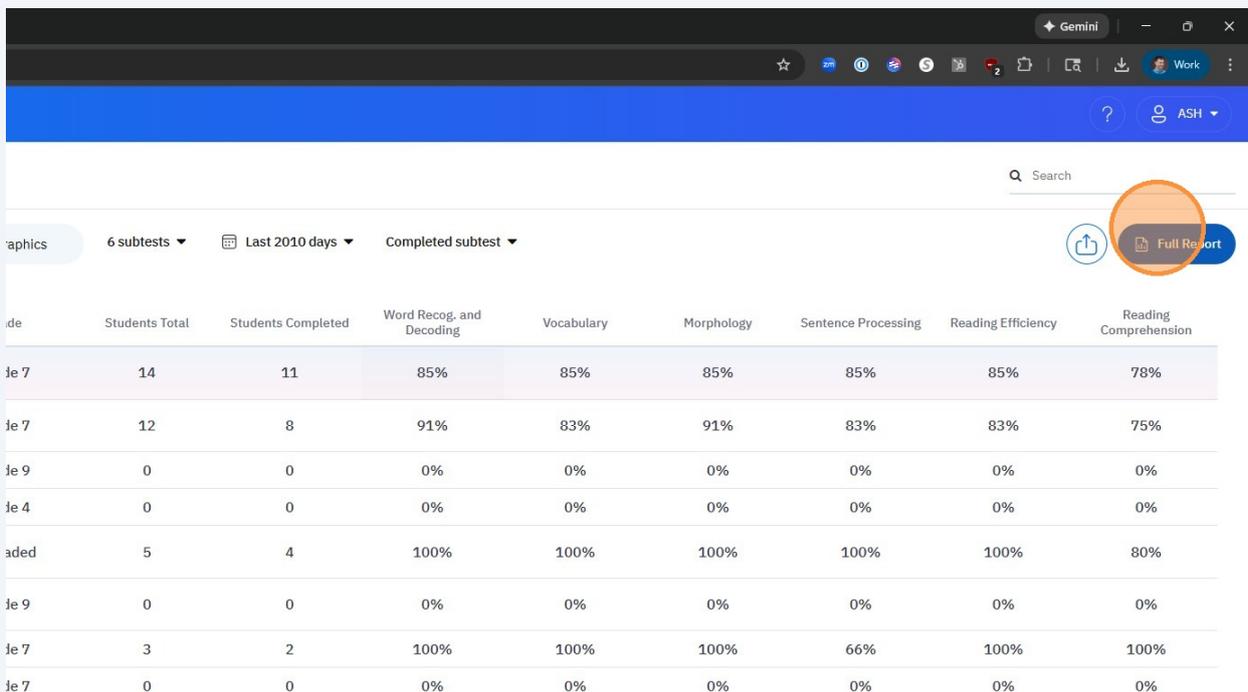


How to Prepare the Capti ReadBasix Export for EduClimber

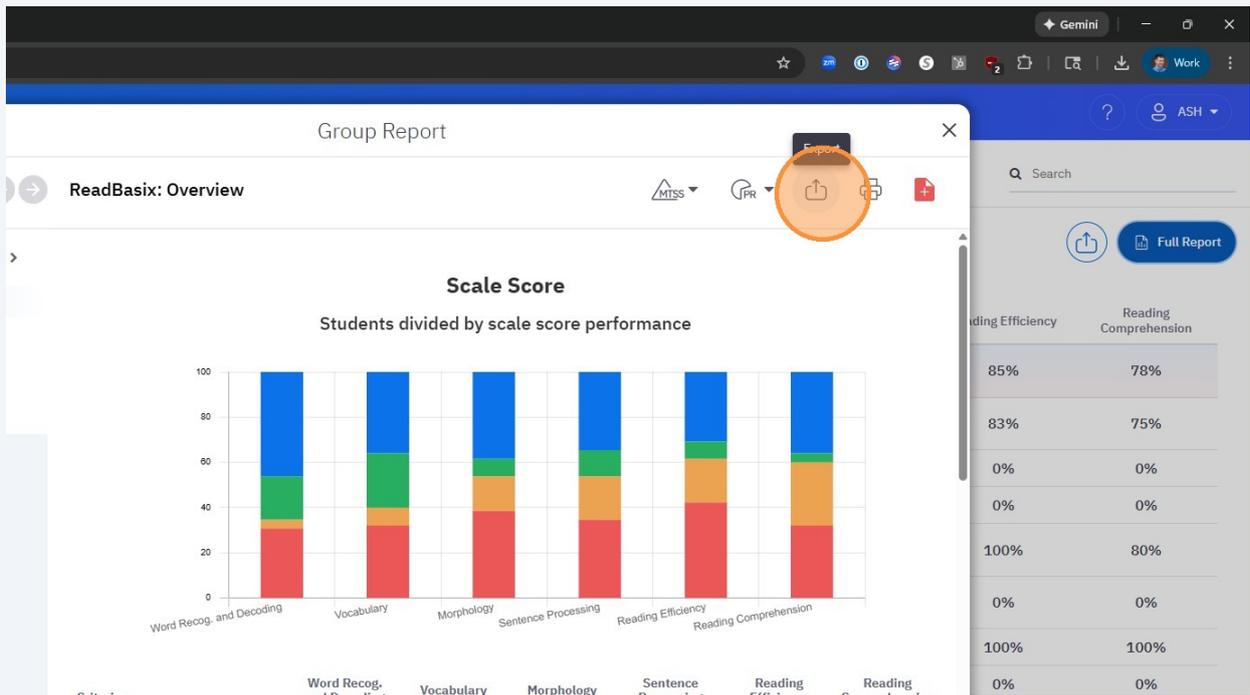
This guide provides a straightforward process for exporting data from Capti ReadBasix to import into EduClimber, ensuring you can efficiently analyze student performance.

1 Click "Full Report" or the report you wish to export.



Grade	Students Total	Students Completed	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Je 7	14	11	85%	85%	85%	85%	85%	78%
Je 7	12	8	91%	83%	91%	83%	83%	75%
Je 9	0	0	0%	0%	0%	0%	0%	0%
Je 4	0	0	0%	0%	0%	0%	0%	0%
aded	5	4	100%	100%	100%	100%	100%	80%
Je 9	0	0	0%	0%	0%	0%	0%	0%
Je 7	3	2	100%	100%	100%	66%	100%	100%
Je 7	0	0	0%	0%	0%	0%	0%	0%

2 Click "Export"



3 Click "Student Comparison Table"

The screenshot shows the 'Export Data' dialog box overlaid on the 'Group Report' interface. The dialog box is titled 'Export Data' and lists four options for exporting data for 'All Students (39 students)'. The 'Student Comparison Table' option is selected and circled in orange. The other options are 'MTSS Group Report', 'Home Report', and 'Student-Friendly Report'. The background shows the 'Scale Score' chart and a table of performance data.

Performance Level	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Strong performance	12 (46%)	9 (36%)	10 (38%)	9 (35%)	8 (31%)	9 (36%)
High Average performance	5 (19%)	6 (24%)	2 (8%)	3 (12%)	2 (8%)	1 (4%)

4 Click "Report Scope"

The screenshot shows the ReadBasix 'Scale Score' report interface. A modal dialog titled 'Student Comparison Table' is open, displaying options to 'Export to Excel'. Two options are listed: 'Report Columns' (12 selected) and 'Report Scope' (Latest results). The 'Report Scope' option is highlighted with an orange circle. Below the dialog is a table showing student performance criteria and counts.

