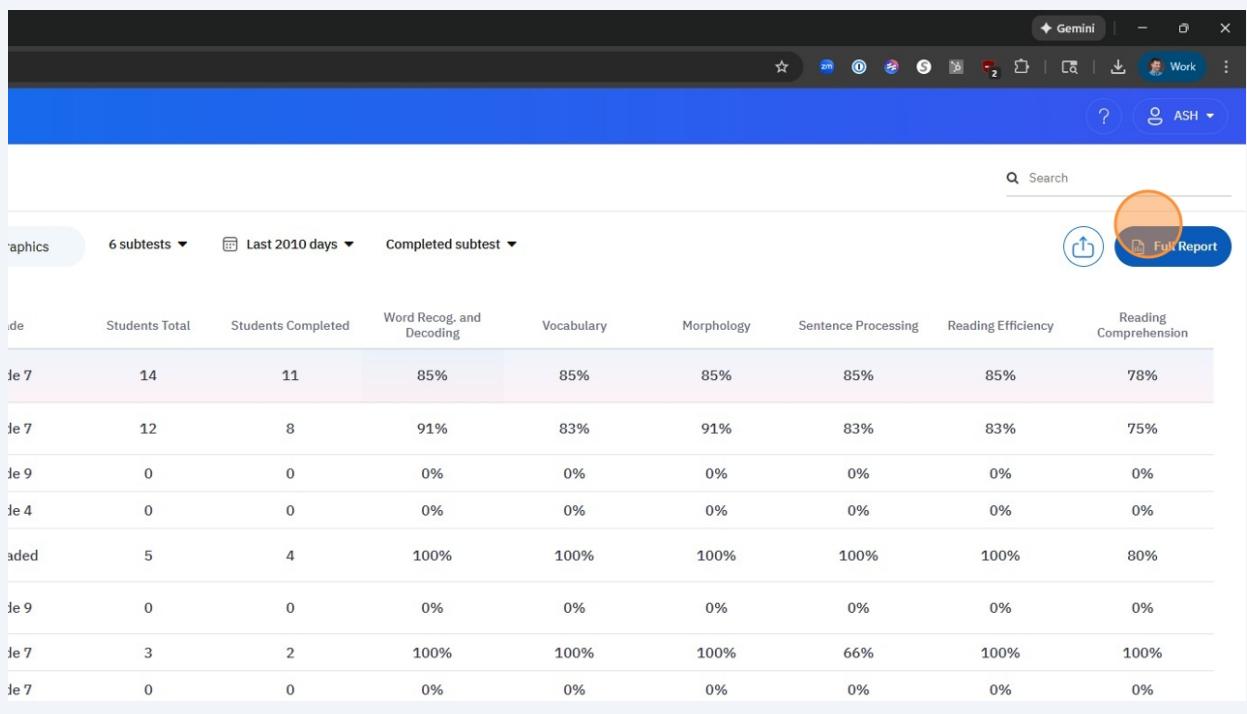


How to Prepare the Capti ReadBasix Export for EduClimber



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

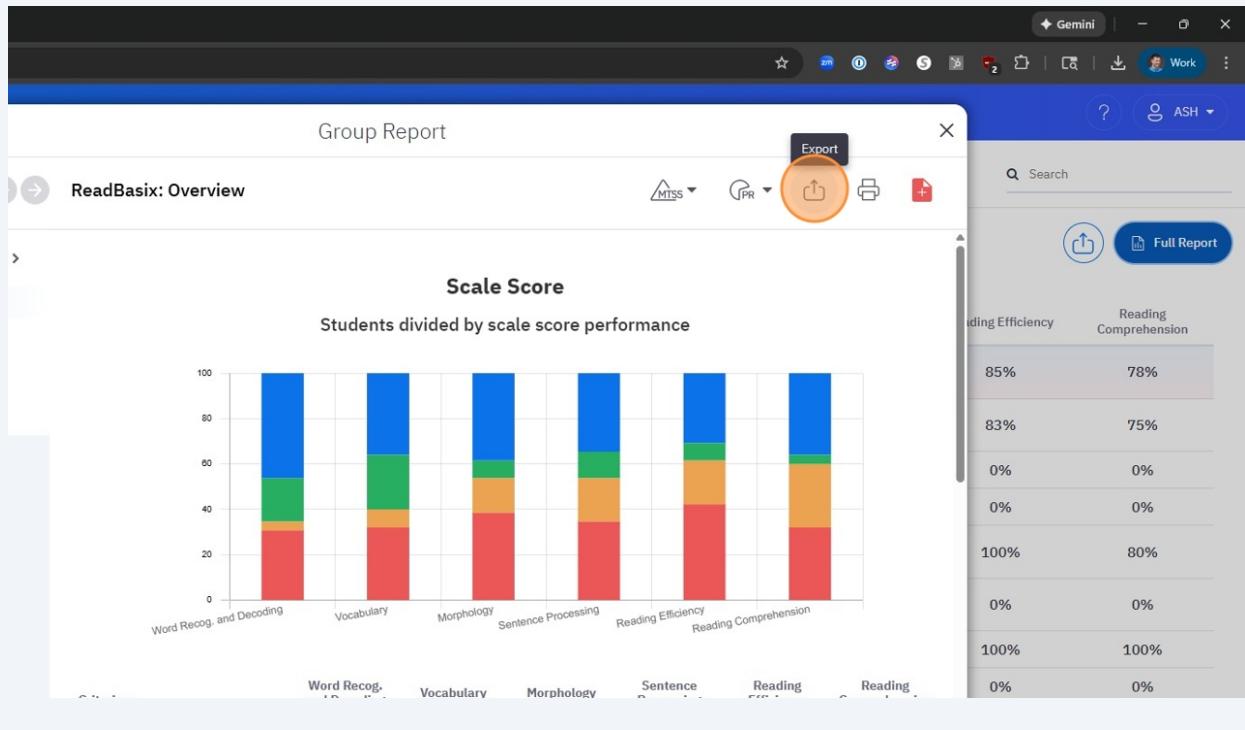
- 1 Click "Full Report" or the report you wish to export.



The screenshot shows a software window titled "Gemini" with a blue header bar. Below the header, there are filter options: "6 subtests", "Last 2010 days", and "Completed subtest". On the right side of the header, there is a search bar and a user profile icon. The main content area displays a table with student data. The table has columns for Grade, Students Total, Students Completed, Word Recog. and Decoding, Vocabulary, Morphology, Sentence Processing, Reading Efficiency, and Reading Comprehension. The data rows are as follows:

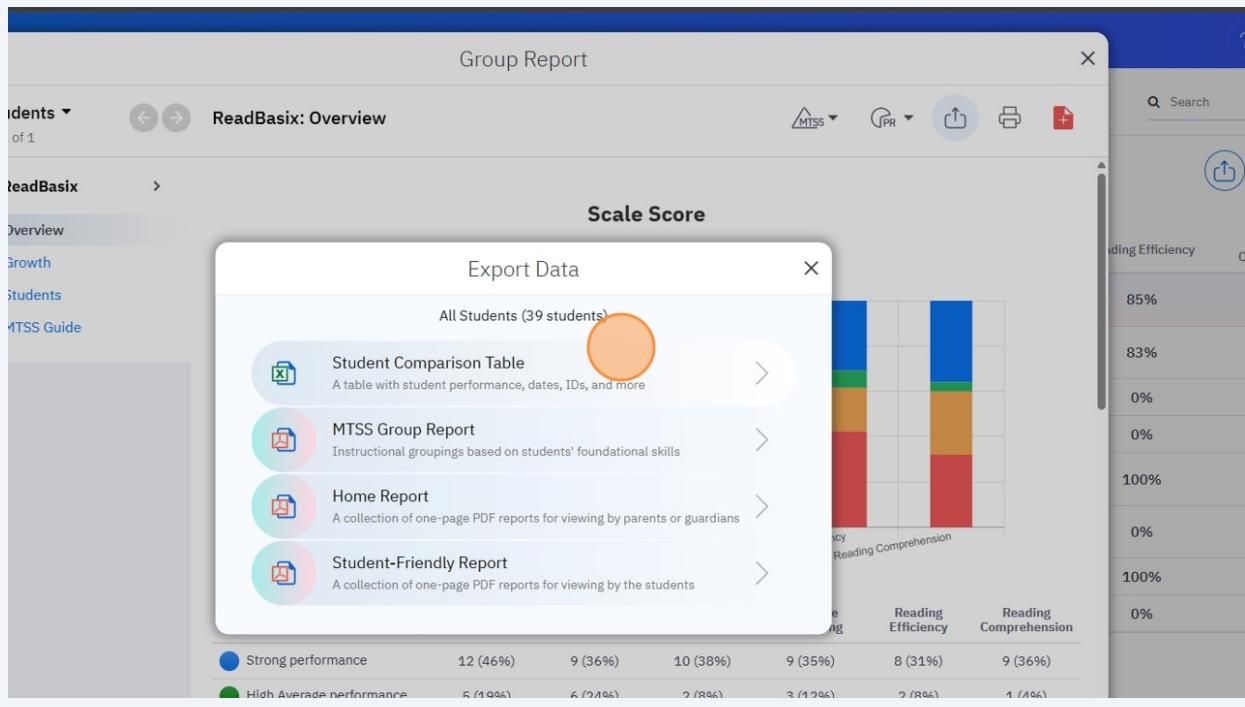
Grade	Students Total	Students Completed	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Grade 7	14	11	85%	85%	85%	85%	85%	78%
Grade 7	12	8	91%	83%	91%	83%	83%	75%
Grade 9	0	0	0%	0%	0%	0%	0%	0%
Grade 4	0	0	0%	0%	0%	0%	0%	0%
Grade 5	5	4	100%	100%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

