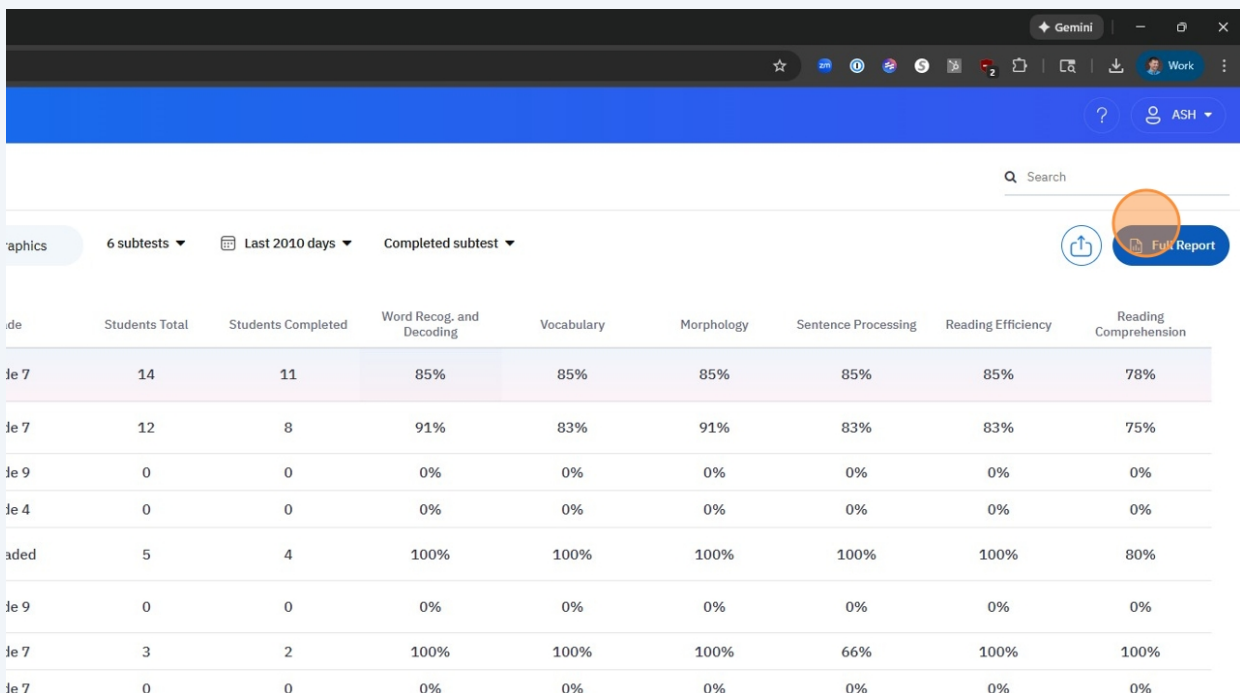


How to Prepare the Capti ReadBasix Export for EduClimber

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

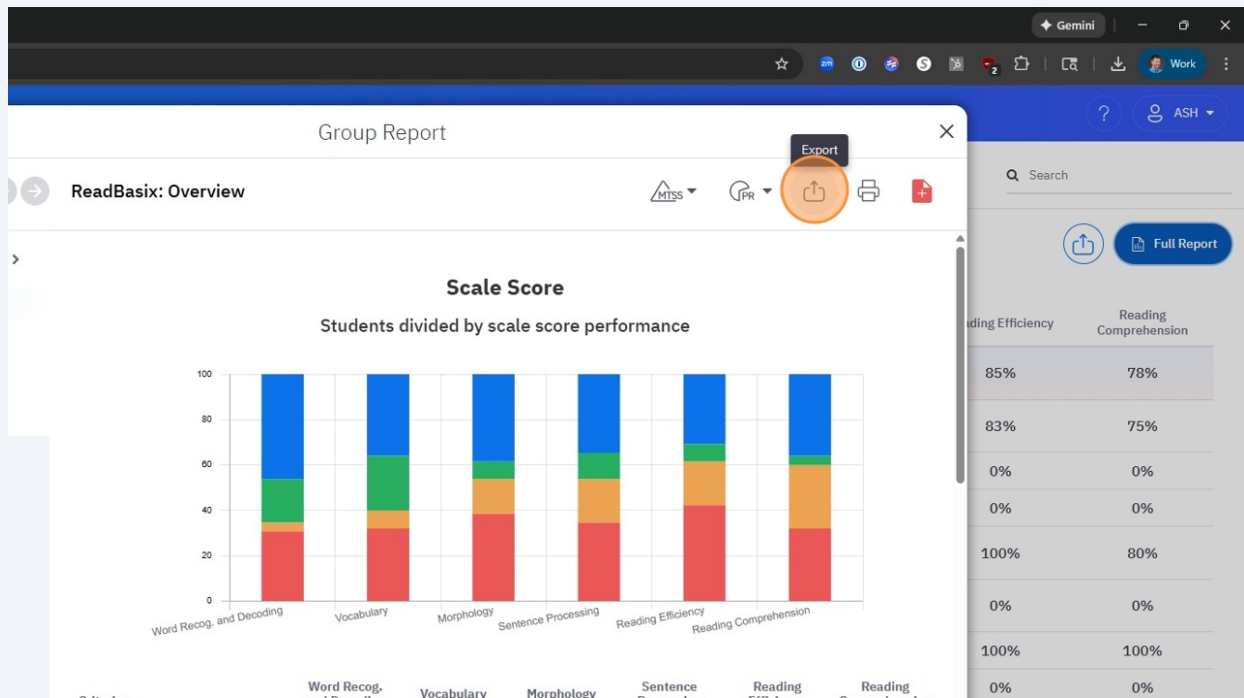
1 Click "Full Report" or the report you wish to export.



