

Configure ReadBasix District Settings in Capti

This guide will show you how to find and edit the relevant district level settings for Capti ReadBasix accounts.

1 Login to Capti as a District Admin. (District Admin access required for this guide)

The screenshot displays the Capti dashboard for a District Admin. The interface includes a top navigation bar with 'HOME', 'LIBRARY', 'VOICES', and 'MANAGE' options. The main content area is titled 'Middle School' and 'Quick Start'. It features four primary management cards: 'Organize students' (84 total, 0 in classes), 'Assign work' (91 total, 20 owned/proctored), 'Share content' (0 total, 0 your), and 'Analyze reports' (0 submissions in both 7 and 30 day periods). A 'Schedule' button is located at the bottom left.

Category	Total	Sub-category	Value
Organize students	84	students in total	84
Organize students	0	students in your classes	0
Assign work	91	assignments in total	91
Assign work	20	owned or proctored by you	20
Share content	0	playlists in total	0
Share content	0	your playlists	0
Analyze reports	0	submissions in past 7 days	0
Analyze reports	0	submissions in past 30 days	0

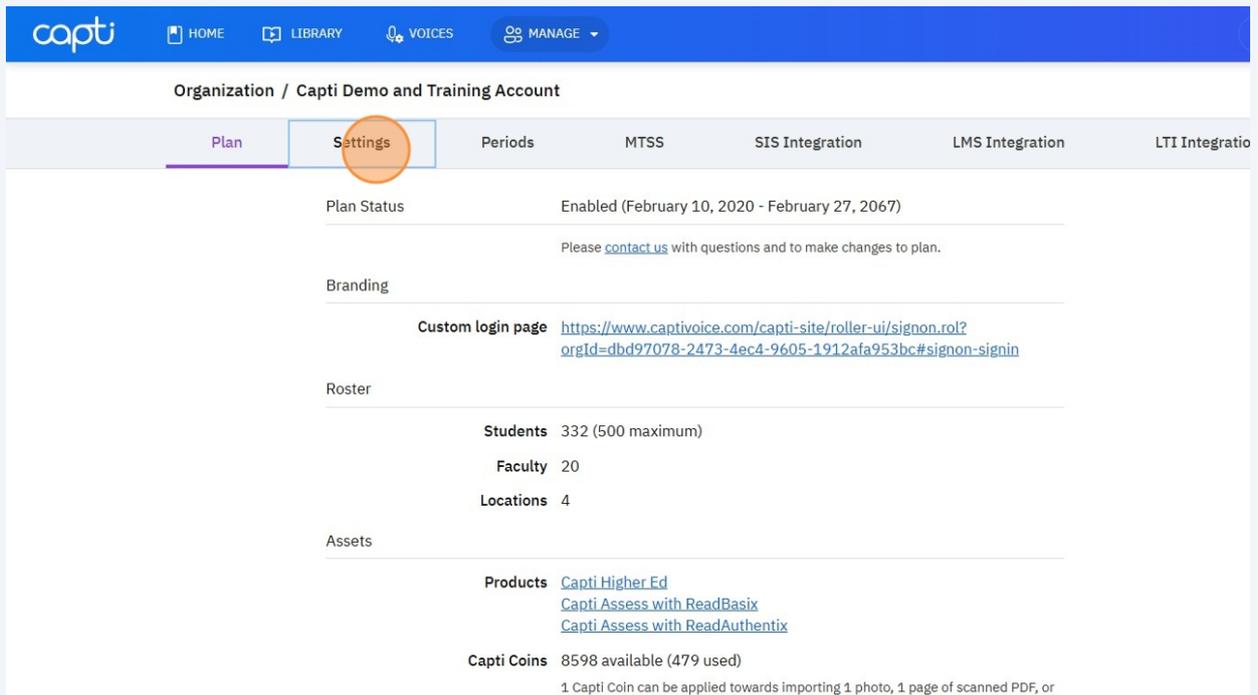
2 Click "Manage"

