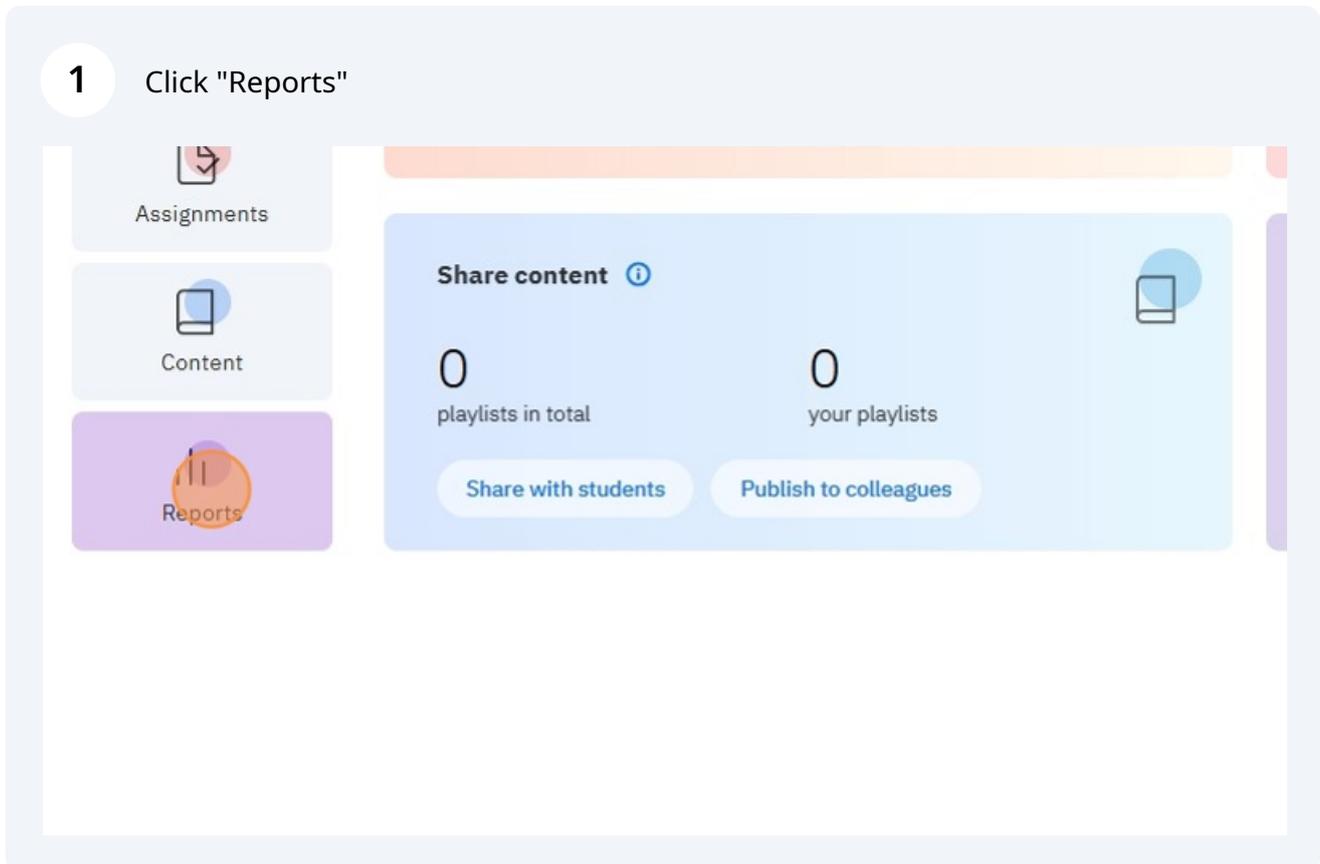


# Generate and Export Home and Student Reports

This guide will show you how to access Home and Student reports for Capti ReadBasix.



2 Click "ETS ReadBasix"

School ▾ Reports

The interface shows a navigation menu on the left with icons for 'Quick Start', 'Students', 'Assignments', and 'Content'. The main area displays four report cards: 'ETS ReadRoutix' (Fast screening of reading skills for a personalized diagnostic path), 'ETS ReadBasix' (Foundational reading skills assessment), 'Activity Stats' (Students' reading activity statistics), and 'Activity Log' (Students' assignment log). The 'ETS ReadBasix' card is highlighted with an orange circle.

3 Select the group you want to produce Home or Student reports for. This can be a class, a location, or the full district report.