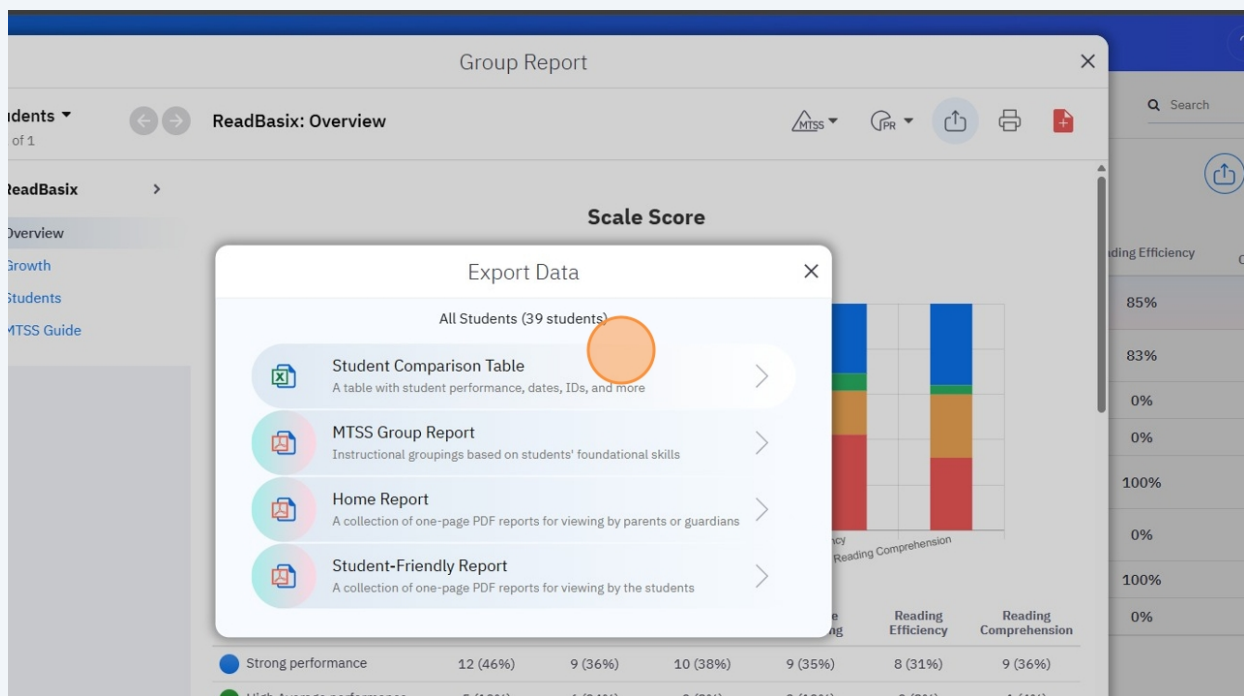
The screenshot shows the Capti ReadBasix interface. At the top, there's a search bar and a user profile for 'ASH'. Below the search bar, there are filters for '6 subtests', 'Last 2010 days', and 'Completed subtest'. A table displays student performance data across various subtests. The 'Full Report' button is highlighted with an orange circle.

Student	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"



4 Click "Report Scope"

The screenshot shows the ReadBasix Scale Score report interface. A modal window titled "Student Comparison Table" is open, displaying the "Report Scope" dialog. The dialog has two sections: "Report Columns" (12 selected) and "Report Scope" (Latest results). An "Export" button is at the bottom. In the background, a table titled "Students divided by scale score performance" is visible.

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. A modal window titled "Report Scope" is open, displaying the "Report Scope" dialog. The dialog has four radio button options: "Latest results" (selected), "Benchmark", "All results", and "All in date range". Below these are "From" and "To" date fields. There are two checkboxes: "Include results with too few answers" and "Flatten report headers" (which is selected and highlighted with an orange circle). A "Save" button is at the bottom. In the background, a table titled "Students divided by scale score performance" is visible.

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	26

6 Click "Save"

The screenshot shows the ReadBasix interface with a modal window open. The modal window has the following options:

- ☒ 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 ⓘ

The 'Save' button is highlighted with an orange circle. The background shows a table with criteria and performance data.

Criterion	Strong performance	High Average performance	Low Average performance	Weak performance
Students Total	26	25	26	25

7 Click "Report Columns"

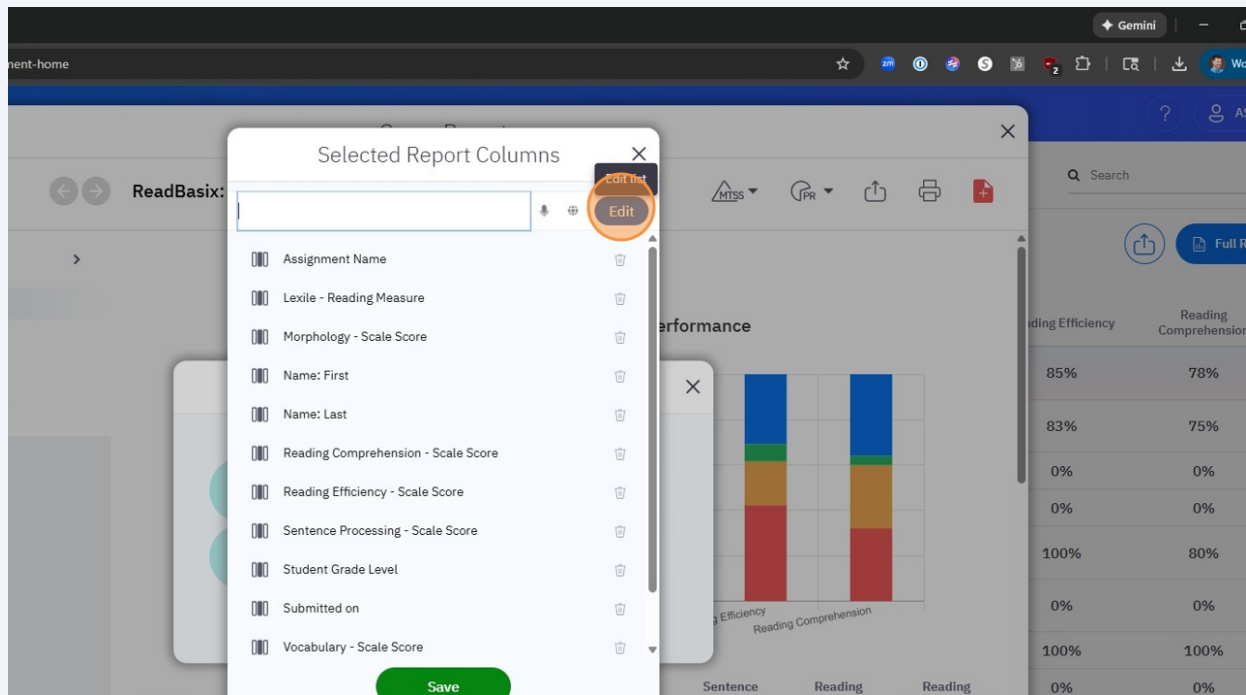
The screenshot shows the ReadBasix interface with a modal window open. The modal window has the following options:

- Export to Excel
- ☒ Report Columns
12 selected
- ☐ Report Scope
Latest results

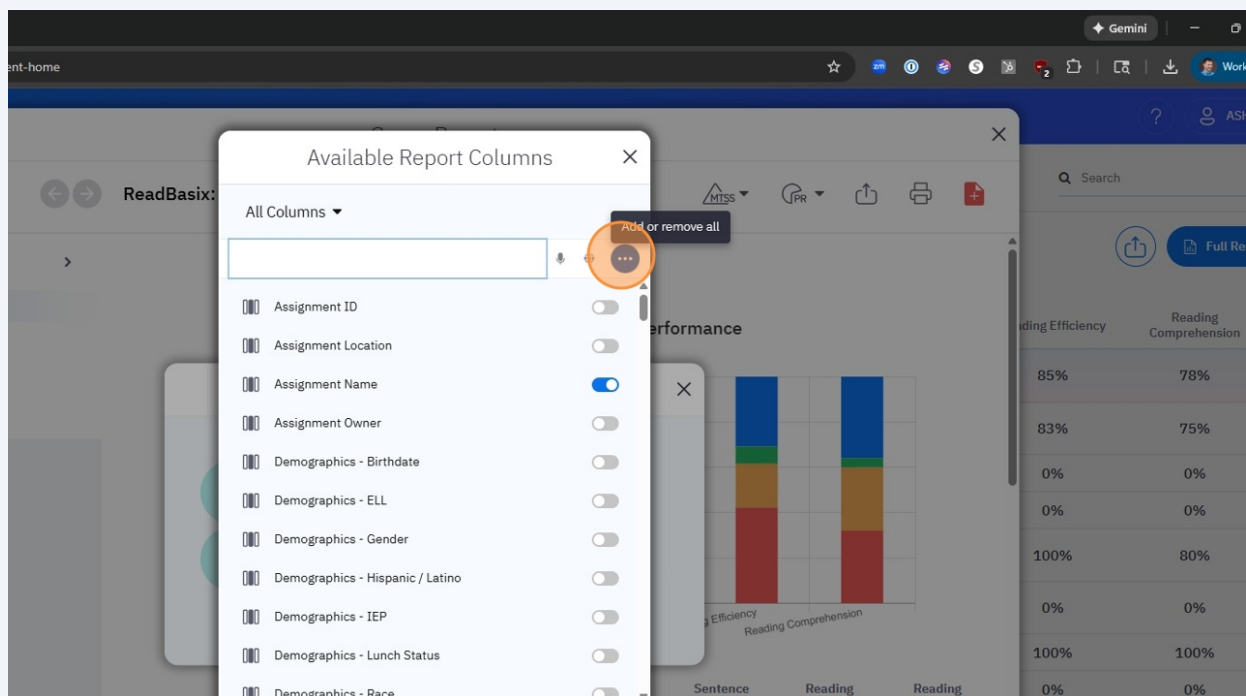
The 'Report Columns' button is highlighted with an orange circle. The background shows a table with criteria and performance data.