The screenshot shows the Capti dashboard interface. At the top, a blue navigation bar contains the Capti logo and four menu items: HOME, LIBRARY, VOICES, and MANAGE. The 'MANAGE' menu item is circled in orange. Below the navigation bar, the page title is 'Middle School' with a dropdown arrow, followed by 'Quick Start'. On the left side, there is a vertical sidebar with five icons: a green 'Quick Start' icon, a 'Students' icon, an 'Assignments' icon, a 'Content' icon, and a 'Reports' icon. The main content area is divided into four colored panels: 1. 'Organize students' (orange) showing 84 students in total and 0 in your classes, with buttons for 'Manage roster' and 'Group students'. 2. 'Assign work' (pink) showing 91 assignments in total and 20 owned or proctored by you, with a 'New assignment' button. 3. 'Share content' (light blue) showing 0 playlists in total and 0 in your playlists, with buttons for 'Share with students' and 'Publish to colleagues'. 4. 'Analyze reports' (purple) showing 0 submissions in the past 7 days and 0 in the past 30 days, with an 'All reports' button.

3 Click "Organization"

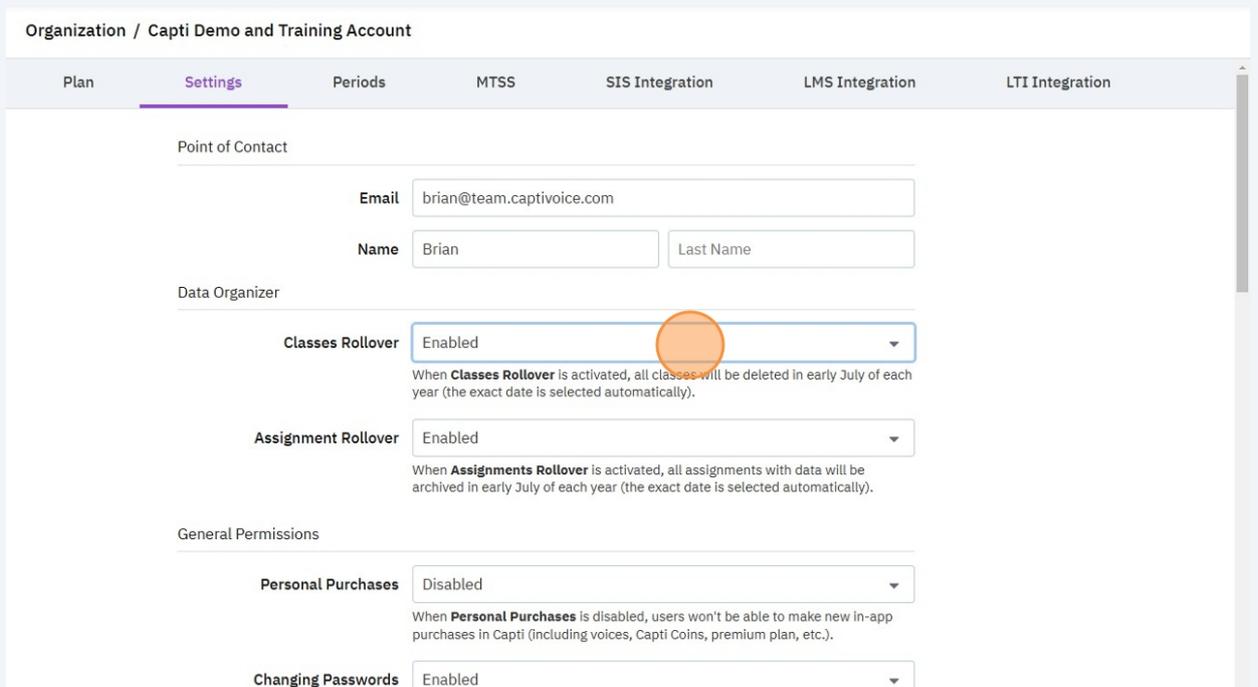
This screenshot is identical to the one above, but with the 'MANAGE' dropdown menu open. The dropdown menu is a dark blue box with four options: 'Members', 'Classes', 'Locations', and 'Organization'. The 'Organization' option is circled in orange. The rest of the dashboard interface remains the same as in the previous image.

