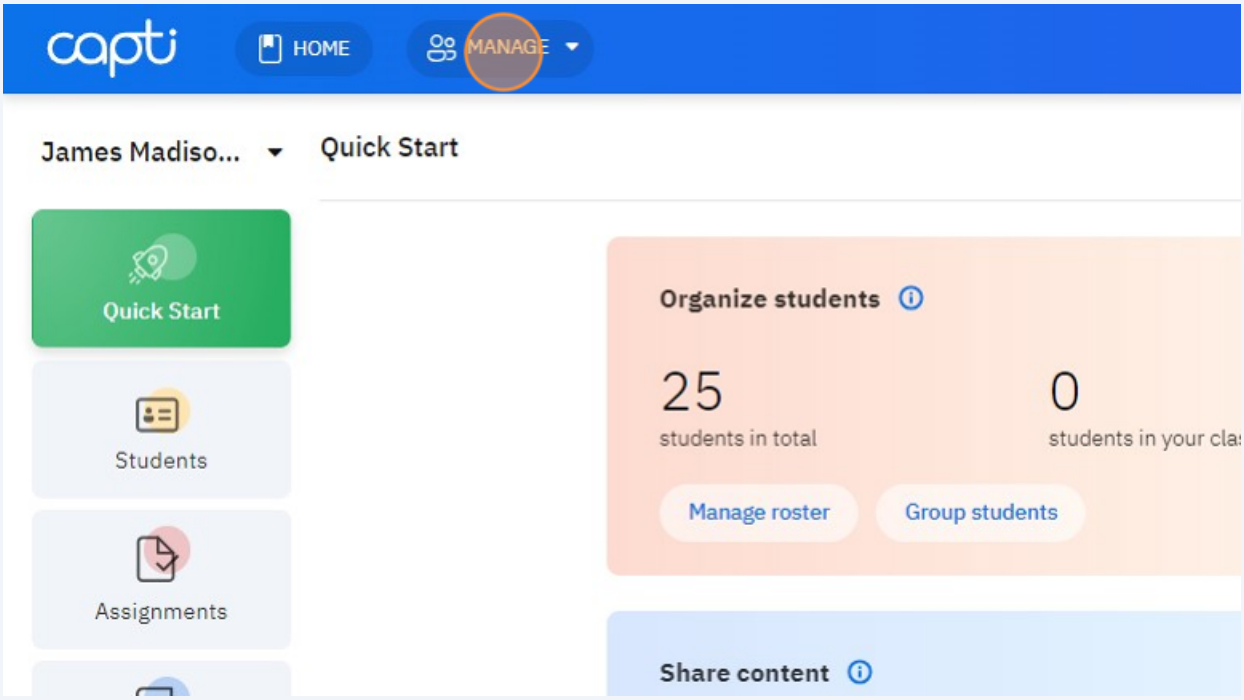
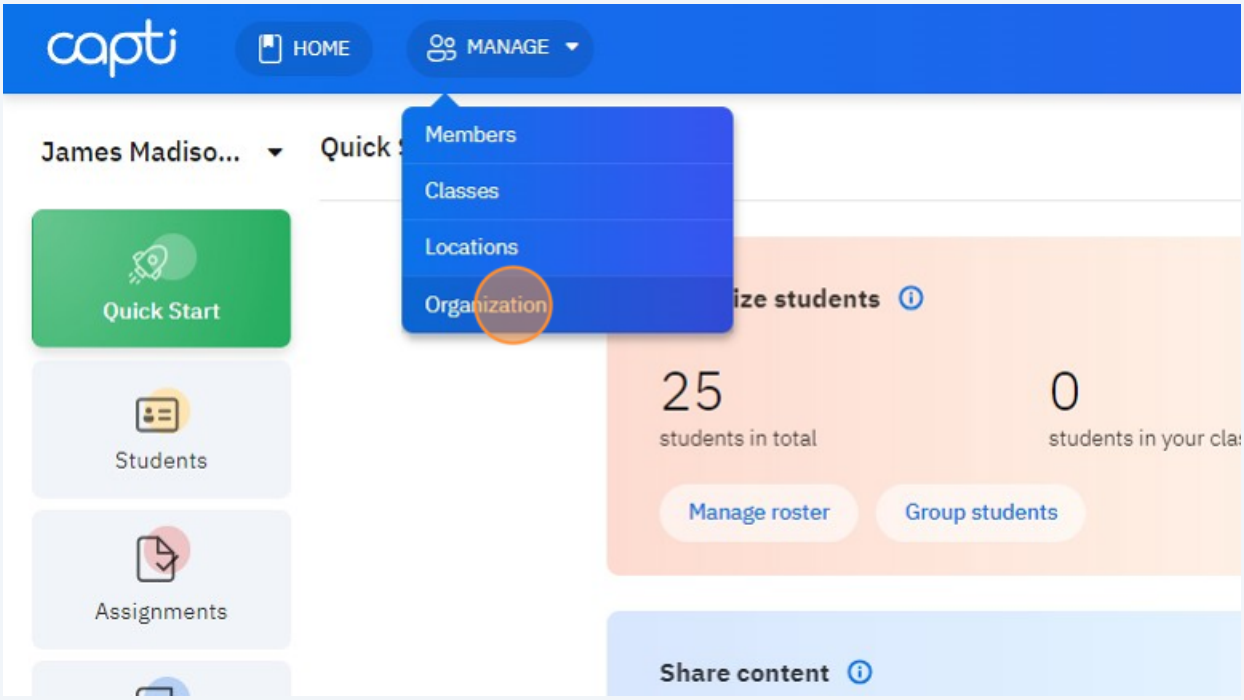
How to Set Up Benchmarks in Capti

