

Create a Make Up ReadBasix Assessment for Students with missing and rushed scores



This guide will show you how to quickly and easily create a Make Up ReadBasix assessment for students with rushed and missing scores using the advanced filters.

1 On the assessments tab of your home screen. Click 'New'

?

ASH

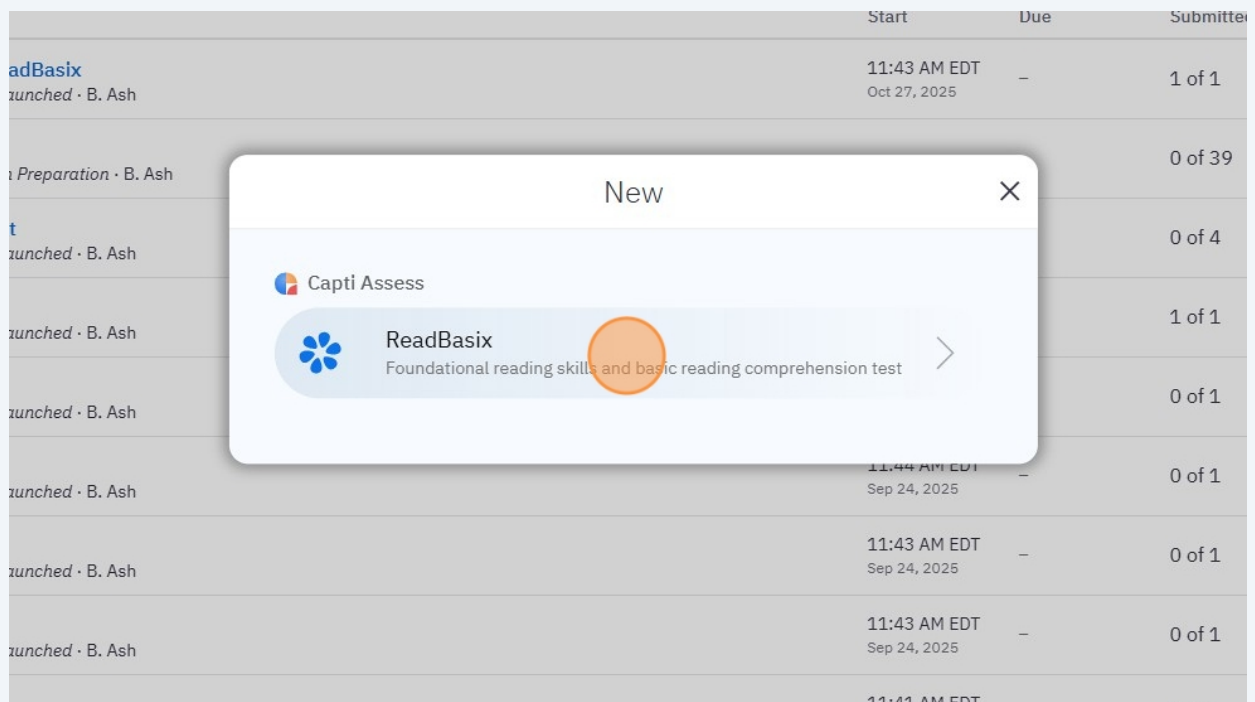
Search

Start	Due	Submitted
11:43 AM EDT Oct 27, 2025	—	1 of 1
—	—	0 of 39
11:35 AM EDT Oct 14, 2025	—	0 of 4
11:44 AM EDT Sep 24, 2025	—	1 of 1
11:44 AM EDT Sep 24, 2025	—	0 of 1
11:44 AM EDT Sep 24, 2025	—	0 of 1

New

More Actions

2 Click ReadBasix as if you were creating a normal test.



3 Name the assessment.

4

Select the subtests you want to be included in the make up assessment. It is recommended to select all subtests that students have previously completed.

