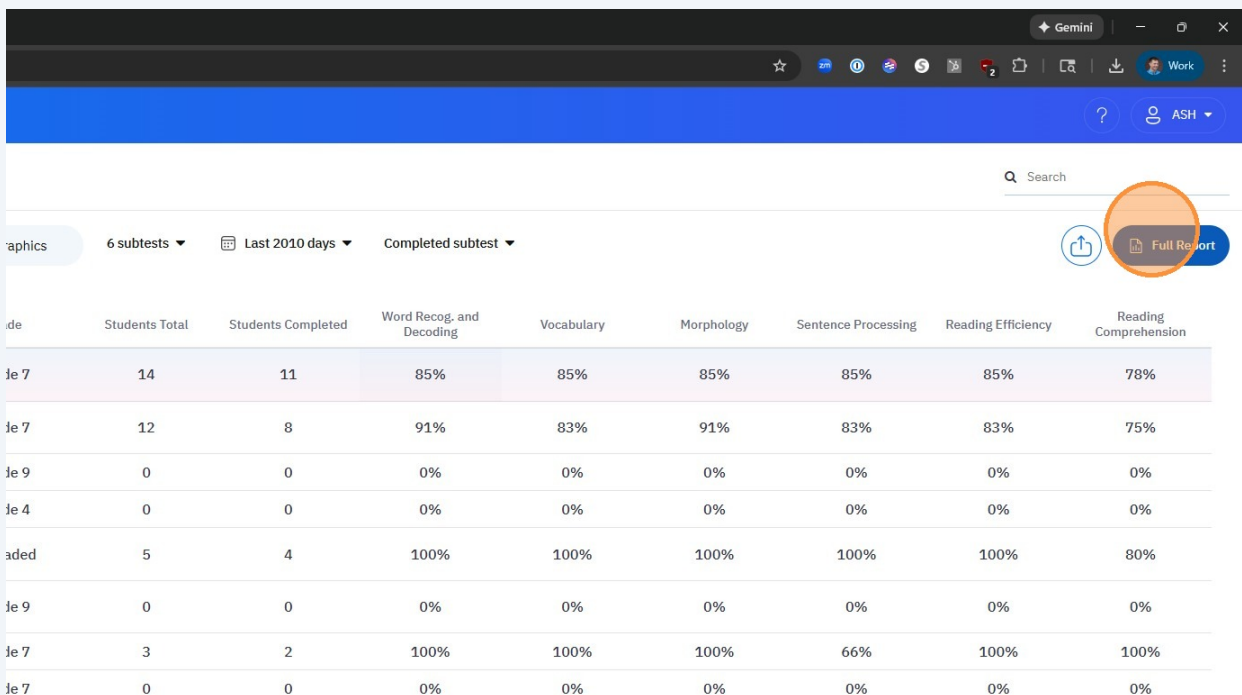


How to Prepare the Capti ReadBasix Export for EduClimber

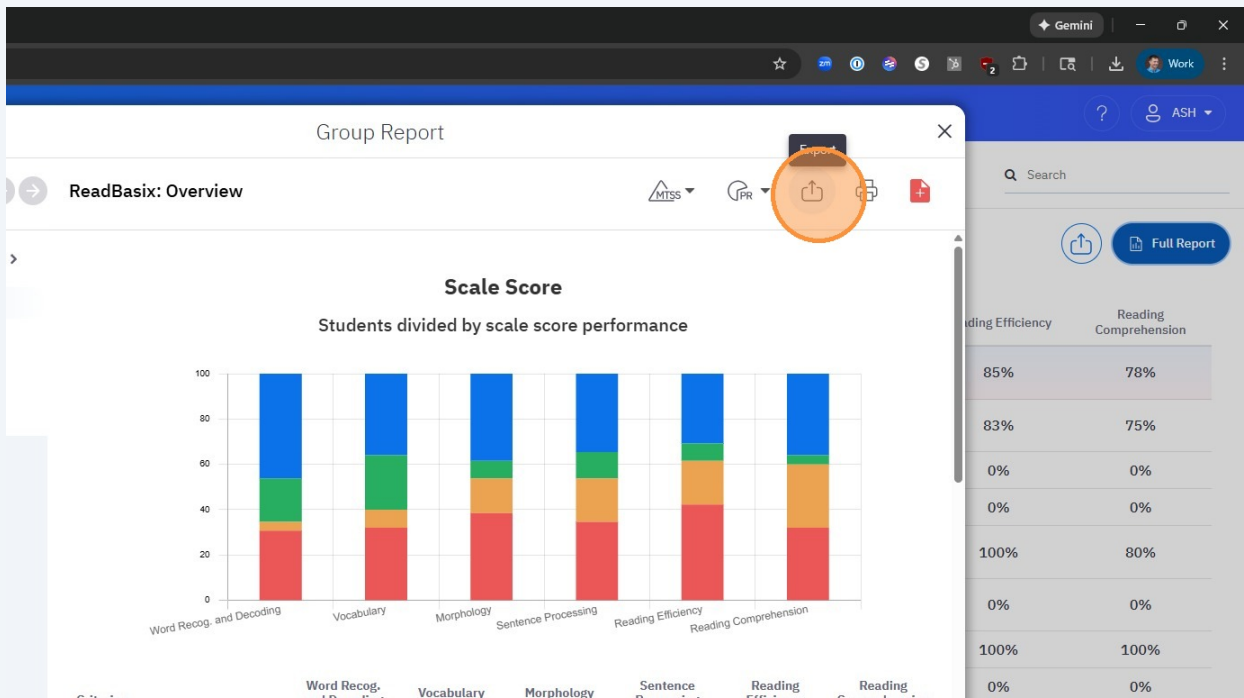
This guide provides a straightforward process for exporting data from Capti ReadBasix to import into EduClimber, ensuring you can efficiently analyze student performance.