This guide shows you how to set your benchmark dates for Capti Assess. District Administrator access required.

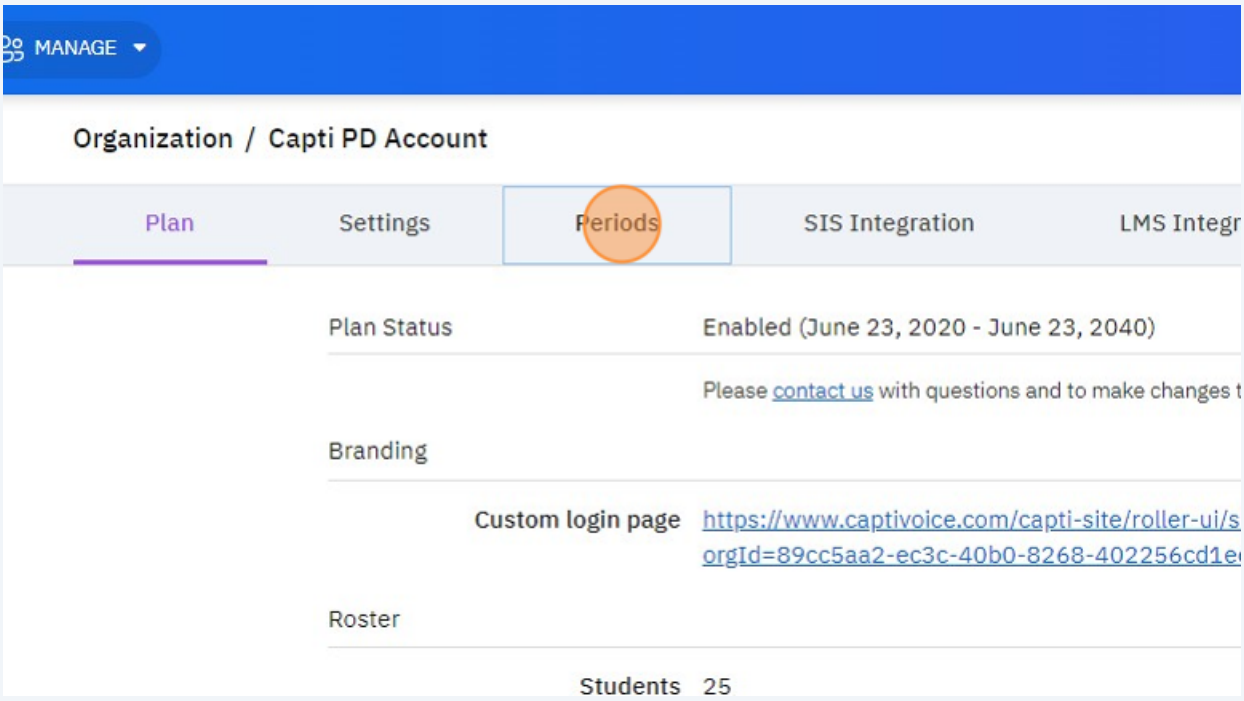
1 When you are logged into Capti and on the home screen. Click "MANAGE"



