students screen allows viewing students at district level.

It also shows 3 new tables and allows the user to export them. Users can view students:

1. That started assessment but not finished (but could).
2. That didn't start (but could).
3. With scheduled assessments in the future (can't start yet)

The new Student Activity view also allows the user to add filters to the student list.

## 1 Login into Capti.



The screenshot shows the Capti web application interface. At the top, there is a blue navigation bar with the 'capti' logo, 'HOME' and 'MANAGE' buttons, and a user profile for 'SILVA'. Below the navigation bar, the main content area is titled 'Capti Demonstration' and 'Grouped Students'. A sidebar on the left contains three main sections: 'Students' (highlighted in orange), 'Assessments' (pink), and 'Reports' (purple). The 'Students' section shows a 'Real-Time Activity' filter set to 'All Students' and a search bar labeled 'Find student'. Under the heading 'Not grouped', there are five student cards, each with a name and the status 'No active assignment': FULLLAST, F.; Login, S.; Student2, E.; Student, E.; and test, 1. A 'Schedule' button is located at the bottom left of the interface.

2 The new Student Activity View is accessible from the district level, in all locations.

The screenshot shows the Capti interface with the 'Student Activity' view selected. A dropdown menu for 'All locations' is open, listing various school levels. The main table displays the following activity:

Activity Name	Activity Owner	Activity Start	Activity Due
Test Launched	Ash, Brian brian@team.captivoice...	01/13/2026 9:40 AM EST	-

3 You can also access the Student Activity Screen from a location as a school administrator or teacher.

The screenshot shows the Capti interface with the 'Student Activity' view selected. The 'All locations' dropdown is set to 'All locations'. The 'Students' sidebar is active. The main table displays the following activity:

Student Name	Activity Name	Activity Location	Activity Owner	Activity Start	Acti
Login, Student Capti@student.edu	Test Launched	Capti Demonstration	Ash, Brian brian@team.captivoice...	01/13/2026 9:40 AM EST	-

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Once in the location, click the dropdown button next to "Grouped Students " then click "Student Activity".

The screenshot shows the Capti web application interface. At the top, there is a blue header with the Capti logo, navigation links for 'HOME' and 'MANAGE', a help icon, and a user profile for 'SILVA'. Below the header, the main content area is divided into a left sidebar and a main panel. The sidebar contains navigation buttons for 'Students' (highlighted in orange), 'Assessments', and 'Reports'. The main panel has a 'Capti Demonstration' dropdown at the top left. To its right, the 'Grouped Students' dropdown menu is open, with 'Student Activity' selected and highlighted in blue. Below this, there is a search bar labeled 'Find student' and a section titled 'Not grouped' containing five student cards. Each card displays a student name and the status 'No active assignment'. At the bottom left of the main panel, there is a 'Schedule' button.

5

You can click on the default "Started" option dropdown to pick whether to see students who started the assessment and could keep working on it, students who have not started a launched assessment, or students who have been scheduled an assessment in the future.

The screenshot shows the Capti Student Activity interface. The top navigation bar includes the Capti logo, HOME, and MANAGE buttons. The user profile is SILVA. The main content area is titled 'Student Activity' and features a sidebar with 'Students', 'Assessments', and 'Reports' buttons. A dropdown menu is open over the 'Started' filter, showing options: 'Started', 'Not started', and 'Scheduled'. Below the dropdown is a table with the following data:

Activity Name	Activity Owner	Activity Start	Activity Due
Test Launched	Ash, Brian brian@team.captivoice...	01/13/2026 9:40 AM EST	01/13/2026 9:40 AM EST

At the bottom, there is a 'Schedule' button, a 'Display 30 per page. 1 total.' indicator, and a 'Page 1 of 1' navigation control.

