



Capti® Higher Ed

Instructor's Manual



Table of Contents

[About Capti® Higher Ed](#)

[Library](#)

[Overview](#)

[Quick Start Guide](#)

[Edit and share Library content](#)

[Review Library content](#)

[How Students Access the Library](#)

[By logging in on the Capti website](#)

[By clicking on the link you share with students](#)

[By clicking on the link you posted to your Learning Management Software](#)

[By clicking on the link you posted to Google Classroom](#)

[By logging in to Capti Voice app on iPhone or iPad](#)

[Importing Content](#)

[Importing Files into the Library](#)

[Importing Web Articles into the Library](#)

[Import a web article from a Chrome browser tab](#)

[Import a web article from a link in Chrome browser](#)

[Import a web article from a copied link](#)

[Importing Images into the Library](#)

[Copy-paste text or an image](#)

[Take a screenshot](#)

[Copy image from browser](#)

[Reports and Exports](#)

[Reviewing Student Notes](#)

[Reviewing Student Activity](#)

[Exporting Content from the Library](#)

[Printing tracks or saving tracks as PDF](#)

[Exporting notes to a file or a playlist](#)

[Assignments](#)

[Overview](#)

[Quick Start Guide](#)

[Advanced Assignment Configuration](#)

[Scheduling for a future date](#)

[Time limits](#)

[Setting an overall assignment time limit](#)

[Extending student's personal time limit by a fixed amount of time](#)

[Extending student's personal time limit proportionally to the overall time limit](#)

[Personalized accommodations](#)

[Overview of accommodations](#)

[Student's Default Accommodations](#)

[Assignment Accommodations](#)

[In-Effect Accommodations](#)

[Setting up Student's Default Accommodations](#)

[Setting up Assignment Accommodations](#)

[Setting up In-Effect Accommodations](#)

[For a single student in an assignment](#)

[For multiple students in an assignment](#)

[Transferring assignment ownership](#)

[Student Management](#)

[Student's assignment state](#)

[Understanding student's state](#)

[Changing student's state](#)

[Adding and removing students](#)

[Adding and removing students by name](#)

[Sharing a link with students](#)

[Proctoring the assignment](#)

[Instructional grouping](#)

[Assignment log](#)

[How Students Access the Assignment](#)

[By logging in on Capti website](#)

[By clicking on the link you share with students](#)

[By clicking on the link you posted to your Learning Management Software](#)

[By clicking on the link you posted to Google Classroom](#)

[Student Supports](#)

Personal Playlists

Active reading tools

[Inserting highlights, comments, bookmarks](#)

[Filling in missing text or adding text to document](#)

[Flagging correct answers in questions](#)

[Saving custom translations and definitions](#)

Text to Speech

[Customize speech voice and rate](#)

[Listen to Playlist or Moderated Assignment text](#)

[Replay text segment in Playlist or Moderated Assignment](#)

[Play selected text segment in Playlist or Moderated Assignment](#)

[Play selected text segment on any webpage](#)

[Listen to a Playlist on an iPhone or iPad](#)

[Listen to selected text in Canvas](#)

Dictation

Text Appearance

[Zoom the text in or out](#)

[Change font appearance](#)

[Change text width](#)

[Mask text](#)

[Change line spacing](#)

[Change color theme](#)

Language Tools

Accessible Text Navigation

[Skip to a specific word](#)

[Skip anywhere in text](#)

[Skip to a page](#)

[Search for a word or a phrase](#)

[Skip by a time interval](#)

[Skip by headings](#)

[Skip by bookmarks, paragraphs, sentences, words](#)

[Browse comments, highlights, and bookmarks](#)

[iPhone and iPad](#)

Accessible User Interface

Browser Extension

[Customize the appearance of text on the webpage](#)

[Play text on the webpage](#)

[Customize speech voice and rate](#)

[Lookup translations and definitions](#)

[Save webpage for later](#)

[Save a Web Article into Playlist](#)

[Save Link or Image into Playlist from any webpage](#)

[Save selected text into Playlist](#)

Appendix

[Assignment Accommodations](#)

[Platform Integration](#)

[Supported File Formats](#)

[Troubleshooting](#)

[LTI integration error messages](#)

[Content import](#)

[Text to speech](#)

[Devices & Browsers](#)

About Capti® Higher Ed

The screenshot displays the Capti Higher Ed interface. On the left is a 'Supplemental Reading' sidebar with a '+ Track' button and a list of books including 'Alice's Adventures in Wonderland', 'Andreas Spillner - Software Testing Foundations, 4th - 2014.pdf', 'Dwellers in Arcady: The Story of an Abandoned Farm', 'Flowers', 'Moby Dick; Or, The Whale', 'On Sunset Highways A Book of Motor Rambles in California', 'Peter Pan', 'Pride and Prejudice', 'The Adventures of Sherlock Holmes', 'Emma', and 'Contractor Suitability Processing Form Department of Education 1.pdf'. The main area shows a text excerpt from 'Dwellers in Arcady' with a large decorative letter 'J' and an image of a landscape. The text reads: 'ust below the brow of the hill one of the traces broke (it was in the horse-and-wagon days of a dozen years or so ago), and, if our driver had not been a prompt man our adventure might have come to grief when it was scarcely begun. As it was, we climbed on foot to the top, and waited while he went into a poor old wreck of a house to borrow a string for repairs. We wondered if the house we were going to see would be like this one. It was of no special design and it had never had a period. It was just a house, built out of some one's urgent need and a lean purse. In the fifty years or so of its existence it had warped and lunched and become sway-backed and old—oh, so old and dilapidated—without becoming in the least antique, but just dismal and disreputable—a veritable pariah of architecture. We thought this too bad, for the situation, with its'. Below the text is a media player with a search bar and playback controls. On the right is a 'Notes' sidebar with a search bar and a list of notes, including a bookmark 'later had it hooked and' and two highlights: an orange highlight 'Our farm!' and a yellow highlight 'That's one of the fields. Over there on the right is some of your timber, and up the hill yonder is the'. A translation note for 'широко, далеко' is also visible.

Capti Higher Ed is an all-in-one solution to accommodate and support reading for college students, faculty and staff. Capti offers tools to accommodate students with disabilities and ESL students; address ADA and Sec. 504/508 compliance; implement for independent classroom use, in person or remotely, synchronously or asynchronously. This document contains detailed step by step instructions on using Capti Higher Ed for educators and other education professionals.

Capti Higher Ed can be used in the following ways:

- **Library:** all-in-one assistive tech for students of all abilities to organize, annotate, and listen to content; and for instructors to organize and share content with students, track student's activity.
- **Assignments:** a tool for administering assignments (reading, writing, quizzes, tests) within a secure browser environment, with personalized accommodations.

To start using Capti Higher Ed in your institution, you need to sign up for an education institution multi-license account. If you do not have one yet, please contact us at sales@captivoice.com for more information. If you are a technical administrator in an educational institution looking to set up Capti, please refer to the [Capti Rostering: Admin's Manual](#) and/or contact us at support@captivoice.com.

Library

Overview

Use the Library to share reading materials with students, review student’s reading activity, and engage students in active reading.