Criterion	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Strong performance	12 (46%)	9 (36%)	10 (38%)	9 (35%)	8 (31%)	9 (36%)
High Average performance	5 (19%)	6 (24%)	2 (8%)	3 (12%)	2 (8%)	1 (4%)
Low Average performance	1 (4%)	2 (8%)	4 (15%)	5 (19%)	5 (19%)	7 (28%)
Weak performance	8 (31%)	8 (32%)	10 (38%)	9 (35%)	11 (42%)	8 (32%)
Students Total	26	25	26	26	26	25

5 Click "Flatten report headers"

The screenshot shows the ReadBasix 'Scale Score' report interface with a filter dialog box open. The dialog has several radio button options: 'Latest results' (selected), 'Benchmark', 'All results', and 'All in date range'. Below these are date pickers for 'From' and 'To'. At the bottom, there are two checkboxes: 'Include results with too few answers' and 'Flatten report headers', which is highlighted with an orange circle. A 'Save' button is at the bottom of the dialog.

6 Click "Save"

Overview

Growth

Students

MTSS Guide

Latest results

Benchmark

Year Period

All results

All in date range

From mm/dd/yyyy

To mm/dd/yyyy

Include results with too few answers

Flatten report headers

Save

Criterion	Strong performance	High Average performance	Low Average performance	Weak performance	Sentence Processing	Reading Efficiency	Reading Comprehension
Strong performance	9 (35%)	8 (31%)	9 (36%)		9 (35%)	8 (31%)	9 (36%)
High Average performance	3 (12%)	2 (8%)	1 (4%)		3 (12%)	2 (8%)	1 (4%)
Low Average performance	5 (19%)	5 (19%)	7 (28%)		5 (19%)	5 (19%)	7 (28%)
Weak performance	8 (31%)	8 (32%)	10 (38%)	9 (35%)	11 (42%)	8 (32%)	
Students Total	26	25	26	26	26	26	25

7 Click "Report Columns"

ReadBasix: Overview

Scale Score

Students divided by scale score performance

Export to Excel

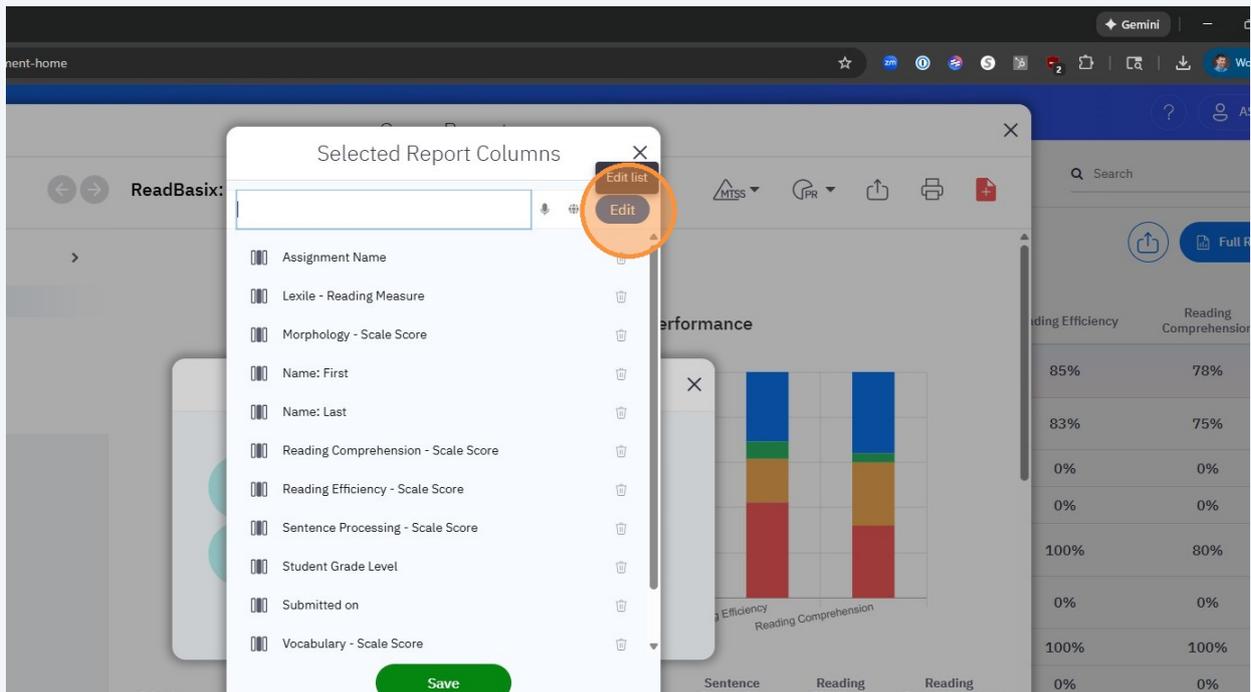
Report Columns
12 selected

Report Scope
Latest results

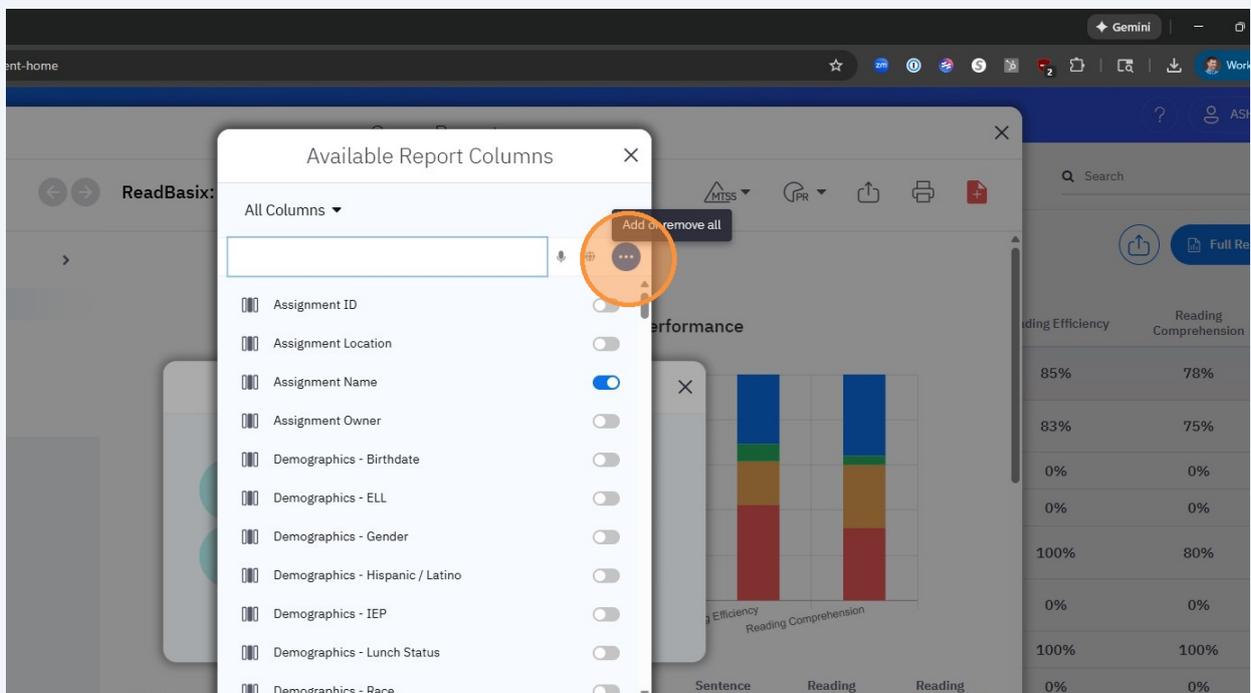
Export

Criterion	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Strong performance	12 (46%)	9 (36%)	10 (38%)	9 (35%)	8 (31%)	9 (36%)
High Average performance	5 (19%)	6 (24%)	2 (8%)	3 (12%)	2 (8%)	1 (4%)
Low Average performance	1 (4%)	2 (8%)	4 (15%)	5 (19%)	5 (19%)	7 (28%)