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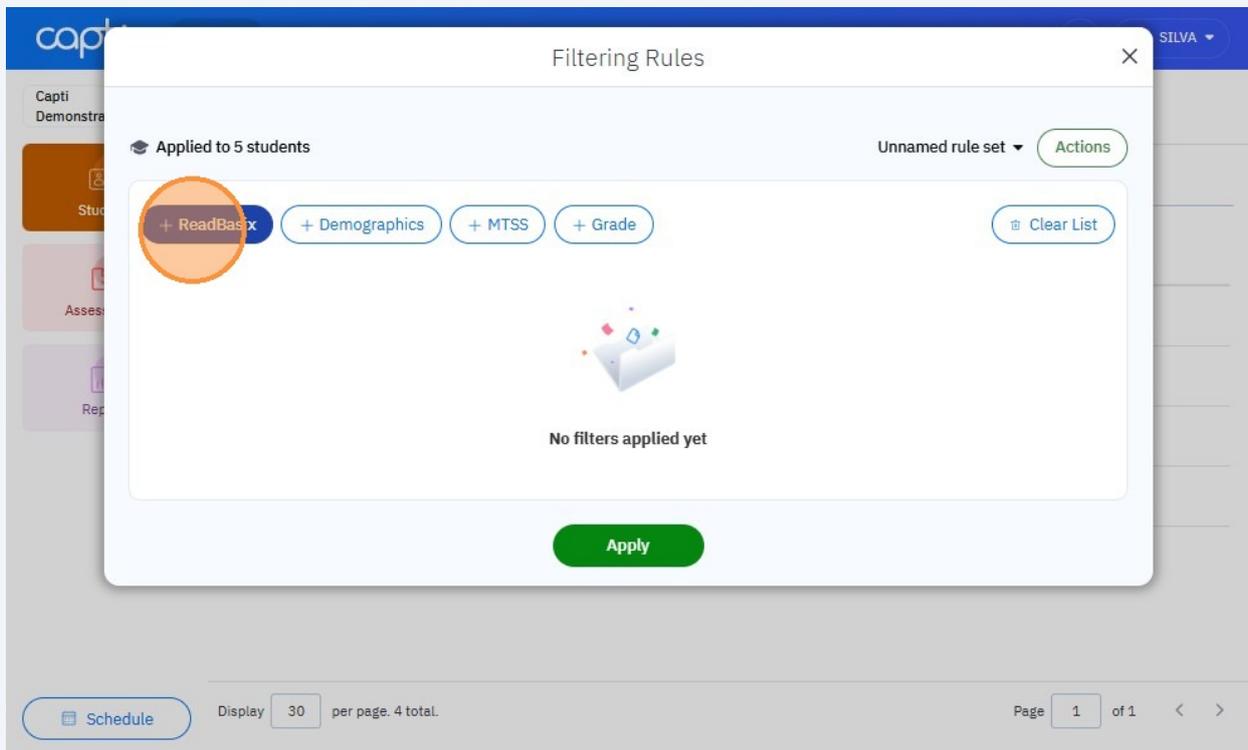
You can drill down by clicking on "All Students" to choose just a specific class, or you can click the "Filter" icon to add a custom filter to the view.

The screenshot shows the Capti Student Activity interface. At the top, there is a blue navigation bar with the Capti logo, 'HOME', 'MANAGE', a help icon, and a user profile for 'SILVA'. Below the navigation bar, the page title is 'Capti Demonstration' and 'Student Activity'. On the left, there is a sidebar with icons for 'Students', 'Assessments', and 'Reports'. The main content area shows a table of student activities. A dropdown menu is open over the 'All Students' filter, showing a search bar 'Search for classes' and a list of options: 'All Students', 'Example Class', 'class1', and 'class2'. A 'Filter' icon is circled in orange in the top right of the main content area. At the bottom, there is a 'Schedule' button, a 'Display 30 per page. 4 total.' indicator, and a 'Page 1 of 1' indicator.