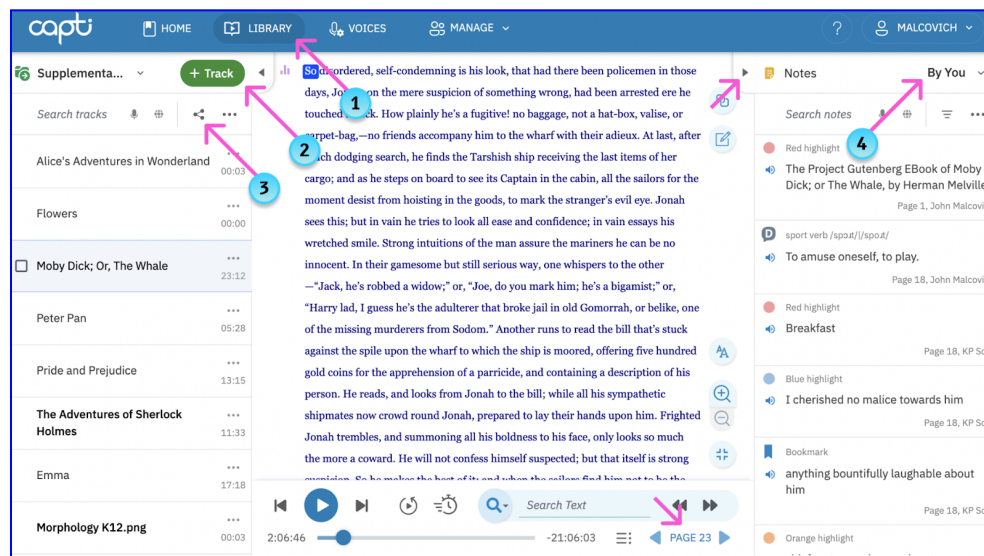
When saved to Capti, documents are converted into Capti native format, either in *Adaptable* layout that allows easy modification of document’s layout and visual style, or in *Original* layout that preserves document’s original layout and visual style.

Key features of the Library are:

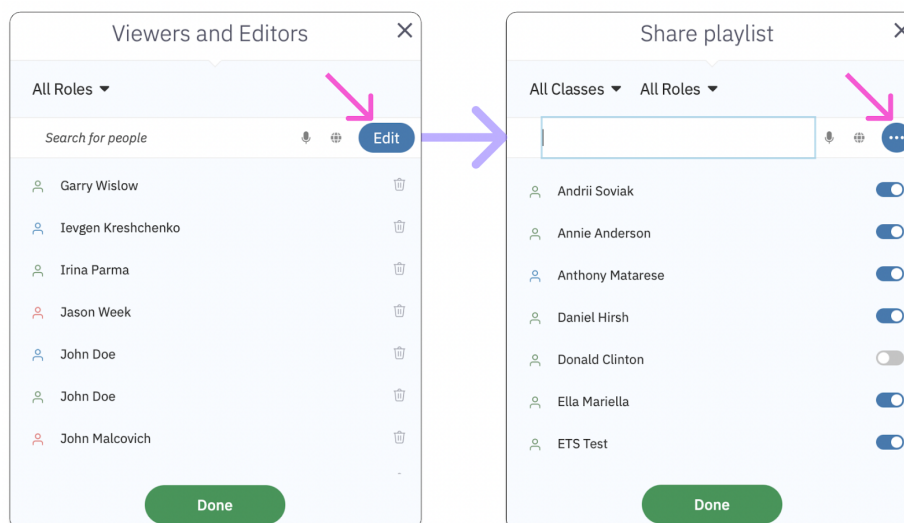
- **Integration with cloud services.** You and your students can add files to the Library from your Google Drive, Dropbox, Microsoft Office 365/OneDrive, etc. You can also import files from your computer.
- **Integration with online libraries.** You and your students can add files from Bookshare (with Bookshare account), Gutenberg (public domain classics), etc.
- **Import files in bulk.** You and your students can drag and drop or select multiple files at once, and select how each file will be named and formatted in the Library in bulk, in a single step.
- **Import almost any document format.** You and your students can import any popular document file format, including: DOCX, PDF, ePub, DAISY, and more.
- **Optical Character Recognition.** You and your students can import most image formats, and use OCR to convert text on the image into a form that can be read out loud with text to speech and annotated.
- **Annotations.** You and your students can annotate imported documents with highlights, comments, floating sticky notes, and more. Annotations can also be exported into a file.
- **Word Lists.** You and your students can add custom word lists to tracks, with definitions or translations for the word list pulled out of the built-in dictionary or provided by you.
- **Playlists.** Organize imported documents into playlists: ordered collections of documents (*‘tracks’*).
- **Share with students.** Share playlists of tracks, along with your annotations, with your students.
- **Text to speech.** Your students can listen to documents they imported into the Library, or you shared with them in the Library.
- **Visual accommodations.** Your students can significantly modify how each imported document looks, to make reading more accessible.
- **Translation and definition.** Your students can look up translations (100+ languages) and English language definitions of words and phrases. Library uses Natural Language Processing (NLP) to intelligently account for word’s part of speech and helps students identify words that are part of a phrase.
- **Unit navigation.** Your students can navigate the document using screen-reader standard units.
- **Screen-reader accessible.** Library interface is highly screen-reader accessible.

Quick Start Guide

Edit and share Library content



1. Click **Library** at the top of the screen
2. Click **+Track** to add new content to the playlist (see [Import Files into the Library](#) section).
3. Click the **Share Playlist** icon to select who to share with. A dialog box with students and instructors that can see the playlist will appear. You can remove anyone from the list or click **Edit** to add/remove people one at a time or in bulk.



4. Add notes for your students (see [Active Reading Tools](#) section for details), review notes created by students (see [Reviewing Student Notes](#) section for details), and review student activity (see [Reviewing Student Activity](#) section for details).

Review Library content

Click **Home** at the top of the screen, then **Content Sharing** button in the left sidebar, then **Share with Students** tab.

The top screenshot shows the 'Content Sharing' interface for user 'Baldwin Hig...'. The 'LIBRARY' tab is selected in the top navigation bar. The left sidebar contains 'Content Sharing' (highlighted with a pink arrow and circled '2'). The main area shows the 'SHARE WITH STUDENTS' tab (highlighted with a pink arrow and circled '3'). A list of shared playlists is visible, including 'English 101' (highlighted with a pink arrow and circled '4').

The bottom screenshot shows the 'English 101' playlist content screen for user 'Hastings Aca...'. The 'CONTENT' tab is selected. A table lists the tracks in the playlist:

Name	Source	Language	Layout
Alice's Adventures in Wonderland	Gutenberg	English	Adaptable
Flowers	Local File	English	Original
Moby Dick; Or, The Whale	Gutenberg	English	Adaptable
Peter Pan	Gutenberg	English	Adaptable
Pride and Prejudice	Gutenberg	English	Adaptable
The Adventures of Sherlock Holmes	Gutenberg	English	Adaptable
Emma	Gutenberg	English	Adaptable
Morphology K12.png	Local File	English	Adaptable

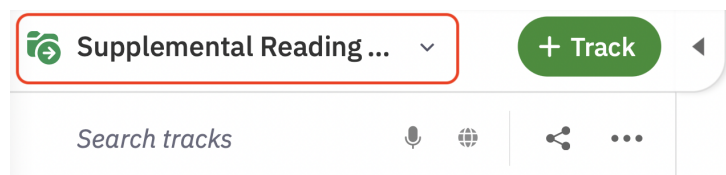
The playlists in this screen are the same you can find in your Library, except your personal playlists. Here the playlists are also filtered by Location to which they belong (see dropdown in the top-left corner).

Click on a playlist to view track names, source, language, and layout. You can also delete, share and edit the playlist from this screen.