8 Click "Edit"

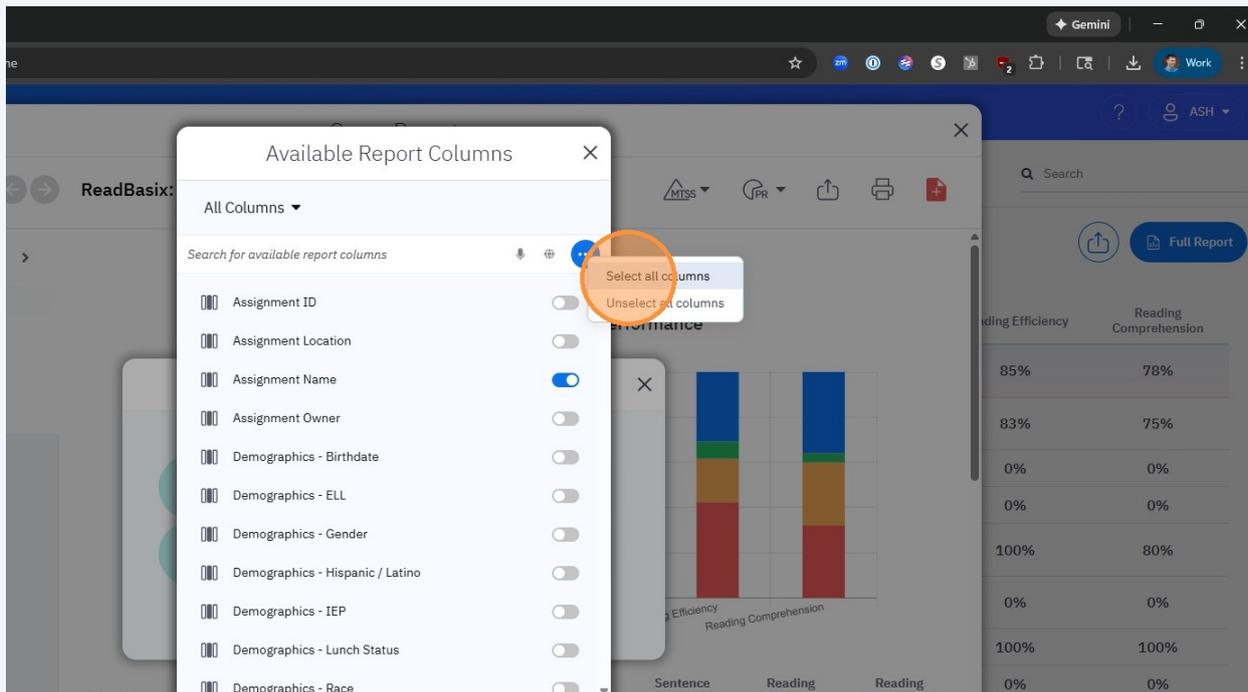


9 Click "..."



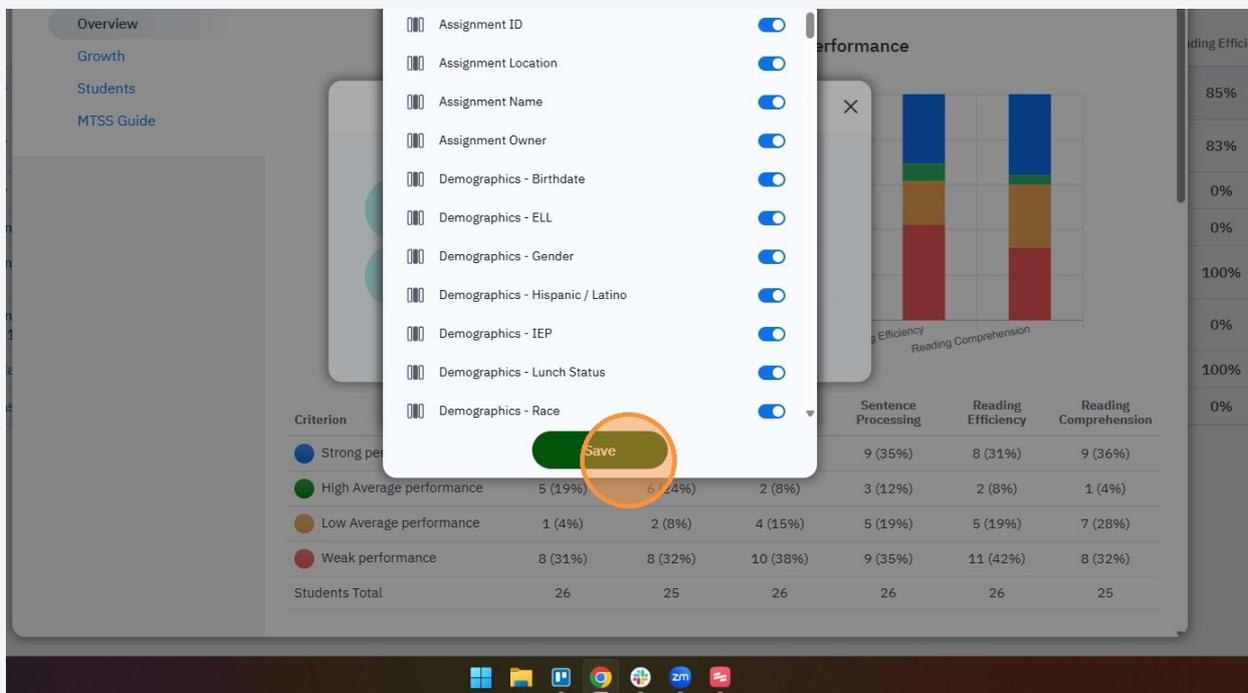
10

Click "Select all columns" This will provide all the necessary information for the EduClimber import. There will be a few extra columns, that is okay.



11

Click "Save"



12 Click "Save" again to add those columns to the export.

The screenshot shows a software interface with a sidebar on the left containing 'Overview', 'Growth', 'Students', and 'MTSS Guide'. A modal window is open in the center, listing various columns for selection: Assignment Location, Assignment Name, Assignment Owner, Demographics - Birthdate, Demographics - ELL, Demographics - Gender, Demographics - Hispanic / Latino, Demographics - IEP, Demographics - Lunch Status, and Demographics - Race. A green 'Save' button at the bottom of the modal is circled in orange. In the background, a table displays student performance data across several criteria.