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"

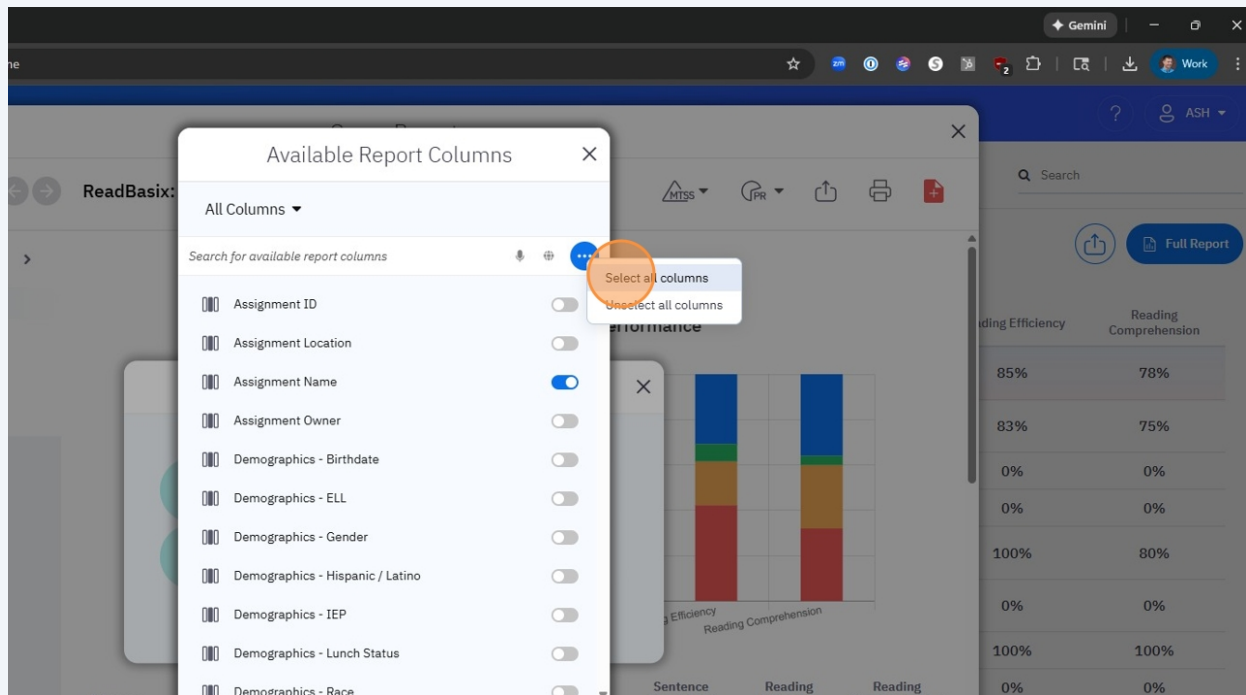


9 Click "..."



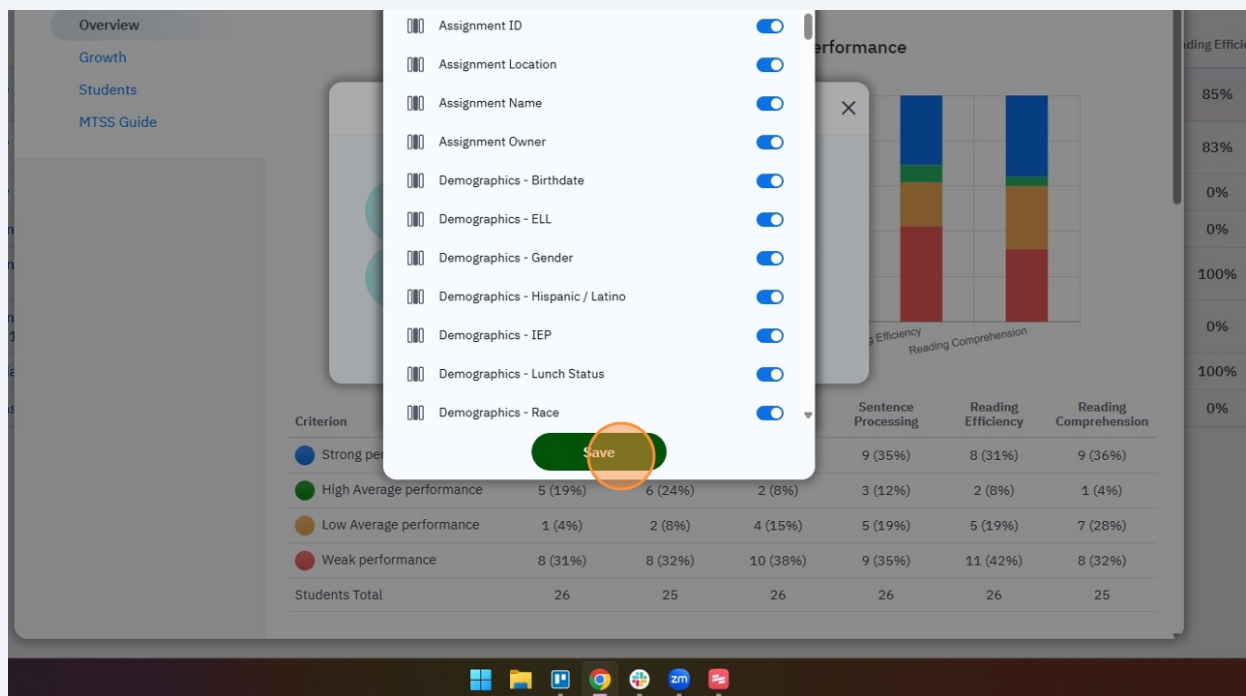
10

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, displaying a list of columns to be saved: Assignment Location, Assignment Name, Assignment Owner, Demographics - Birthdate, Demographics - ELL, Demographics - Gender, Demographics - Hispanic / Latino, Demographics - IEP, Demographics - Lunch Status, and Demographics - Race. Each column has a trash icon to its right. At the bottom of the modal is a green 'Save' button, which is highlighted with an orange circle. In the background, a table titled 'Students divided by scale score performance' is visible, showing data for four performance levels across seven criteria. To the right of the table is a stacked bar chart showing the distribution of students across performance levels for each criterion.