New ReadBasix Assessment

Proctor Friendly Name
Make Up ReadBasix

Student-Friendly Name
ReadBasix

Difficulty level
Personalized

Timer
Show timer to students

✓ Select skills to assess (plan for about 49 minutes)

- ✓ 1. Word Recog. and Decoding ⓘ
- ✓ 2. Vocabulary ⓘ
- ✓ 3. Morphology ⓘ
- ✓ 4. Sentence Processing ⓘ
- ✓ 5. Reading Efficiency ⓘ
- ☐ 6. Reading Comprehension ⓘ

> Advanced student filters ⓘ

Create

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Click 'Advanced student filters'

New ReadBasix Assessment

Proctor Friendly Name
Make Up ReadBasix

Student-Friendly Name
ReadBasix

Difficulty level
Personalized

Timer
Show timer to students

✓ Select skills to assess (plan for about 79 minutes)

- ✓ 1. Word Recog. and Decoding ⓘ
- ✓ 2. Vocabulary ⓘ
- ✓ 3. Morphology ⓘ
- ✓ 4. Sentence Processing ⓘ
- ✓ 5. Reading Efficiency ⓘ
- ✓ 6. Reading Comprehension ⓘ

> Advanced student filters ⓘ

Create

6

Click 'Rushed' This will add all students that rushed through one or more of the selected subtests.

The screenshot shows the ReadBasix interface with the 'Assessments' tab selected. A modal is open for creating a new assessment. The modal contains the following fields and options:

- Proctor Friendly Name:** Make Up ReadBasix
- Student-Friendly Name:** ReadBasix
- Difficulty level:** Personalized
- Timer:** Show timer to students
- Select skills to assess (plan for about 79 minutes):**
 - ☒ 1. Word Recog. and Decoding
 - ☒ 2. Vocabulary
 - ☒ 3. Morphology
 - ☒ 4. Sentence Processing
 - ☒ 5. Reading Efficiency
 - ☒ 6. Reading Comprehension
- Advanced student filters:**
 - Assess skill only if:**
 - ☒ Rushed
 - ☐ Unreliable/missing
 - ☐ MTSS-recommended
 - Exclude subtest only if:**
 - ☐ Below decoding threshold
 - ☐ Above test-out threshold
- Create** button

7

Click 'Unreliable/missing' This will add all students that did not answer enough questions for one or more of the selected subtests.

The screenshot shows the ReadBasix interface with the 'Assessments' tab selected. A modal is open for creating a new assessment. The modal contains the following fields and options:

- Proctor Friendly Name:** Make Up ReadBasix
- Student-Friendly Name:** ReadBasix
- Difficulty level:** Personalized
- Timer:** Show timer to students
- Select skills to assess (plan for about 79 minutes):**
 - ☒ 1. Word Recog. and Decoding
 - ☒ 2. Vocabulary
 - ☒ 3. Morphology
 - ☒ 4. Sentence Processing
 - ☒ 5. Reading Efficiency
 - ☒ 6. Reading Comprehension
- Advanced student filters:**
 - Assess skill only if:**
 - ☐ Rushed
 - ☒ Unreliable/missing
 - ☐ MTSS-recommended
 - Exclude subtest only if:**
 - ☐ Below decoding threshold
 - ☐ Above test-out threshold
- Create** button

8 Click 'Create'

The screenshot shows a 'Make Up ReadBasix' form overlaid on a list of tests. The form contains the following fields and options:

- Proctor Friendly Name:** Make Up ReadBasix
- Student-Friendly Name:** ReadBasix
- Difficulty level:** Personalized (dropdown)
- Timer:** Show timer to students (dropdown)
- Select skills to assess (plan for about 79 minutes):**
 - ☒ 1. Word Recog. and Decoding ⓘ
 - ☒ 2. Vocabulary ⓘ
 - ☒ 3. Morphology ⓘ
 - ☒ 4. Sentence Processing ⓘ
 - ☒ 5. Reading Efficiency ⓘ
 - ☒ 6. Reading Comprehension ⓘ
- Advanced student filters ⓘ**
 - Assess skill only if:**
 - ☒ Rushed ⓘ
 - ☒ Unreliable/missing ⓘ
 - ☐ MTSS-recommended ⓘ
 - Exclude subtest only if:**
 - ☐ Below decoding threshold ⓘ
 - ☐ Above test-out threshold ⓘ

The **Create** button is highlighted with an orange circle.