Criterion	Strong performance	High Average performance	Low Average performance	Weak performance	Students Total	
Strong performance	12 (46%)	9 (36%)	10 (38%)	9 (35%)	8 (32%)	9 (36%)
High Average performance	5 (19%)	6 (24%)	2 (8%)	3 (12%)	2 (8%)	1 (4%)
Low Average performance	1 (4%)	2 (8%)	4 (15%)	5 (19%)	5 (19%)	7 (28%)
Weak performance	8 (31%)	8 (32%)	10 (38%)	9 (35%)	11 (42%)	8 (32%)
Students Total	26	25	26	26	26	25

13 Click "Export"

The screenshot shows the same software interface as in step 12. A modal window titled 'Student Comparison Table' is open, with the 'Export to Excel' option selected. Below this, there are two sub-options: 'Report Columns' (160 selected) and 'Report Scope' (Latest results). A green 'Export' button at the bottom of the modal is circled in orange. The background table is more detailed, showing specific performance metrics for each criterion.

Criterion	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Strong performance	12 (46%)	9 (36%)	10 (38%)	9 (35%)	8 (31%)	9 (36%)
High Average performance	5 (19%)	6 (24%)	2 (8%)	3 (12%)	2 (8%)	1 (4%)
Low Average performance	1 (4%)	2 (8%)	4 (15%)	5 (19%)	5 (19%)	7 (28%)
Weak performance	8 (31%)	8 (32%)	10 (38%)	9 (35%)	11 (42%)	8 (32%)
Students Total	26	25	26	26	26	25

14

Open the exported ReadBasix .xlsx file to finish the final step needed for EduClimber.

Scale Score
Students divided by scale score performance

Reading Efficiency	Reading Comprehension
85%	78%
83%	75%
0%	0%
0%	0%
100%	80%
0%	0%
100%	100%
0%	0%

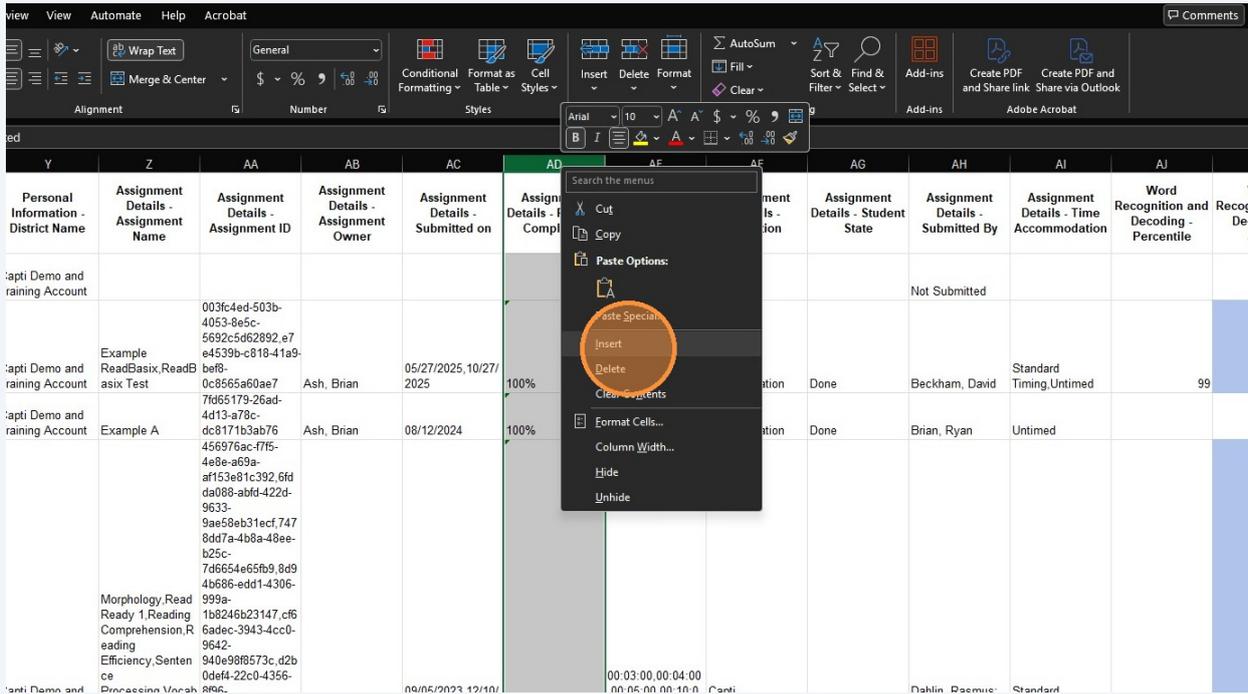
15

Click "Enable Editing"

Personal Information - Capti ID	Personal Information - Anonymous ID	Personal Information - Unique ID	Personal Information - Last Login	Personal Information - Full Name	Personal Information - Personal Number	Personal Information - Location(s) / School(s)	Personal Information - Classes	Personal Information - First Name	Personal Information - Last Name	Personal Information - Grade Level	Personal Information - Demographics - Gender	P Inf Dem
Amanda_allen@capti.com	9a13e66a-12cb-4ed7-b013-27196240d2ba		05/21/2025	Allen Amanda		Capti Demonstration	English, Mrs Aquila, Period 1	Amanda	Allen	Grade 8		
David_Beckham@capti.com	d3b6bc0e-578f-4c83-b4ff-b2355c6be1cc		10/27/2025	Beckham David		Capti Demonstration	English, Mrs Aquila, Period 1	David	Beckham	Grade 8		
Ryan_Brian@capti.com	4f18-b7e3-5e548c4f36f9		08/12/2024	Brian Ryan		Capti Demonstration		Ryan	Brian	Grade 8		
Rasmus_Dahlin@capti.com	8da2cefc-4d05-4104-bb5d-fa862ccc91eb		04/05/2024	Dahlin Rasmus		Capti Demonstration	English, Mrs Auula, Period 2	Rasmus	Dahlin	Grade 8		