2 Click "Export"



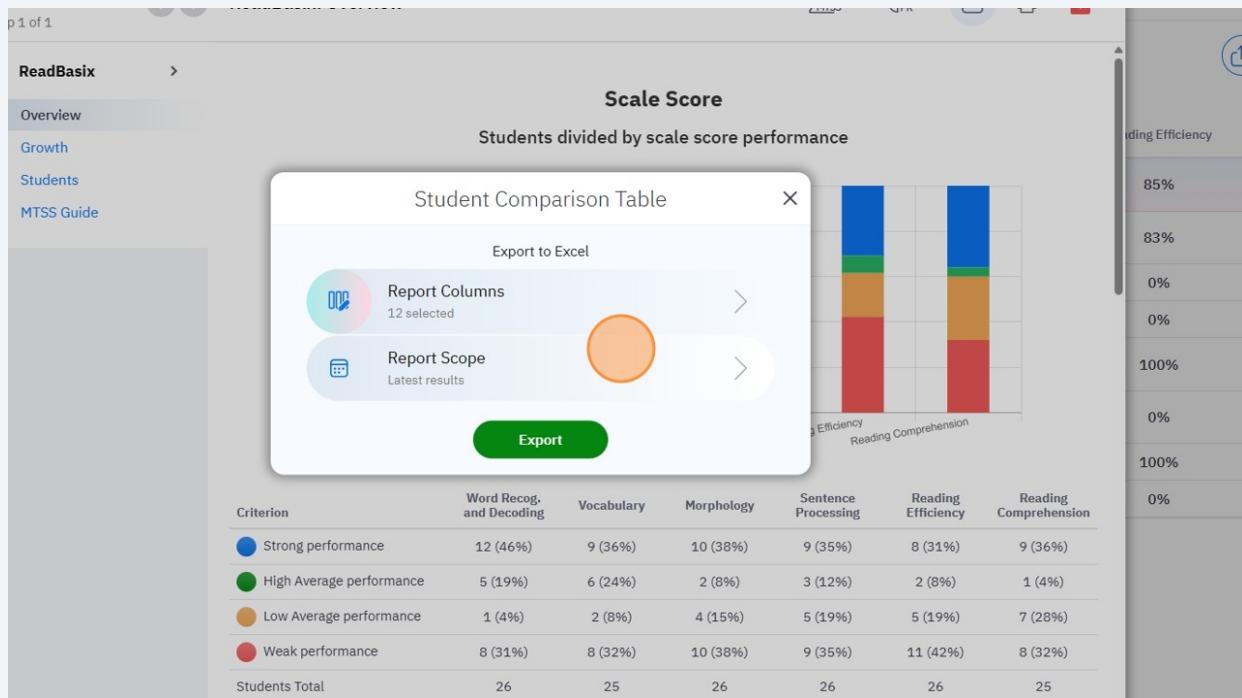
The screenshot shows the 'Group Report' interface for 'ReadBasix: Overview'. At the top, there are navigation buttons for 'ReadBasix', 'Overview', and 'Growth'. Below these are sections for 'Students' (1 of 1) and 'MTSS Guide'. The main content area displays a 'Scale Score' chart titled 'Students divided by scale score performance'. The chart shows six categories: 'Word Recog. and Decoding', 'Vocabulary', 'Morphology', 'Sentence Processing', 'Reading Efficiency', and 'Reading Comprehension'. Each category has a stacked bar with segments in red, green, orange, and blue. Above the chart, there is a toolbar with icons for 'MTSS', 'PR', 'Export' (which is highlighted with an orange circle), 'Print', and 'Share'. To the right of the chart, there is a 'Search' bar and a 'Full Report' button. Below the chart, there is a table with two columns: 'Reading Efficiency' and 'Reading Comprehension', showing various percentage values.

3 Click "Student Comparison Table"



The screenshot shows the 'Group Report' interface for 'ReadBasix: Overview'. The left sidebar shows 'Students' (1 of 1) and 'MTSS Guide'. The main content area displays a 'Scale Score' chart titled 'Students divided by scale score performance'. To the right of the chart, there is a 'Search' bar and a 'Full Report' button. Below the chart, there is a table with two columns: 'Reading Efficiency' and 'Reading Comprehension', showing various percentage values. At the bottom of the screen, there is a 'Export Data' modal. The modal has a title 'All Students (39 students)'. It contains four options: 'Student Comparison Table' (highlighted with an orange circle), 'MTSS Group Report', 'Home Report', and 'Student-Friendly Report'. Each option has a description and a 'View' button. The 'Student Comparison Table' description says: 'A table with student performance, dates, IDs, and more'. The 'MTSS Group Report' description says: 'Instructional groupings based on students' foundational skills'. The 'Home Report' description says: 'A collection of one-page PDF reports for viewing by parents or guardians'. The 'Student-Friendly Report' description says: 'A collection of one-page PDF reports for viewing by the students'. Below the modal, there is a legend: 'Strong performance' (blue circle) and 'High Average performance' (green circle). The legend also includes data for 'Word Recog. and Decoding', 'Vocabulary', 'Morphology', 'Sentence Processing', 'Reading Efficiency', and 'Reading Comprehension'.

4 Click "Report Scope"



Scale Score

Students divided by scale score performance

Student Comparison Table

Export to Excel

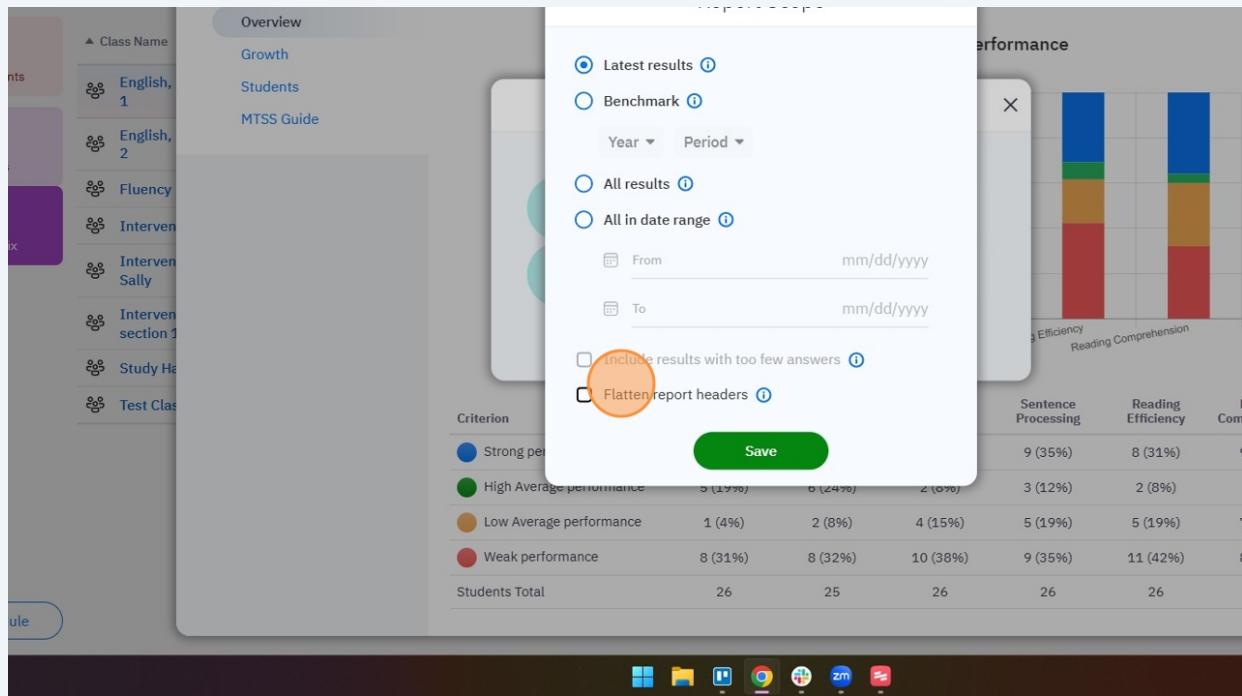
Report Columns 12 selected

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%)
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"