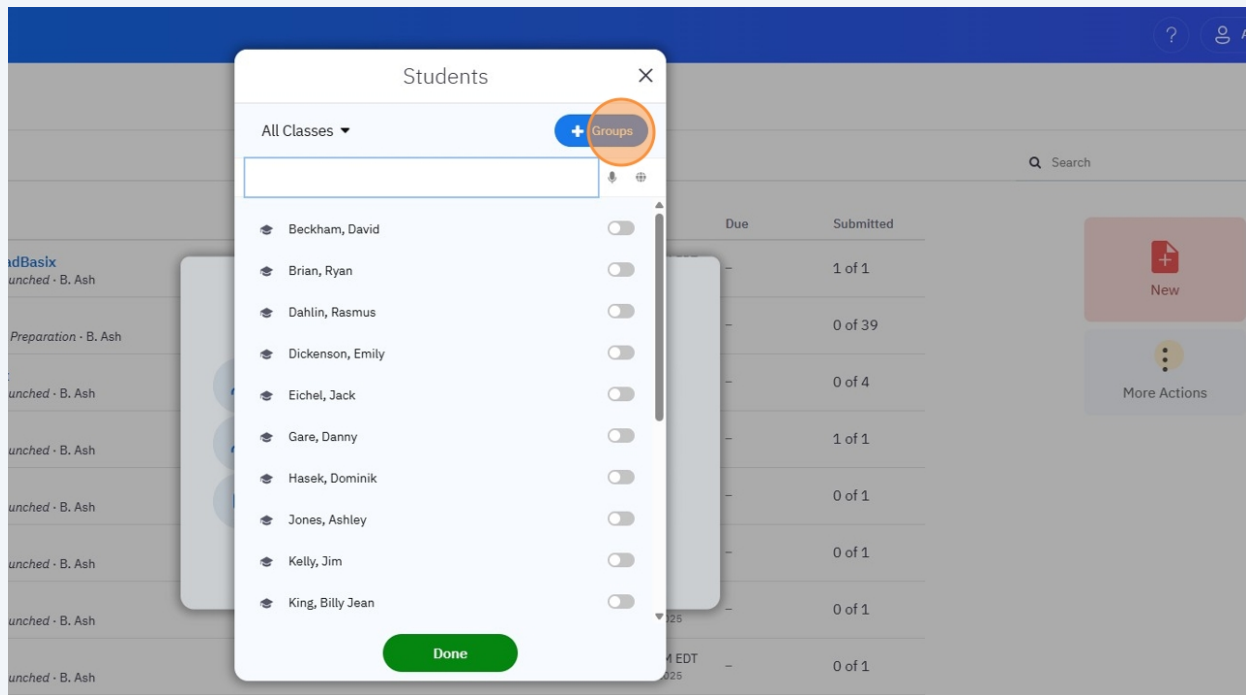
9 Click 'Students'

The screenshot shows the 'Make Up ReadBasix' form overlaid on a list of tests. The form contains the following fields and options:

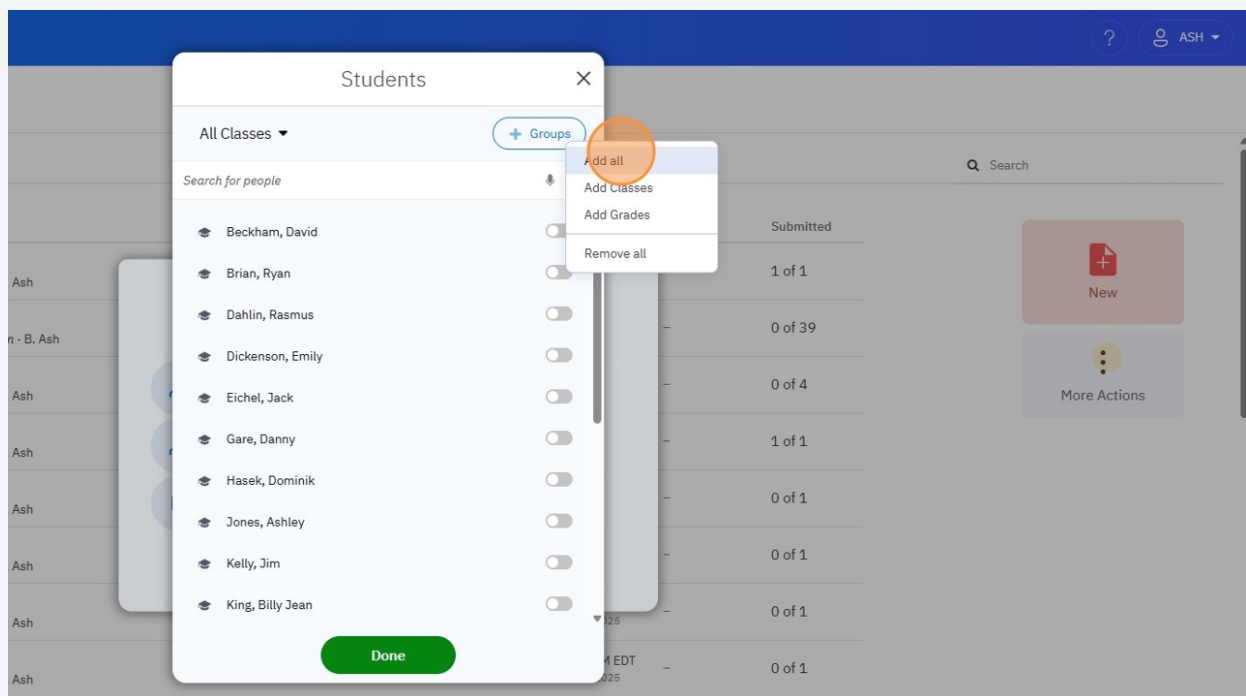
- Make Up ReadBasix** (title)
- by B. Ash** (author)
- Students:** 0 selected (highlighted with an orange circle)
- Proctors:** 1 selected
- Schedule:** Optional
- Launch Now** (button)
- Save Draft** (button)

The **Students** option is highlighted with an orange circle.

10 Click 'Groups'



11 Click 'Add all' Only students who need to take a subtest are added to the this test. It is best to add all so you do not miss students.



12 Click 'Done'

The screenshot shows the ReadBasix interface with a list of tests on the left and a table of test results on the right. A modal is open in the center, displaying a list of names with toggle switches. The 'Done' button at the bottom of the modal is highlighted with an orange circle. A dark notification bar at the bottom of the modal says 'Added 19 people'.

Name	Due	Submitted
Example ReadBasix ReadBasix · Launched · B. Ash		1 of 1
Test ReadBasix · In Preparation · B. Ash		0 of 39
On Hold Test ReadBasix · Launched · B. Ash		0 of 4
RC ReadBasix · Launched · B. Ash		1 of 1
RE ReadBasix · Launched · B. Ash		0 of 1
MOR ReadBasix · Launched · B. Ash		0 of 1
VOC ReadBasix · Launched · B. Ash		0 of 1
WR ReadBasix · Launched · B. Ash		0 of 1
Test ReadBasix · Launched · L. Teacher		0 of 1
BOY 2025-26 Part 1 ReadBasix · Launched · L. Teacher	3:27 PM EDT Sep 10, 2025	0 of 38
test directions ReadBasix · Launched · L. Teacher	8:29 AM EDT Sep 10, 2025	0 of 1

Added 19 people

13 Click 'Launch Now'

The screenshot shows the ReadBasix interface with a list of tests on the left and a table of test results on the right. A modal titled 'Make Up ReadBasix' is open in the center. The modal has a title bar 'Make Up ReadBasix' and a subtitle 'by B. Ash'. It contains three sections: 'Students' (19 selected), 'Proctors' (1 selected), and 'Schedule' (Optional). The 'Launch Now' button at the bottom of the modal is highlighted with an orange circle. A 'Save Draft' button is also visible.