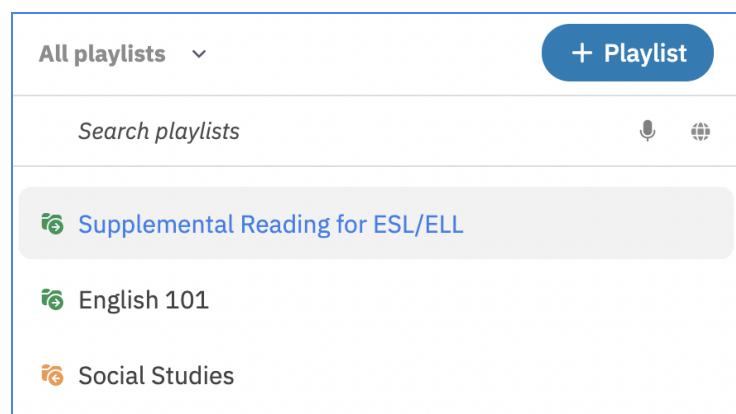
How Students Access the Library

By logging in on the Capti website

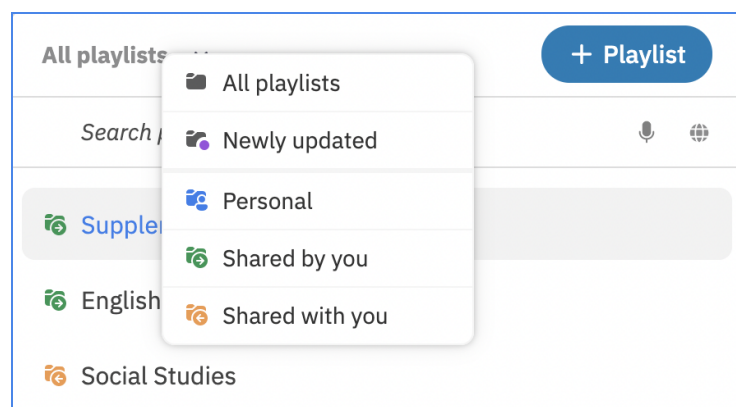
The simplest way for students to access the Library is to login on www.captivoice.com. In addition to regular login that will require knowledge of their Capti password, students can also sign-in using Google or Clever. Once logged in, the students need to click **Library** at the top of the screen to see all the Playlists that have been shared with them. To switch a playlist students can click on the playlist name at the top of the sidebar.



A popup with all playlists available to the student will open



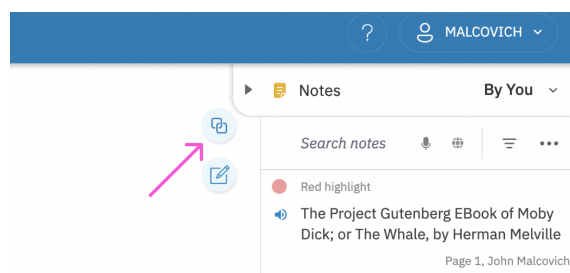
Students will be able to identify updated playlists by a red dot in the playlist icon. Students can also filter the list to see only the updated playlists by clicking on the **All playlists** dropdown and selecting the **Newly Updated** option.



By clicking on the link you share with students

You can send a link to a specific page in a specific track by email, or using any other preferred method of communication with your students. To get a link to send to your students:

1. Open the Library and go to the specific playlist, track and page you want to share.
2. Click on the **Actions** button in the top right corner of the screen (see pink arrow below)



3. Select **Copy link to this page...** option from the menu

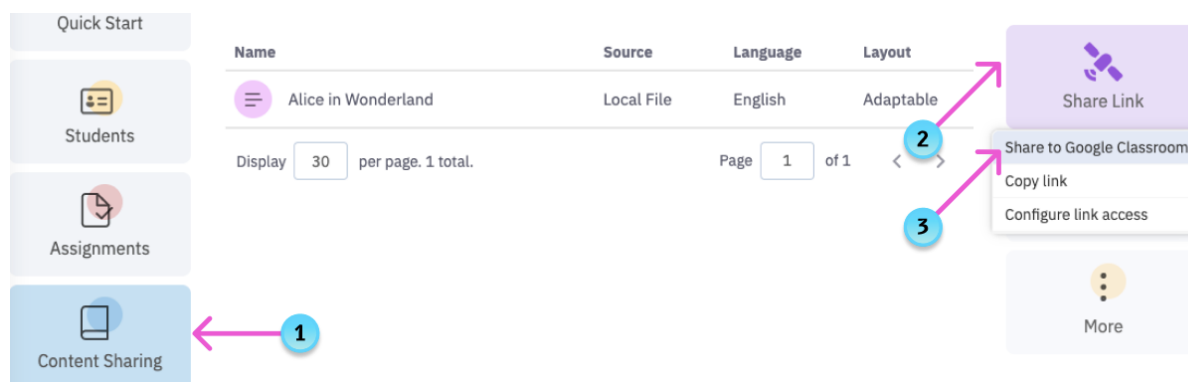
Only students with the necessary access permissions will be able to access the assignment by clicking the link you shared.

By clicking on the link you posted to your Learning Management Software

Instructors and students can use a single sign-on to open Capti from supported Schoology, Canvas or Blackboard accounts. In the supported accounts, students will be able to access specific Library playlists you share with them. See [Capti Rostering: Admin's Manual](#) or contact us at support@captivoice.com to set up your Learning Management Software (LMS) integration.

By clicking on the link you posted to Google Classroom

You can export a link to a playlist to your students in Google Classroom as follows:



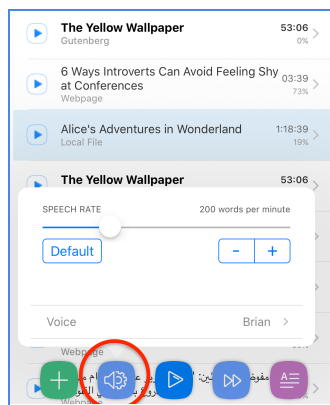
1. Click on the **Content Sharing** button in the left sidebar, find your playlist in the list and click it
2. Click the **Share Link** button

3. Select the Share to **Google Classroom** option from the menu
4. Choose which Google Classroom course to post the link to

Only students with the necessary access permissions will be able to access the playlist by clicking a link in Google Classroom. If a student is not logged into Capti they will be able to use Google single sign-on to login.

By logging in to Capti Voice app on iPhone or iPad

With Capti Voice iPhone and iPad app students can login into their Capti account and access all the content you shared with them in the Library. In addition students can also install the Capti Voice K-12 app, a version of Capti Voice specifically designed for K-12 students.

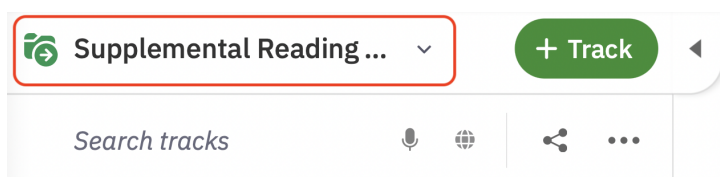


Importing Content

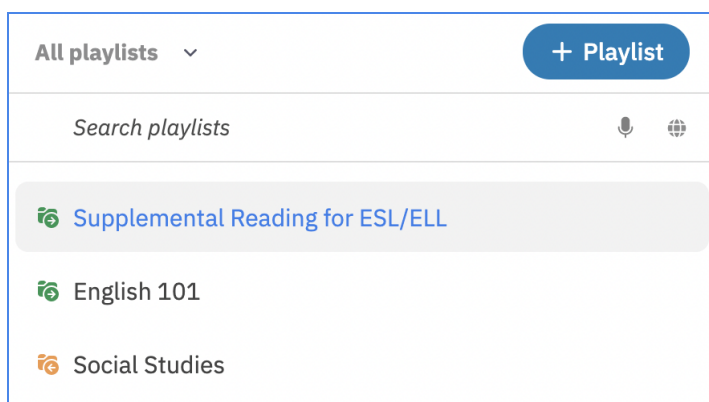
Importing Files into the Library

In the Library we use audio terminology because files uploaded into Capti can be read aloud. Hence, we use the word “track” for individual documents, and the word “playlist” for collections of documents. Each track can be read aloud, read visually, and annotated, by you and your students. To add a file to the Library follow the steps below:

1. *Choose the Playlist into which you want to import files:* Open **Library**, then click on the playlist name at the top of the sidebar on the left.