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

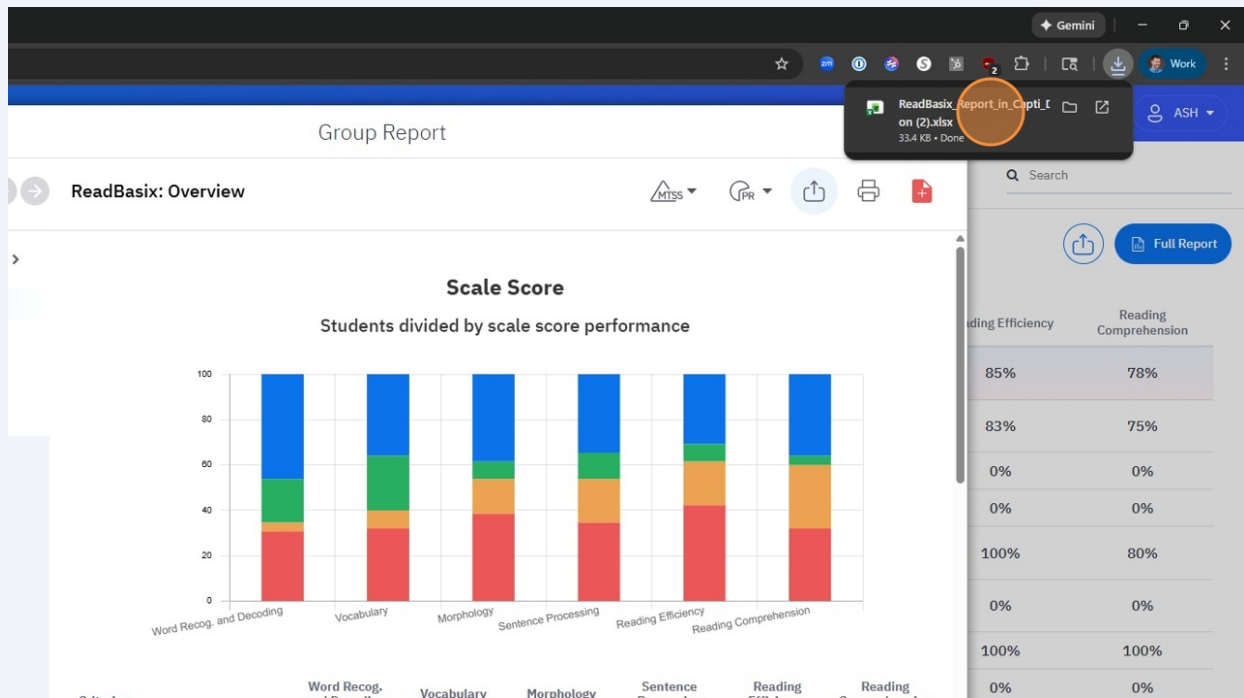
13 Click "Export"

The screenshot shows the same software interface as before. A modal window titled 'Student Comparison Table' is open, displaying 'Export to Excel' options. It shows 'Report Columns' with '160 selected' and 'Report Scope' with 'Latest results'. At the bottom of the modal is a green 'Export' button, highlighted with an orange circle. The background table and chart are the same as in the previous screenshot.

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.



15

Click "Enable Editing"

ReadBasix_Report_in_Capti_Demonstration (2) - Protected View - Saved to this PC

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 Information - Demographics - Other
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-b2355c6be1cc		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	8da2cfc-4d05-4104-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.

The screenshot shows the Excel ribbon with the 'Insert' tab selected. The 'Insert' menu is open, and the 'Insert' option is highlighted with an orange circle. The background shows a table with columns Y through AJ. Column AD is highlighted in green, and the 'Insert' menu is open over it.

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 - Submitted on						
Capti Demo and Training Account		0036c4ed-503b-4053-9e5c-5692c5d62892.e7e4539b-c818-41a9-bef8-0c8565a60ae7	Ash, Brian	05/27/2025, 10/27/2025	100%				Not Submitted		
Capti Demo and Training Account	Example ReadBasix, ReadBasix Test	7fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%				Beckham, David	Standard Timing, Untimed	99
Capti Demo and Training Account	Example A	dc8171b3ab76456976ac-47f5-4e8e-a69a-af153e81c392.6fd	Ash, Brian	08/12/2024	100%				Brian, Ryan	Untimed	

17

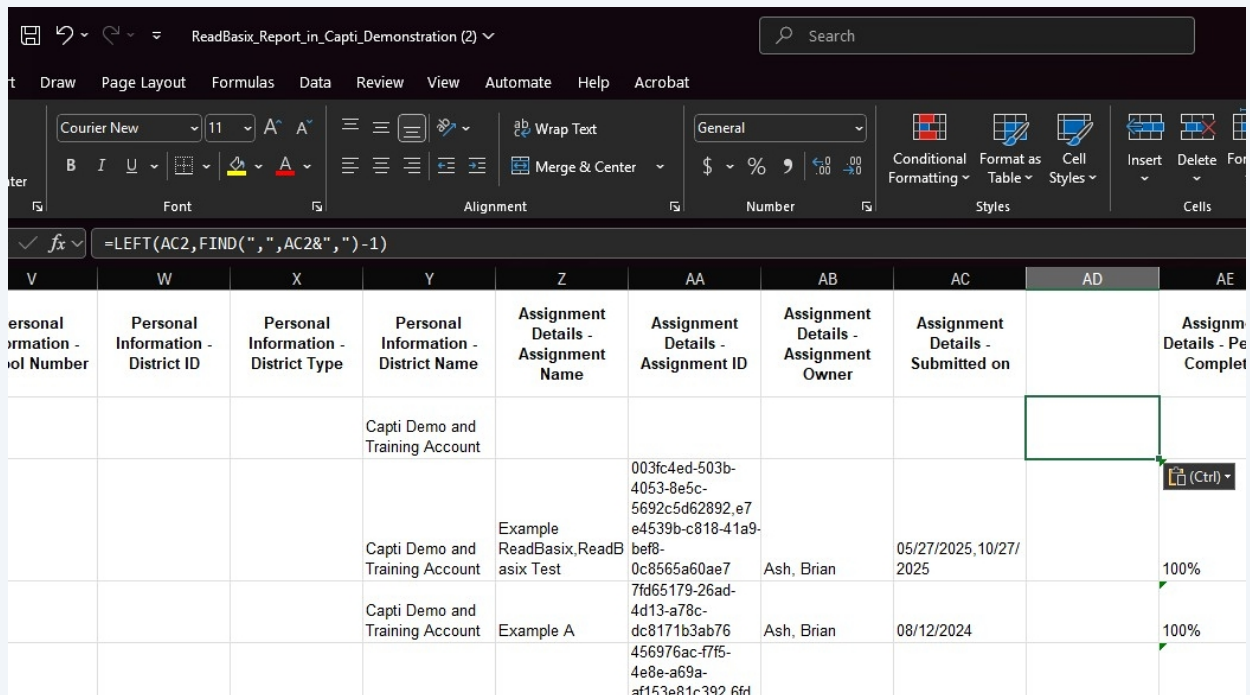
Click on cell AD2 (or the first row with data, not the header).