Latest results

Benchmark

All results

All in date range

From _____ mm/dd/yyyy

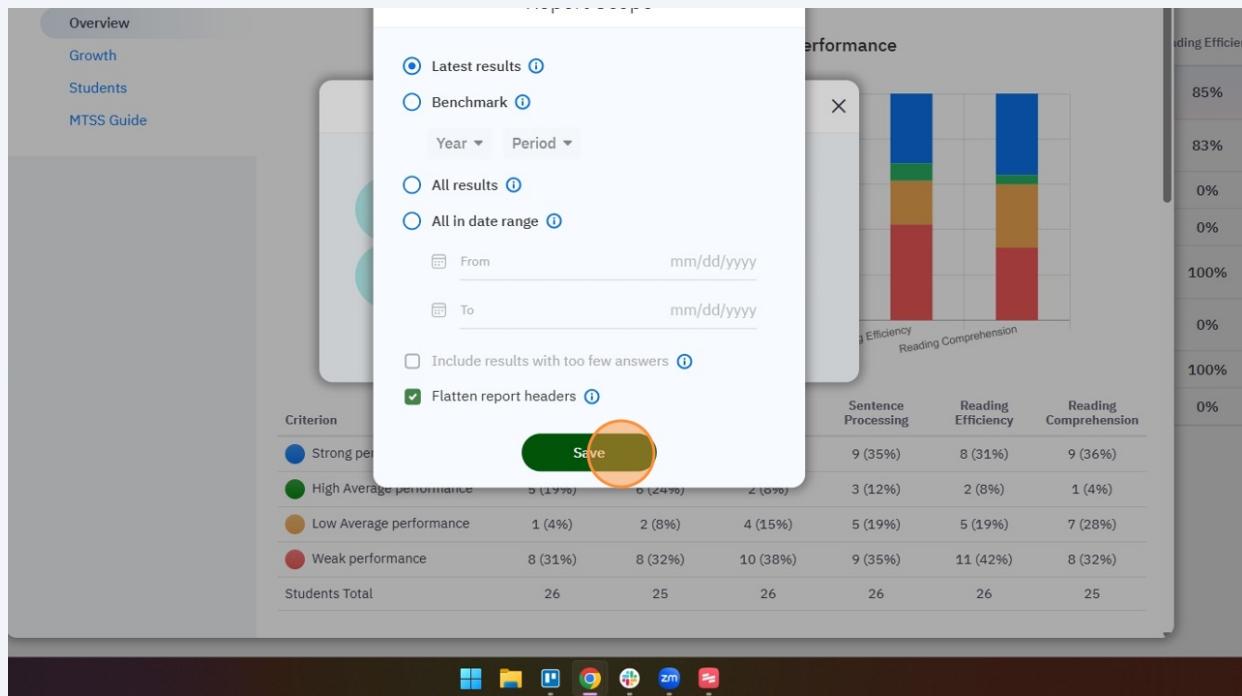
To _____ mm/dd/yyyy

include results with too few answers

Flatten report headers

Save

6 Click "Save"



Latest results

Benchmark

Year

Period

All results

All in date range

From mm/dd/yyyy

To mm/dd/yyyy

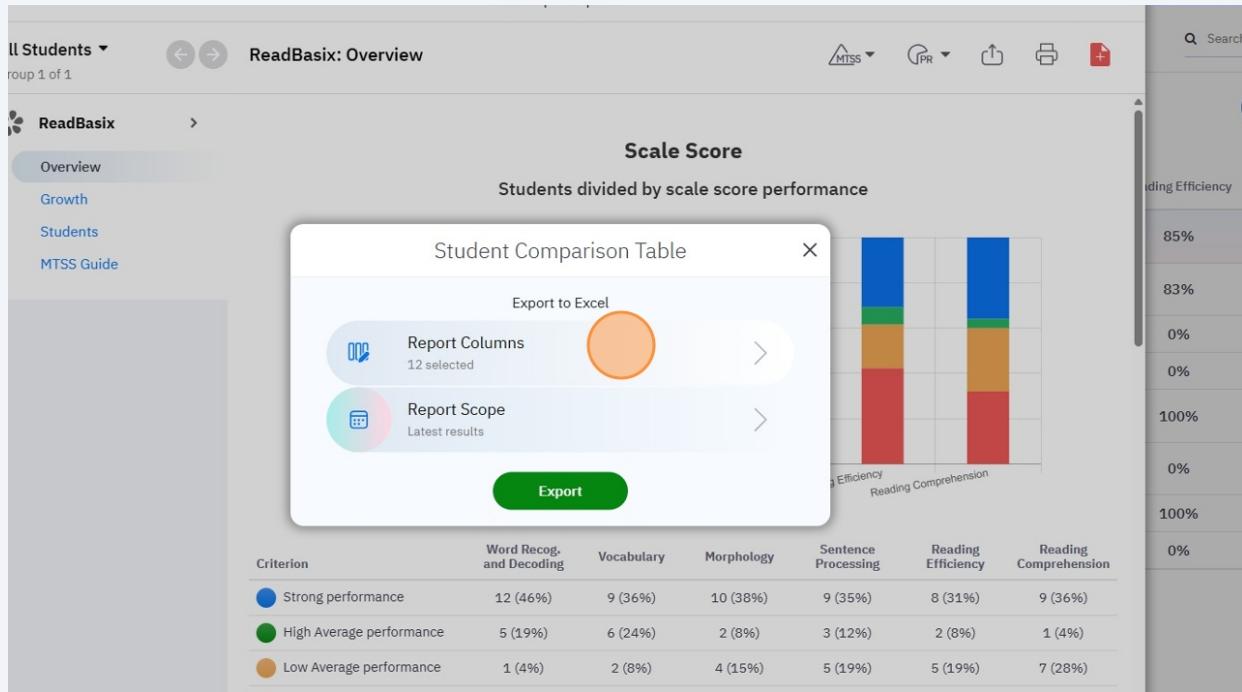
Include results with too few answers

Flatten report headers

Save

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

7 Click "Report Columns"



ReadBasix: Overview

Students

Group 1 of 1

ReadBasix

Overview

Growth

Students

MTSS Guide

Scale Score

Students divided by scale score performance

Student Comparison Table

Export to Excel

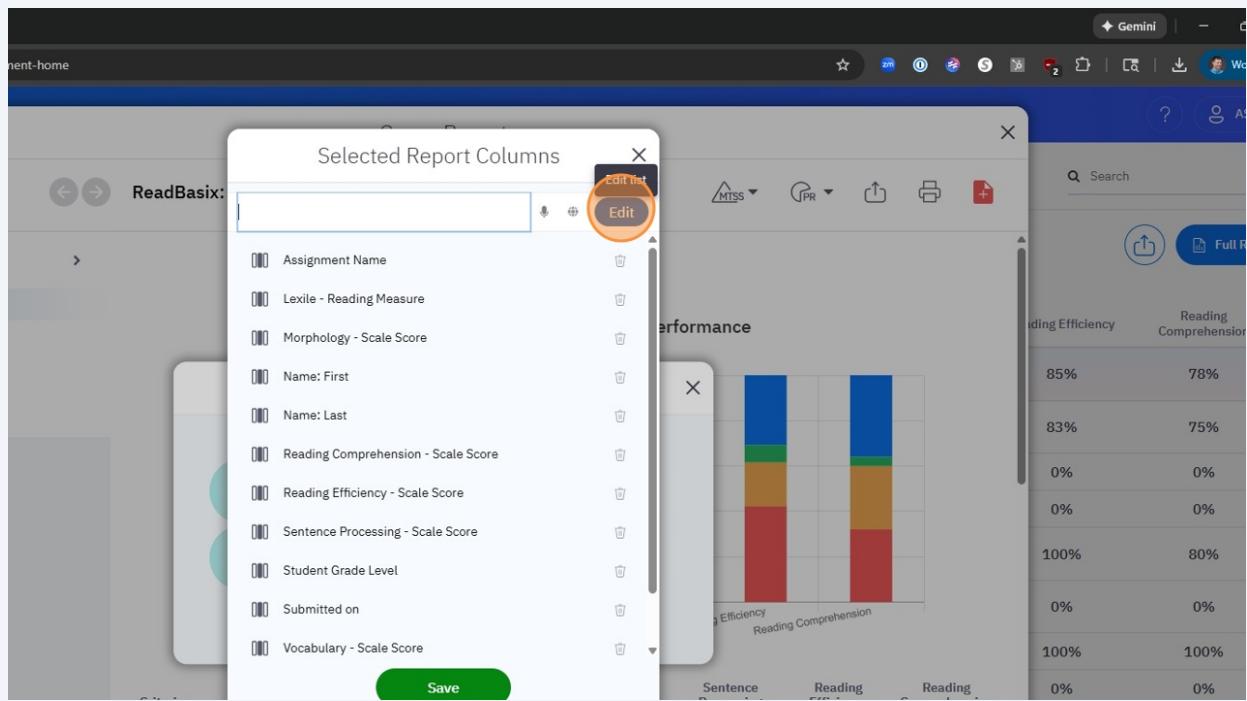
Report Columns 12 selected

Report Scope Latest results

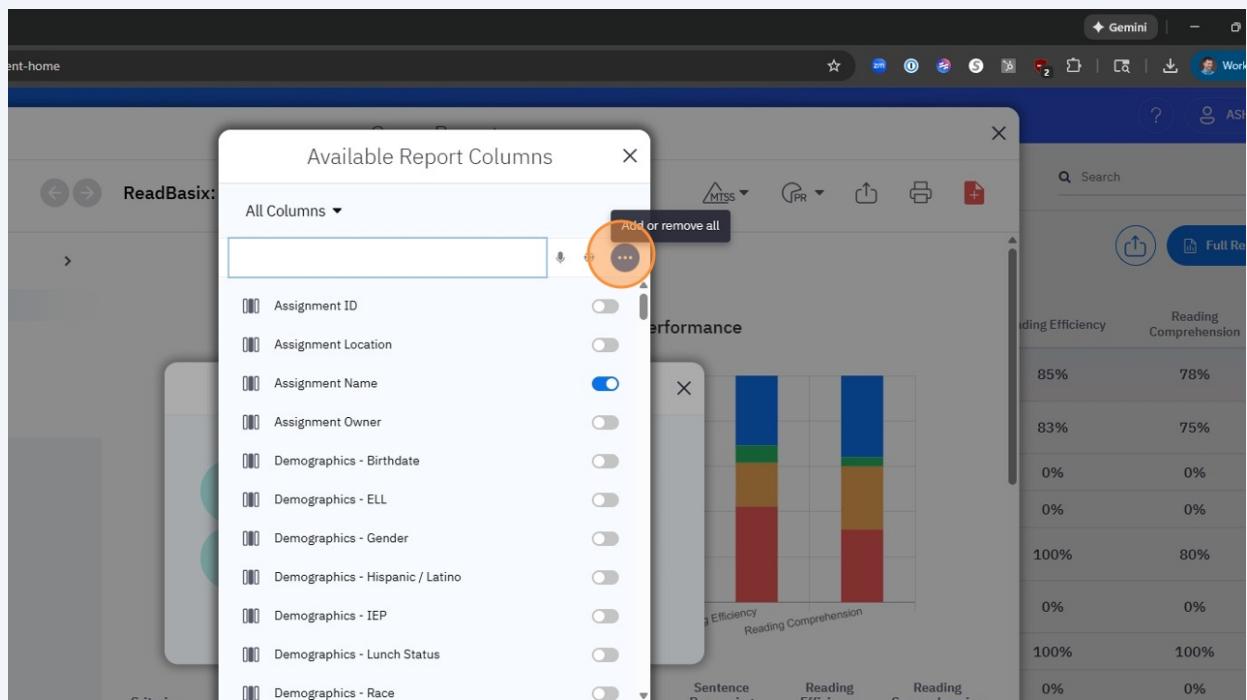
Export

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"