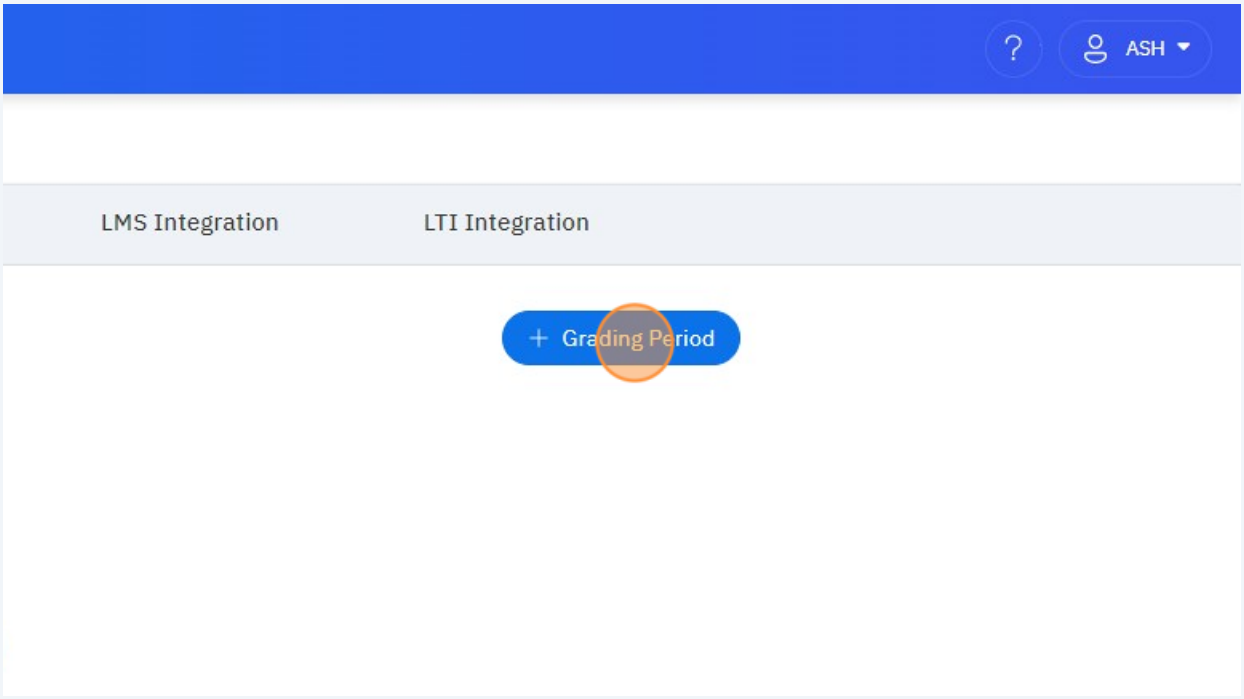
2 Click "Organization" This requires district administrator access in Capti.



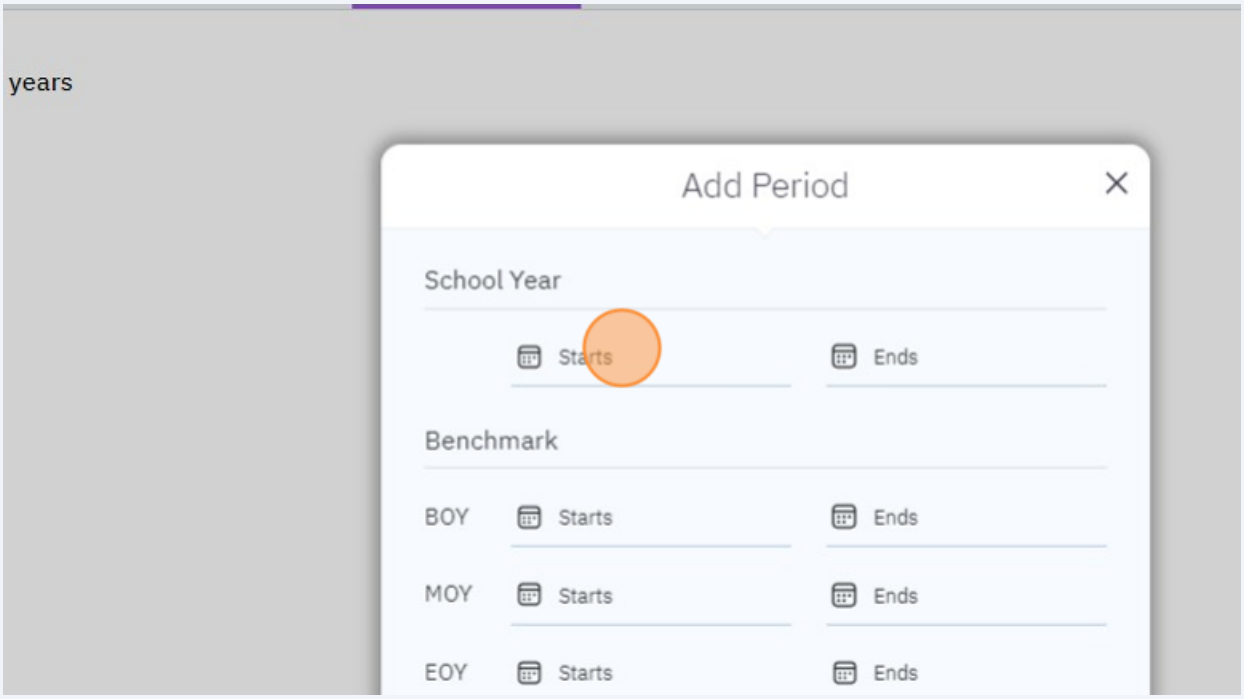
3 Click "Periods"