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 open over the 'Scale Score' chart. 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. Below the dialog box, a table shows performance data for different groups of students.

| 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, allowing the user to export data to Excel. The dialog has an 'Export to Excel' section with two options: '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 options: 'Latest results' (selected), 'Benchmark', 'All results', and 'All in date range'. There are also date range fields for 'From' and 'To'. The 'Flatten report headers' option 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%) | 8 (32%) | 9 (35%) | 8 (31%) | 9 (36%) |
| High Average performance | 3 (12%) | 2 (8%) | 1 (4%) | 3 (12%) | 3 (12%) | 2 (8%) | 1 (4%) |
| Low Average performance | 5 (19%) | 5 (19%) | 7 (28%) | 5 (19%) | 5 (19%) | 5 (19%) | 7 (28%) |
| Weak performance | 8 (31%) | 8 (32%) | 10 (38%) | 9 (35%) | 11 (42%) | 8 (32%) | 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

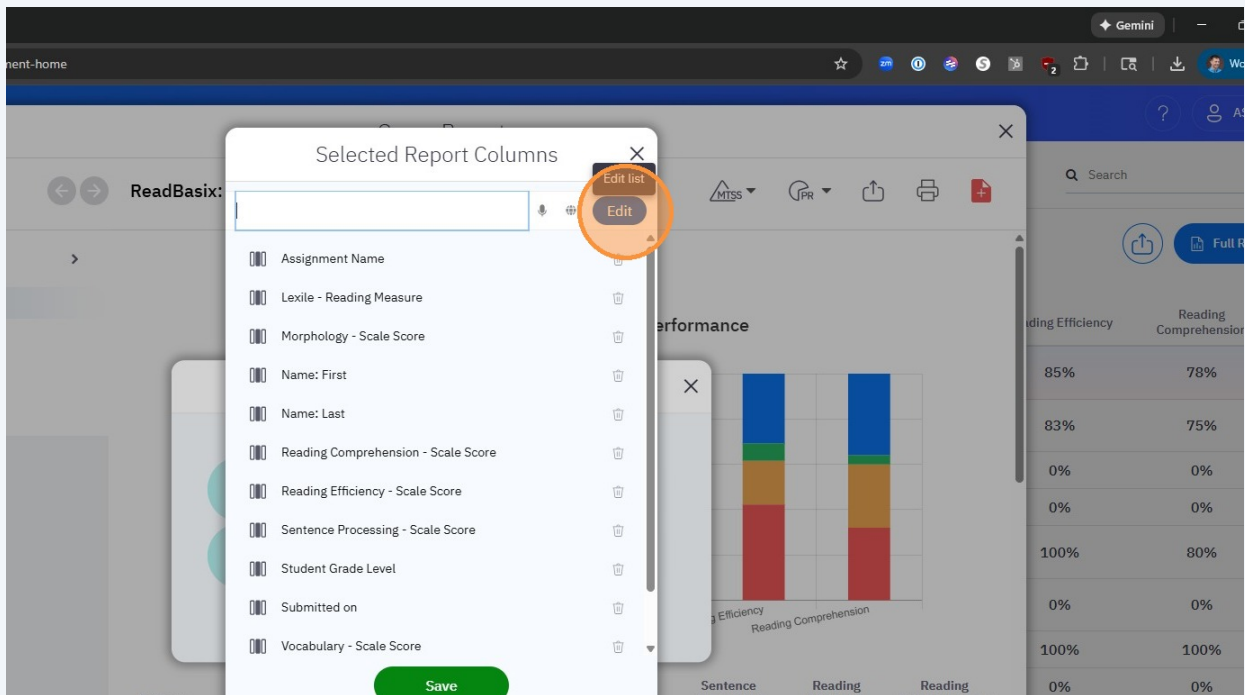
Report Columns
12 selected

Report Scope
Latest results

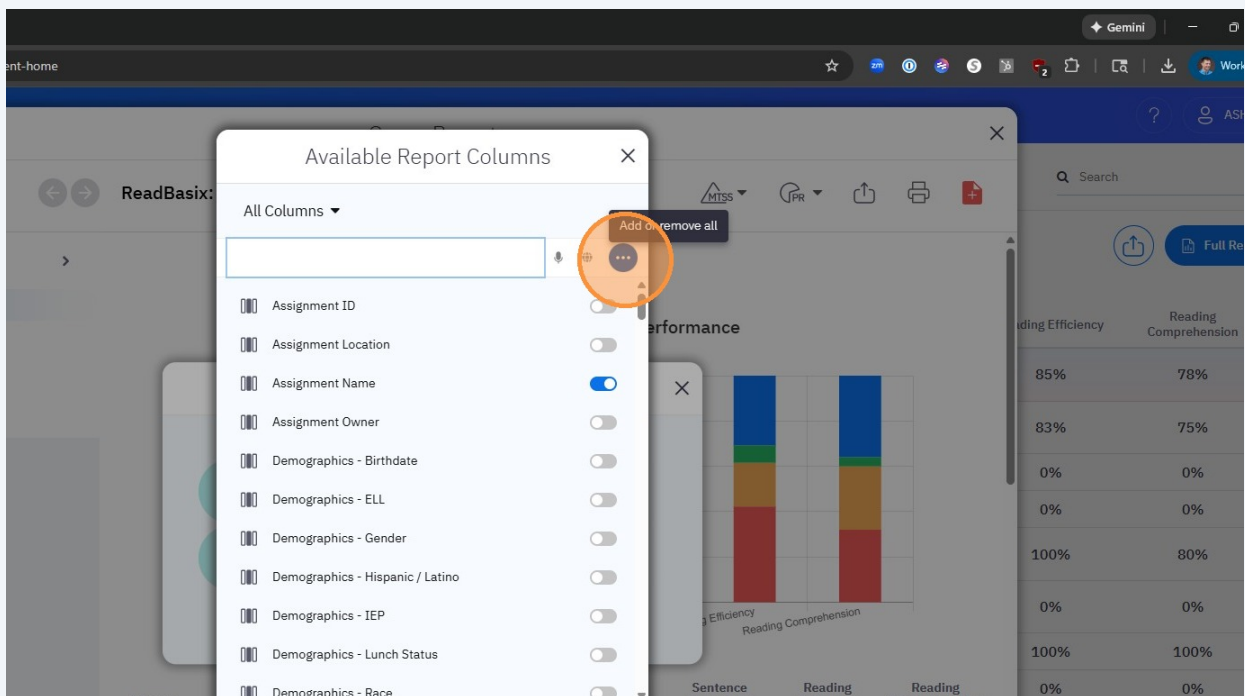
Export

| 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"