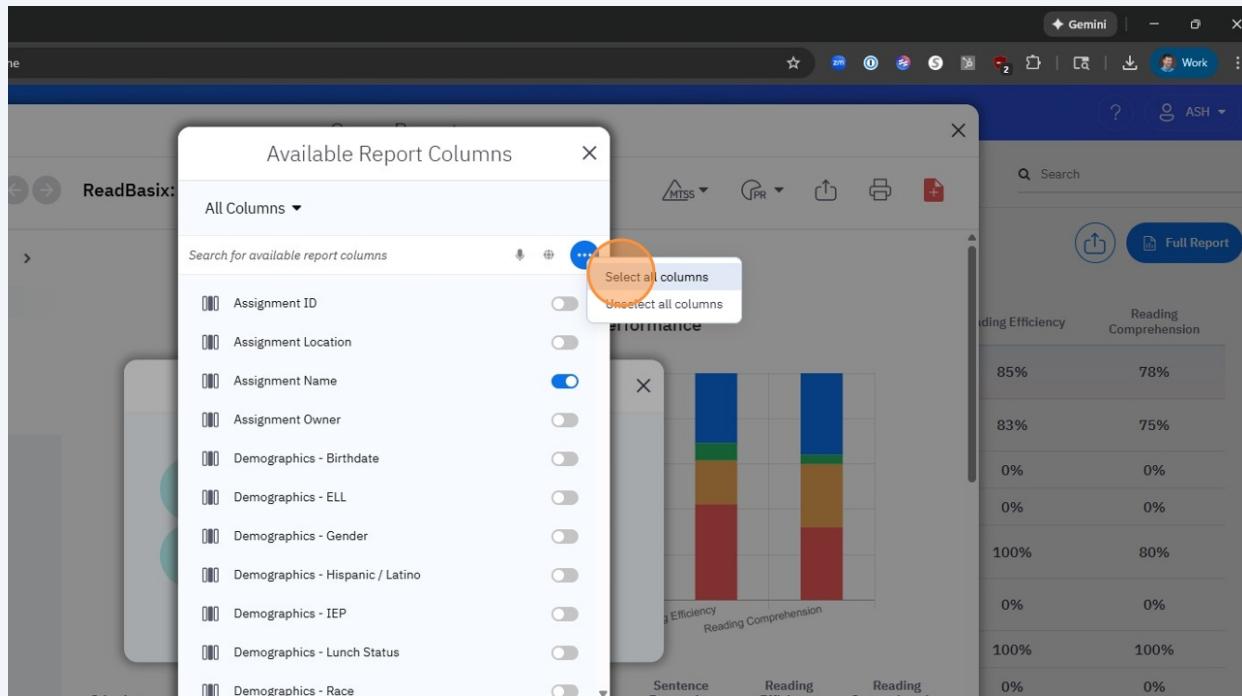


9 Click "..."



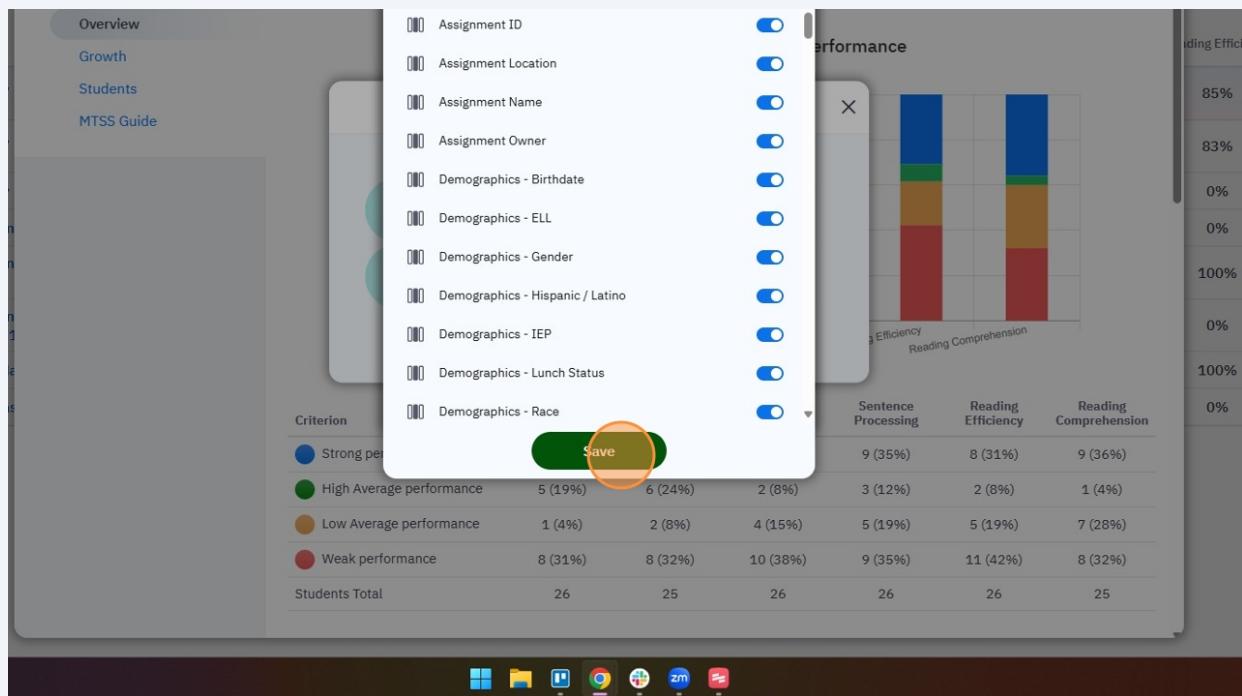
10

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.

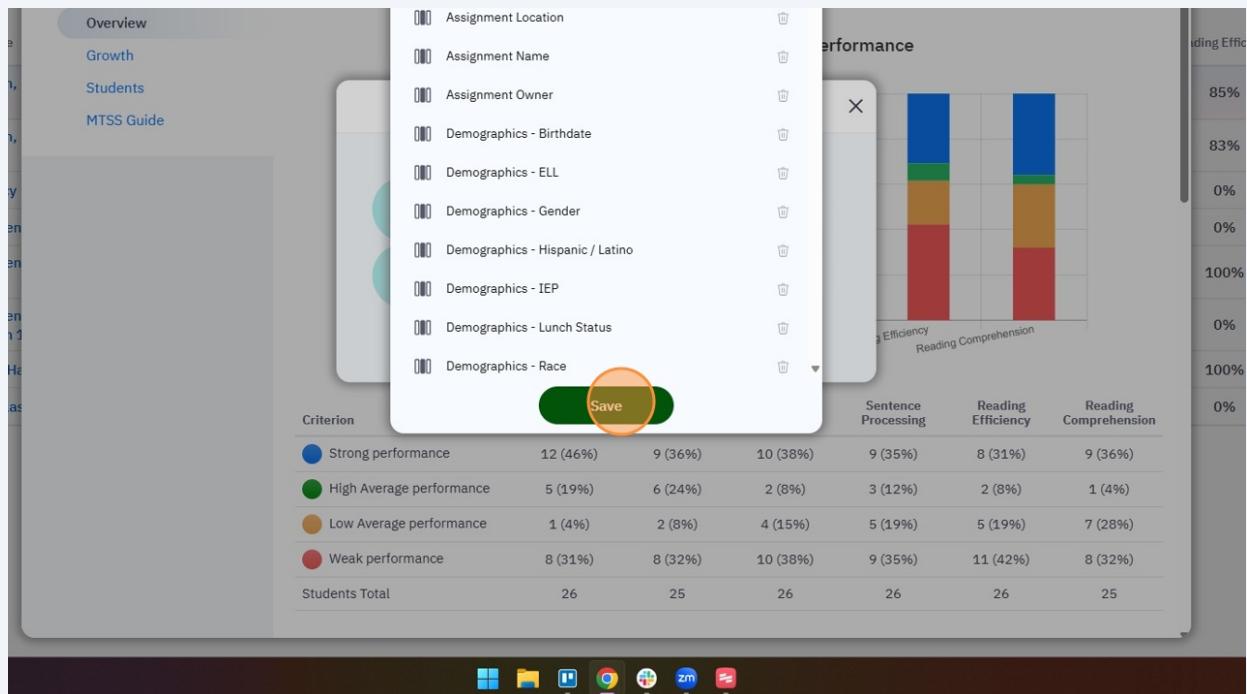


11

Click "Save"



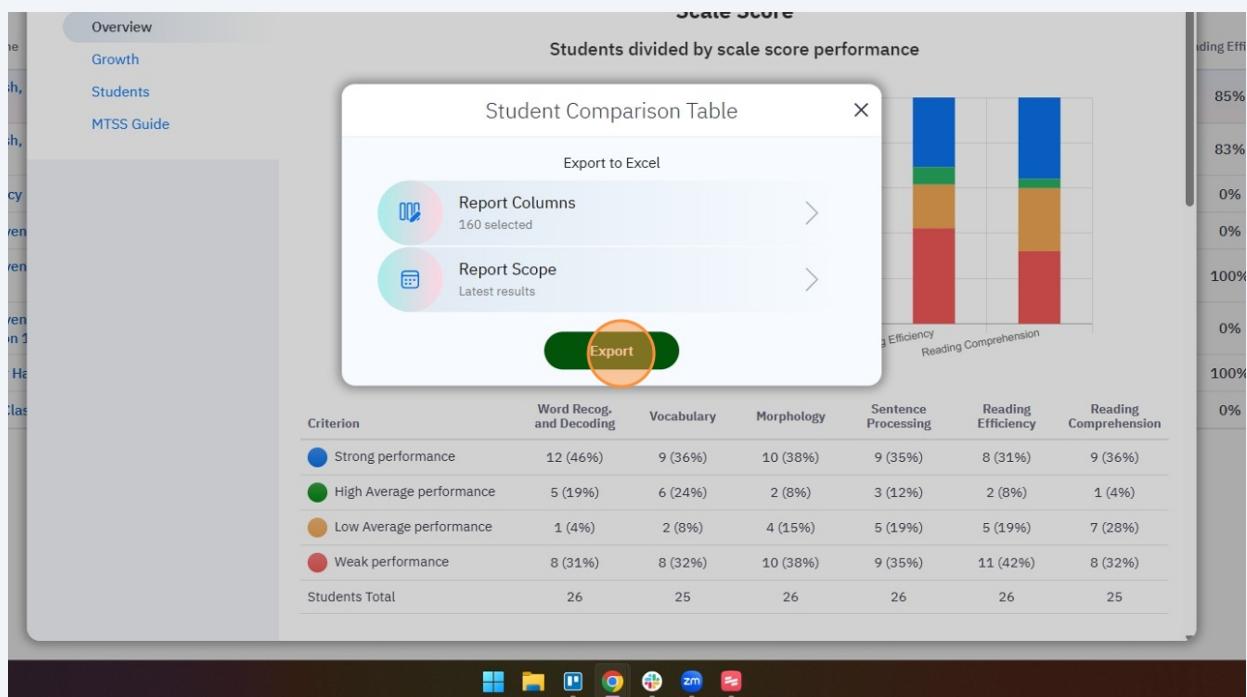
12 Click "Save" again to add those columns to the export.