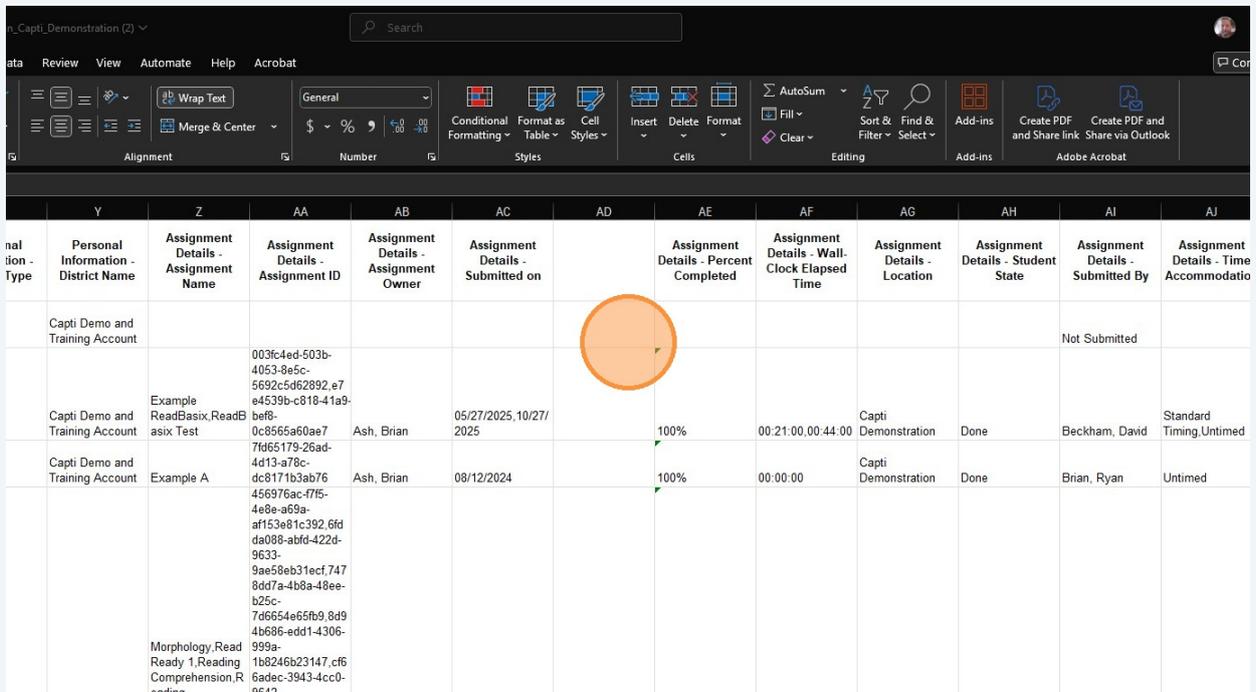
16

Find the Column named "Assignment Detailed - Submitted on" and insert a column to the right of it. We need to remove duplicate dates from this column.



17

Click on cell AD2 (or the first row with data, not the header).



18

Enter in the formula '=LEFT(AC2,FIND(",",AC2&"",-1))' The variables may be different in your file.

The screenshot shows the Microsoft Excel interface. The formula bar contains the formula: `=LEFT(AC2,FIND(",",AC2&"",-1))`. The table below has the following columns: Personal Information - District Name, Personal Information - District ID, Personal Information - District Type, Personal Information - District Name, Assignment Details - Assignment Name, Assignment Details - Assignment ID, Assignment Details - Assignment Owner, Assignment Details - Submitted on, and Assignment Details - Percent Completed.

Personal Information - District Name	Personal Information - District ID	Personal Information - District Type	Personal Information - District Name	Assignment Details - Assignment Name	Assignment Details - Assignment ID	Assignment Details - Assignment Owner	Assignment Details - Submitted on	Assignment Details - Percent Completed
			Capti Demo and Training Account					
			Capti Demo and Training Account	Example ReadBasix, ReadBasix Test	003fc4ed-503b-4053-8e5c-5692c5d62892_e7e4539b-c818-41a9-bef8-0c8565a60ae77fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	05/27/2025, 10/27/2025	100%
			Capti Demo and Training Account	Example A	456976ac-f7f5-4e8e-a69a-af153e81c392.6fd	Ash, Brian	08/12/2024	100%

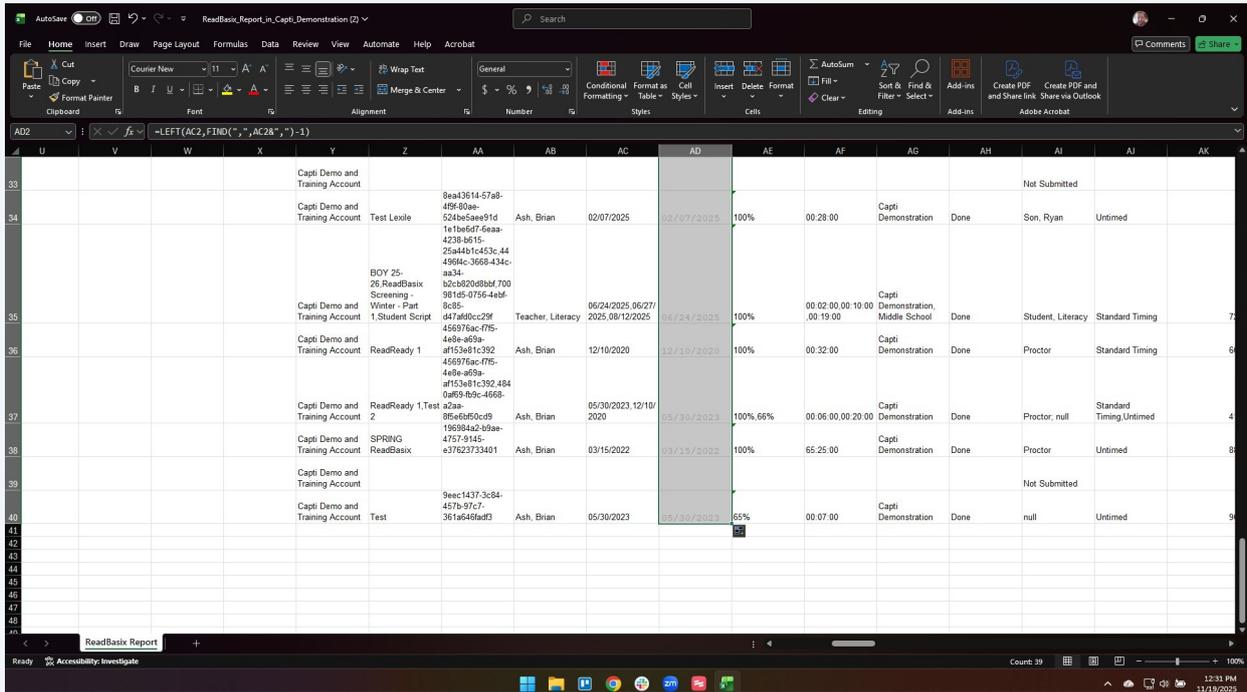
19

Click here

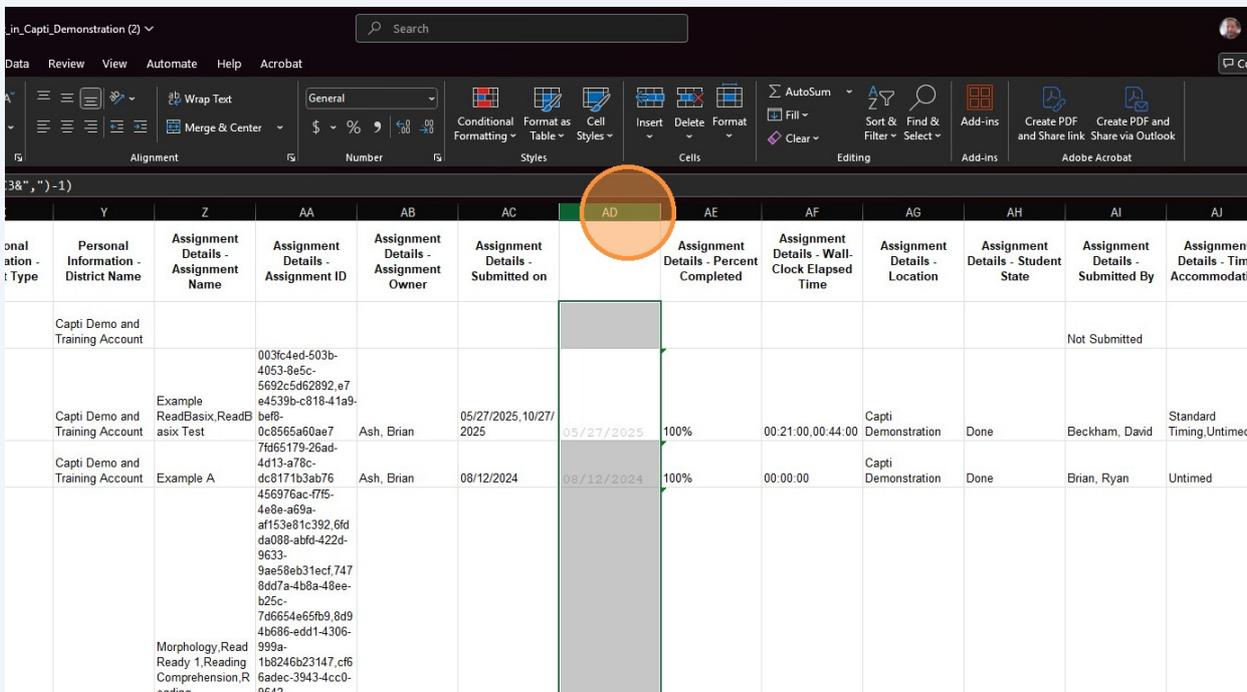
The screenshot shows the Microsoft Excel interface with a table containing assignment details. A red circle highlights a cell in column AD, which is currently empty. The table has the following columns: Personal Information - District Name, Assignment Details - Assignment Name, Assignment Details - Assignment ID, Assignment Details - Assignment Owner, Assignment Details - Submitted on, Assignment Details - Percent Completed, Assignment Details - Wall-Clock Elapsed Time, Assignment Details - Location, Assignment Details - Student State, Assignment Details - Submitted By, and Assignment Details - Time Accommodation.