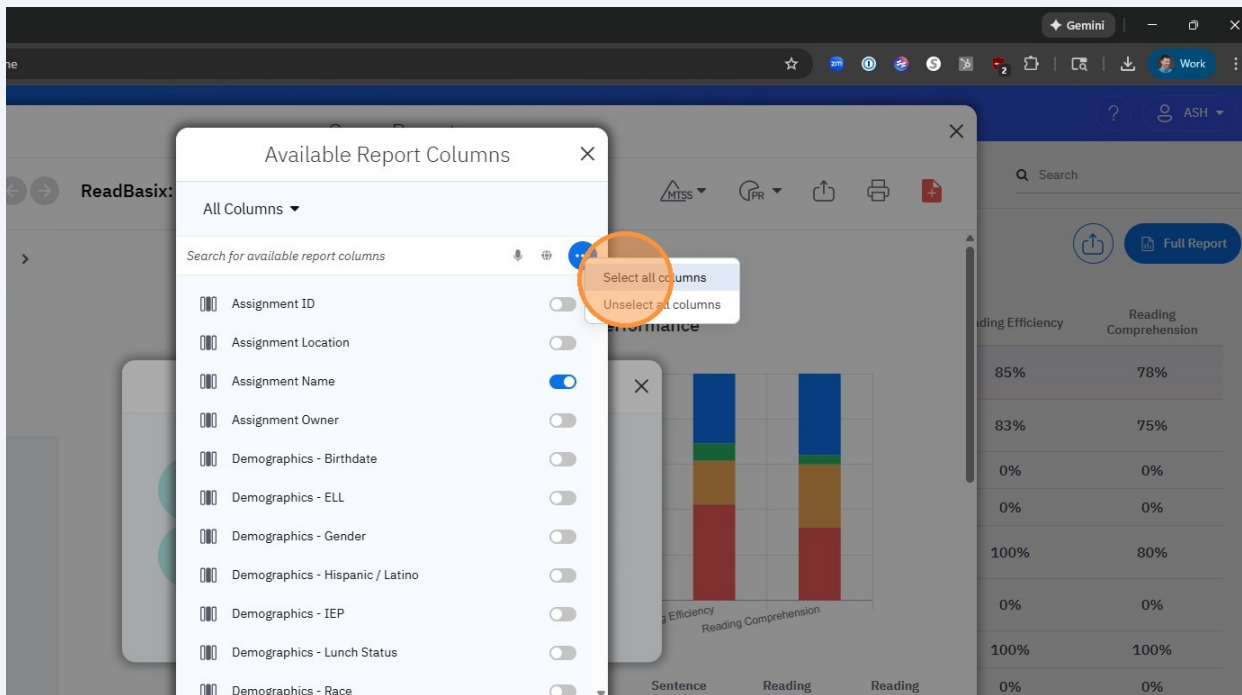


9 Click "..."



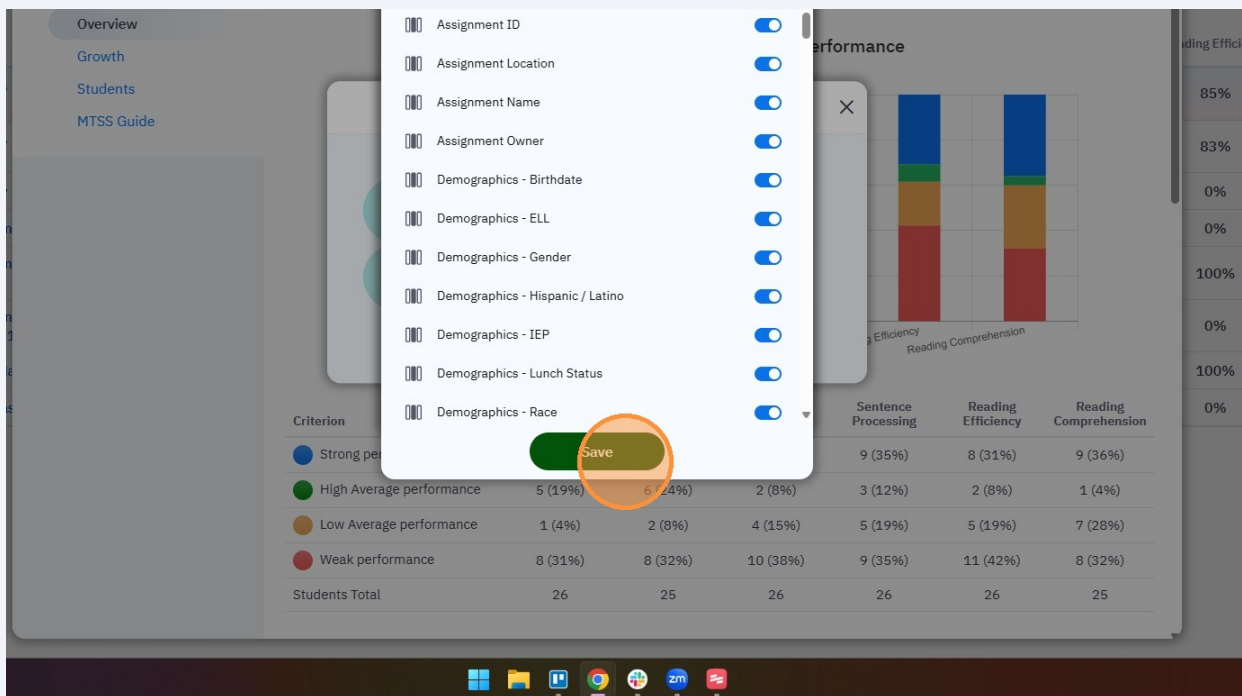
10

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 various 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 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.