The screenshot shows the Scribe interface with a list of columns on the left and a table of student performance data on the right. A modal window is open, showing a list of columns with a 'Save' button at the bottom, which is highlighted with an orange circle. The table includes columns for Assignment Location, Assignment Name, Assignment Owner, Demographics - Birthdate, Demographics - ELL, Demographics - Gender, Demographics - Hispanic / Latino, Demographics - IEP, Demographics - Lunch Status, and Demographics - Race. The table data is as follows:

Criterion		Sentence Processing	Reading Efficiency	Reading Comprehension
Strong performance	12 (46%)	9 (36%)	10 (38%)	9 (35%)
High Average performance	5 (19%)	6 (24%)	2 (8%)	3 (12%)
Low Average performance	1 (4%)	2 (8%)	4 (15%)	5 (19%)
Weak performance	8 (31%)	8 (32%)	10 (38%)	9 (35%)
Students Total	26	25	26	26

13 Click "Export"

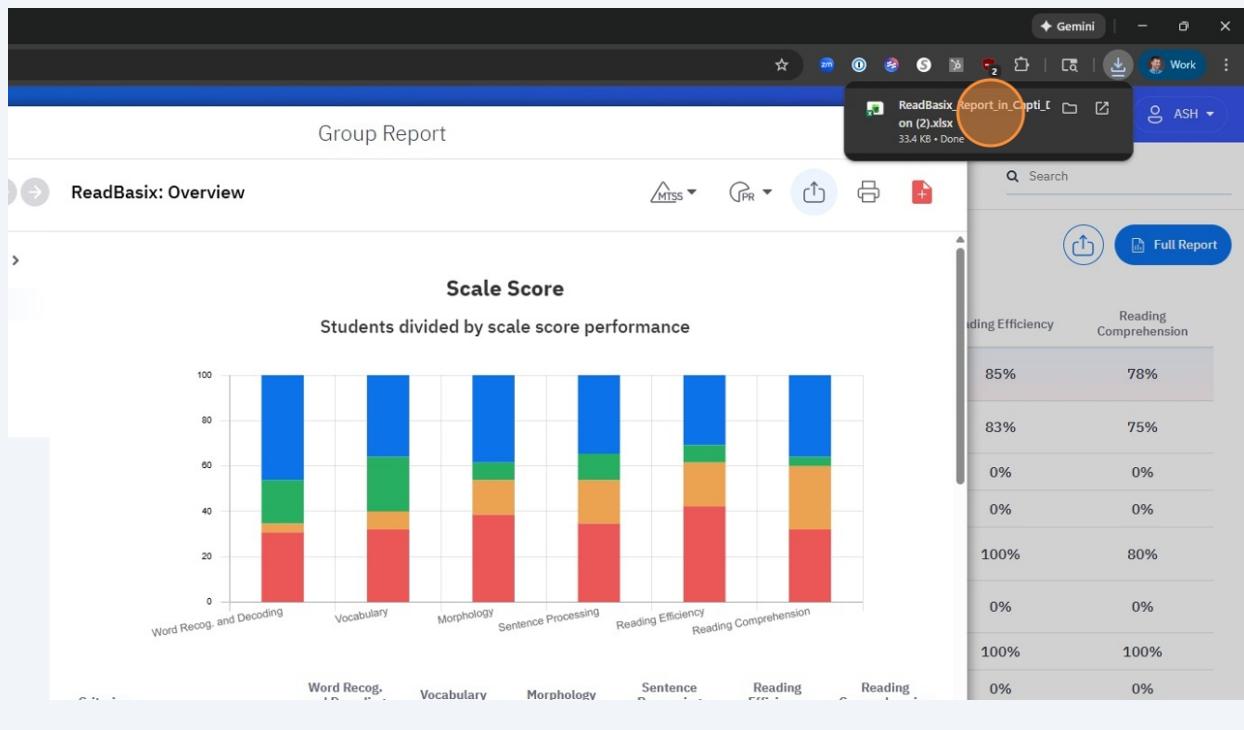


The screenshot shows the Scribe interface with a 'Student Comparison Table' modal window open. The 'Export' button at the bottom of the modal is highlighted with an orange circle. The modal also shows 'Report Columns' (160 selected) and 'Report Scope' (Latest results). The table data is identical to the previous screenshot:

Criterion		Sentence Processing	Reading Efficiency	Reading Comprehension
Strong performance	12 (46%)	9 (36%)	10 (38%)	9 (35%)
High Average performance	5 (19%)	6 (24%)	2 (8%)	3 (12%)
Low Average performance	1 (4%)	2 (8%)	4 (15%)	5 (19%)
Weak performance	8 (31%)	8 (32%)	10 (38%)	9 (35%)
Students Total	26	25	26	26

14

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



Group Report

ReadBasix: Overview

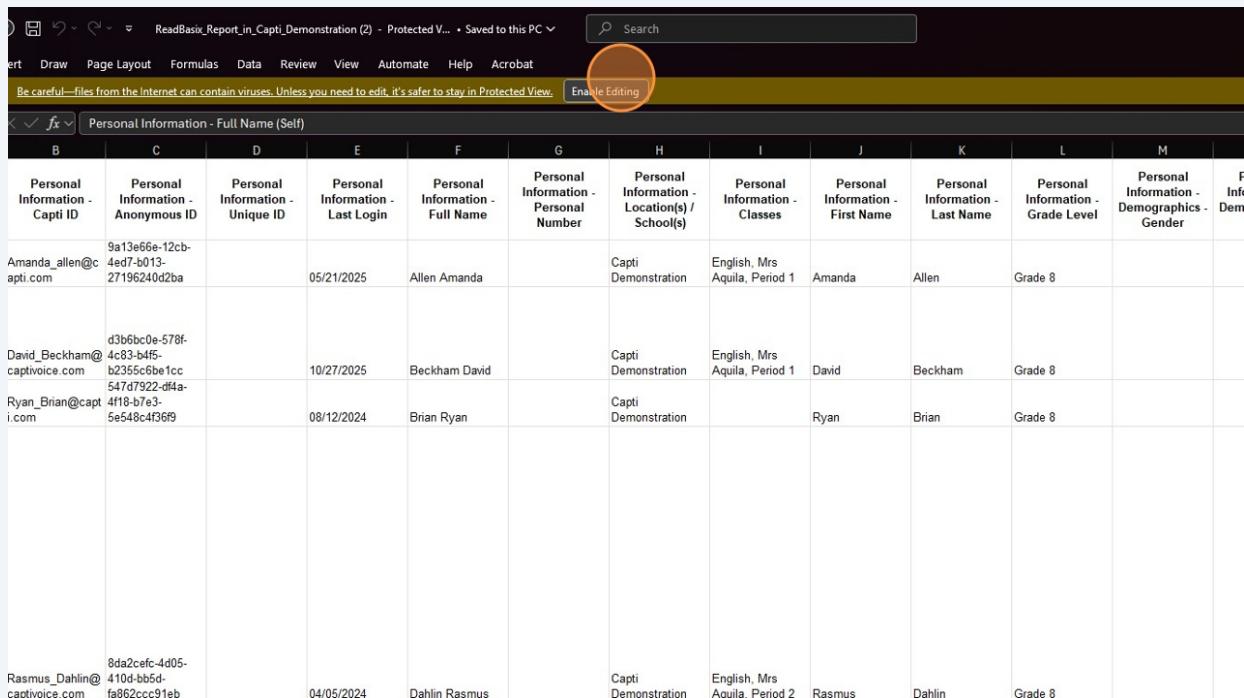
Scale Score

Students divided by scale score performance

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

15

Click "Enable Editing"

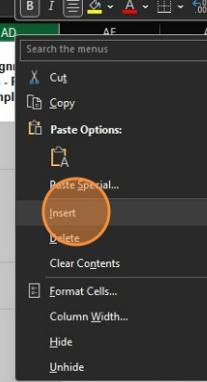


Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

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	Personal Dem
Amanda_allen@capti.com	9a13e66e-12cb-4ed7-b013-27196240d2ba		05/21/2025	Allen Amanda		Capti Demonstration	English, Mrs Aquila, Period 1	Amanda	Allen	Grade 8		
David_Beckham@captivoice.com	d3b6bc0e-578f-4c83-b4f5-b235fc5be1cc		10/27/2025	Beckham David		Capti Demonstration	English, Mrs Aquila, Period 1	David	Beckham	Grade 8		
Ryan_Brian@capti.com	547d7922-df4a-4f18-b7e3-5e548c4f36f9		08/12/2024	Brian Ryan		Capti Demonstration		Ryan	Brian	Grade 8		
Rasmus_Dahlin@captivoice.com	8da2cefc-4d05-410d-bb5d-fa862ccc91eb		04/05/2024	Dahlin Rasmus		Capti Demonstration	English, Mrs Aquila, 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.



Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
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											
Capti Demo and Training Account	Example ReadBasix, ReadB asix Test	003fc4ed-503b-4053-8e5c-5692c5d62892.e7e4539b-c818-41a9-beff-0c8565a60ae7	Ash, Brian	05/27/2025, 10/27/2025	100%	00:03:00, 00:04:00	Not Submitted				
Capti Demo and Training Account	Example A	76d65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00, 00:10:00	Done	Beckham, David	Standard Timing, Untimed	99	
Capti Demo and Training Account	Morphology, Read Ready 1, Reading Comprehension, R eading Efficiency, Senten ce Processing, Math, R&R	9ae58eb31ecf, 7478dd7a-4b8a-48ee-b25c-7d6654e65fb9, 8d94b686-edd1-4306-999a-1b8246b23147, cf66adec-3943-4cc0-9642-940e98f8573c, d2b0def4-22c0-4356-9f42-						Brian, Ryan	Untimed		
Capti Demo and Training Account								Dahlia, Recruit	Standard		

17

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



Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
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	Assignment Details - Time Accommodation
Capti Demo and Training Account											
Capti Demo and Training Account	Example ReadBasix, ReadB asix Test	003fc4ed-503b-4053-8e5c-5692c5d62892.e7e4539b-c818-41a9-beff-0c8565a60ae7	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	76d65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	Untimed	
Capti Demo and Training Account	Morphology, Read Ready 1, Reading Comprehension, R eading Efficiency, Senten ce Processing, Math, R&R	9ae58eb31ecf, 7478dd7a-4b8a-48ee-b25c-7d6654e65fb9, 8d94b686-edd1-4306-999a-1b8246b23147, cf66adec-3943-4cc0-9f42-									

18

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

19

[Click here](#)