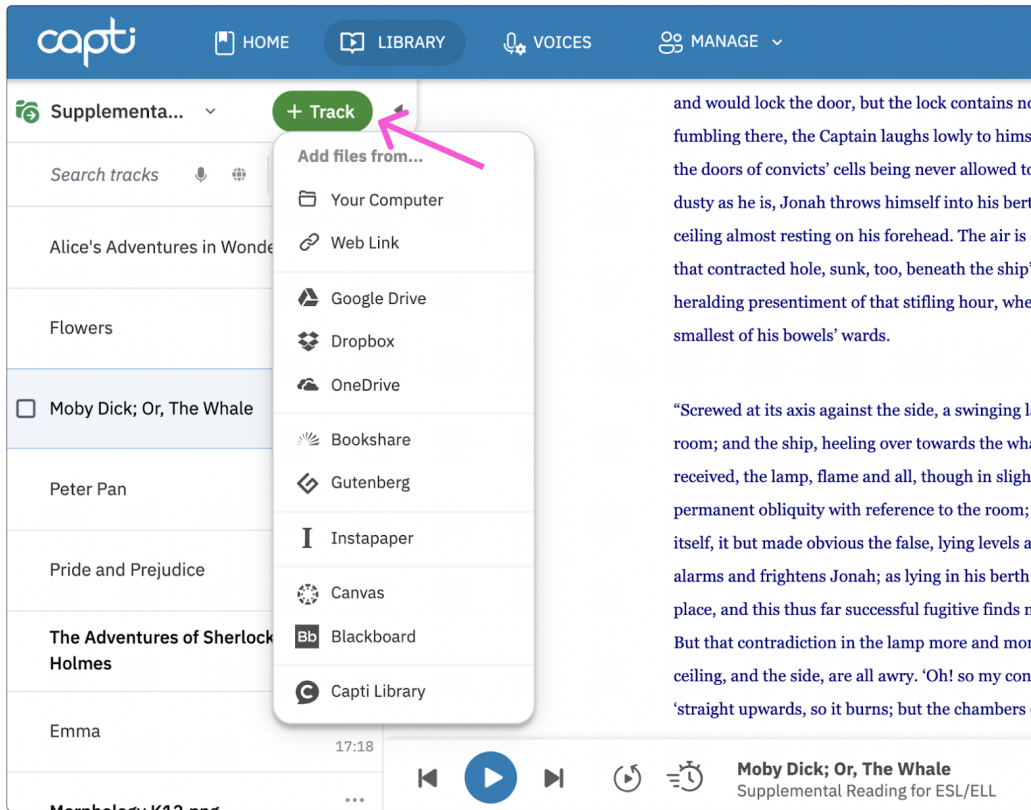


A popup with all playlists available to the student will open. Click on a playlist name to choose it, or click **+Playlist** to create a new playlist. You can also filter your list of playlists by clicking on the **All playlists** dropdown, and search for a playlist by name.



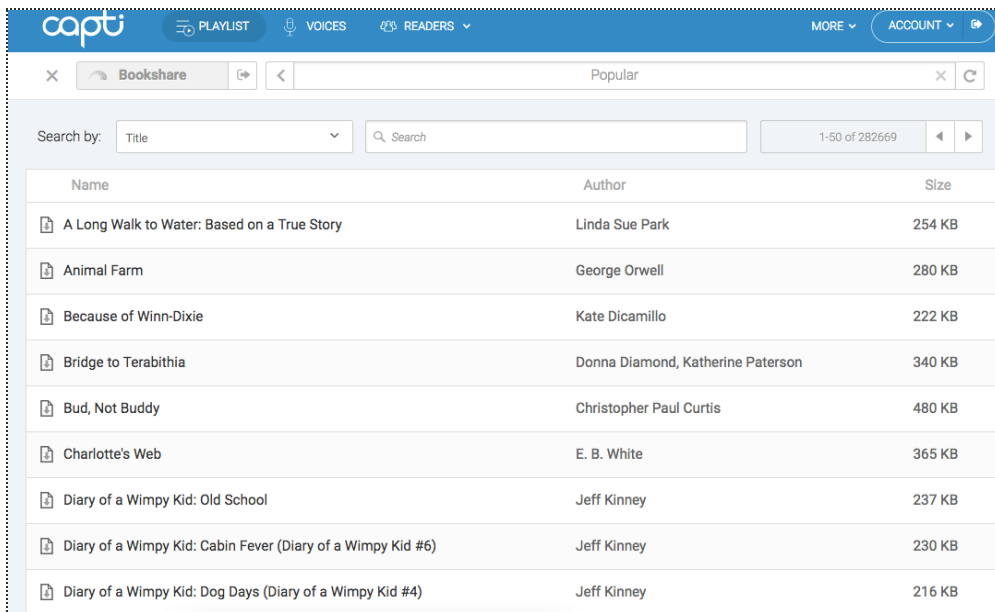
2. *Choose where you are going to import your files from.* Click on the **+Track** button (keyboard shortcut "A") in the left sidebar of the playlist. A list of document sources will appear. [Learn more about available content resources.](#) Click on source name, login (if prompted).

Tip: *If the files you want to import are on your computer, you can **drag-and-drop** them directly into the playlist.*



Tip: in order to use Canvas or Blackboard as a content resource they need to be first configured. Ask your administrator for help or contact us at support@captivoice.com. Detailed instructions can be found in the *Capti Admin's Rostering Manual*.

- Once you are logged into your account, the screen below will appear. Click the book or document that you would like to add to your playlist.



- An “Import Document” dialog box will appear. Enter track name and choose between **Adaptable** and **Original** layouts.

Tip: *If you are importing a scanned PDF document then you will need to check the “OCR” option to be able to read it later. OCR will also be used for images by default. Ask your administrator for help or contact us at support@captivoice.com if OCR is not available.*

When importing files from your computer you can also import multiple files at once, in which case the following dialog will appear, as shown below:

Adding 5 tracks	Layout	OCR
Alice in Wonderland	Adaptable	<input checked="" type="checkbox"/>
Peter Pen	Original	<input checked="" type="checkbox"/>
Moby Dick	Adaptable	<input checked="" type="checkbox"/>
Pride or Prejudice	Original	<input checked="" type="checkbox"/>
Emma	Adaptable	<input checked="" type="checkbox"/>

- When done, click **Import** and the file(s) will start loading. You can see the loading progress indicator in the top of the right sidebar, as shown below. When loading is complete the document will appear at the bottom of the playlist.