Name	Start	Due	Submitted
Example ReadBasix ReadBasix · Launched · B. Ash			1 of 1
Test ReadBasix · In Preparation · B. Ash			0 of 39
On Hold Test ReadBasix · Launched · B. Ash			0 of 4
RC ReadBasix · Launched · B. Ash			1 of 1
RE ReadBasix · Launched · B. Ash			0 of 1
MOR ReadBasix · Launched · B. Ash			0 of 1
VOC ReadBasix · Launched · B. Ash	Sep 24, 2025		0 of 1
WR ReadBasix · Launched · B. Ash	11:43 AM EDT Sep 24, 2025		0 of 1
Test ReadBasix · Launched · L. Teacher	11:41 AM EDT Sep 24, 2025		0 of 1
BOY 2025-26 Part 1 ReadBasix · Launched · L. Teacher	3:27 PM EDT Sep 10, 2025		0 of 38
test directions ReadBasix · Launched · L. Teacher	8:29 AM EDT Sep 10, 2025		0 of 1

14 Click 'Launch Now'

The screenshot shows the 'Make Up ReadBasix' interface. A modal dialog box titled 'Launch Now' is open, displaying the text 'The students can begin working on the task immediately.' Below the text are two buttons: 'Launch Now' (highlighted with an orange circle) and 'Save Draft'. The background shows a table of tasks with columns for Name, Start, Due, and Submitted.

Name	Start	Due	Submitted
Example ReadBasix ReadBasix · Launched · B. Ash			1 of 1
Test ReadBasix · In Preparation · B. Ash			0 of 39
On Hold Test ReadBasix · Launched · B. Ash			0 of 4
RC ReadBasix · Launched · B. Ash			1 of 1
RE ReadBasix · Launched · B. Ash			0 of 1
MOR ReadBasix · Launched · B. Ash			0 of 1
VOC ReadBasix · Launched · B. Ash	Sep 24, 2025		0 of 1
WR ReadBasix · Launched · B. Ash	11:43 AM EDT Sep 24, 2025	—	0 of 1
Test ReadBasix · Launched · L. Teacher	11:41 AM EDT Sep 24, 2025	—	0 of 1
BOY 2025-26 Part 1 ReadBasix · Launched · L. Teacher	3:27 PM EDT Sep 10, 2025	—	0 of 38
test directions	8:29 AM EDT	—	0 of 1

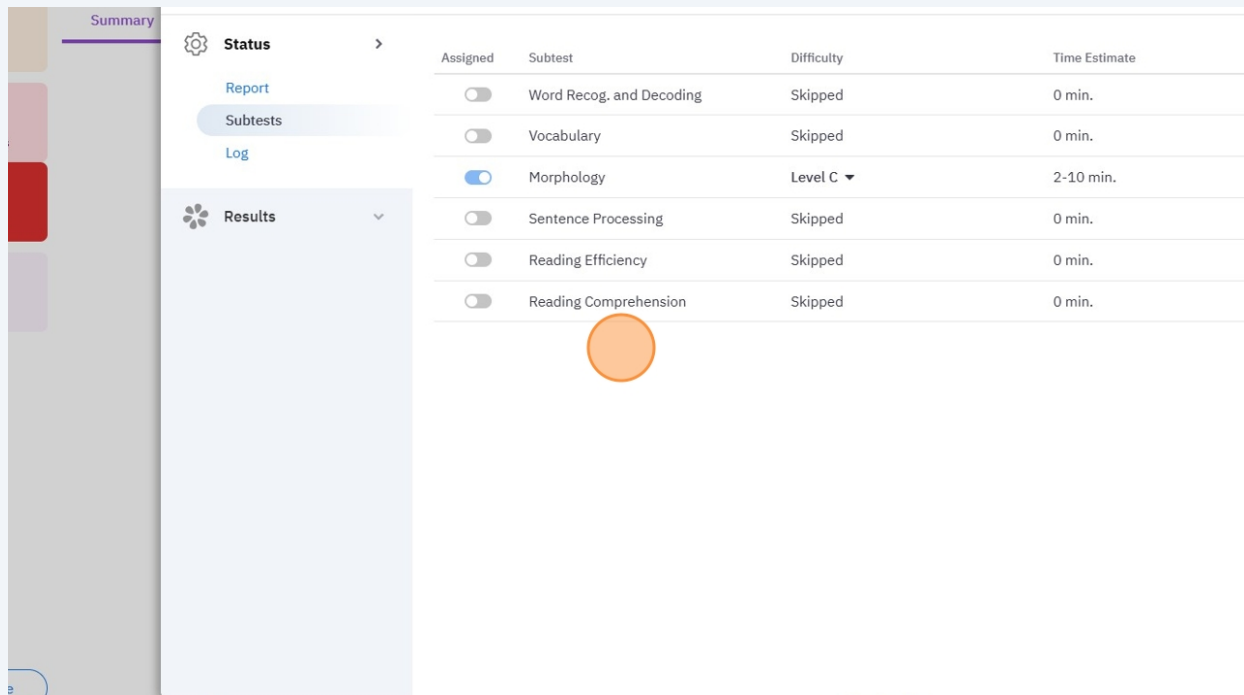
15 You can now see your students and the subtests that have been assigned to them. Click on the subtests column to see which subtests have been assigned to your students.