Personal Information - District Name	Assignment Details - Assignment Name	Assignment Details - Assignment ID	Assignment Details - Assignment Owner	Assignment Details - Submitted on	Assignment Details - Percent Completed	Assignment Details - Wall-Clock Elapsed Time	Assignment Details - Location	Assignment Details - Student State	Assignment Details - Submitted By	Assignment Details - Time Accommodation
Capti Demo and Training Account									Not Submitted	
Capti Demo and Training Account	Example ReadBasix, ReadBasix Test	003fc4ed-503b-4053-8e5c-5692c5d62892_e7e4539b-c818-41a9-bef8-0c8565a60ae77fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	05/27/2025, 10/27/2025	100%	00:21:00.00:44.00	Capti Demonstration	Done	Beckham, David	Standard Timing, Untimed
Capti Demo and Training Account	Example A	456976ac-f7f5-4e8e-a69a-af153e81c392.6fd	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	Untimed

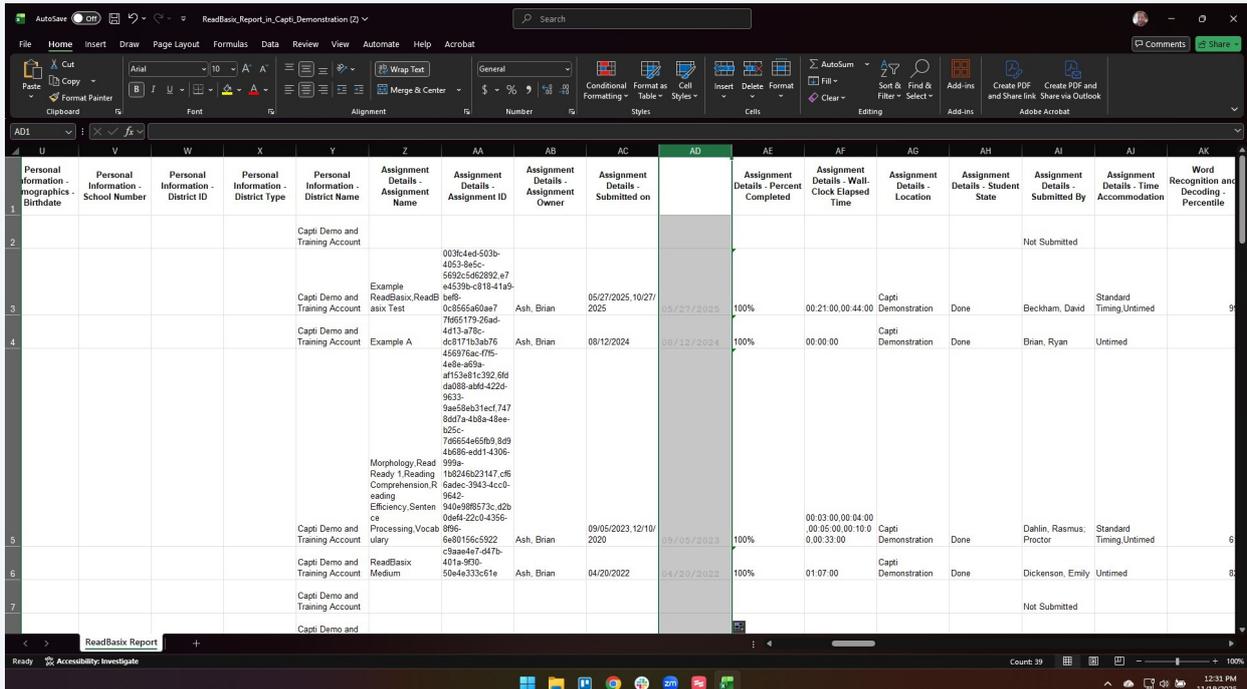
20 Drag the formula to the end of your sheet.



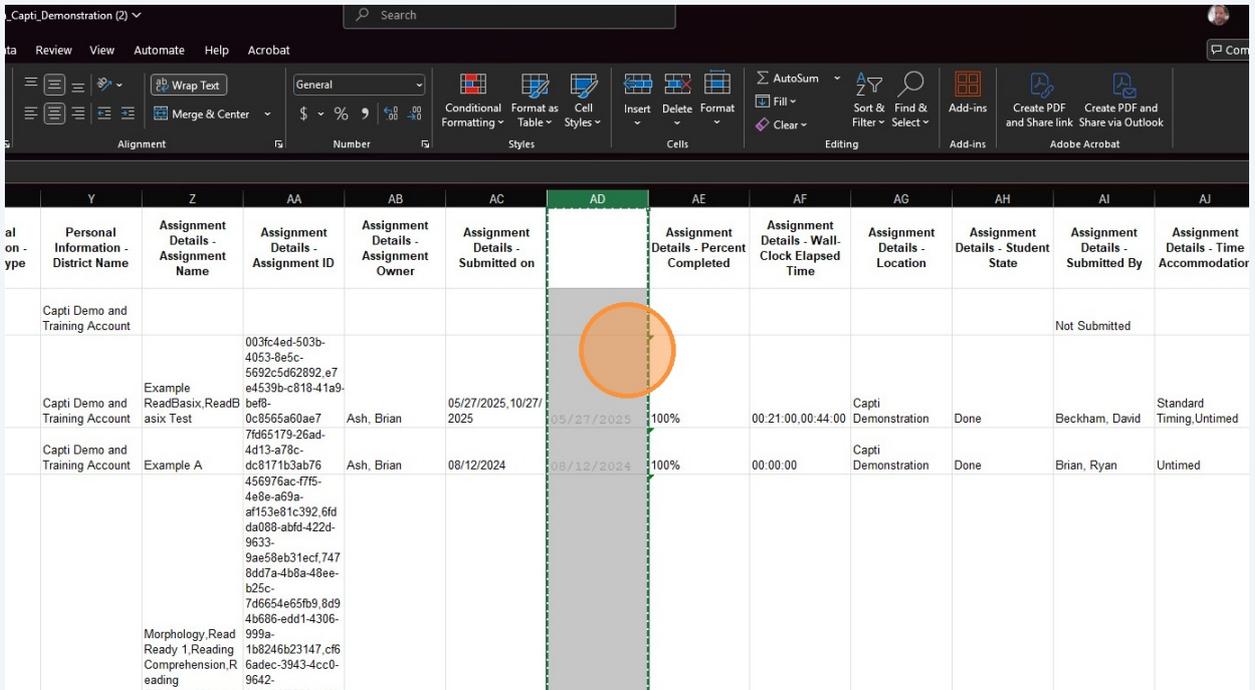
21 Now we need to convert the formula to values. Select the entire column.