Quick Start

Students

Assignments

Content

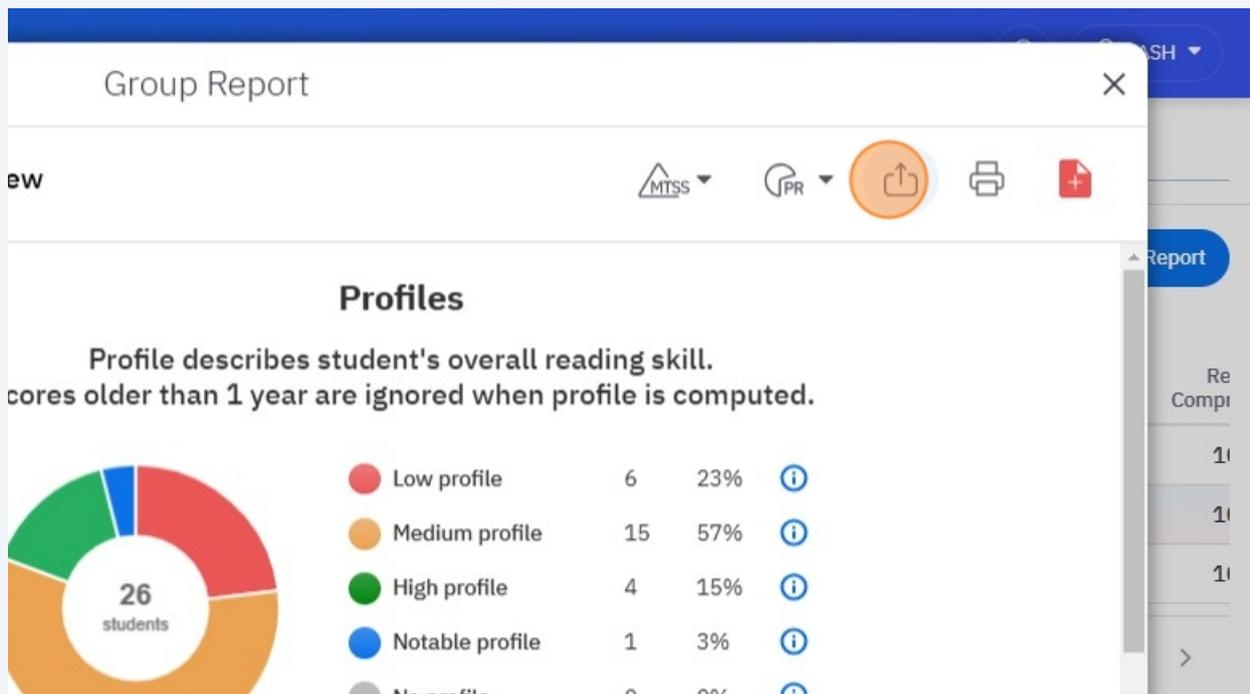
Classes Grades 6 subtests ▾ Last 2010 days ▾ Complete

Class Name	Grade	Students Total	Students Completed	Word Rec and Deco
Grade 6	Grade 6	23	23	100%
Grade 7	Grade 7	26	26	100%
Grade 8	Grade 8	30	30	100%