The screenshot shows the Excel ribbon with the 'Insert' tab selected. The 'Insert' menu is open, and the 'Insert' option is highlighted with an orange circle. The background shows a table with columns Y through AJ. Column AD is highlighted in green, and the 'Insert' menu is open over it.

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 - 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		0036c4ed-503b-4053-9e5c-5692c5d62892.e7e4539b-c818-41a9-bef8-0c8565a60ae7	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 ReadBasix, ReadBasix Test	7fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	Untimed	

18

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

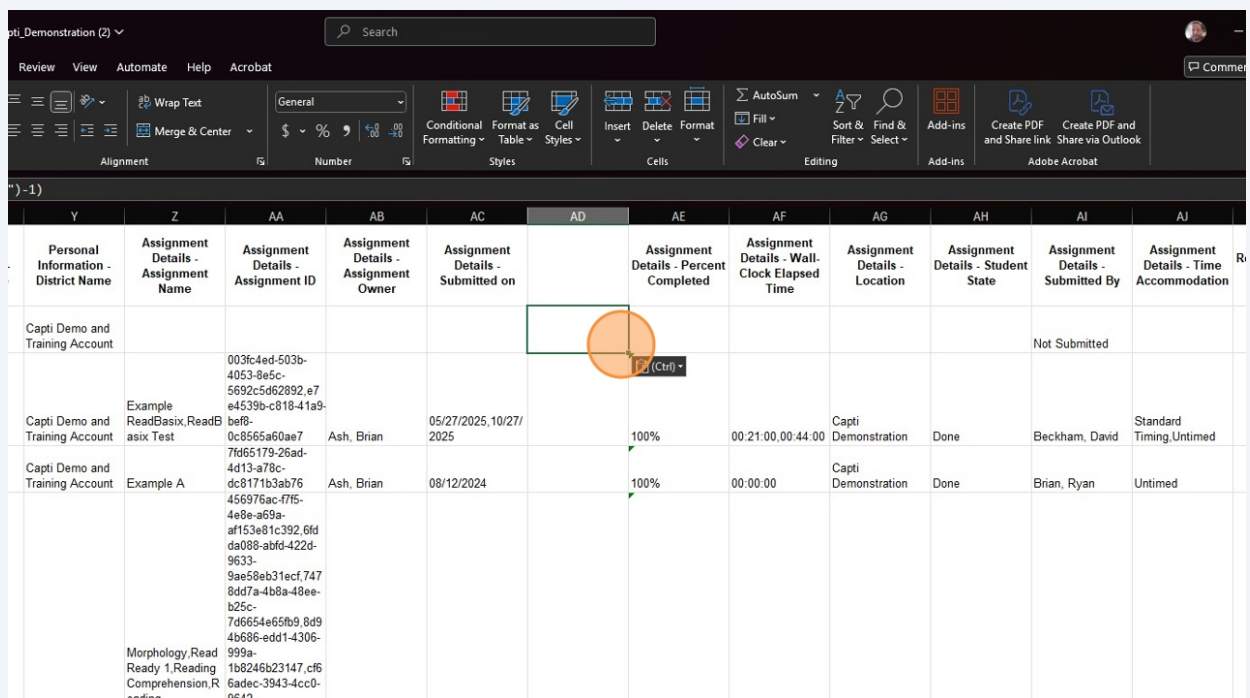


The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula: `=LEFT(AC2,FIND(",",AC2&"",-1))`. The table below has the following columns: Personal Information - District Name, Personal Information - District ID, Personal Information - District Type, Assignment 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	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							
			Example ReadBasix, ReadBasix Test	003fc4ed-503b-4053-8e5c-5692c5d62892, e7e4539b-c818-41a9-bef8-0c8565a60ae7	Ash, Brian	05/27/2025, 10/27/2025	100%
Capti Demo and Training Account			Example A	7fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%