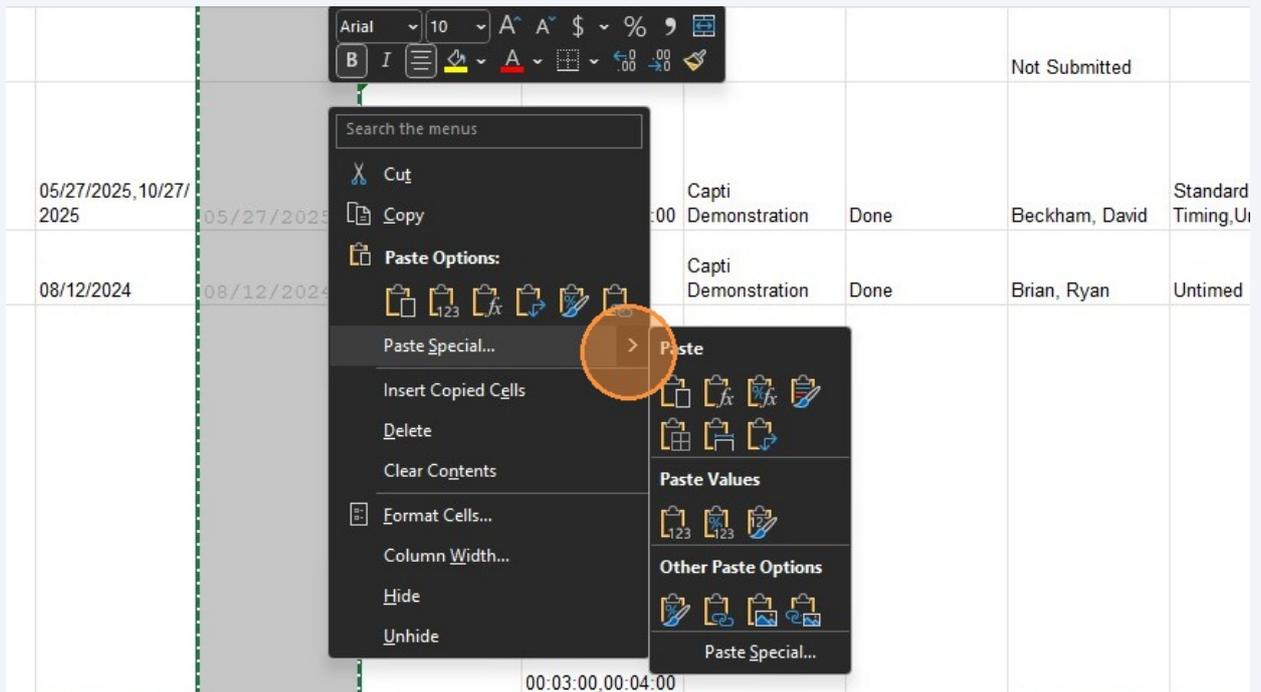
22 Press Ctrl + C



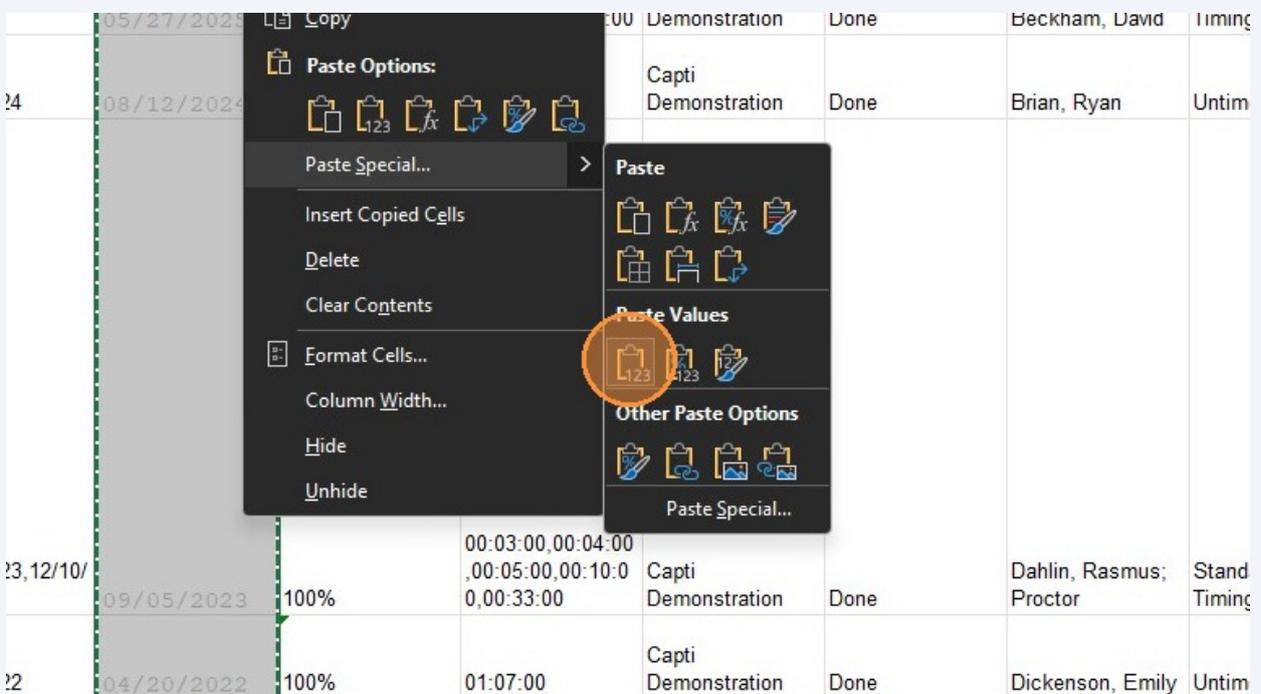
23 Right click here



24 Click "Paste Special"



25 Click "Paste Values"



26 Press "Enter"

Personal Information - Birthdate	Personal Information - School Number	Personal Information - District ID	Personal Information - District Type	Personal Information - District Name	Assignment Details - Assignment Name	Assignment Details - Assignment ID	Assignment Details - Assignment Owner	Assignment Details - Submitted on	Assignment Details - Percent Completed	Assignment Details - Wall-Clock Elapsed Time	Assignment Details - Location	Assignment Details - Student State	Assignment Details - Submitted By	Assignment Details - Time Accommodation	Word Recognition and Decoding - Percentile
				Capti Demo and Training Account		003fc4ed-503b-4053-8e5c-5692c5d62892.e7									
				Example Capti Demo and Training Account	ReadBasis, ReadBasis Test	0c8565a60ae77f665179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	05/27/2025, 10/27/2025	100%	00:21:00, 00:44:00	Capti Demonstration	Done	Beckham, David	Standard Timing Untimed	9
				Capti Demo and Training Account	Example A	456976ac-f7f5-4e8e-a69a-af153e81c392.6fd	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	Untimed	
				Capti Demo and Training Account	Morphology, Reading Ready 1, Reading Comprehension, Reading	940e988573c-d2bce084e-22c9-4396-6e80156e5922c358ae47-d47f-401a-9f90-50e4a333c61e	Ash, Brian	09/05/2023, 12/10/2020	100%	00:03:00, 00:04:00, 00:05:00, 00:10:00, 00:33:00	Capti Demonstration	Done	Dahlin, Rasmus; Proctor	Standard Timing Untimed	6
				Capti Demo and Training Account	ReadBasis Medium	50e4a333c61e	Ash, Brian	04/20/2022	100%	01:07:00	Capti Demonstration	Done	Dickenson, Emily	Untimed	8
				Capti Demo and Training Account											

27 Copy the name of the column with duplicate dates and paste it in the new column.

Personal Information - District ID	Personal Information - District Type	Personal Information - District Name	Assignment Details - Assignment Name	Assignment Details - Assignment ID	Assignment Details - Assignment Owner	Assignment Details - Submitted on	Assignment Details - Percent Completed	Assignment Details - Wall-Clock Elapsed Time	Assignment Details - Location	Assignment Details - Student State	Assignment Details - Submitted
		Capti Demo and Training Account		003fc4ed-503b-4053-8e5c-5692c5d62892.e7							Not Submitted
		Example Capti Demo and Training Account	ReadBasis, ReadBasis Test	0c8565a60ae77f665179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	05/27/2025, 10/27/2025	100%	00:21:00, 00:44:00	Capti Demonstration	Done	Beckham, David
		Capti Demo and Training Account	Example A	456976ac-f7f5-4e8e-a69a-af153e81c392.6fd	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan
		Capti Demo and Training Account	Morphology, Reading Ready 1, Reading Comprehension, Reading	940e988573c-d2bce084e-22c9-4396-6e80156e5922c358ae47-d47f-401a-9f90-50e4a333c61e	Ash, Brian	09/05/2023, 12/10/2020	100%	00:03:00, 00:04:00, 00:05:00, 00:10:00, 00:33:00	Capti Demonstration	Done	Dahlin, Rasmus; Proctor
		Capti Demo and Training Account	ReadBasis Medium	50e4a333c61e	Ash, Brian	04/20/2022	100%	01:07:00	Capti Demonstration	Done	Dickenson, Emily
		Capti Demo and Training Account									

28 Right click here to delete the column with duplicate values.

ReadBasix_Report_in_Capti_Demonstration (2)

Layout Formulas Data Review View Automate Help Acrobat

Font Alignment Number Styles Cells Editing Add-ins Adobe Acrobat

W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