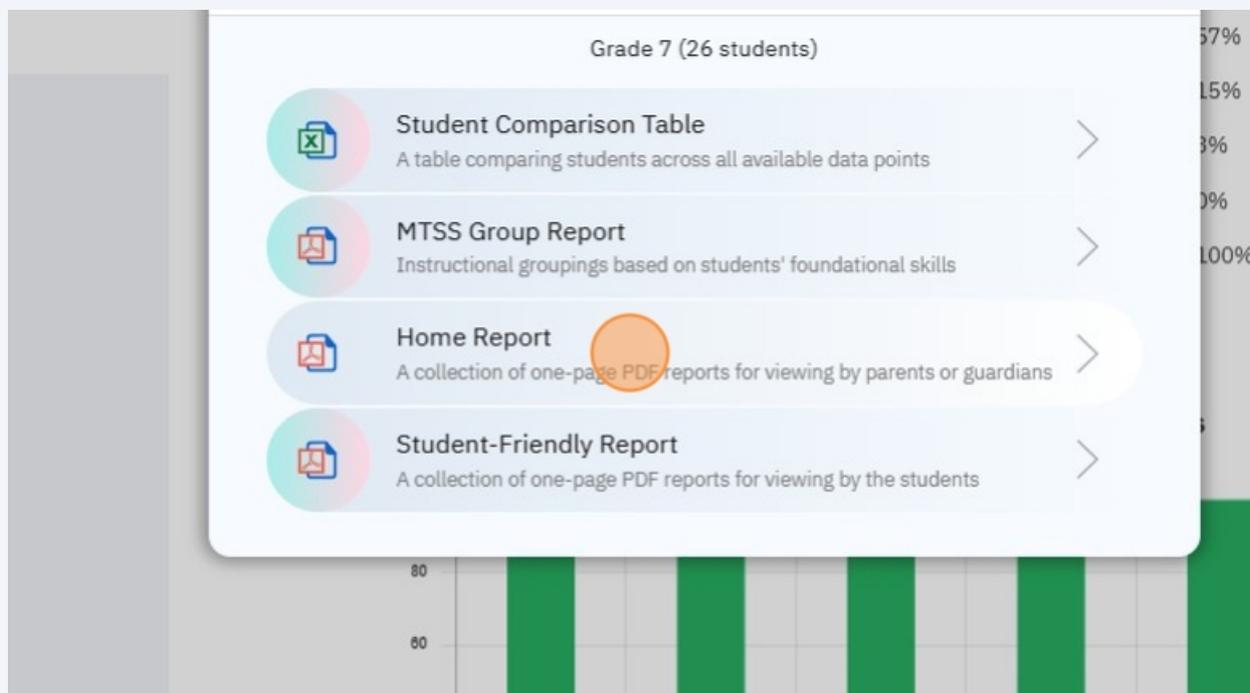
Display 30 per page. 3 total.

The interface shows a table with columns for Class Name, Grade, Students Total, Students Completed, and Word Rec and Deco. The table lists three classes: Grade 6, Grade 7, and Grade 8. The 'Grade 7' row is highlighted with an orange circle. Below the table, there is a 'Display' dropdown set to '30' and the text 'per page. 3 total.'

4 Click the export icon at the top.

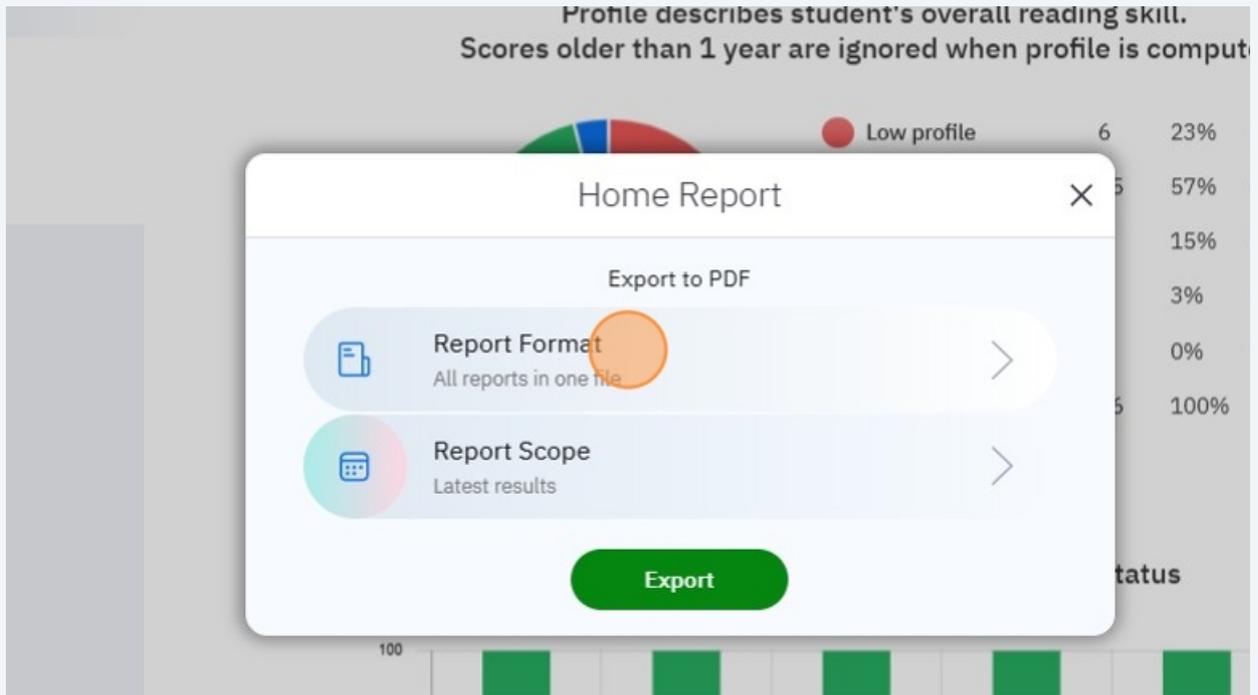


5 Select either 'Home Report' or 'Student-Friendly Report' for this example I will use Home report, but the options shown are identical.