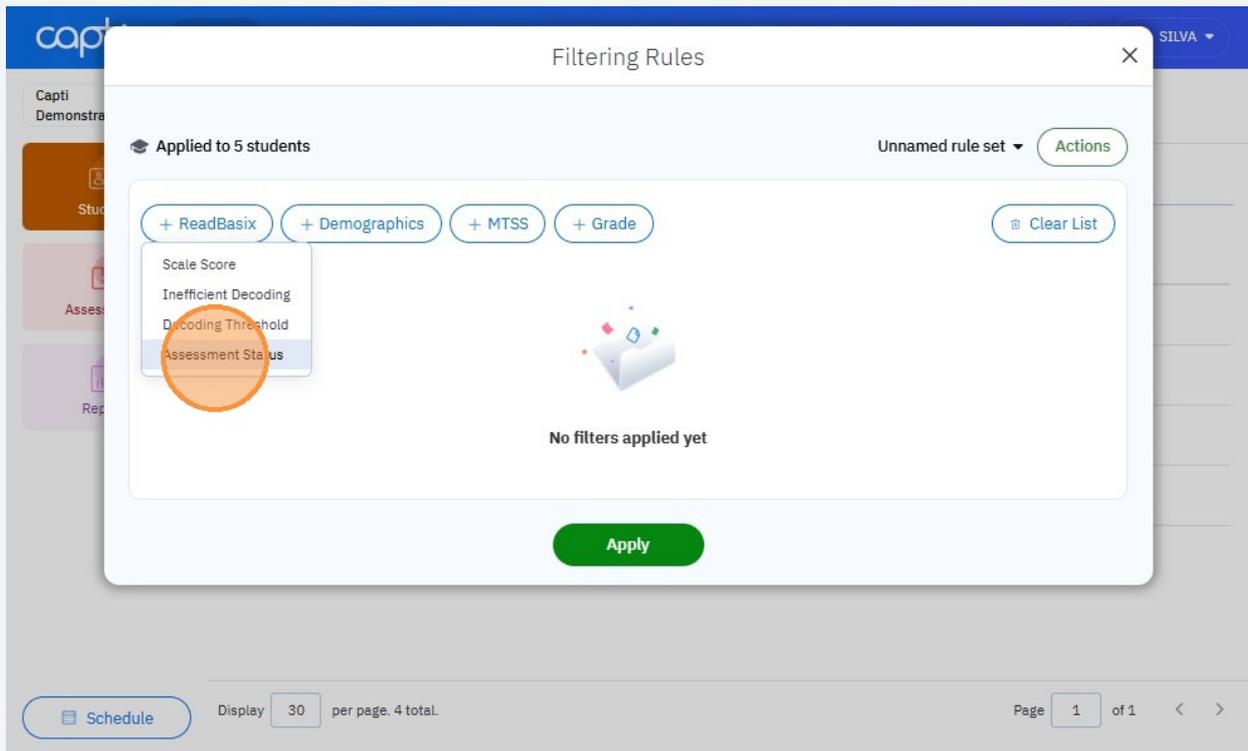
Student Name	Activity Owner	Activity Start	Activity Due
Login, Stud Capti@stude	Silva, Rafael rafael@team.captivoice.c...	01/14/2026 9:34 AM EST	-
Student, E example@st	Silva, Rafael rafael@team.captivoice.c...	01/14/2026 9:34 AM EST	-
Student2, example@st	Silva, Rafael rafael@team.captivoice.c...	01/14/2026 9:34 AM EST	-
test, 1 1@test.com	Silva, Rafael rafael@team.captivoice.c...	01/14/2026 9:34 AM EST	-