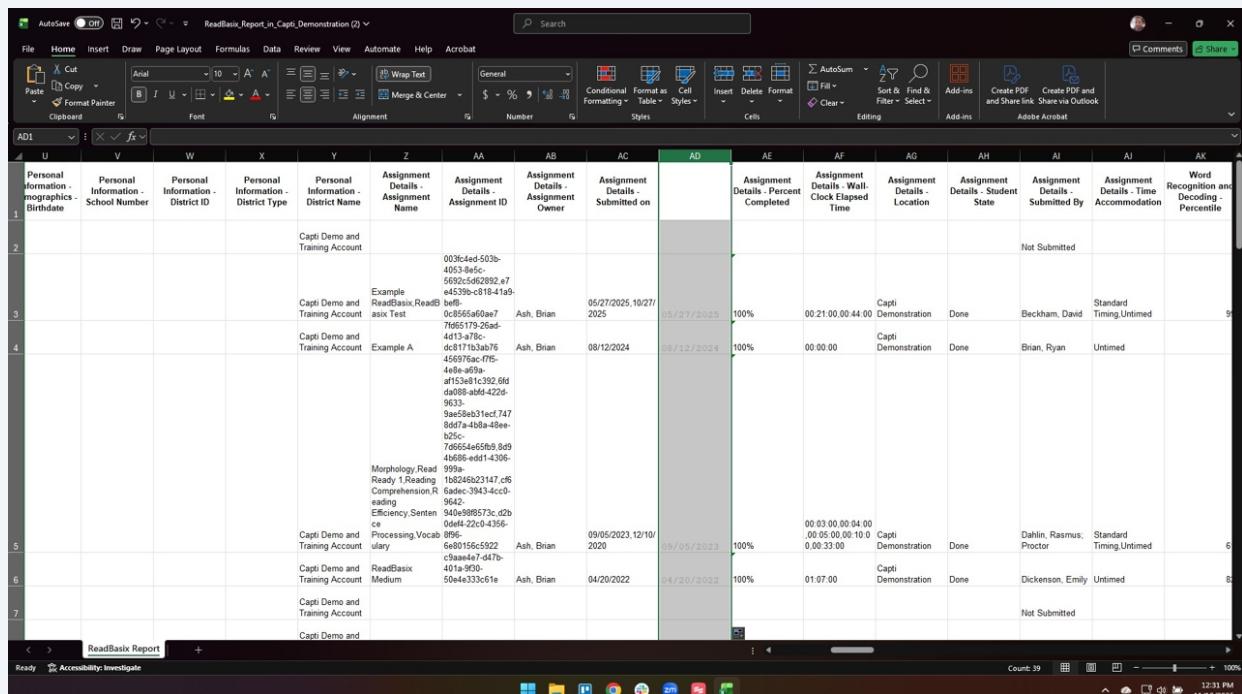
20 Drag the formula to the end of your sheet.

The screenshot shows a Microsoft Excel spreadsheet titled "ReadBasix_Report_in_Capti_Demonstration (2)". The formula `=LEFT(AC2, FIND(":", AC28, 1)-1)` is being copied from cell AC2 to the entire column AD. The formula is intended to extract the first part of the string in column AC. The data in column AC contains various assignment details, and the results in column AD show the extracted strings. The Excel ribbon is visible at the top, and the status bar at the bottom shows the date and time as 12:31 PM on 11/19/2025.

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

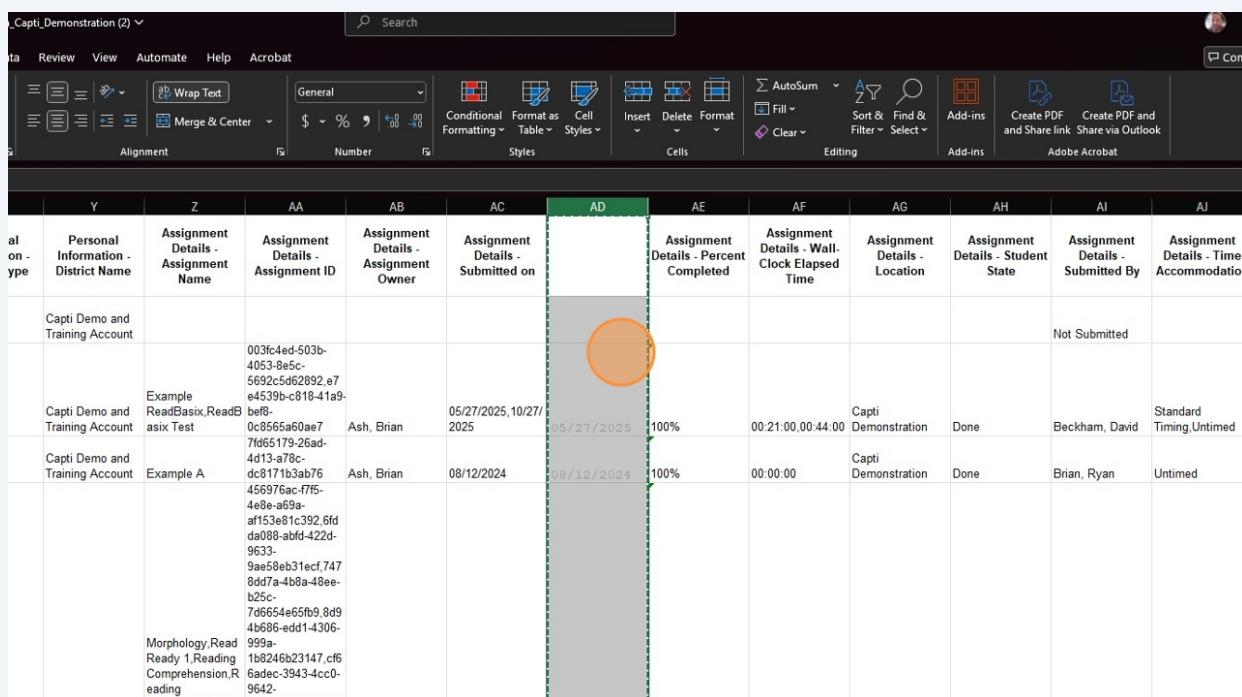
The screenshot shows the same Microsoft Excel spreadsheet. The column AD, which contains the formula, is now highlighted with a yellow selection bar. A red circle is drawn around the header cell "AD" to indicate the selected column. The data in columns AC and AD is identical, showing the extracted strings from the assignment details. The Excel ribbon is visible at the top, and the status bar at the bottom shows the date and time as 12:31 PM on 11/19/2025.

22 Press Ctrl + C



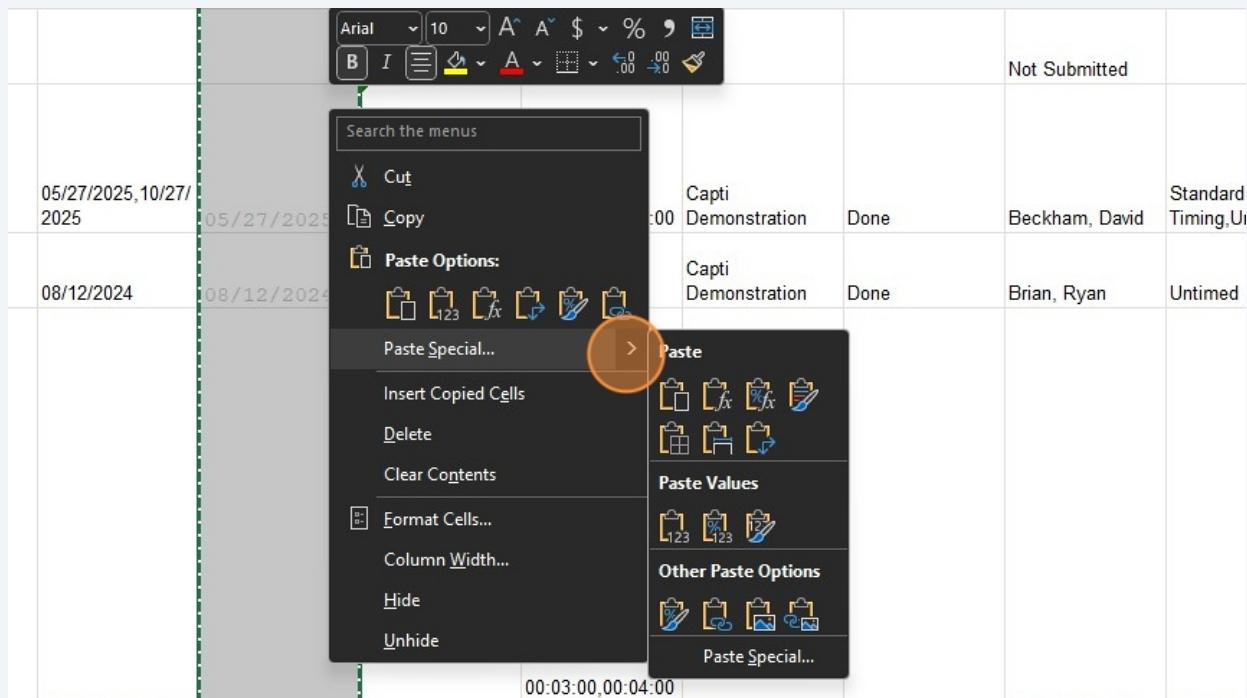
Screenshot of Microsoft Excel showing a table of assignment details. The table includes columns for Personal Information, Assignment Details, and various status and time columns. Row 4 is selected, and the status cell contains 'Capti Demonstration'.

23 Right click here

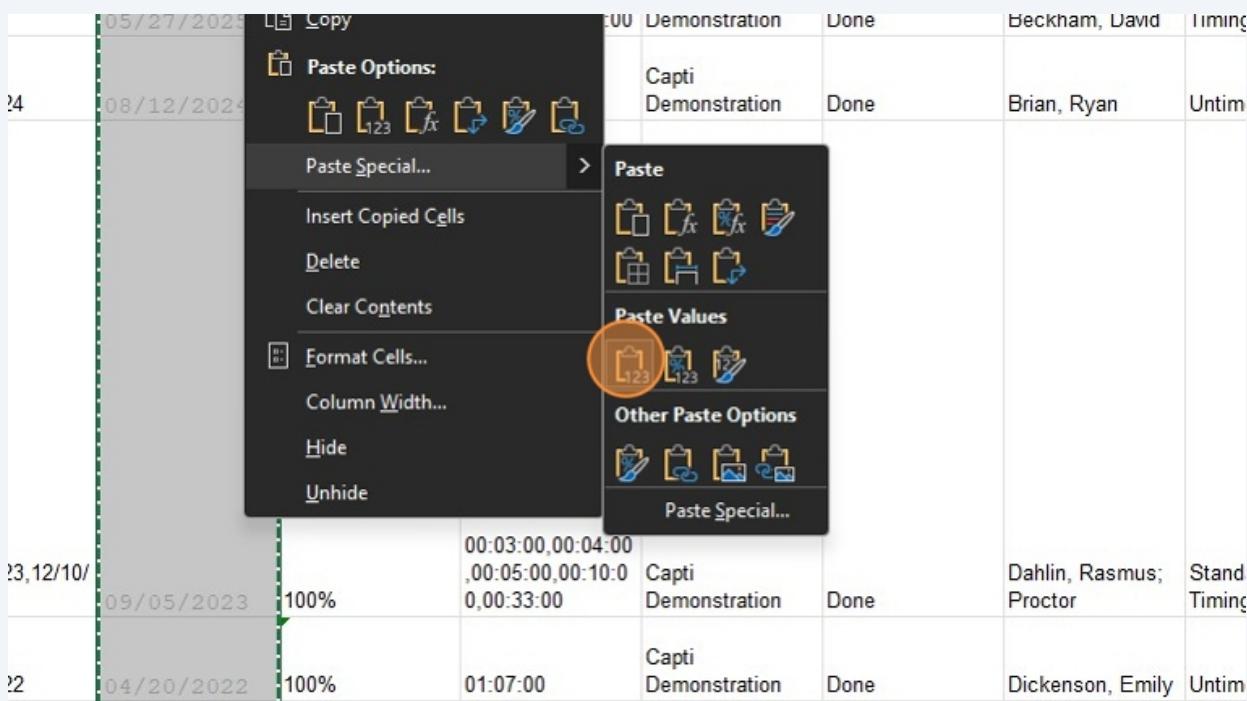


Screenshot of Microsoft Excel showing the same table as above, but with a right-click context menu open over the 'Capti Demonstration' cell in row 4. The menu options are visible on the right side of the screen.