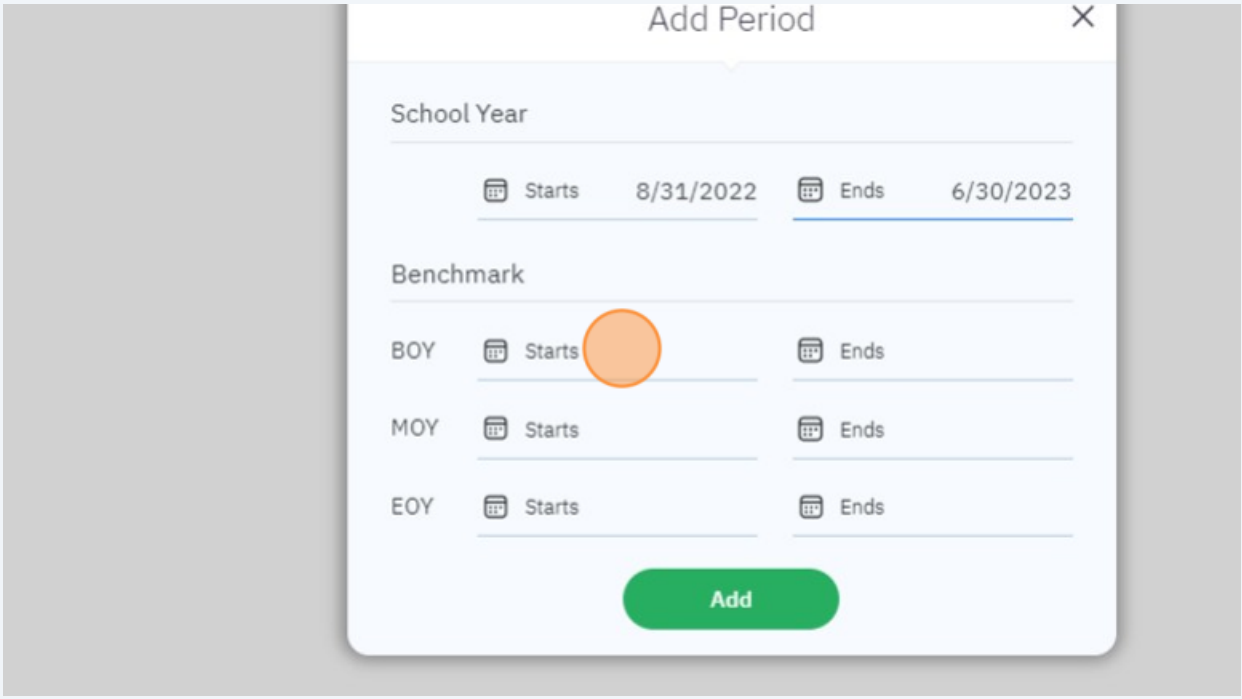
4 Click "Grading Period"



