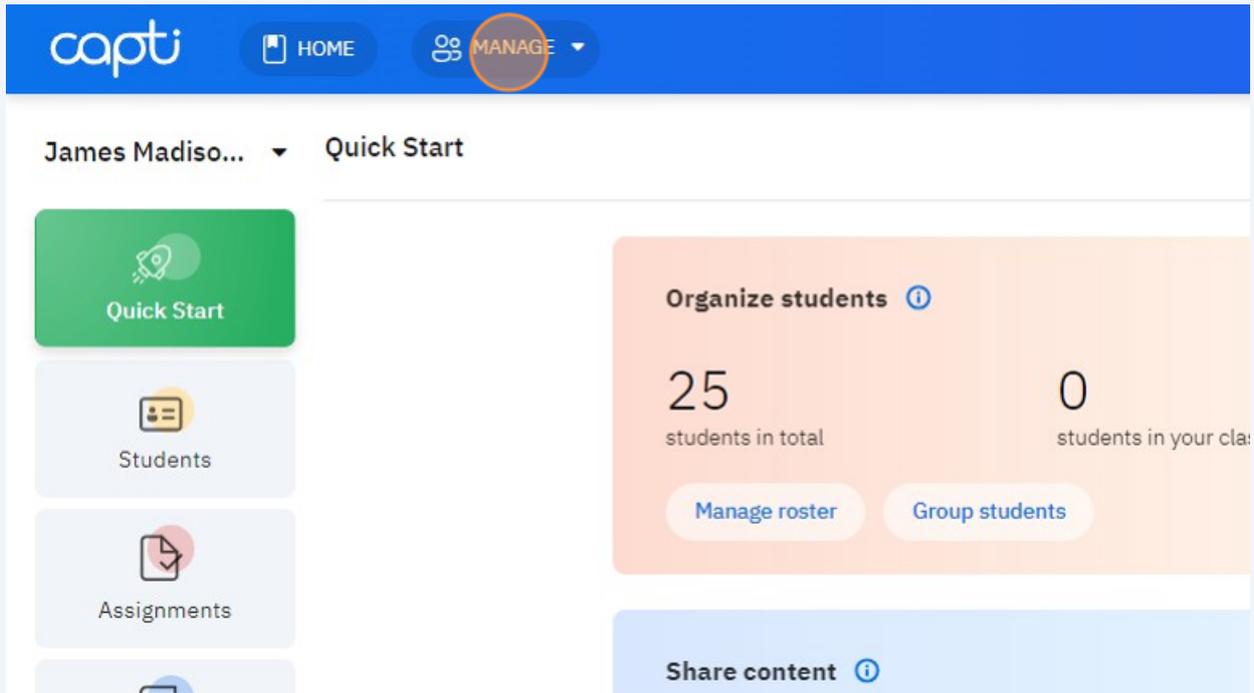


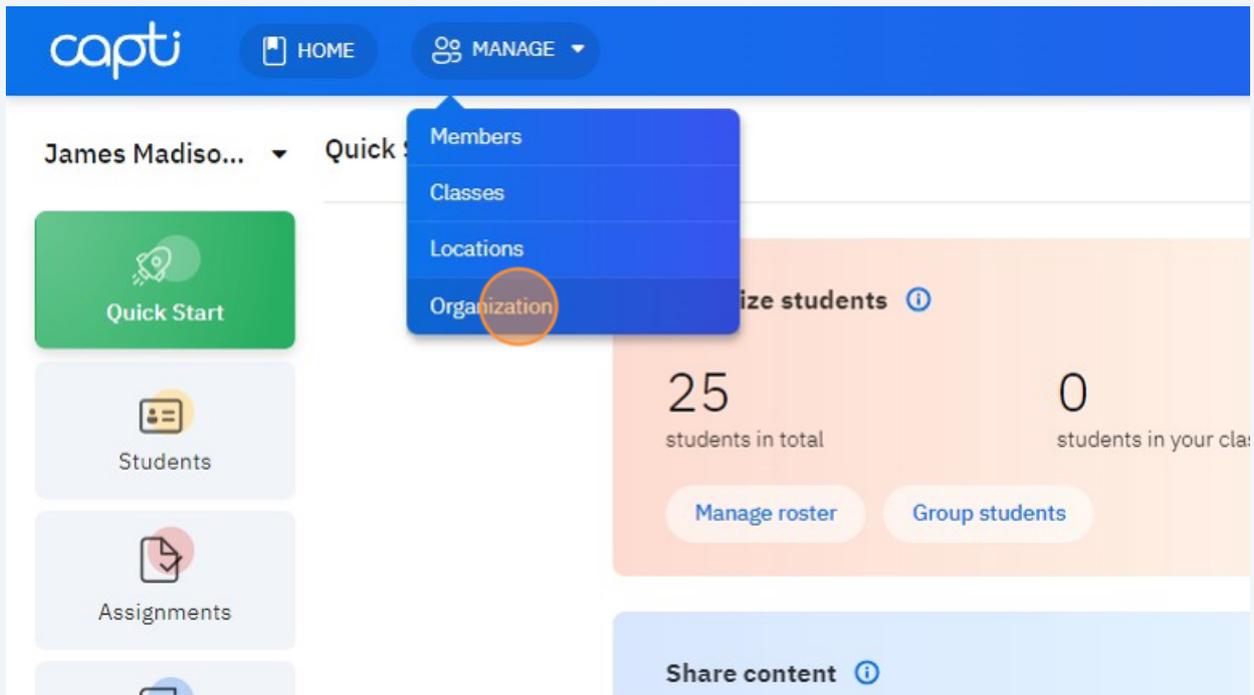
# How to Set Up Benchmarks in Capti

