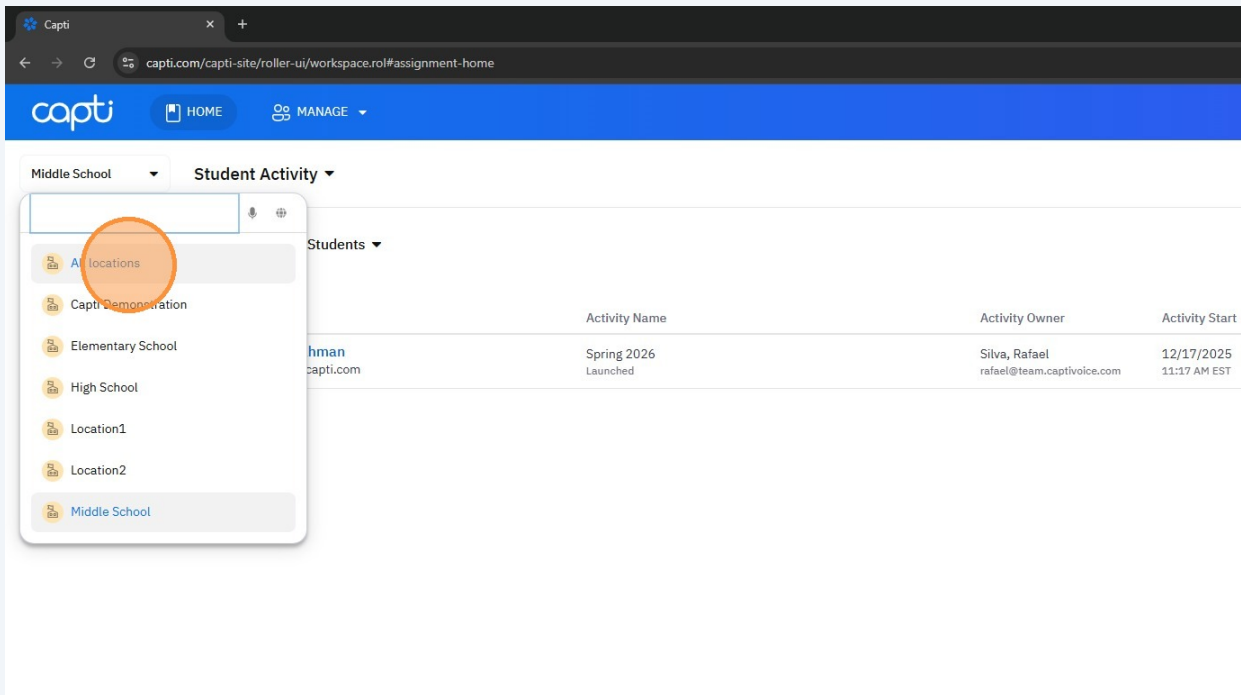


How to Check Which Students Have No ReadBasix Scores

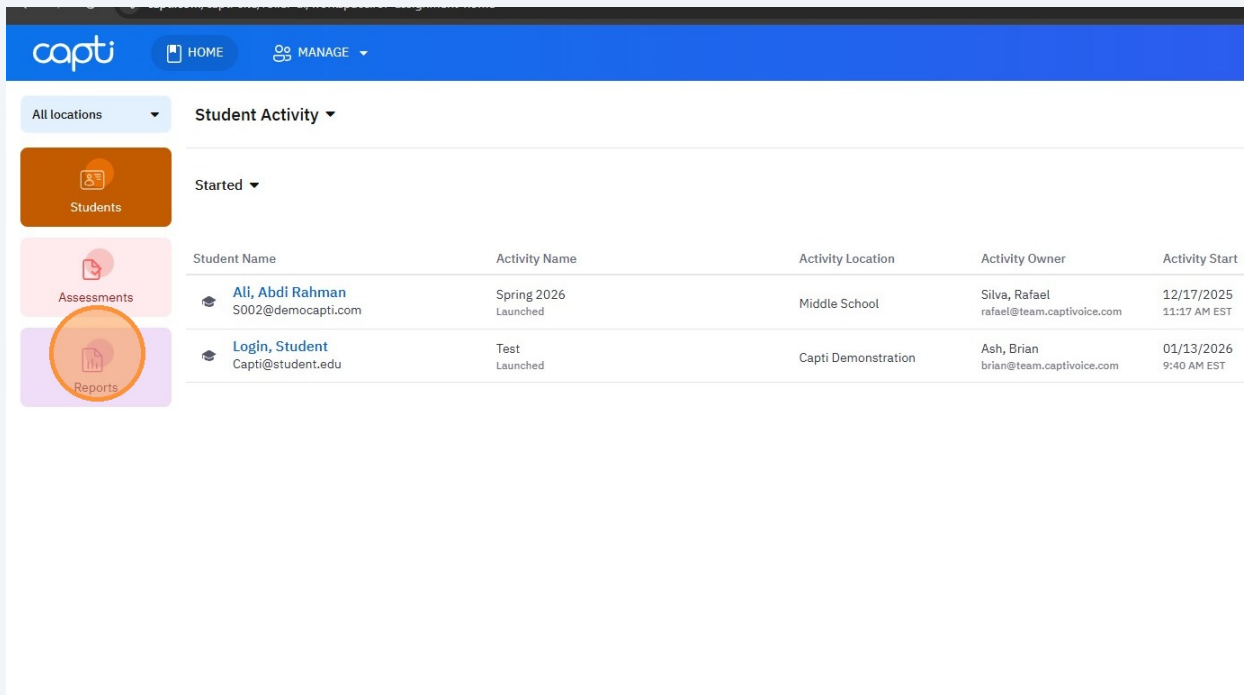


This guide will show you how to check which students in your account have never been tested.

1 Click on the locations dropdown list and select 'All locations'



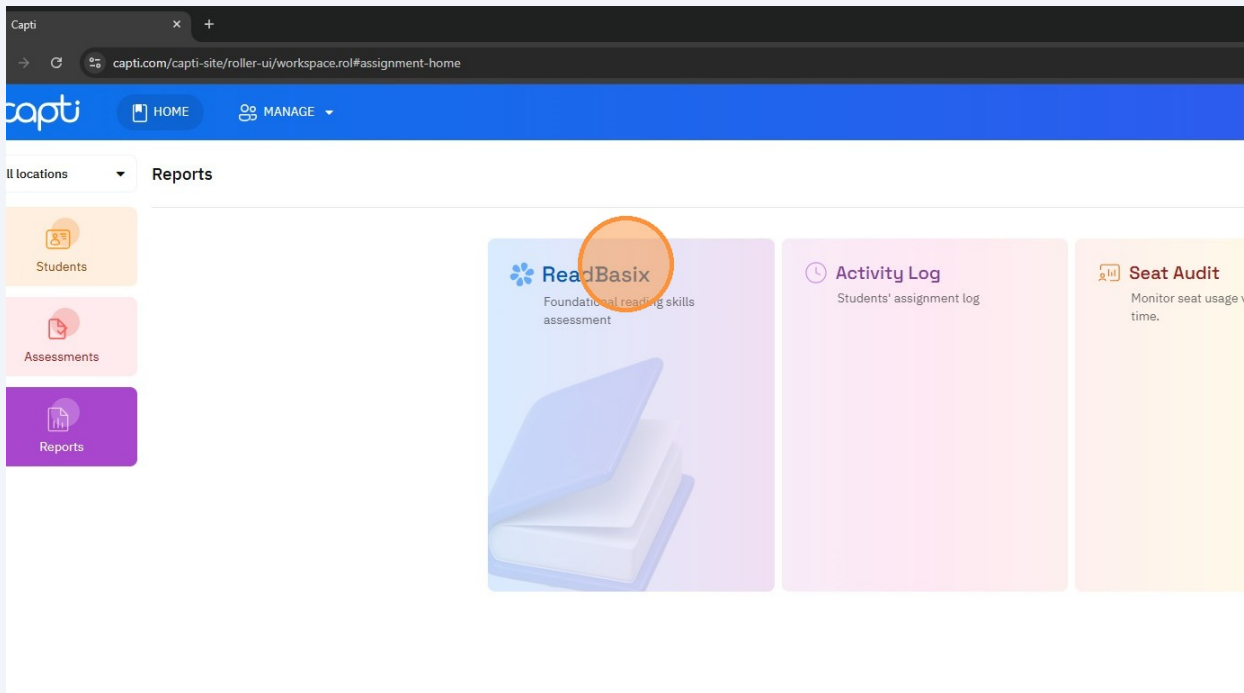
2 Click 'Reports'



The screenshot shows the Capti interface with the 'Student Activity' page selected. The left sidebar contains three buttons: 'Students' (orange), 'Assessments' (pink), and 'Reports' (purple), with the 'Reports' button circled in orange. The main content area displays a table of student activities.