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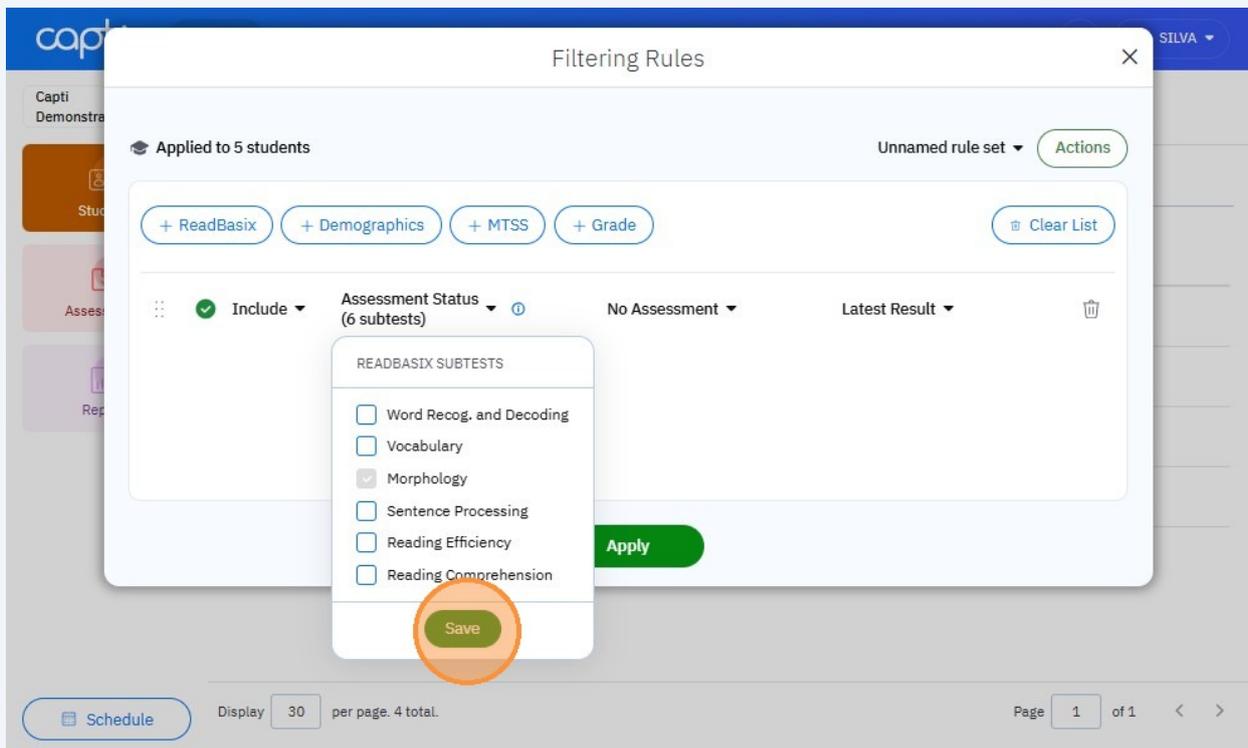
Here you can create more filtering rules to look at more specific students. In this example, we will show how to create a filter that lets you see only students who have not received a morphology score in the last 30 days, meaning they haven't completed that subtest. We start by clicking on ReadBasix.