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

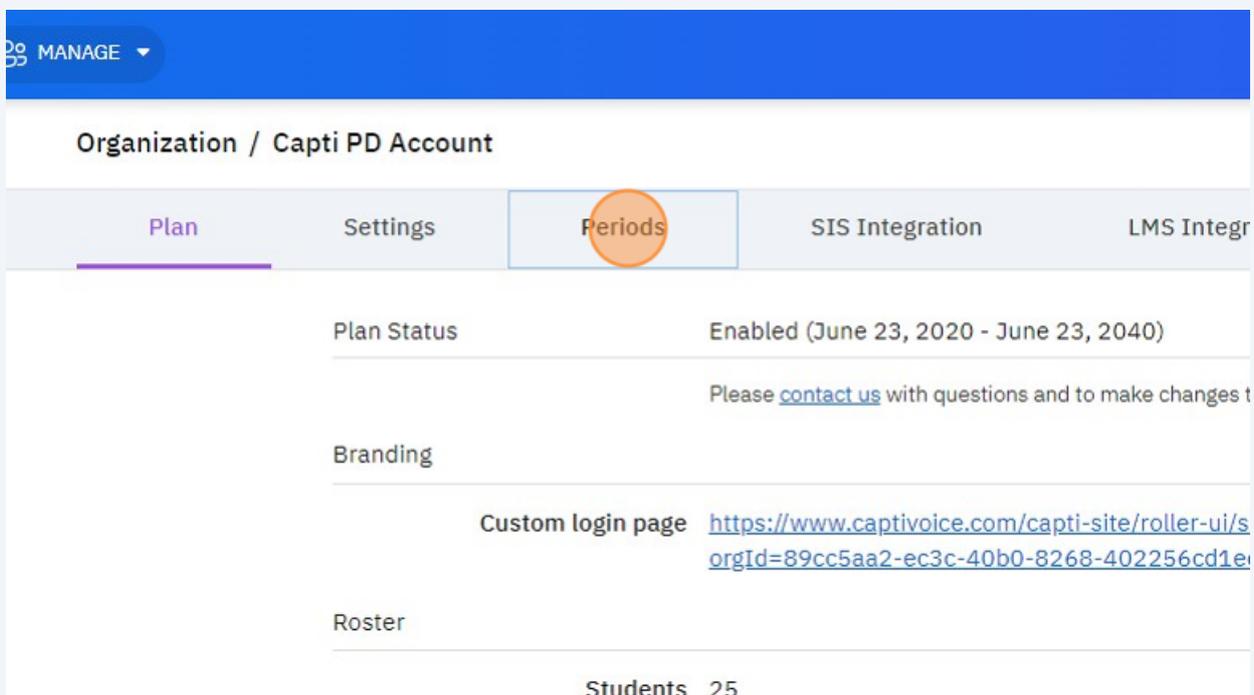
- 1 When you are logged into Capti and on the home screen. Click "MANAGE"