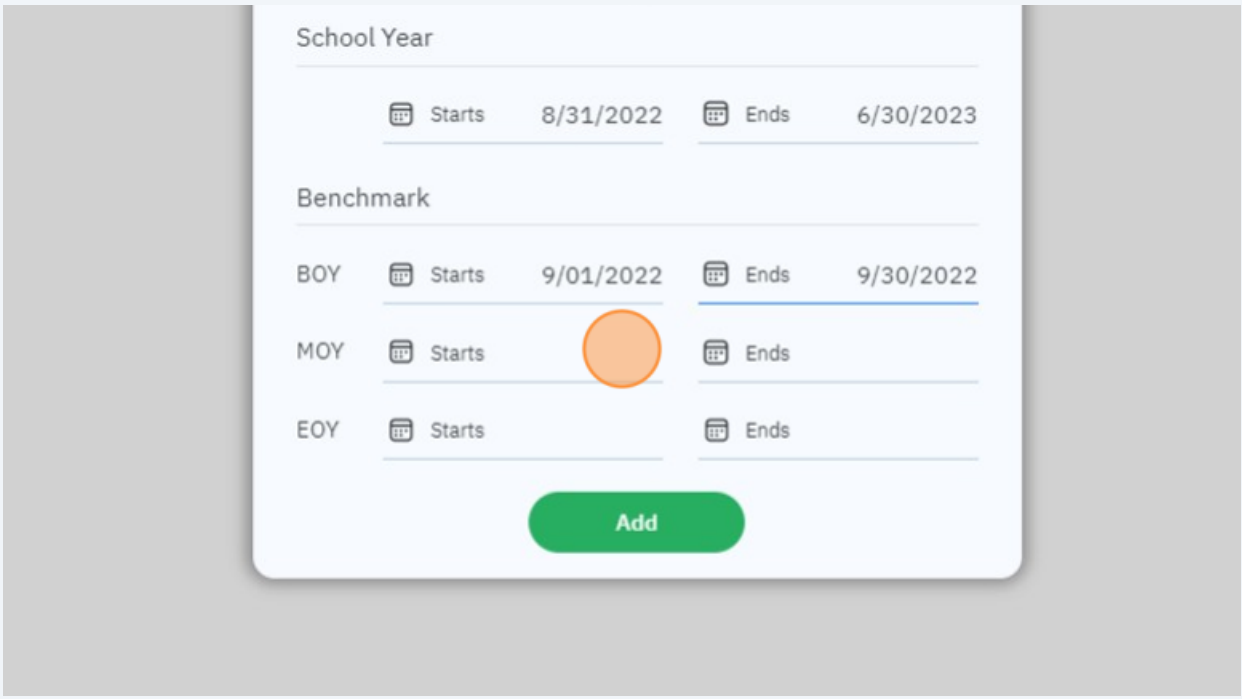
5 Enter the start date and end date of your school year.



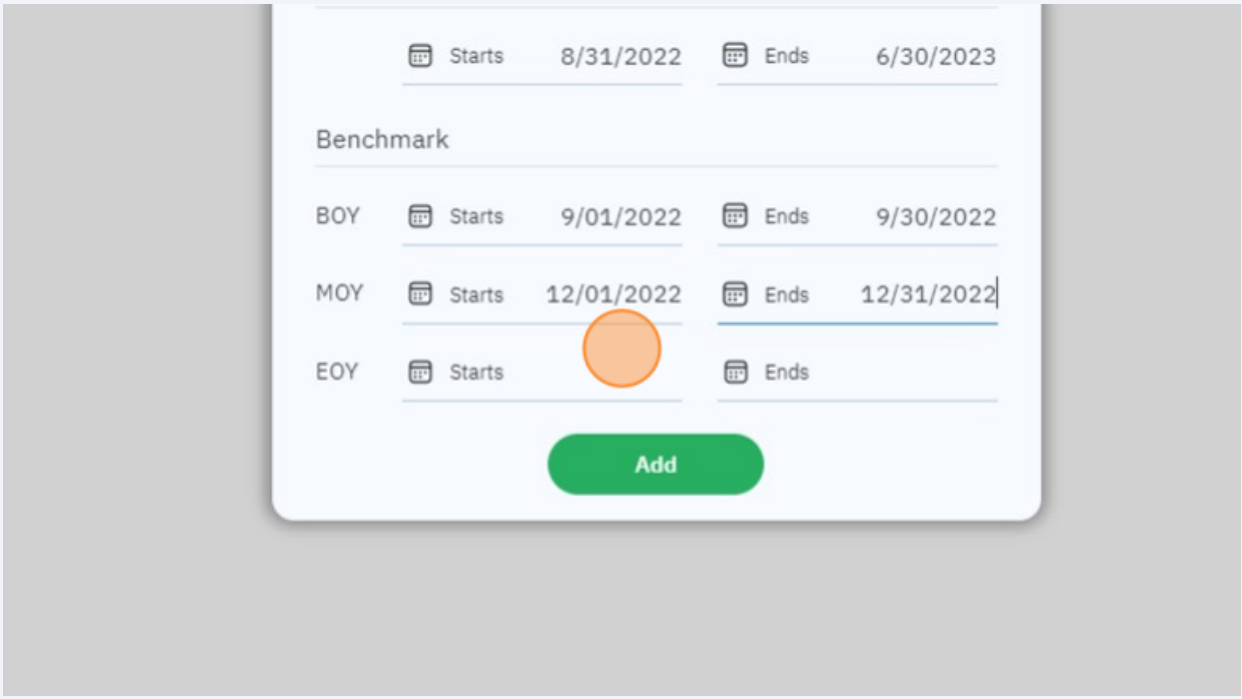
6 Enter Beginning of Year (BOY) benchmark dates. We recommend a two to four week window close to the beginning of your school year.