Student Name	Activity Name	Activity Location	Activity Owner	Activity Start
Ali, Abdi Rahman S002@democapti.com	Spring 2026 Launched	Middle School	Silva, Rafael rafael@team.captivoice.com	12/17/2025 11:17 AM EST
Login, Student Capti@student.edu	Test Launched	Capti Demonstration	Ash, Brian brian@team.captivoice.com	01/13/2026 9:40 AM EST

3 Click 'ReadBasix'



The screenshot shows the Capti interface with the 'Reports' page selected. The left sidebar contains three buttons: 'Students' (orange), 'Assessments' (pink), and 'Reports' (purple). The main content area displays three report cards: 'ReadBasix' (blue), 'Activity Log' (pink), and 'Seat Audit' (yellow). The 'ReadBasix' card is circled in orange.

ReadBasix
Foundational reading skills assessment

Activity Log
Students' assignment log

Seat Audit
Monitor seat usage time.

4 Click 'Full Report'

The screenshot shows a web dashboard with a table of student performance data. The table has columns for 'Students Total', 'Students Completed', and various reading metrics. A 'Full Report' button is circled in orange in the top right corner.

Students	Students Total	Students Completed	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
	2	1	50%	50%	50%	50%	50%	50%
	13	0	0%	0%	0%	0%	0%	0%
	50	1	2%	2%	2%	2%	2%	2%
	0	0	0%	0%	0%	0%	0%	0%
	1	0	0%	0%	0%	0%	0%	0%
	40	12	30%	30%	30%	30%	30%	30%

5 Click 'Students'

The screenshot shows a 'Group Report' page for 'ReadBasix: Overview'. The page displays a 'Scale Score' chart titled 'Students divided by scale score performance'. The chart is a stacked bar chart showing performance across five criteria: Word Recog. and Decoding, Vocabulary, Morphology, Sentence Processing, and Reading Efficiency. The 'Students' button in the left sidebar is circled in orange.

Criterion	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Word Recog. and Decoding	30	20	20	20	10	0
Vocabulary	35	35	15	10	5	0
Morphology	30	20	20	20	10	0
Sentence Processing	30	20	20	20	10	0
Reading Efficiency	20	30	20	20	10	0
Reading Comprehension	0	0	0	0	0	100

6 Click 'Filter'

Students	Lexile®	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Ali, Abdi Rahman 7 tests	420L	205	218	218	220	214	214
Bennett, Ryan 9 tests	465L	226	233	235	235	225	226
Brown, Aaliyah 6 tests	390L	228	230	240	219	230	227
Cabdi, Layla 6 tests	560L	236	244	227	229	236	239
Carter, Malik 6 tests	610L	239	239	233	237	239	236
Hernandez, Luis 6 tests	765L	249	232	247	248	249	242
Lee, Brandon

7 Click '+ReadBasix'

Applied to 106 students

Unnamed rule set

+ ReadBasix + Activity + Demographics + MTSS + Grade

No filters applied yet

Apply

8 Click 'Assessment Status'

The screenshot shows the 'Filtering Rules' dialog box in the Capti application. The dialog is titled 'Filtering Rules' and indicates it is 'Applied to 106 students'. It features a list of filter categories: '+ ReadBasix', '+ Activity', '+ Demographics', '+ MTSS', and '+ Grade'. A dropdown menu is open under '+ ReadBasix', showing options: 'Scale Score', 'Inefficient Decoding', 'Decoding Threshold', 'Assessment Status' (highlighted with an orange circle), and 'Lexile'. Below the dropdown, it says 'No filters applied yet' and there is an 'Apply' button. The background shows a table of student data.

Student	Scale Score	Inefficient Decoding	Decoding Threshold	Assessment Status	Lexile
Hernandez, Luis (6 tests)	765L	249	232	247	248
Lee, Brandon (6 tests)	805L	255	256	252	251

9 Do not change any other settings. Click 'Apply'

The screenshot shows the 'Filtering Rules' dialog box with the 'Assessment Status' filter applied. The filter is set to 'Include', 'Assessment Status (6 subtests)', 'Not Scored', and 'Latest Result'. The 'Apply' button is highlighted with an orange circle. The background shows a table of student data.