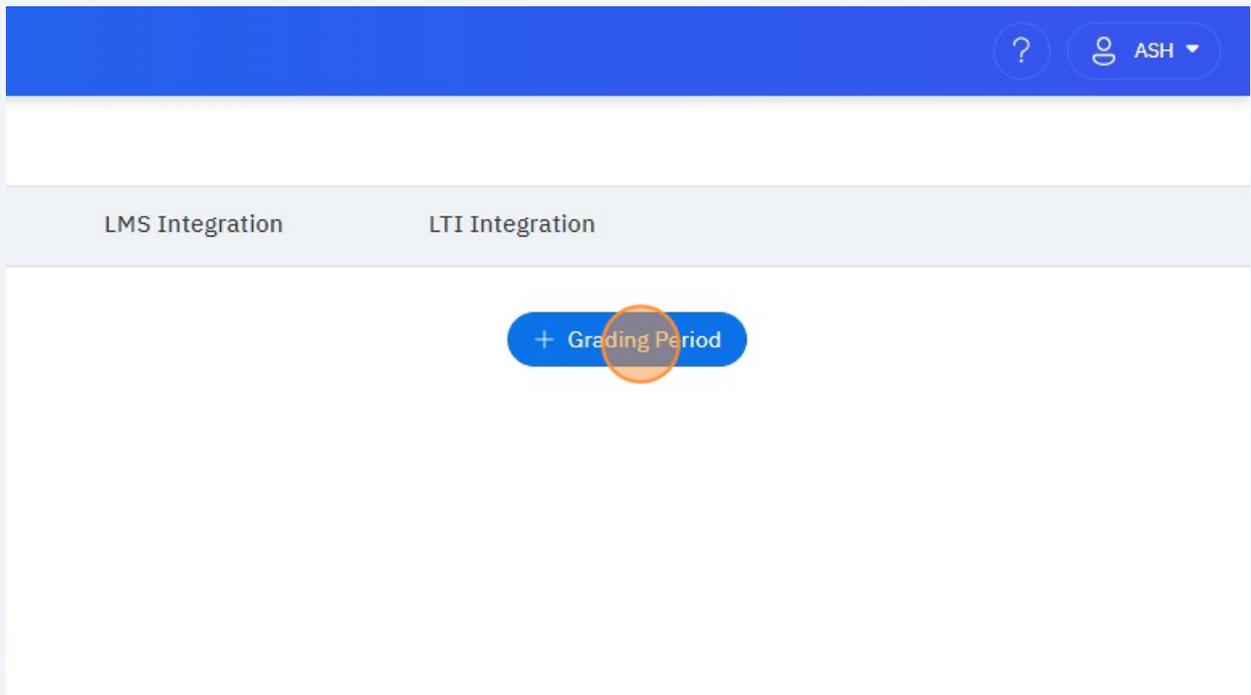
2 Click "Organization" This requires district administrator access in Capti.



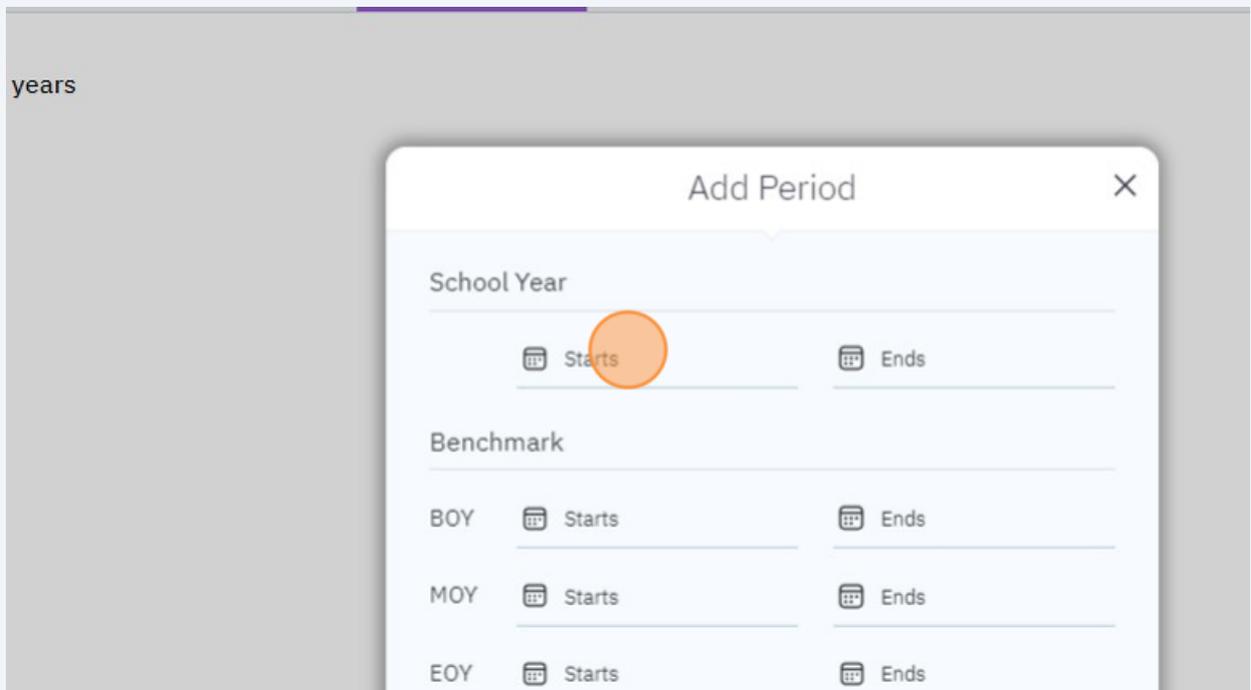
3 Click "Periods"