19

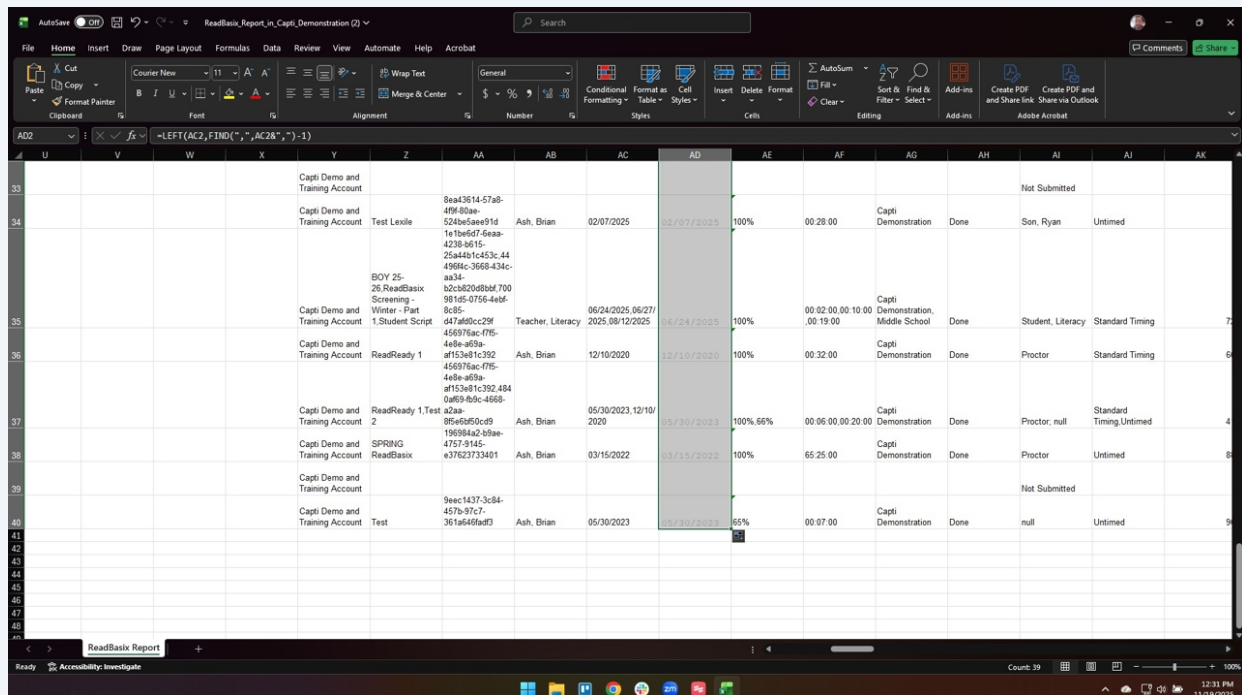
Click here



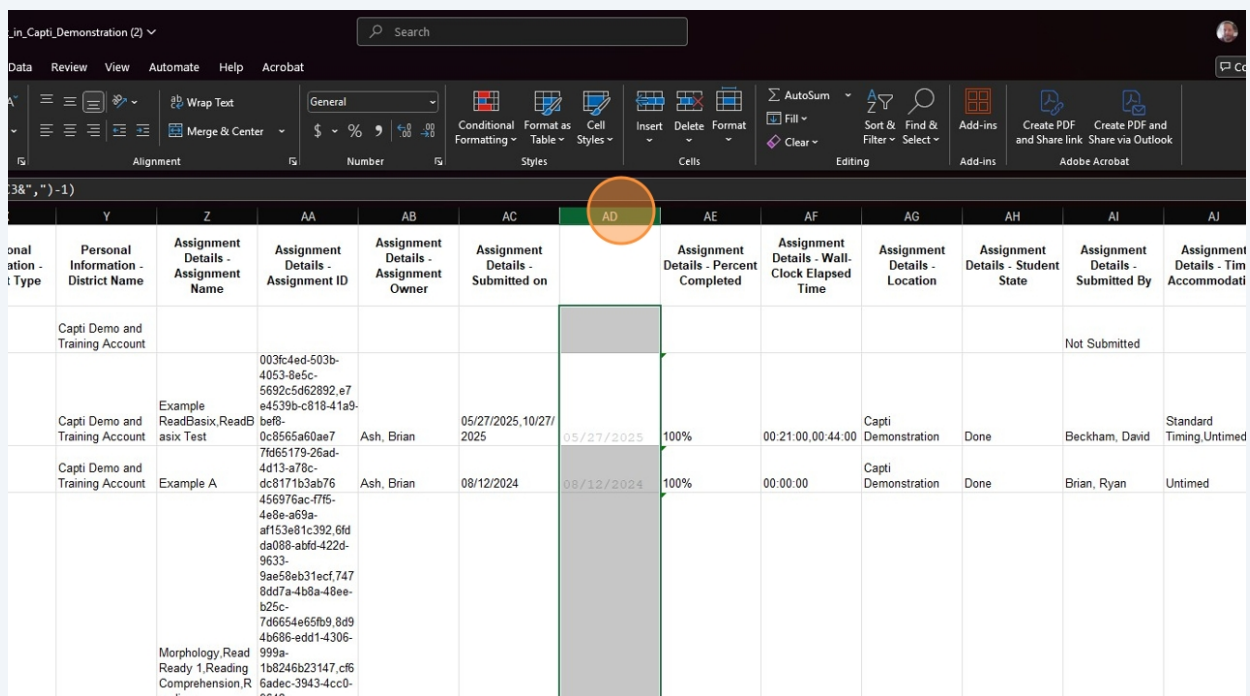
The screenshot shows the Microsoft Excel interface. The table below has the following columns: Personal Information - District Name, Assignment Details - Assignment Name, Assignment Details - Assignment ID, Assignment Details - Assignment Owner, Assignment Details - Submitted on, Assignment Details - 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-bef8-0c8565a60ae7	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	7fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan	Untimed

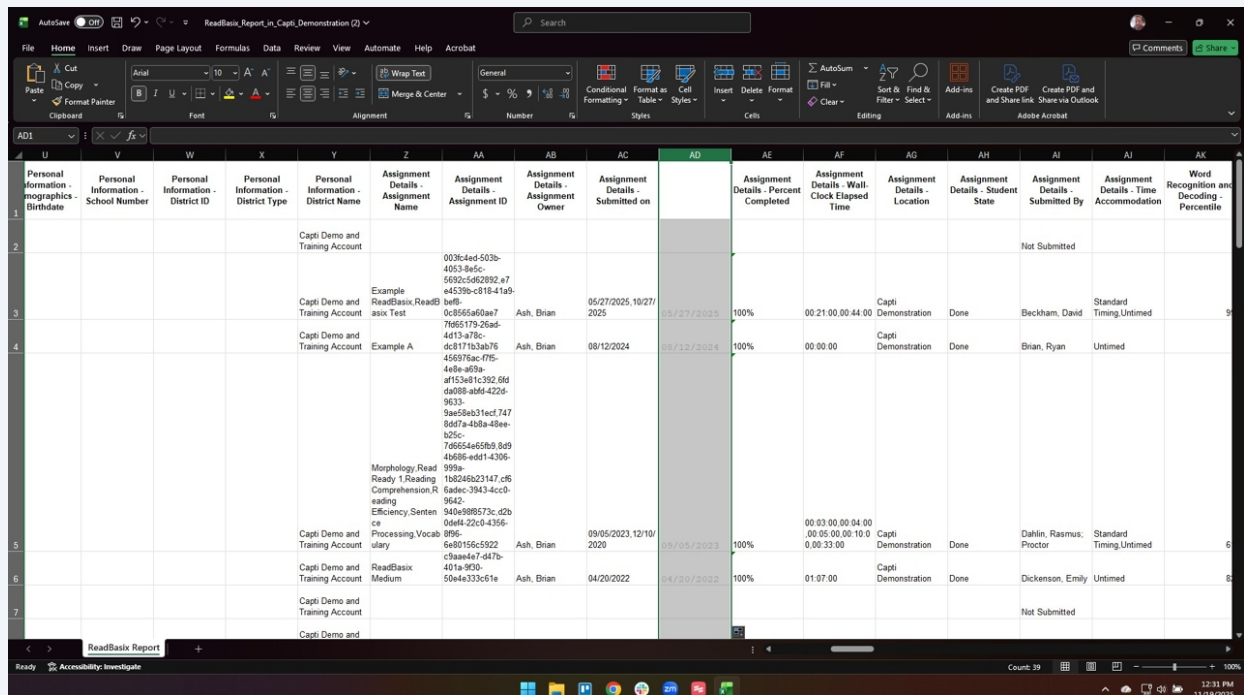
20 Drag the formula to the end of your sheet.



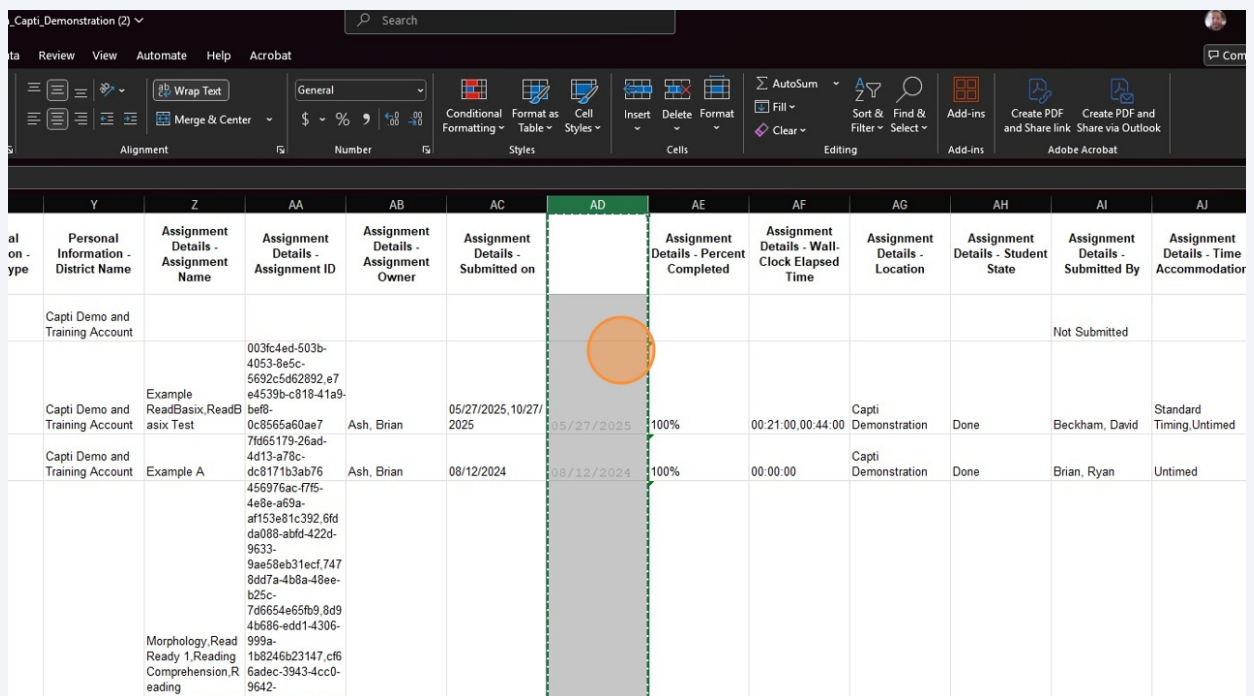
21 Now we need to convert the formula to values. Select the entire column.