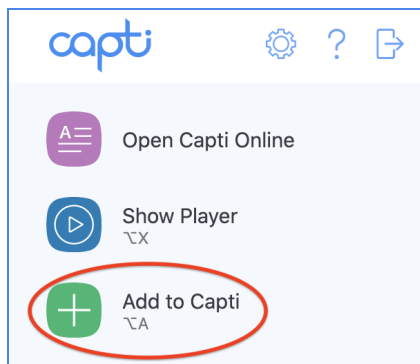
Importing Web Articles into the Library

When importing web articles Capti will only keep the main content of the article, and skip all the other stuff, such as advertisements, buttons, sidebars, images etc.

Import a web article from a Chrome browser tab

To import a web article directly from a website you are visiting:

1. Make sure [Capti Browser Extension](#) is installed and enabled in your Chrome browser.
2. Use **Alt + A** keyboard shortcut or click the "Capti" icon in the browser toolbar and then the green **Add to Capti** button

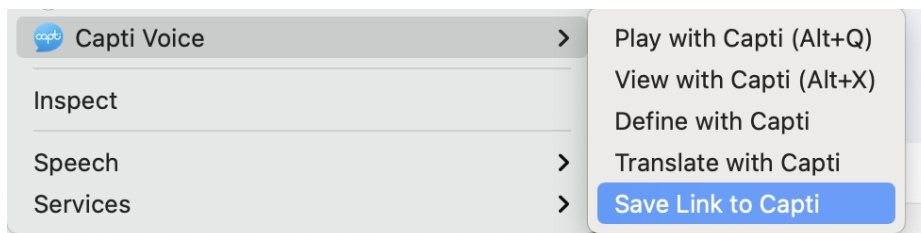


3. To see the article you added, open Capti Voice tab (**Alt+O**) and find it in the current playlist. If it's not there click **Synchronize** and wait for it to appear.

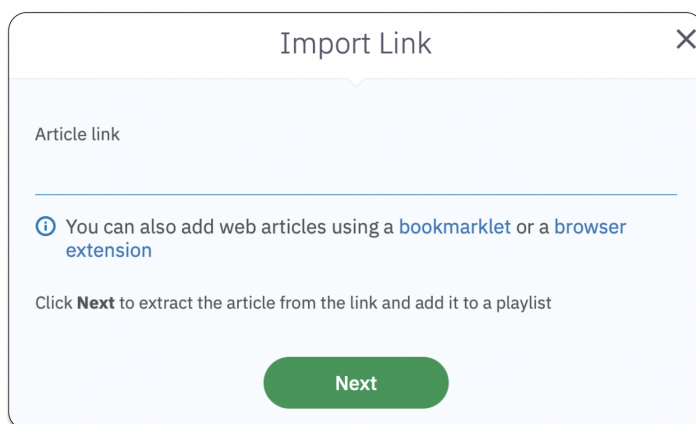
Import a web article from a link in Chrome browser

To import a web article from a link:

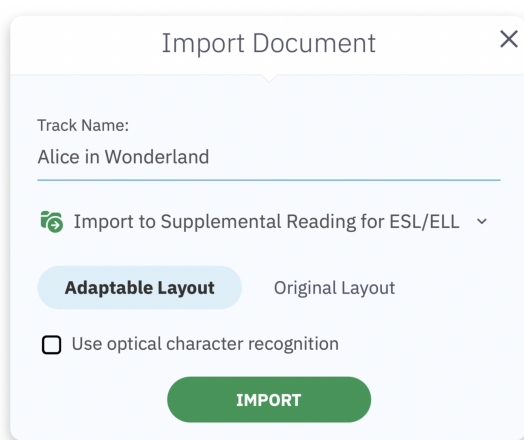
1. Make sure [Capti Browser Extension](#) is installed and enabled in your Chrome browser.
2. Right click on the link that you want to add to the Library
3. In browser's contextual menu select **Capti Voice** → **Save Link to Capti**



4. A new dialog box will appear with the link already filled in. Click **Next** to confirm.



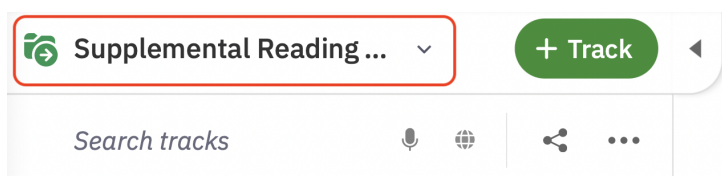
5. An “Import Document” dialog box will appear. Enter track name and choose between **Adaptable** and **Original** layouts.



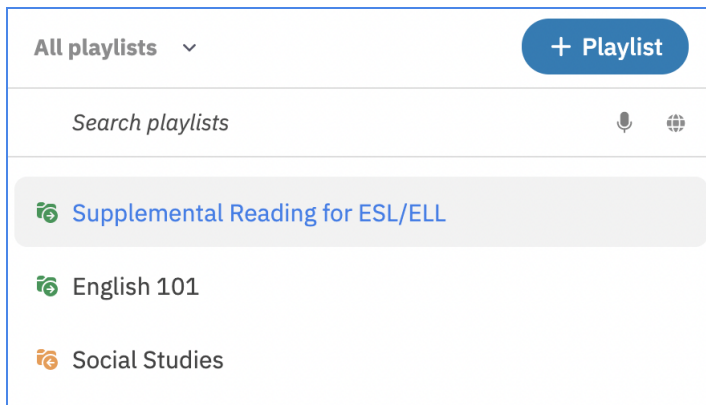
6. When done click Import and the document will start loading. When loading is complete the document will appear at the bottom of the playlist. To see the article you added, open Capti Voice tab (**Alt+O**) and find it in the current playlist.

Import a web article from a copied link

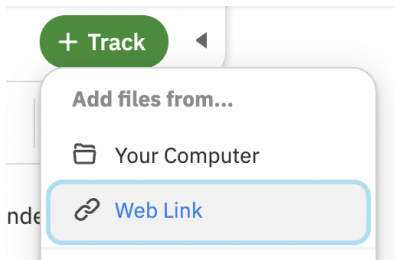
1. *Choose Playlist into which you want to import files:* Open **Library**, then click on the playlist name at the top of the sidebar on the left.



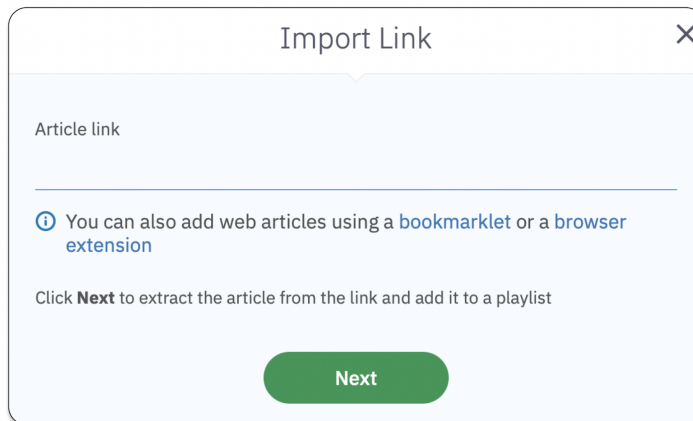
A popup with all playlists available to the student will open. Click on a playlist name to choose it, or click **+Playlist** to create a new playlist. You can also filter your list of playlists by clicking on the **All playlists** dropdown, and search for a playlist by name.



2. Click on the **+Track** button (keyboard shortcut "A") in the left sidebar of the playlist. A list of document sources will appear.
3. Select **Web Link** in the menu




4. A new dialog box will appear with the link already filled in. Click **Next** to confirm.



5. An "Import Document" dialog box will appear. Enter track name and choose between **Adaptable** and **Original** layouts.