4 Click "Settings"



The screenshot shows the Capti user interface. At the top, there is a navigation bar with the Capti logo and links for HOME, LIBRARY, VOICES, and MANAGE. Below this, the breadcrumb path reads "Organization / Capti Demo and Training Account". A horizontal menu contains several tabs: Plan, Settings (highlighted with an orange circle), Periods, MTSS, SIS Integration, LMS Integration, and LTI Integration. The main content area is divided into sections: Plan Status (Enabled, February 10, 2020 - February 27, 2067), Branding (Custom login page with a URL), Roster (Students: 332, Faculty: 20, Locations: 4), and Assets (Products: Capti Higher Ed, Capti Assess with ReadBasix, Capti Assess with ReadAuthentix; Capti Coins: 8598 available, 479 used).

5 The first setting is 'Classes Rollover' By default this setting is disabled. If you want to enable the setting click on the dropdown and select 'Enabled'. When Classes Rollover is enabled, all classes will be deleted in early July of each year (the exact date is selected automatically).



The screenshot shows the Capti user interface with the "Settings" tab selected. The breadcrumb path is "Organization / Capti Demo and Training Account". The navigation menu includes Plan, Settings (highlighted), Periods, MTSS, SIS Integration, LMS Integration, and LTI Integration. The main content area is divided into sections: Point of Contact (Email: brian@team.captivoice.com, Name: Brian, Last Name), Data Organizer (Classes Rollover: Enabled, Assignment Rollover: Enabled), and General Permissions (Personal Purchases: Disabled, Changing Passwords: Enabled). The "Classes Rollover" dropdown menu is highlighted with an orange circle, and its description states: "When **Classes Rollover** is activated, all classes will be deleted in early July of each year (the exact date is selected automatically)."

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The next setting is 'Assignment Rollover' By default this setting is enabled. Disable it by clicking the dropdown and selecting disabled. When Assignments Rollover is enabled, all assignments with data will be archived in early July of each year (the exact date is selected automatically).

Point of Contact

Email

Name

Data Organizer

Classes Rollover

When **Classes Rollover** is activated, all classes will be deleted in early July of each year (the exact date is selected automatically).

Assignment Rollover

When **Assignments Rollover** is activated, all assignments with data will be archived in early July of each year (the exact date is selected automatically).

General Permissions

Personal Purchases

When **Personal Purchases** is disabled, users won't be able to make new in-app purchases in Capti (including voices, Capti Coins, premium plan, etc.).

Changing Passwords

When **Changing Passwords** is disabled users won't be able to change their Capti password.

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The final relevant setting is 'Create New Assignments' By default it is enabled for teachers. If you want to disable the ability for teachers to create their own ReadBasix assessments, click the dropdown and select disabled for teacher.

Personal Purchases

When **Personal Purchases** is disabled, users won't be able to make new in-app purchases in Capti (including voices, Capti Coins, premium plan, etc.).

Changing Passwords

When **Changing Passwords** is disabled users won't be able to change their Capti password.

Manage Students Out of Class

When **Manage Students Out of Class** is disabled for users with the Teacher role, they can only add or remove students from playlists and assignments if the students belong to their own class. When this feature is enabled, teachers can add or remove students from playlists and assignments as long as the students are within the same Location. For users with Admin roles, this feature is always enabled.

Create New Assignments

When **Create New Assignments** is disabled for users with the Teacher role, they can only view and manage assignments assigned to them. When enabled, teachers can create new assignments. This feature is always enabled for users with Admin roles.

OCR with Capti Coins

When **OCR (Optical Character Recognition) with Capti Coins** is disabled, users won't be able to use organization's Capti Coins to OCR scanned PDFs or images. Users will still be able to ORC with Capti Coins they purchased for themselves.

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Once you are happy with your selections click "Save"

Outdated Score Warning

When **Outdated Score Warning** is enabled, instructors will be alerted about the need to reassess student's reading skills after a set period of time. 90 days is the recommended amount of time between assessments.

Score is outdated after

ReadBasix RTI Tiers RTI Tiers are reported by the ReadBasix reading assessment that's measuring foundational reading skills and basic reading comprehension.

Tier 1: students above

Tier 2: students above

Tier 3: all other students

ReadAuthentix Percentile Tiers ReadAuthentix percentile tiers are reported by the ReadAuthentix, a scenario-based reading comprehension assessment.

Tier 1: students above

Tier 2: students above

Tier 3: all other students

Save