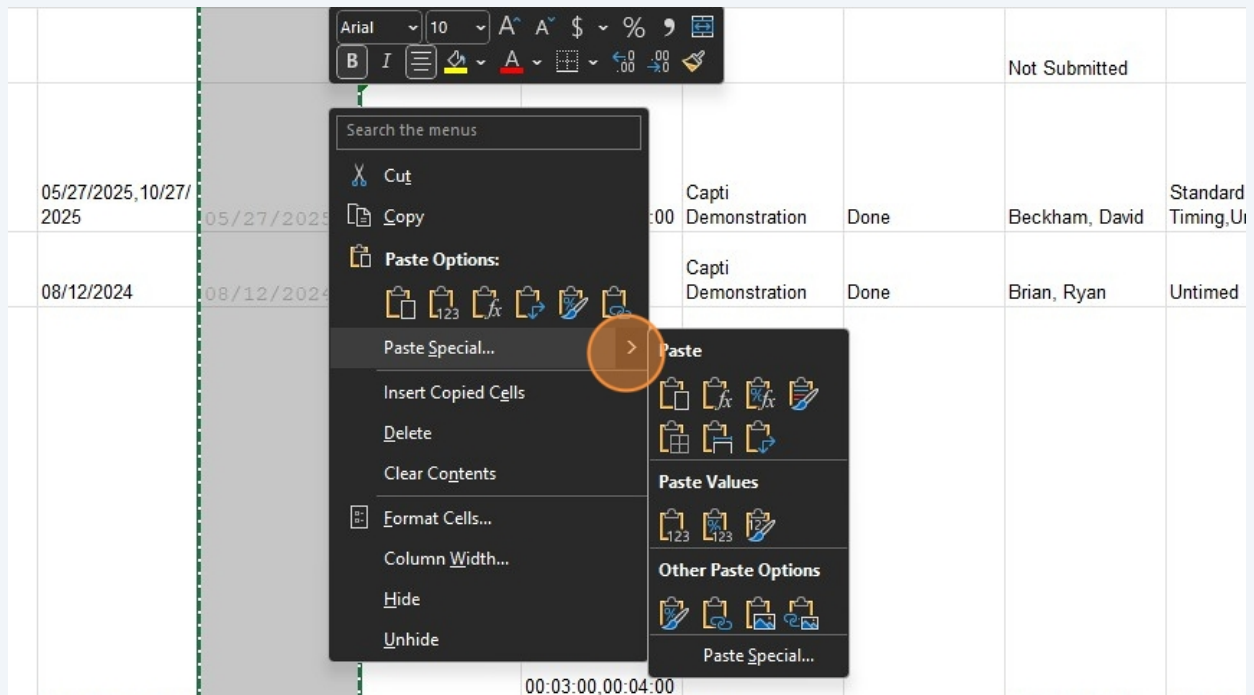
22 Press Ctrl + C



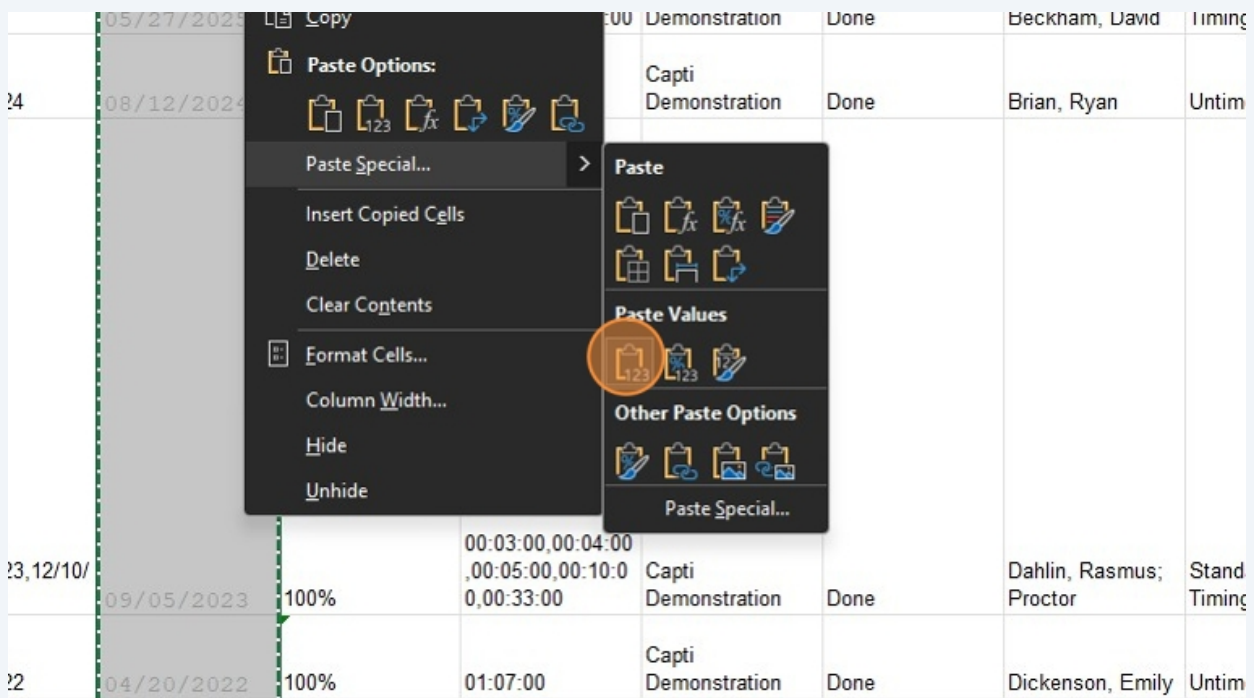
23 Right click here



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-4053-8a5c-5692c5d62892.e7							Not Submitted		
				Capti Demo and Training Account	Example ReadBasix, ReadBasix 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	7f665179-26ad-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, Reading Efficiency, Sentence Processing, Vocabulary	4e8e-a69a-af153e81c392.6fd									
				Capti Demo and Training Account		da088-abfd-422d-9633-9ae58eb31ecf.747		09/05/2023, 12/10/2020	100%	00:03:00.00:04.00	Capti Demonstration	Done	Dahlin, Rasmus; Proctor	Standard Timing Untimed	6
				Capti Demo and Training Account	ReadBasix Medium	8dd7a-4b8a-48ee-b25c-7d6654e65fb9.8d9	Ash, Brian	04/20/2022	100%	01:07:00	Capti Demonstration	Done	Dickenson, Emily	Untimed	8
				Capti Demo and Training Account		4b686-edd1-4306-999a-1b246b23147.c6f6adec-3943-4cc0-96d7-							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
		Capti Demo and Training Account		003fc4ed-503b-4053-8a5c-5692c5d62892.e7							Not Submitted
		Capti Demo and Training Account	Example ReadBasix, ReadBasix 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	7f665179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done	Brian, Ryan
			Morphology, Read Ready 1, Reading Comprehension, Reading Efficiency, Sentence Processing, Vocabulary	4e8e-a69a-af153e81c392.6fd							
				da088-abfd-422d-9633-9ae58eb31ecf.747		09/05/2023, 12/10/2020	100%	00:03:00.00:04.00	Capti Demonstration	Done	Dahlin, Rasmus; Proctor
			ReadBasix Medium	8dd7a-4b8a-48ee-b25c-7d6654e65fb9.8d9	Ash, Brian	04/20/2022	100%	01:07:00	Capti Demonstration	Done	Dickenson, Emily
				4b686-edd1-4306-999a-1b246b23147.c6f6adec-3943-4cc0-96d7-							Not Submitted

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

General Conditional Formatting Cell Styles Insert Delete Format

Fill Sort & Find & Add-ins Create PDF and Share link Share via

Clear Filter Select Add-ins Adobe Acrobat

Assignment Details - Submitted on