Group Report

ReadBasix: Overview

Scale Score

Students divided by scale score performance

| Reading Skill | Reading Efficiency | Reading Comprehension |
|--------------------------|--------------------|-----------------------|
| Word Recog. and Decoding | 85% | 78% |
| Vocabulary | 83% | 75% |
| Morphology | 0% | 0% |
| Sentence Processing | 0% | 0% |
| Reading Efficiency | 100% | 80% |
| Reading Comprehension | 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 | 8da2cef-4d05-4104-bb5d-fa862ccc91eb | | 04/05/2024 | Dahlin Rasmus | | Capti Demonstration | English, Mrs Aquila, Period 2 | Rasmus | Dahlin | Grade 8 | | |

18

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

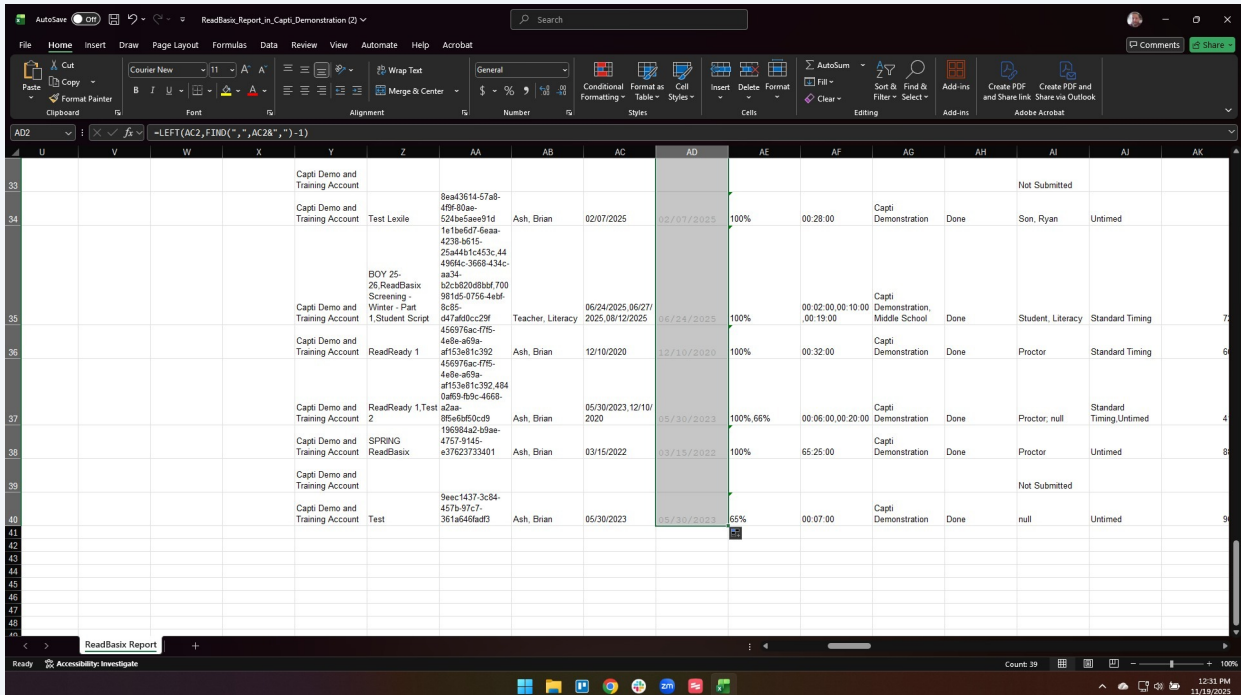
The screenshot shows the Microsoft Excel interface. The formula bar at the top contains the formula: `=LEFT(AC2,FIND(",",AC2&"",-1))`. Below the formula bar, a table is visible with the following columns: Personal Information - District Name, Personal Information - District ID, Personal Information - 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. The table contains several rows of data, including entries for 'Capti Demo and Training Account' and 'Example ReadBasix, ReadBasix Test'.