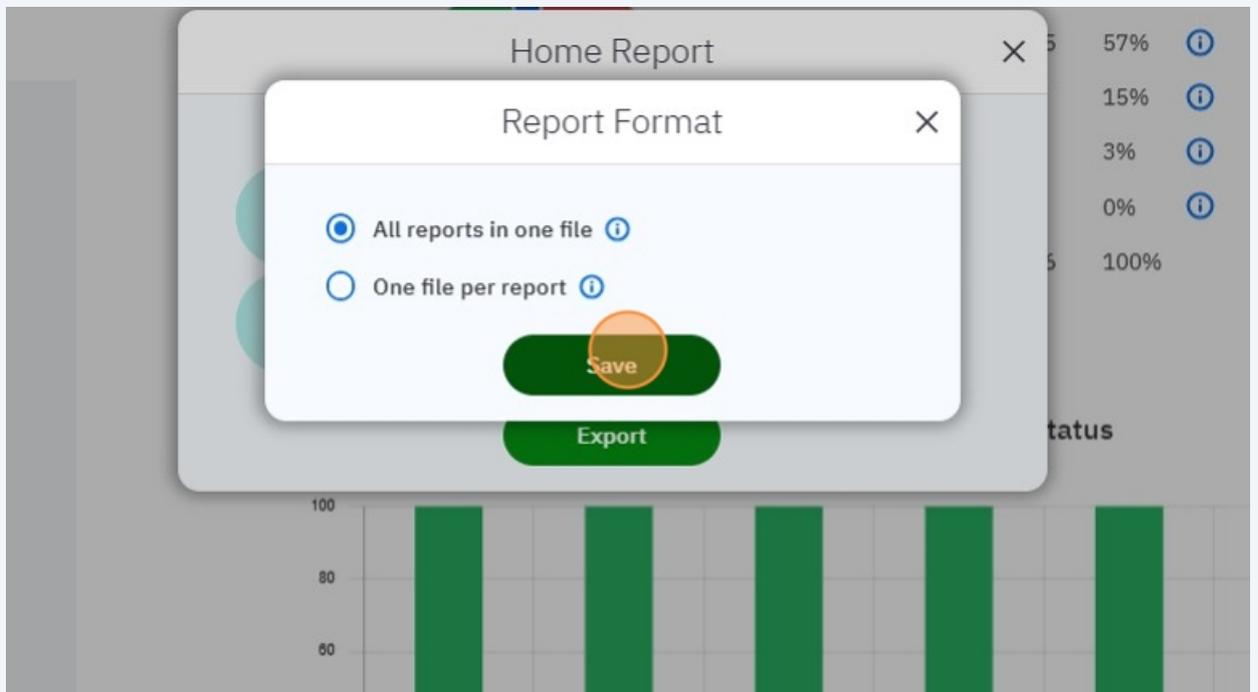
6

Select whether you want the reports in one file for printing or individual files for emailing.