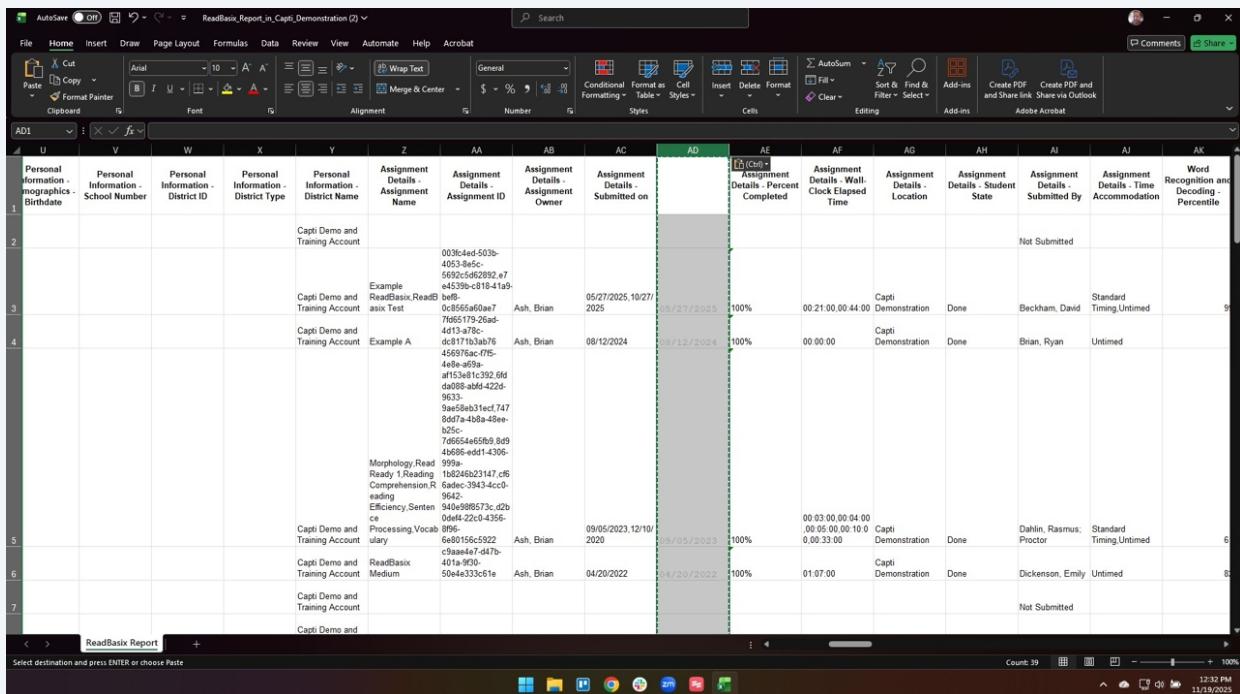
24 Click "Paste Special"



25 Click "Paste Values"

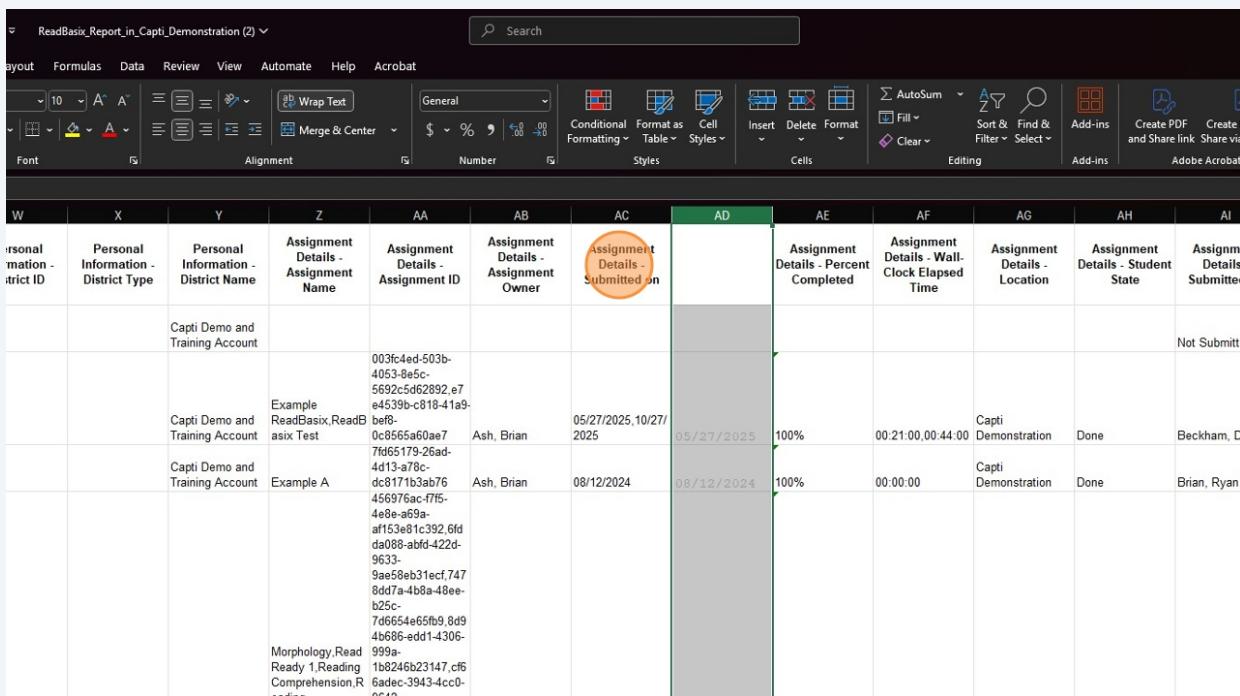


26 Press "Enter"



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	Assignment Details - Decoding Percentile
		Capti Demo and Training Account		003fc4ed-503b-4053-8e6c-5692c5d62892.e7									Not Submitted
		Capti Demo and Training Account	Example ReadBasisx.ReadBasisx Test	0c8565a60ae7	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	7f665179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	Untimed	
				456976ac-7f5f-4e8e-a69a-af153e91c392.6fd									
		Capti Demo and Training Account	Morphology.Read Ready 1.Reading Comprehension.R eading Efficiency.Senten	da088-abfd-422d-9633-9ae58eb31cef,747									
		Capti Demo and Training Account	Processing.Vocabu	8d87a4b8a-49ee-b25c-7d6654e65fb9.8d9									
		Capti Demo and Training Account	ReadBasisx Medium	504e4333c51e	Ash, Brian	04/20/2022	100%	01:07:00	Capti Demonstration	Done	Dickenson, Emily	Untimed	
		Capti Demo and											Not Submitted

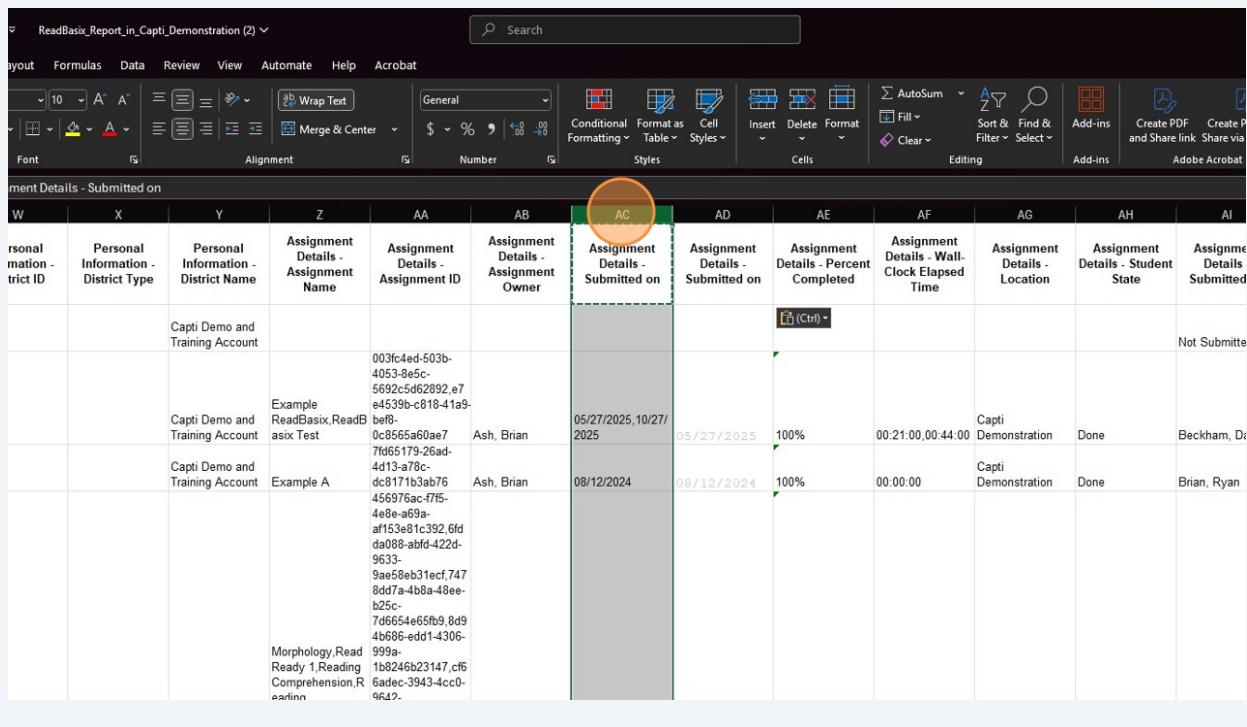
27 Copy the name of the column with duplicate dates and paste it in the new column.