19

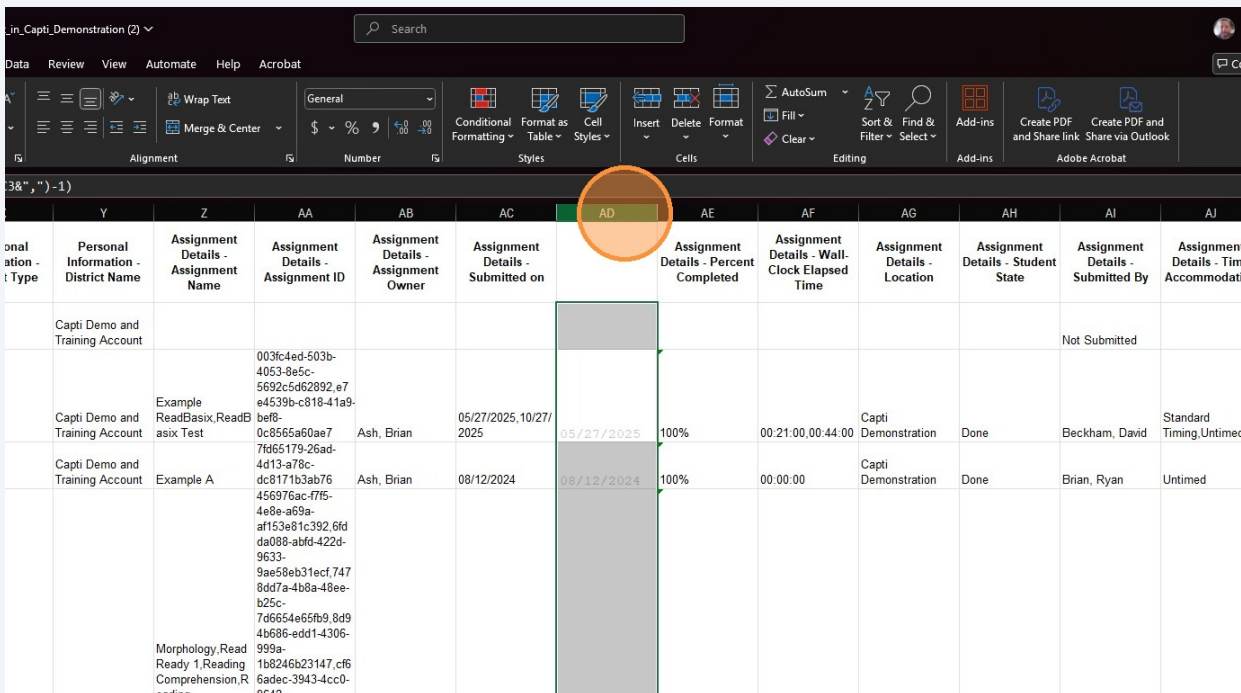
Click here

The screenshot shows the Microsoft Excel interface with a table containing 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. A red circle highlights a cell in the 'Assignment Details - Percent Completed' column, which contains the value '100%'. The table also includes rows for 'Capti Demo and Training Account' and 'Example ReadBasix, ReadBasix Test'.

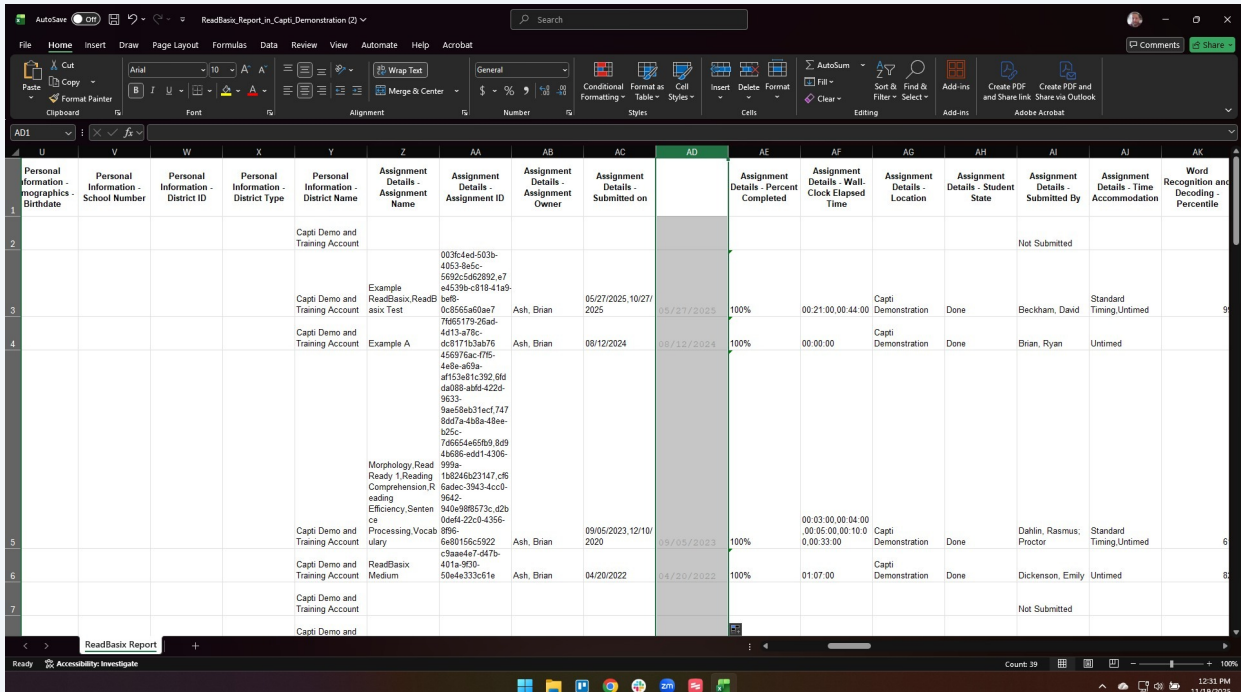
20 Drag the formula to the end of your sheet.