Import Document

Track Name:
Alice in Wonderland

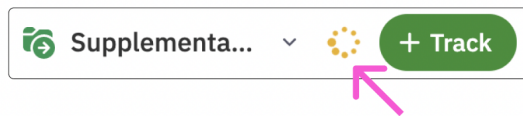
 Import to Supplemental Reading for ESL/ELL ▾

Adaptable Layout Original Layout

Use optical character recognition

IMPORT

- When done, click **Import** and the file(s) will start loading. You can see the loading progress indicator in the top of the right sidebar, as shown below. When loading is complete the document will appear at the bottom of the playlist.



Importing Images into the Library

Copy-paste text or an image

1. Copy any image on your device
2. Switch to Capti and use **Ctrl+V** or **Command+V** to paste it directly into a Capti playlist.
3. Enter track name and choose between **Adaptable** and **Original** layouts.

Take a screenshot

1. Use **Shift + Command + 4** (Mac) or **Windows Key + Shift + S** (Windows 10) or **Ctrl + Shift + Window Switcher Key** (Chrome OS) to capture a region of screen
2. Switch to Capti and use **Ctrl+V** or **Command+V** to paste it directly into a Capti playlist.
3. Enter track name and choose between **Adaptable** and **Original** layouts.

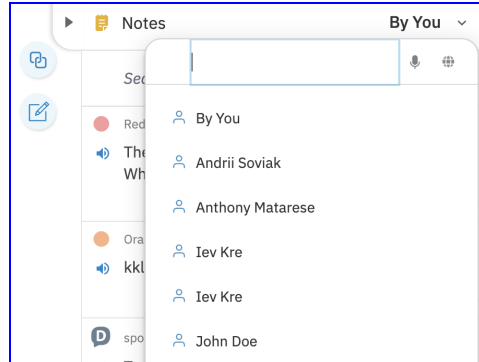
Copy image from browser

1. On any web page: right-click on a link to an image or on the image itself.
2. In browser's contextual menu select **Save Image to Capti**
3. Click **Next** to confirm.
4. Choose track name and playlist into which the image will be saved
5. Click **Import** to confirm. Capti will make the text on the image readable using OCR (Optical Character Recognition).

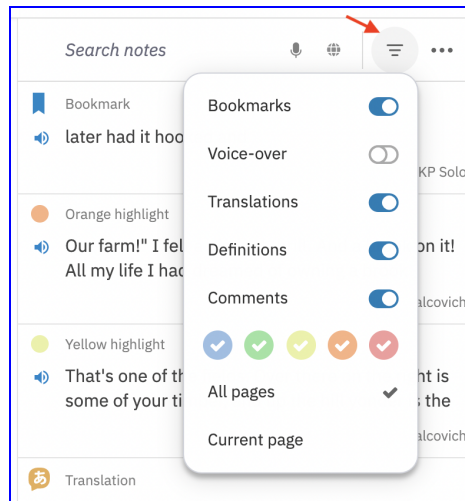
Reports and Exports

Reviewing Student Notes

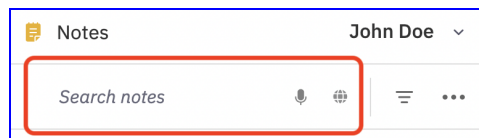
Students and instructors can add notes to tracks in the Library. To learn more about types of annotations and how to add them see the [Active Reading Tools](#) section. Open the right sidebar, to view your notes. To switch to notes of a specific student click on the “**By You**” dropdown and select the name of the student. Student’s notes will appear in the sidebar, and in text.



To further narrow down the list of notes click the **Filter notes** icon. You can filter by note type, by highlight color, and by page. Filtering by current page is especially useful if you need to find notes on whatever page you are on while going from one page to another.



If you are looking for a specific note, type some text that appears in the note, and press **Enter**, or click the **Dictate** icon and dictate your query. List of matching notes will appear in the sidebar.



Reviewing Student Activity

Reports for English 101 ▾

READING SKILLS	READING ACTIVITY	LOG	Find student		
▲ Students	Tracks Added	Word Lookups	Listening	Dictating	From 03/02/2020
👤 Antoinette Perez	0	0	-	-	To 03/02/2021
👤 Felicia Grant	0	0	0 min	-	
👤 Gloria Solomon	0	0	-	-	
👤 Joe Sanders	0	0	-	-	
👤 John Travioli	0	0	-	-	
👤 Mike Merzola	0	0	-	-	
👤 Svetlana Ivanovich	0	0	-	-	

Display per page. 7 total. Page of 1 < >

The Reading Activity report provides information on student interaction in Capti, including:

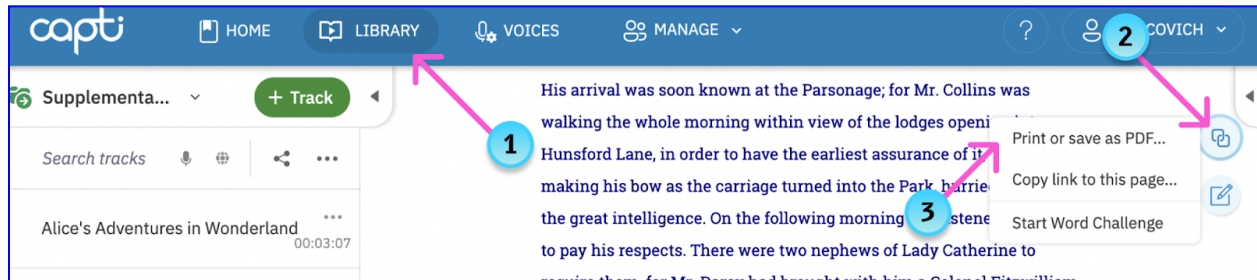
- Time spent listening to reading materials (Text to Speech)
- Time spent using dictation (Speech to Text)
- Number of tracks added
- Number of word translations and definitions prompted

You can access the Reading Activity report by opening the **Reports** screen on the **Reading Activity** tab. Click on the student name to view how the student's activity has changed over time.

You can export the data by clicking the **Export** button in the bottom of the table.

Exporting Content from the Library

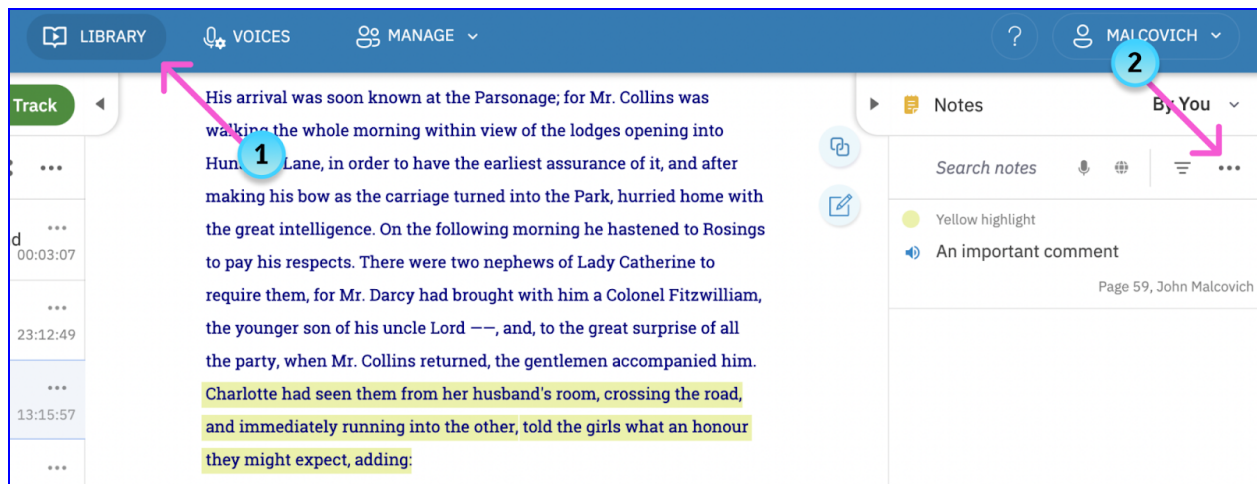
Printing tracks or saving tracks as PDF



1. Open the track in the **Library**
2. Click on the “**Actions**” button in the top-right corner of the screen
3. Select “**Print or save as PDF**”
4. In the dialog that appears select the page range you want to print or save and click **Next**
5. A system print dialog will appear that you can use to print or save your file as a PDF.