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.

The screenshot shows a modal window titled "Add Period" with a close button (X) in the top right corner. It is divided into two main sections: "School Year" and "Benchmark".

**School Year:** This section contains two date fields. The "Starts" field is set to "8/31/2022" and the "Ends" field is set to "6/30/2023".

**Benchmark:** This section contains three rows of date fields, each with a "Starts" and "Ends" field. The "BOY" row has an orange circle highlighting the "Starts" field. The "MOY" and "EOY" rows have empty "Starts" and "Ends" fields.

At the bottom of the form is a green "Add" button.

7

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

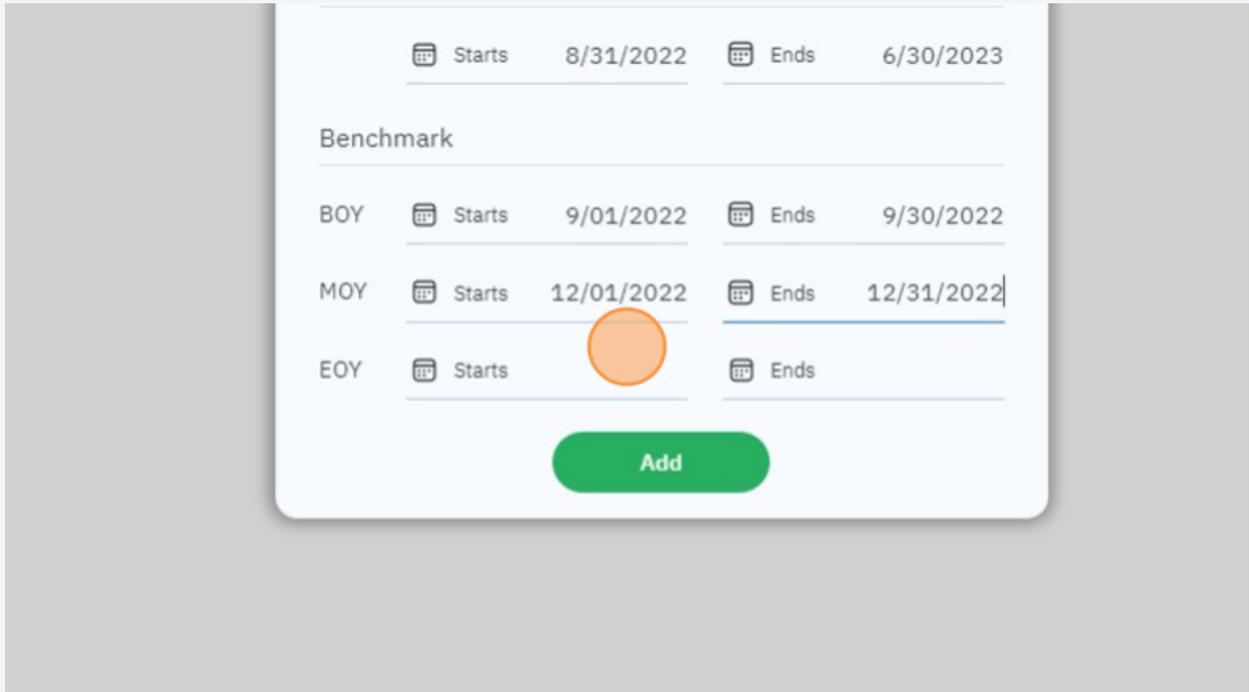
The screenshot shows the same "Add Period" modal window. In this view, the "MOY" row has an orange circle highlighting the "Starts" field. The "BOY" row now has "Starts" set to "9/01/2022" and "Ends" set to "9/30/2022". The "EOY" row remains empty.