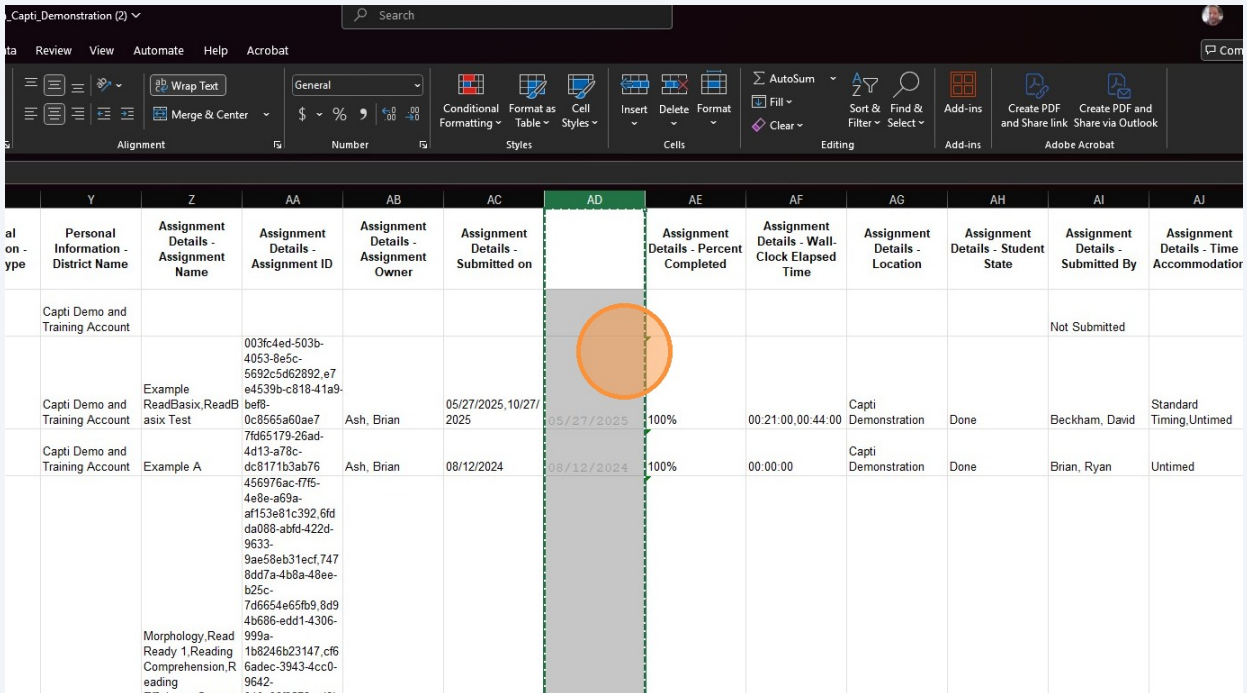
21 Now we need to convert the formula to values. Select the entire column.