8 We then choose "Assessment Status".



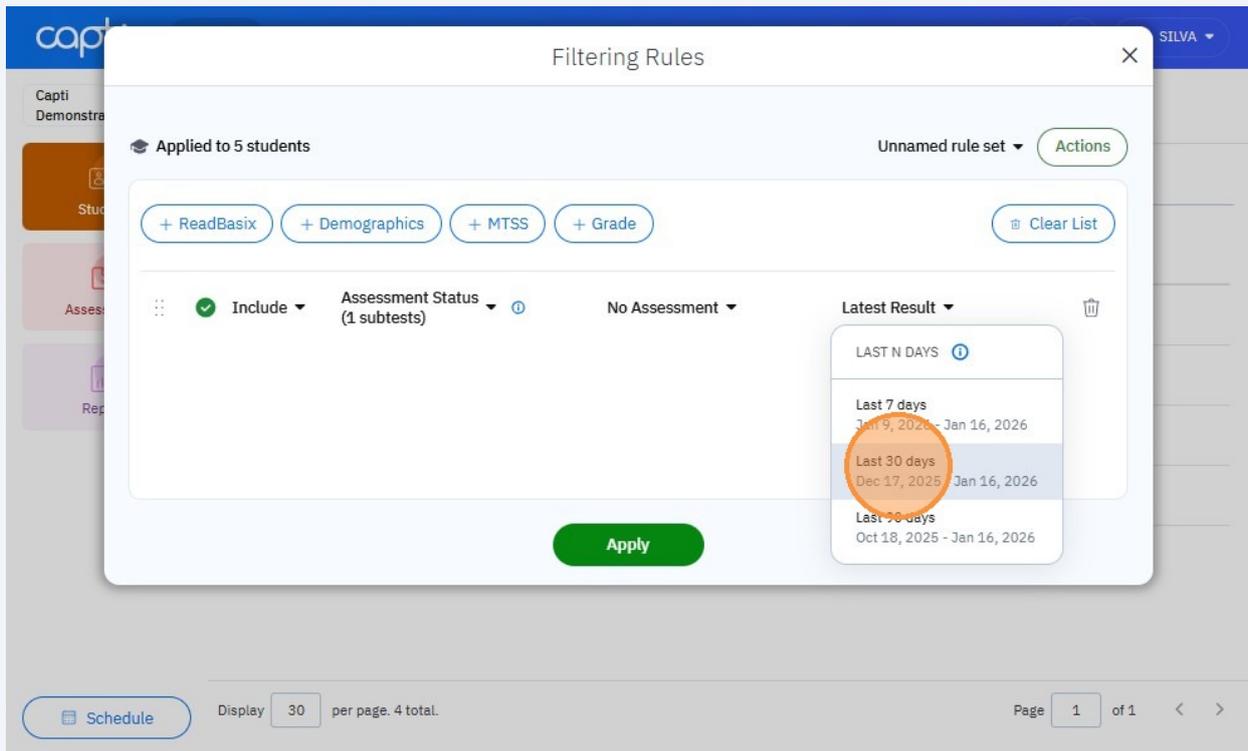
9 We click the "Assessment Status" to pick which subtest(s) we will filter on and then click "Save".



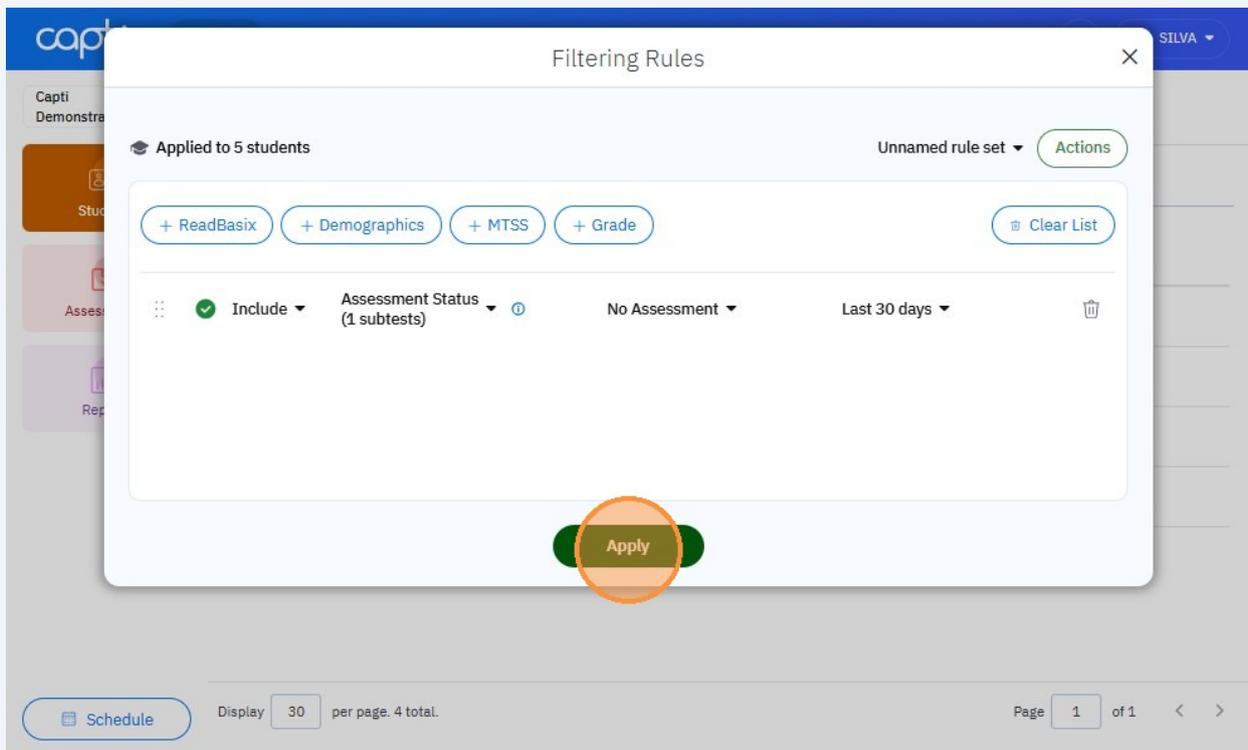
10 We then click the "Latest Result" option to change it to "Last N Days..."