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 A	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	Morphology, Reading 1, Reading Comprehension, Reading Efficiency, Sentence Processing, Vocabulary	999a-1b8246b23147.cf66adec-3943-4cc0-9642-940e98f8573c.d2b0def4-22c0-4356-8f96-940e98f8573c.d2b0def4-22c0-4356-8f96								

29 Click "Delete"

Fileulas Data Review View Automate Help Acrobat

Font Alignment Number Styles Cells Editing Add-ins Adobe Acrobat

General Conditional Formatting Cell Styles Insert Delete Format

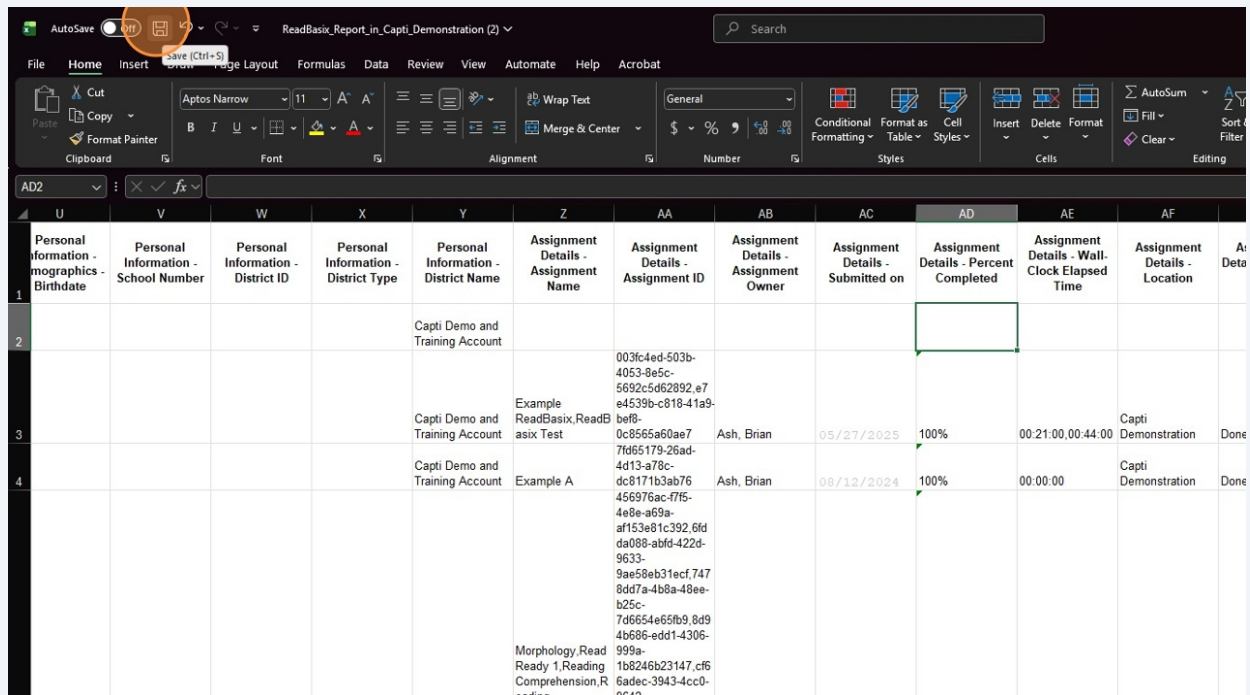
Fill Sort & Find & Add-ins Create PDF and Share link Share via Outlook

Clear Filter Select Add-ins Adobe Acrobat

Assignment Details - Submitted on

X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
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 - Submitted
		Capti Demo and Training Account		003fc4ed-503b-4053-8e5c-5692c5d62892.e7e4539b-c818-41a9-bef8-0c8565a60ae7	Ash, Brian	05/27/2025, 10/27/2025		00:21:00,00:44:00	Capti Demonstration	Done	Beckham, David	Standards Timing, Accuracy
		Capti Demo and Training Account	Example A	7fd65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024		00:00:00	Capti Demonstration	Done	Brian, Ryan	Untimed
		Capti Demo and Training Account	Morphology, Reading 1, Reading Comprehension, Reading Efficiency, Sentence Processing, Vocabulary	999a-1b8246b23147.cf66adec-3943-4cc0-9642-940e98f8573c.d2b0def4-22c0-4356-8f96-940e98f8573c.d2b0def4-22c0-4356-8f96								

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



The screenshot shows the Microsoft Excel interface with the 'Save' button in the top ribbon highlighted. 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-bef8-0c8565a60ae7	Ash, Brian	05/27/2025	100%	00:21:00,00:44:00	Capti Demonstration	Done
4					Capti Demo and Training Account	Example A	7d65179-26ad-4d13-a78c-dc8171b3ab76	Ash, Brian	08/12/2024	100%	00:00:00	Capti Demonstration	Done
5							456976ac-47f5-4e8e-a69a-af153e81c392,6fdda088-abfd-422d-9633-9ae58eb31ecf,7478dd7a-4b8a-48ee-b25c-7d6654e65fb9,8d94b686-edd1-4306-999a-1b8246b23147.cf66adec-3943-4cc0-96d2-						
6						Morphology, Read Ready 1, Reading Comprehension, Reading							