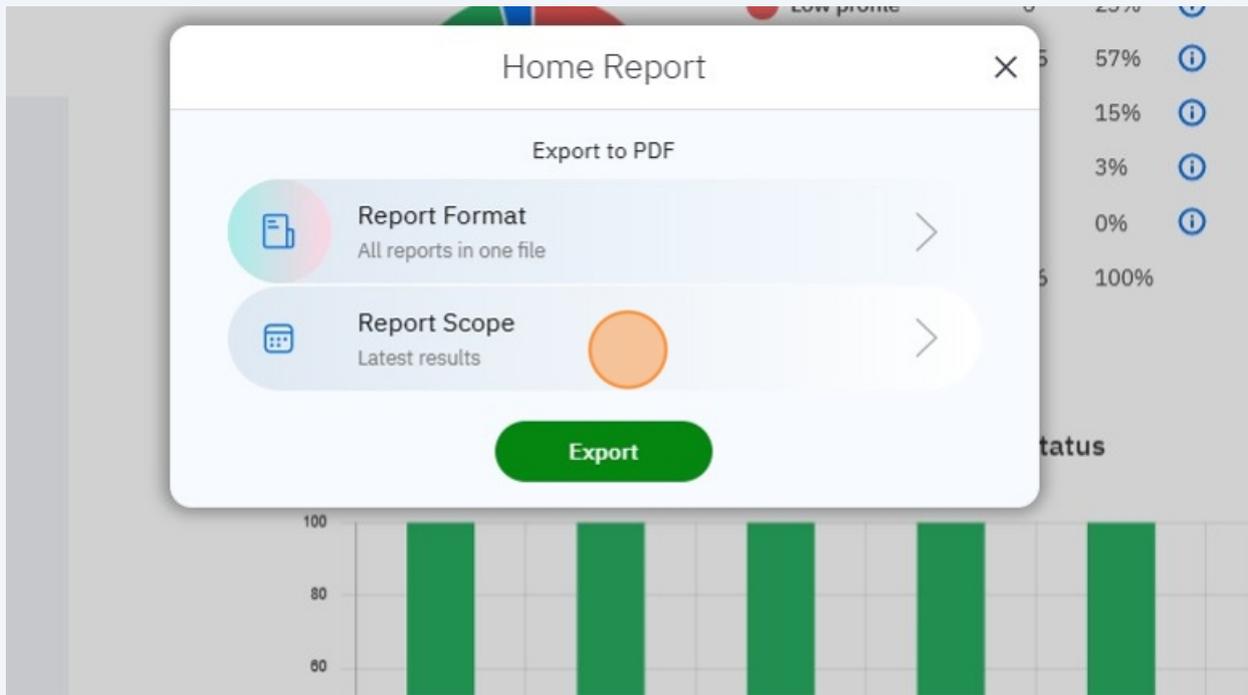


7

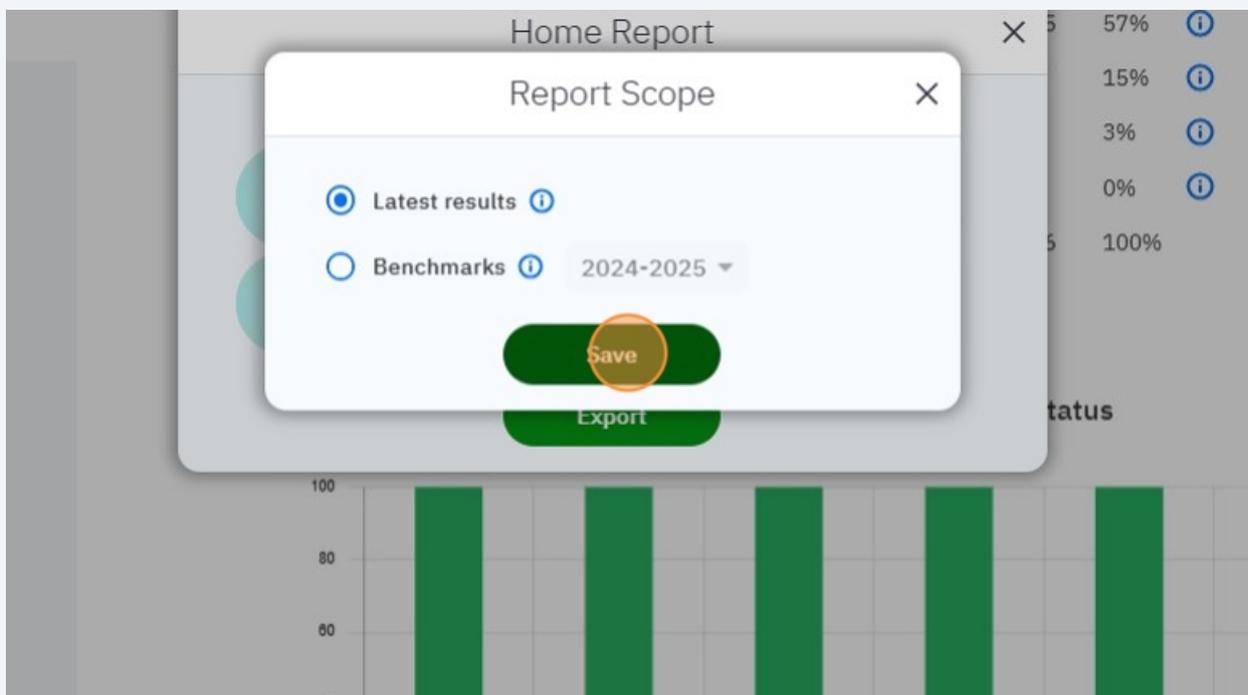
Click "Save"



8 Select whether you want latest results or a specific benchmark period.



9 Click "Save"



**10** Click "Export"