The "School Year" section remains unchanged with "Starts" at "8/31/2022" and "Ends" at "6/30/2023".

The green "Add" button is still at the bottom.

8

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



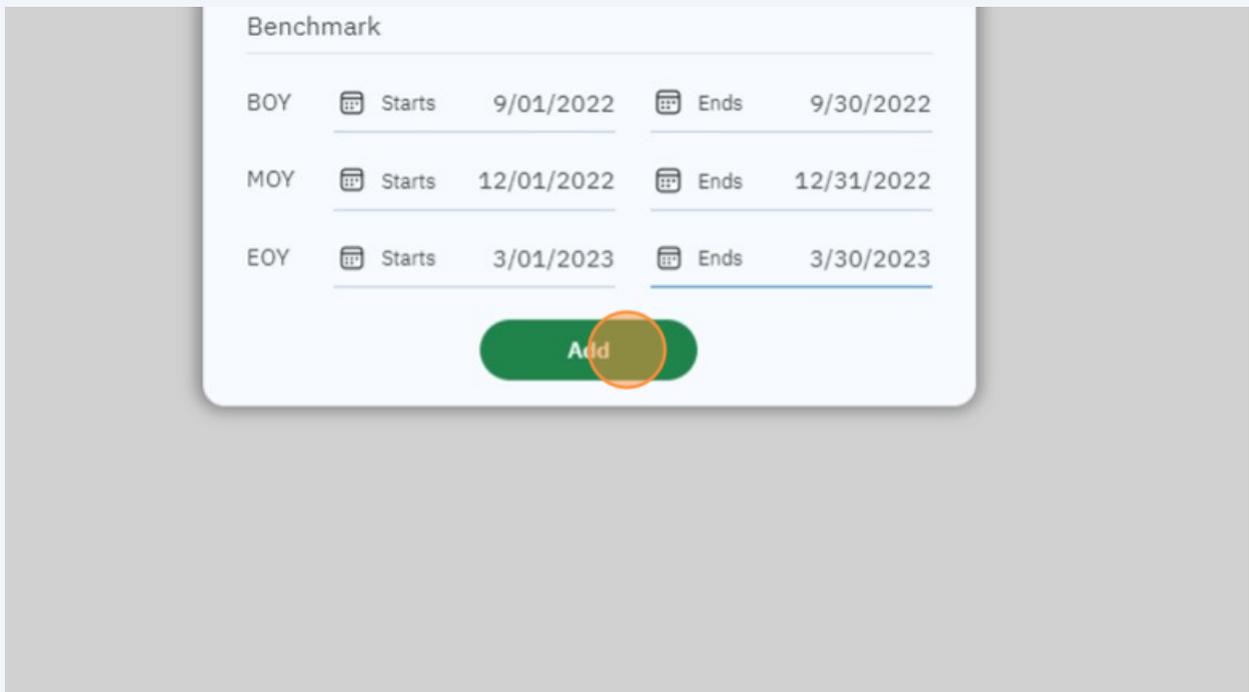
The screenshot shows a form titled "Benchmark" with three rows of input fields. Each row has a "Starts" field with a calendar icon and an "Ends" field with a calendar icon. The first row is for the overall year, with "Starts" set to 8/31/2022 and "Ends" set to 6/30/2023. The second row is for BOY, with "Starts" set to 9/01/2022 and "Ends" set to 9/30/2022. The third row is for MOY, with "Starts" set to 12/01/2022 and "Ends" set to 12/31/2022. The fourth row is for EOY, with "Starts" and "Ends" fields empty. An orange circle highlights the "Starts" field for the EOY row. A green "Add" button is located at the bottom of the form.

	Starts	Ends
	8/31/2022	6/30/2023
BOY	9/01/2022	9/30/2022
MOY	12/01/2022	12/31/2022
EOY		

Add

9

Click "Add"



The screenshot shows the same "Benchmark" form as in the previous step, but now the EOY row has "Starts" set to 3/01/2023 and "Ends" set to 3/30/2023. An orange circle highlights the green "Add" button at the bottom of the form.

	Starts	Ends
	8/31/2022	6/30/2023
BOY	9/01/2022	9/30/2022
MOY	12/01/2022	12/31/2022
EOY	3/01/2023	3/30/2023

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.