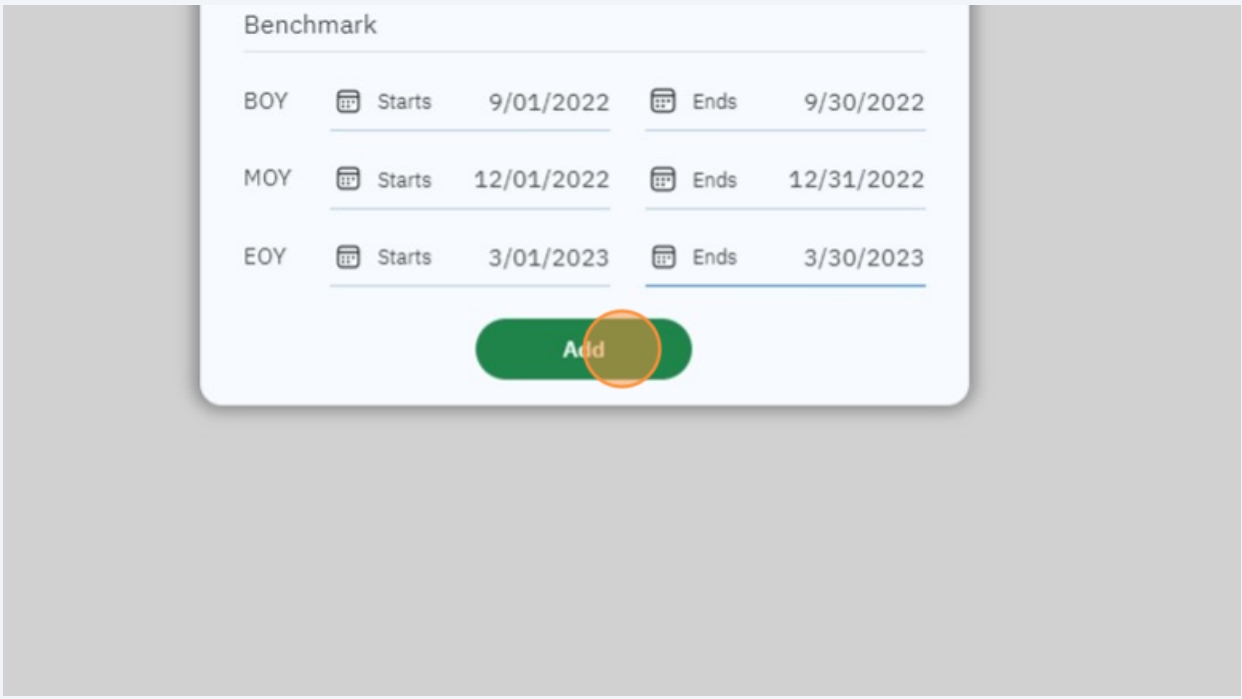
7 Enter Middle of Year (MOY) benchmark dates. We recommend a two to four week window close to the middle of your school year.



8 Enter End of Year (EOY) benchmark dates. We recommend a two to four week window close to the end of your school year.



9 Click "Add"



Tip #1 If a student completes multiple assessments in a benchmark period only the latest results will count.

Tip #2 Assessments outside of the benchmark periods will not be included in the growth reports.