Personal Information - District ID	Personal Information - District Type	Personal Information - District Name	Assignment Details - Assignment Name	Assignment Details - Assignment ID	Assignment Details - Assignment Owner	Assignment Details - Submitted on	Assignment Details - Submitted on	Assignment Details - Percent Completed	Assignment Details - Wall-Clock Elapsed Time	Assignment Details - Location	Assignment Details - Student State	Assignment Details Submitted
		Capti Demo and Training Account		003fc4ed-503b-4053-8e5c-5692c5d62892.e7e4539b-c818-41a9-bef8-0c8565a60ae7	Ash, Brian	05/27/2025, 10/27/2025	05/27/2025	100%	00:21:00,00:44:00	Capti Demonstration	Done	Beckham, David
		Example Capti Demo and Training Account	Example ReadBasix, ReadBasix Test	7fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan
			Example A	456976ac-f7f5-4e0e-a69a-af153e81c392.6fda088-abfd-422d-9633-9ae58eb31ecf.7478dd7a-4b8a-48ee-b25c-7d6654e65fb9.8d94b686-edd1-4306-999a-1b8246b23147.cf68adec-3943-4cc0-9642-								
			Morphology, Ready 1, Reading Comprehension, Reading									

29 Click "Delete"

ReadBasix_Report_in_Capti_Demonstration (2)

Layout Formulas Data Review View Automate Help Acrobat

Font Alignment Number Styles Cells Editing Add-ins Adobe Acrobat

W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
Personal Information - District ID	Personal Information - District Type	Personal Information - District Name	Assignment Details - Assignment Name	Assignment Details - Assignment ID	Assignment Details - Assignment Owner	Assignment Details - Submitted on	Assignment Details - Submitted on	Assignment Details - Percent Completed	Assignment Details - Wall-Clock Elapsed Time	Assignment Details - Location	Assignment Details - Student State	Assignment Details Submitted
		Capti Demo and Training Account		003fc4ed-503b-4053-8e5c-5692c5d62892.e7e4539b-c818-41a9-bef8-0c8565a60ae7	Ash, Brian	05/27/2025, 10/27/2025	05/27/2025	100%	00:21:00,00:44:00	Capti Demonstration	Done	Beckham, David
		Example Capti Demo and Training Account	Example ReadBasix, ReadBasix Test	7fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan
			Example A	456976ac-f7f5-4e0e-a69a-af153e81c392.6fda088-abfd-422d-9633-9ae58eb31ecf.7478dd7a-4b8a-48ee-b25c-7d6654e65fb9.8d94b686-edd1-4306-999a-1b8246b23147.cf68adec-3943-4cc0-9642-								
			Morphology, Ready 1, Reading Comprehension, Reading									
			Efficiency, Sentence Processing, Vocabulary			09/05/2023, 12/10/2023			00:03:00,00:04:00,00:05:00,00:10:00	Capti Demonstration	Done	Dahlin, Rasmus; Standish, David



Alert! Make sure to select 'Save As' and save the .xlsx file as a .csv file. EduClimber requires the file to be in .csv format for upload.

30

Click File and "Save As" to save the file as a .csv and upload it into EduClimber.

The screenshot shows the Microsoft Excel interface with the following data:

	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
	Personal Information - Birthdate	Personal Information - School Number	Personal Information - District ID	Personal Information - District Type	Personal Information - District Name	Assignment Details - Assignment Name	Assignment Details - Assignment ID	Assignment Details - Assignment Owner	Assignment Details - Submitted on	Assignment Details - Percent Completed	Assignment Details - Wall-Clock Elapsed Time	Assignment Details - Location	Assignment Details - Status
1													
2					Capti Demo and Training Account								
3					Capti Demo and Training Account	Example ReadBasix, ReadBasix Test	003fc4ed-503b-4053-8e5c-5692c5d62892, e7e4539b-c818-41a9-beb8-0c8565a60ae77b65179-26ad-4d13-a78c-dc8171b3ab76456976ac-f7f5-4e9e-a69a-af153e81c392, 6fdad088-abfd-422d-9633-9ae58eb31ecf, 7478dd7a-4b8a-48ee-b25c-7d6654e65fb9, 8d94b566-edd1-4306-999a-1b8246b23147, c656adec-3943-4cc0-9642-	Ash, Brian	05/27/2025	100%	00:21:00,00:44:00	Capti Demonstration	Done
4					Capti Demo and Training Account	Example A		Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done