Exporting notes to a file or a playlist

You can export your own and your students’ notes. Students can also export their own notes.



1. Open the track in the **Library**
2. Make sure that sidebar filters are configured to show only the notes you want to export.
3. Click on the (...) button in the top of the “Notes” sidebar on the right.
4. In the menu that will open select **Export Notes**
5. A new dialog will open. Select if you want to save the notes as a **New File** on your computer, or as a **New Track** in the Library.
6. A new dialog will open. Choose file or track name, select location, and confirm.

Assignments

Overview

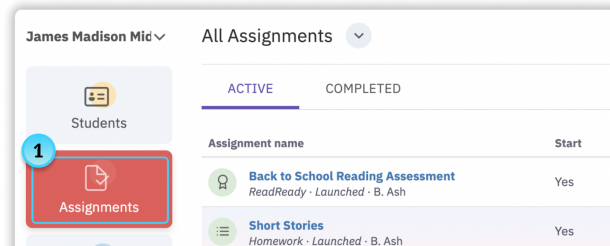
Use Assignments to assign homework, classwork, quizzes, and tests. Assignments include all the features of the [Library](#), and add the following:

- **Scheduling.** You can schedule an assignment to automatically start on a specific date; the students will be able to access and submit their assignment independently. See the [Scheduling for future date](#) section for more information.
- **Time Limit.** You can set up a time limit for quizzes and tests, and personalize the time limit of individual students with the *extended time* accommodation and extra time extensions. See the [Time Limits](#) section for more information.
- **Proctoring and Monitoring.** You can proctor students in person or remotely, monitor their progress, and submit the assignment on the student's behalf if the student cannot complete it within your time constraints. See the [Proctoring Assignments](#) and [Student's State in An Assignment](#) sections for more information.
- **Secure Browser Environment.** When enabled, the secure browser environment locks students in the assignment to make sure the exam is secure and students cannot use unauthorized materials.
- **Personalized Accommodations.** You can define which accommodations from the available student supports each student can use in each assignment. You can set up student's default accommodations that will be applied to each assignment, customize each student's accommodations within each assignment, and more. See the [Personalized Accommodations](#) section for more information.
- **Activity Log.** All major updates to an assignment, such as adding a student or submitting a completed assignment, are logged and can be reviewed at any time. See the [Assignment Log](#) section for more information.

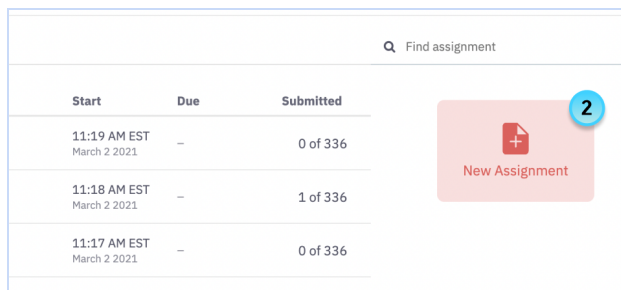
Quick Start Guide

To create a new assignment go to the **Home** screen (the screen you first see when you log in), then follow these instructions:

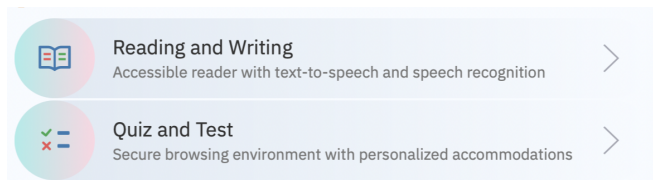
1. Open the **Assignments** screen in the left sidebar.



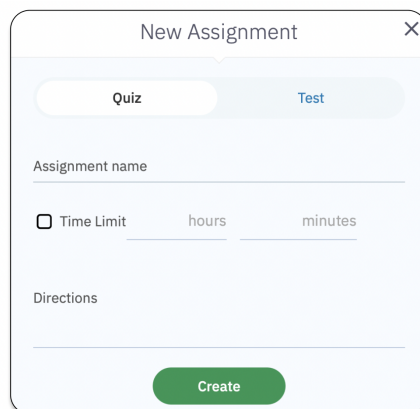
2. Click the **New Assignment** button on the right.



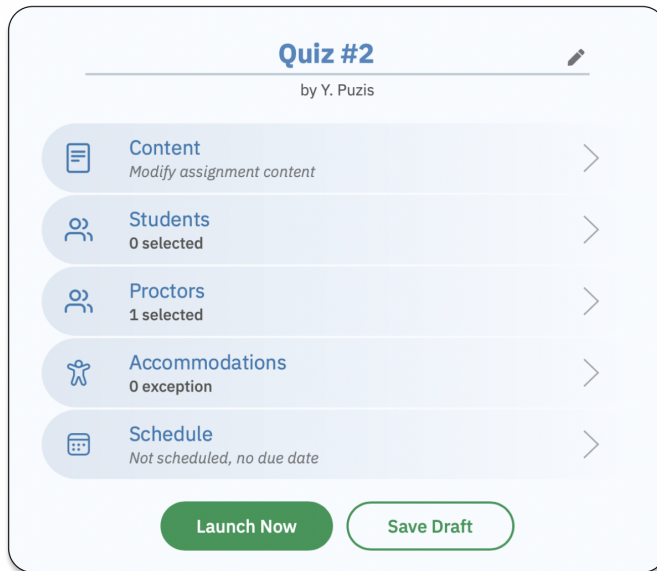
3. Select one of the *Capti Higher Ed* options in the dialog




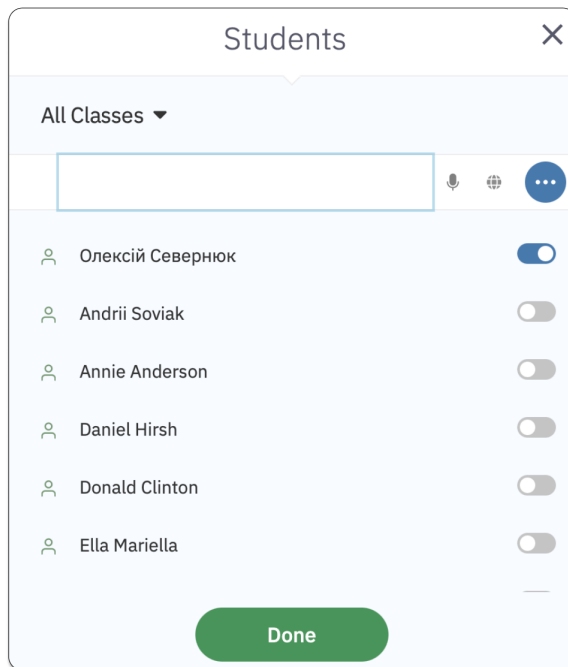
4. A new dialog box will open. Use it to set a time limit, provide student directions, etc.