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 By	Assignment Details - Time Submitted
		Capti Demo and Training Account										
		Capti Demo and Training Account	Example ReadBasisx.ReadBasisx Test	0c8565a60ae7	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	7f665179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	
				456976ac-7f5f-4e8e-a69a-af153e91c392.6fd								
		Capti Demo and Training Account	Morphology.Read Ready 1.Reading Comprehension.R eading Efficiency.Senten	da088-abfd-422d-9633-9ae58eb31cef,747								
		Capti Demo and Training Account	Processing.Vocabu	8d87a4b8a-49ee-b25c-7d6654e65fb9.8d9								
		Capti Demo and Training Account	ReadBasisx Medium	504e4333c51e	Ash, Brian	04/20/2022	100%	01:07:00	Capti Demonstration	Done	Dickenson, Emily	Untimed
		Capti Demo and										Not Submitted

28

Right click here to delete the column with duplicate values.

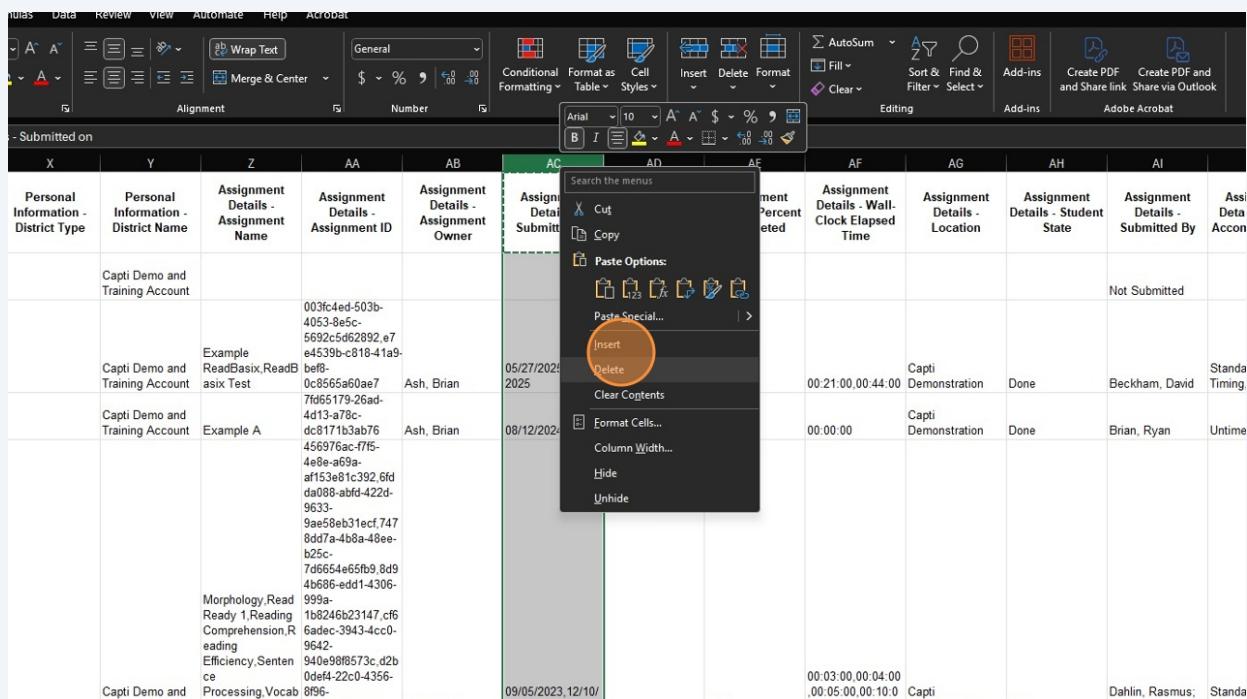


A screenshot of a Microsoft Excel spreadsheet titled "ReadBasic_Report_in_Capti_Demonstration (2)". The table has columns labeled W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, and AI. The column labeled "Assignment Details - Submitted on" (AC) is highlighted with a dashed border and has a yellow circle with an orange border around its header cell. The data in the table includes various assignment details and student information.

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-c818-41a9-9ae56eb31ecf.747	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, ReadBasis Test		0c8565a60ae77fd65179-26ad-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-ff75-4e8e-a69a-af153e81c392.6d da088-abfd-422d-9633-9ae56eb31ecf.747	Ash, Brian	08/12/2024	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan
				7dd7a-4b8a-48ee-b25c-7d6654e65fb9.8d9 4b686-edd1-4306-999a-1b8246b23147.cf6								
				6a6ec-3943-4cc0-9642-940e980b573c.d2b 0de4-22c0-4356-8956								

29

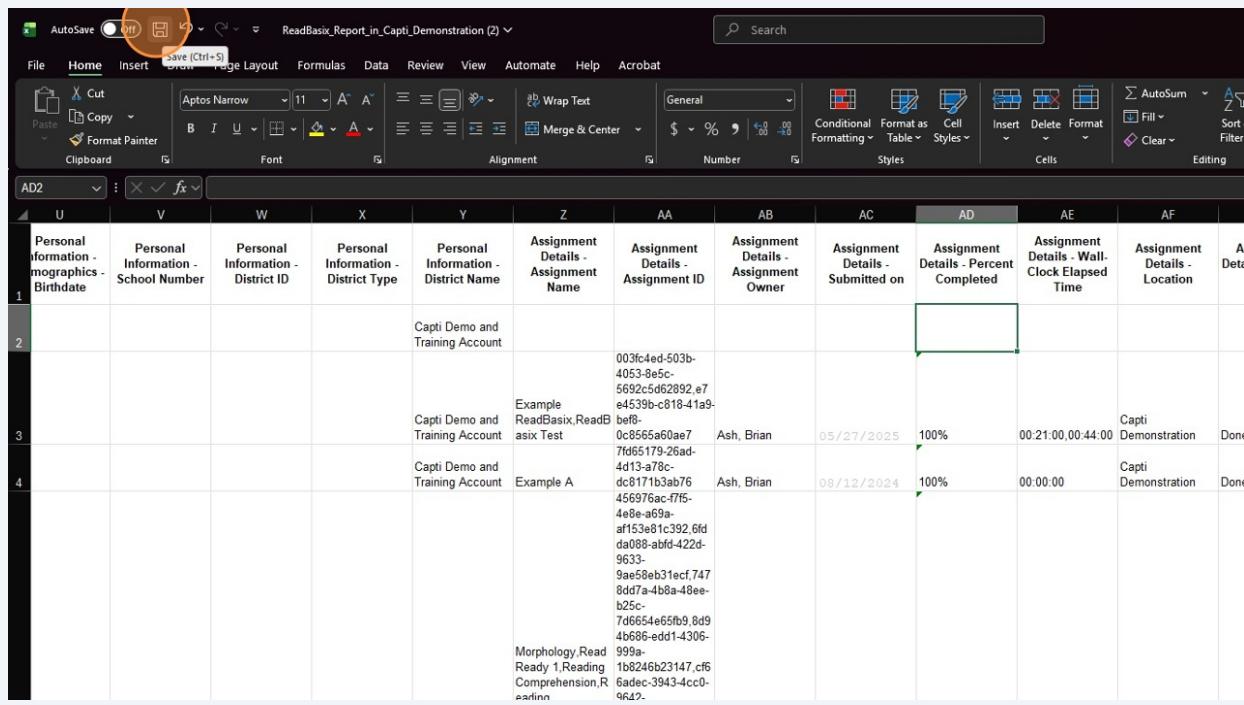
Click "Delete"



A screenshot of the same Microsoft Excel spreadsheet. A context menu is open over the header cell of the "Assignment Details - Submitted on" column (AC). The menu includes options like Cut, Copy, Paste Options, Insert, Delete, Clear Contents, Format Cells, Column Width..., Hide, and Unhide. The "Delete" option is highlighted with a yellow circle with an orange border. The data in the table remains the same as in the previous screenshot.

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 By	Assignment Details - Accon
	Capti Demo and Training Account		003fc4ed-503b-4053-8e5c-5692c5d62892.e7e4539b-c818-41a9-9ae56eb31ecf.747	Ash, Brian	05/27/2025,10/27/2025	05/27/2025	100%	00:21:00,00:44:00	Capti Demonstration	Done	Beckham, David	Standar
	Capti Demo and Training Account	Example ReadBasix, ReadBasis Test	0c8565a60ae77fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	Untime
	Capti Demo and Training Account	Example A	456976ac-ff75-4e8e-a69a-af153e81c392.6d da088-abfd-422d-9633-9ae56eb31ecf.747	Ash, Brian	08/12/2024	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	Untime
			7dd7a-4b8a-48ee-b25c-7d6654e65fb9.8d9 4b686-edd1-4306-999a-1b8246b23147.cf6									
			6a6ec-3943-4cc0-9642-940e980b573c.d2b 0de4-22c0-4356-8956									

30 Click "Save" to save the file and upload it into EduClimber.



The screenshot shows a Microsoft Excel spreadsheet titled "ReadBasic_Report_in_Capti_Demonstration (2)". The ribbon is visible at the top, showing tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Help, and Acrobat. The "Save (Ctrl+S)" button is highlighted with a red circle. The table below has columns labeled U through AF. The first few rows contain personal information and assignment details. Row 3 shows an example assignment with a long GUID string in the Assignment Details - Assignment ID column. Row 4 shows another assignment with a different GUID string.

U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AI	
Personal Information - Demographics - 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 - Data	
1													
2				Capti Demo and Training Account									
3				Capti Demo and Training Account	Example ReadBasic, ReadBasic Test	003fc4ed-503b-4053-8e5c-5692c5d62892.e7e4539b-c818-41a9-be08-0c8565a60aa7	Ash, Brian	05/27/2025	100%	00:21:00,00:44:00	Capti Demonstration	Done	
4				Capti Demo and Training Account	Example A	7fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	
						456976ac-f7f5-4e8e-a69a-af153e81c392.fdfda088-abfd-422d-9633-9ae50eb31ecf.7478dd7a-4b6a-48ee-b25c-7d6654e65fb9.8d94666-edd1-4306-99fa-188246b23147.cf66adec-3943-4cc0-9642-							