The screenshot displays the 'Filtering Rules' dialog box. At the top, it indicates 'Applied to 5 students' and 'Unnamed rule set'. Below this, there are buttons to add filters: '+ ReadBasix', '+ Demographics', '+ MTSS', and '+ Grade', along with a 'Clear List' button. The main area shows a list of filters. The first filter is 'Assessment Status (1 subtests)' with a status of 'No Assessment'. The second filter is 'Latest Result', which has a dropdown menu open. The dropdown menu contains the following options: 'TIME FRAME', 'Latest Result', 'Last N Days...', 'Benchmarks...', 'School Years...', and 'Custom Period...'. The 'Last N Days...' option is highlighted with an orange circle. At the bottom of the dialog is a green 'Apply' button. The background interface includes a 'Schedule' button, a 'Display 30 per page. 4 total.' indicator, and a 'Page 1 of 1' navigation bar.

11 We then pick "Last 30 days".



12 Once you are done, you can click "Apply".



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The following screen will then show students who have not started their latest assessment AND who do not have a morphology score in the last 30 days. If you wish to print these results, you can click "Export" to export the students on the current screen. (Note that the Filter Icon now has an indicator, showing that there is an active filter.)

The screenshot shows the Capti Student Activity page. The header includes the Capti logo, navigation links for HOME and MANAGE, a help icon, and a user profile for SILVA. The main content area is titled 'Student Activity' and shows a filter for 'Not started' and 'All Students'. A search bar with a 'Find student' label and a filter icon is present. An orange circle highlights the 'Export' button. Below the filters is a table with the following data:

Student Name	Activity Name	Activity Owner	Activity Start	Activity Due
<b>Login, Student</b> Capti@student.edu	4subs Launched	Silva, Rafael rafael@team.captivoice.c...	01/14/2026 9:34 AM EST	-
<b>Student, Example</b> example@student1.com	4subs Launched	Silva, Rafael rafael@team.captivoice.c...	01/14/2026 9:34 AM EST	-
<b>Student2, Example</b> example@student2.com	4subs Launched	Silva, Rafael rafael@team.captivoice.c...	01/14/2026 9:34 AM EST	-
<b>test, 1</b> 1@test.com	4subs Launched	Silva, Rafael rafael@team.captivoice.c...	01/14/2026 9:34 AM EST	-

At the bottom of the page, there is a 'Schedule' button, a 'Display 30 per page. 4 total.' indicator, and a 'Page 1 of 1' navigation bar.