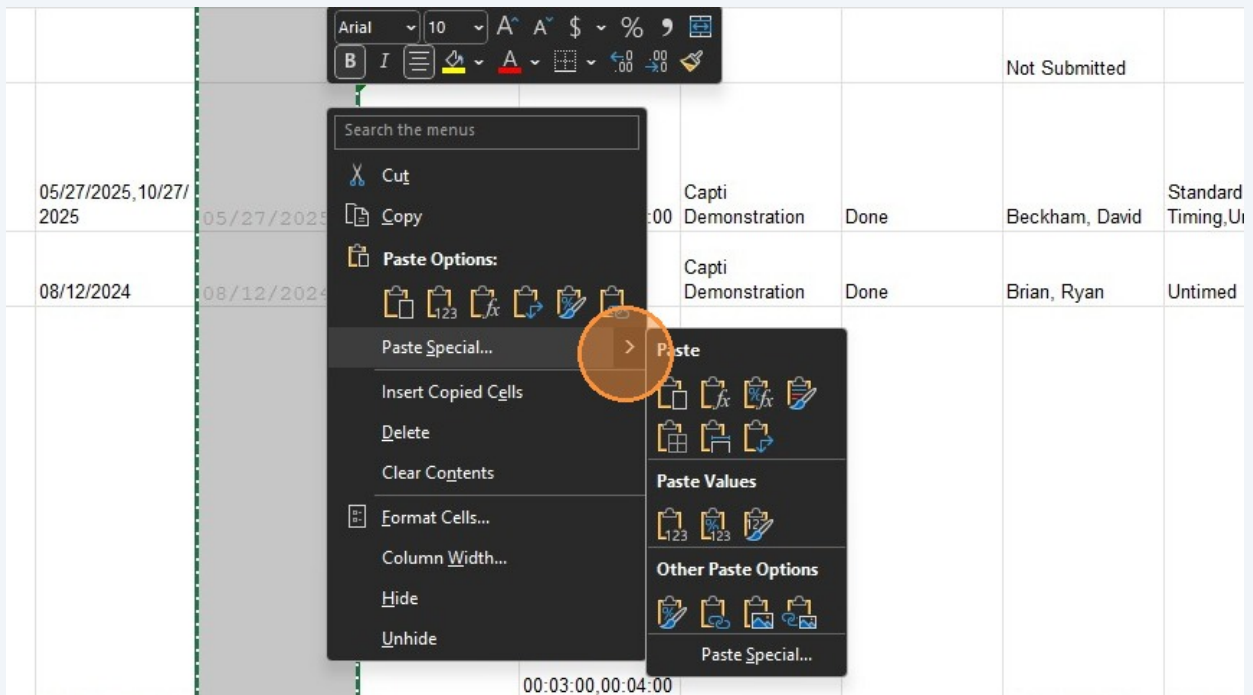
22 Press Ctrl + C



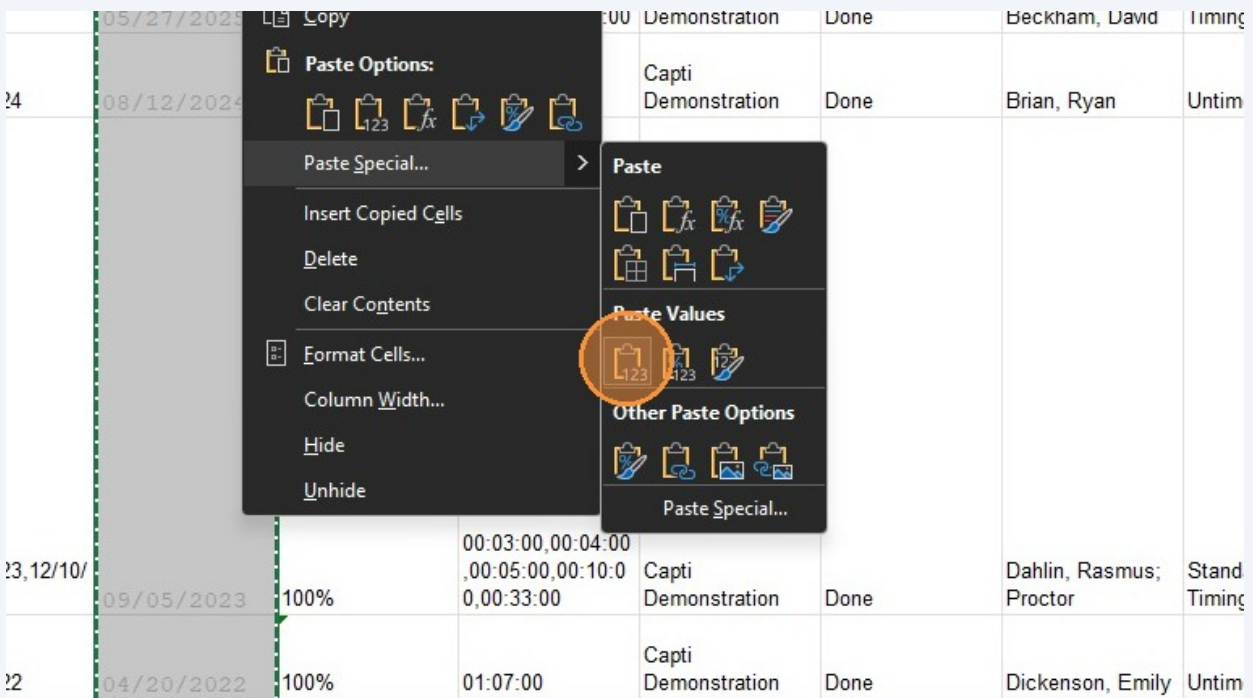
23 Right click here



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-22c9-4396-6e80156e5922c389ae47-d47b-491a-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-22c9-4396-6e80156e5922c389ae47-d47b-491a-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 |
| | 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 |
| | Capti Demo and Training Account | 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 | | 999a-1b8246b23147.cf68adec-3943-4cc0-9642- | | | | | | | | |

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 |
| | 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 |
| | Capti Demo and Training Account | 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 | | 999a-1b8246b23147.cf68adec-3943-4cc0-9642- | | | | | | | | |



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 a spreadsheet titled 'ReadBasix_Report_in_Capti_Demonstration (2)'. The 'File' menu is open, and the 'Save As' option is highlighted with an orange circle. The spreadsheet contains 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, 6fdda088-abfd-422d-9633-9ae58eb31ecf, 7478dd7a-4b8a-48ee-b25c-7d6654e65fb9, 8d94b566-edd1-4306-993a-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 |