Student	Scale Score	Inefficient Decoding	Decoding Threshold	Assessment Status	Lexile
Hernandez, Luis (6 tests)	765L	249	232	247	248
Lee, Brandon (6 tests)	805L	255	256	252	251
Lewis, Monique (6 tests)	820L	257	238	248	246
Login, Student (15 tests)	1535L	224	234	279	284

10 Click 'Print'

Group Report

ReadBasix: Students

Score Percentile Grade Eq. Find student

Students	Lexile®	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Abdullahi, Noor 5 tests	-	-	-	-	-	-	-
Aden, Ismail 3 tests	-	-	-	-	-	-	-
Al-Sayed, Fatima 3 tests	-	-	-	-	-	-	-
Alvarez, Jose 3 tests	-	-	-	-	-	-	-
Anderson, Lucas 4 tests	-	-	-	-	-	-	-
Bernstein, Talia 2 tests	-	-	-	-	-	-	-
Brooks, Julian	-	-	-	-	-	-	-

Print

11 Click 'Save'

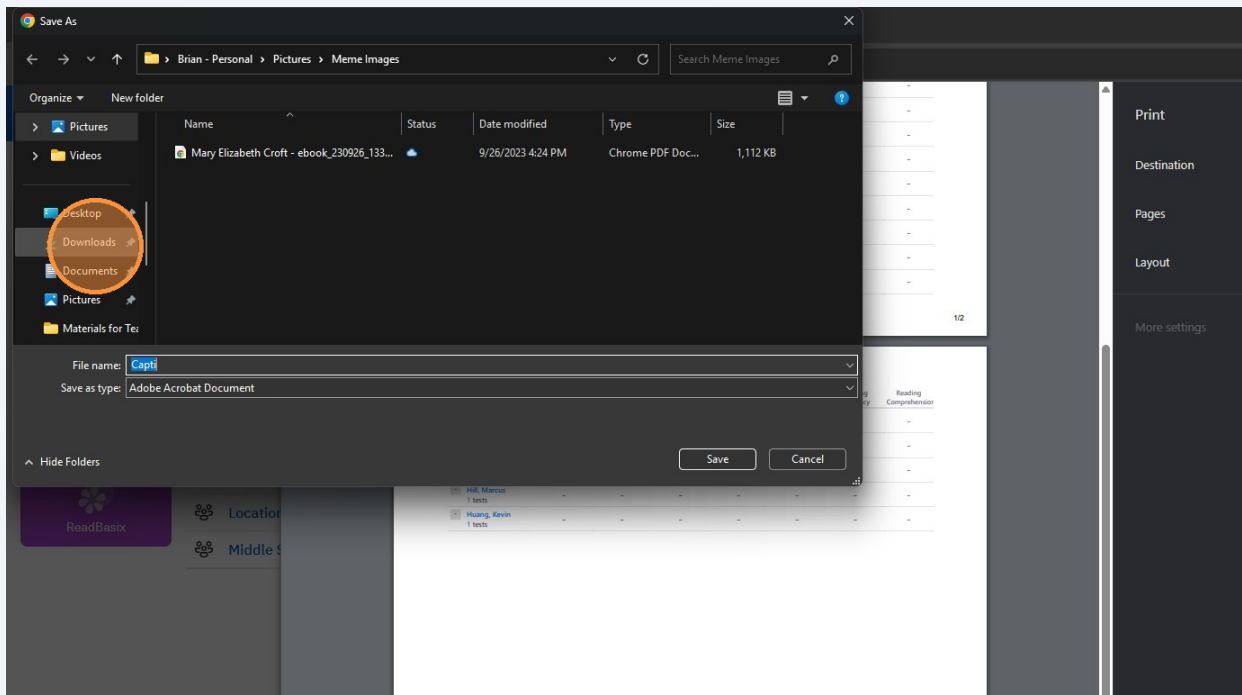
More settings

Save Cancel

Capit	Lexile®	Word Recog. and Decoding	Vocabulary	Morphology	Sentence Processing	Reading Efficiency	Reading Comprehension
Yara	-	-	-	-	-	-	-
lor	-	-	-	-	-	-	-
adumo	-	-	-	-	-	-	-
tas	-	-	-	-	-	-	-
evin	-	-	-	-	-	-	-

Display 30 per page. 92 total. Page 1 of 4

12 (Optional) Select the folder you want the PDF to download to.



13 (Optional) Rename the file. Click save. This list will now show you all students who did not take ReadBasix in your Capti account.