The screenshot shows the 'Make Up ReadBasix' interface with the 'All Student States' view. A table lists students and their assigned subtests. The 'Subtests' column is highlighted with an orange circle. On the right side, there are buttons for 'Share Link', 'Edit', and 'More Actions'.

Students	Started	Progress	Finished	Latest Event	Subtests	Time Estimate
Beckham, David Posted	—	—	—	State Changed	1	2-10 min. Standard Timing
Brian, Ryan Posted	—	—	—	State Changed	1	5-30 min. Standard Timing
Dahlin, Rasmus Posted	—	—	—	State Changed	1	1-8 min. Standard Timing
Dickenson, Emily Posted	—	—	—	State Changed	2	8.5-43 min. Standard Timing
Eichel, Jack Posted	—	—	—	State Changed	2	3.5-19 min. Standard Timing
Gare, Danny Posted	—	—	—	State Changed	5	14.5-71 min. Standard Timing
Hasek, Dominik Posted	—	—	—	State Changed	3	8-32 min. Standard Timing
Jones, Ashley Posted	—	—	—	State Changed	4	10.5-57 min. Standard Timing
Kelly, Jim Posted	—	—	—	State Changed	6	15.5-79 min. Standard Timing
King, Billy Jean Posted	—	—	—	State Changed	1	3.5-13 min. Standard Timing
Maradona, Diego Posted	—	—	—	State Changed	4	7-36 min. Standard Timing

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In David's case, he had a missing score for Morphology because he did not answer enough questions. Therefore, he was only assigned the morphology subtest.



The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar has a 'Summary' header and a list of items: 'Status' (with a gear icon), 'Report', 'Subtests' (highlighted), and 'Log'. Below this is a 'Results' section with a flower icon and a dropdown arrow. The main content area displays a table with four columns: 'Assigned', 'Subtest', 'Difficulty', and 'Time Estimate'. The table lists six subtests: 'Word Recog. and Decoding', 'Vocabulary', 'Morphology', 'Sentence Processing', 'Reading Efficiency', and 'Reading Comprehension'. The 'Morphology' row is highlighted with an orange circle. The 'Assigned' column has toggle switches: 'Word Recog. and Decoding' and 'Vocabulary' are off, 'Morphology' is on, and 'Sentence Processing', 'Reading Efficiency', and 'Reading Comprehension' are off. The 'Difficulty' column shows 'Skipped' for the first four subtests and 'Level C' with a dropdown arrow for 'Morphology'. The 'Time Estimate' column shows '0 min.' for the first five subtests and '2-10 min.' for 'Morphology'.

Assigned	Subtest	Difficulty	Time Estimate
☐	Word Recog. and Decoding	Skipped	0 min.
☐	Vocabulary	Skipped	0 min.
☒	Morphology	Level C ▼	2-10 min.
☐	Sentence Processing	Skipped	0 min.
☐	Reading Efficiency	Skipped	0 min.
☐	Reading Comprehension	Skipped	0 min.