5. When finished click “**Create**”: a new assignment will be created and its configuration dialog will open.



6. Click **Content** to add reading materials to the assignment. You can add [documents and books](#), [web articles](#), and [images \(with OCR\)](#).
7. Click **Students** to assign the selected content to specific students. You can filter by class and use the  button to add/remove students in bulk. Hover over the name to see Capti ID.



8. Click **Accommodations** to [customize the assignment accommodations](#).

Assignment Accommodations

i Define accommodation rules for **Test**. Keep or override student's default accommodation settings.

ACCESS

- > Extended time Use Student Default ▾
- > Can resume after leaving Use Student Default ▾
- > Secure browsing environment Enable for All ▾
- > Make changes after timeout Use Student Default ▾
- > Make changes after due date Use Student Default ▾

INPUT AND OUTPUT

- > Allow text to speech Disable for All ▾
- > Allow dictation for text input Use Student Default ▾

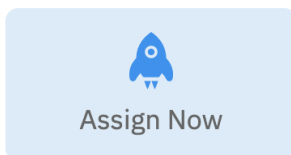
9. Click **Schedule** to schedule the assignment start and due date.

Assignment Schedule ✕

- Schedule for mm/dd/yyyy Hr. ▾ Min. ▾ AM ▾ EET
- Due on mm/dd/yyyy Hr. ▾ Min. ▾ AM ▾ EET
- Archive on mm/dd/yyyy Hr. ▾ Min. ▾ AM ▾ EET

Save

10. Click **Launch Now** to start immediately or **Save Draft** to save as draft, and start later by opening the assignment and clicking **Assign Now** button.



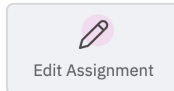
Tip: You can also end the assignment immediately for all students by clicking **More Actions** → **Submit All** button to put all students temporarily on hold. If you want to archive an assignment, click **More Actions** → **Archive Assignment**. Any ongoing student work will be submitted and the assignment will be archived. You can find archived assignments by clicking Assignments in the left sidebar and choosing tab **Completed**.

Advanced Assignment Configuration

Scheduling for a future date

You can schedule an assignment to start on a certain date and time. The assignment will become available for all students you shared it with on the specified date and time. You can change or cancel the scheduled launch at any point before it happens. To schedule an assignment:

1. Open the assignment screen and go to **Edit Assignment** → **Schedule**.



2. Check the **Assign for** checkbox and specify the date and time.

 A dialog box titled "Assignment Schedule" with a close button (X) in the top right corner. It contains three rows of configuration options, each with a checkbox, a date field, and time selection fields.

Option	Date	Hour	Minute	Period	Timezone
<input type="checkbox"/> Schedule for	mm/dd/yyyy	Hr. ▼	Min. ▼	AM ▼	EET
<input type="checkbox"/> Due on	mm/dd/yyyy	Hr. ▼	Min. ▼	AM ▼	EET
<input type="checkbox"/> Archive on	mm/dd/yyyy	Hr. ▼	Min. ▼	AM ▼	EET

At the bottom center of the dialog box is a green rounded rectangular button labeled "Save".

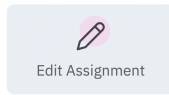
3. Check the **“Schedule for”** checkbox to specify the date and time, and the assignment will be automatically posted to students.
4. Check the **“Due on”** checkbox to specify the date and time, and the assignment will automatically end for all students who have not yet submitted it.
5. Check the **“Archive on”** checkbox to specify the date and time, and the assignment will automatically *move into the archive* and end for all students who have not yet submitted it. Note that archived assignments can be reviewed but not changed or relaunched.
6. Click **“Save”** to confirm your changes.

Time limits

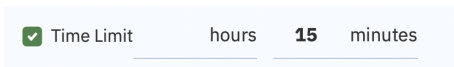
Setting an overall assignment time limit

You can set a time limit for an Assignment at the time the assignment is created, or later.

1. Open an assignment and click the **Edit Assignment** button.



2. Click **Properties**, modify the limit, and close the dialog



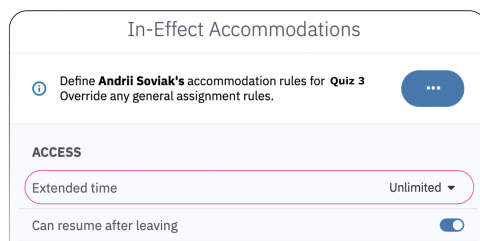
Once the assignment starts, the overall time limit can no longer be changed.

Extending student's personal time limit by a **fixed amount of time**

1. Open the assignment, then click on the student name to open student's "Overview" screen
2. Click the **Time Extension** button
3. Specify the time extension in hours and minutes. This extension can be increased or decreased at any time before assignment is submitted.
4. Specify the reason for the change (logged for future reference).
5. Click **Set** to close the dialog box.

Extending student's personal time limit **proportionally to the overall time limit**

1. Open the assignment, then click on the student name to open student's "Overview" screen
2. Click **In-Effect Accommodations** to open the student's personal accommodations
3. Modify "Extended Time" accommodation to remove time limit or extend it by a multiple of x1.5, x2.0.



Tip: You can use "Make changes after time out" and "Make changes after due date" accommodations to allow a student to continue work without explicitly removing/changing a time limit or a due date for that student. Learn more about [accommodations](#).

Personalized accommodations

Overview of accommodations

Student's accommodation settings determine what features students can use while working on an assignment. Capti Higher Ed unifies standard IEP accommodations with a number of other features not usually considered accommodations ("permissions" would be more appropriate here) under the umbrella of "accommodations". In Capti you have:

Student's Default Accommodations

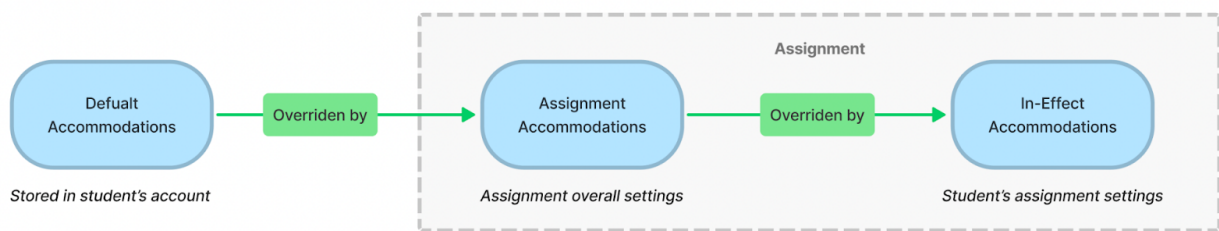
Those settings are stored with the student account and are applied to every student's assignment. For example if a student needs a text to speech accommodation, or a time extension accommodation in all tests, this is where you would set it up.

Assignment Accommodations

Those settings define assignment-specific accommodation rules for all students in an assignment. Assignment accommodations override student's default accommodation settings for a specific assignment. For example, if a specific test requires that no student is able to use text to speech, including students with a text to speech accommodation, you would want to disable the "Text to speech" setting in assignment accommodations.

In-Effect Accommodations

Those settings define student's in-effect assignment accommodations. In-effect accommodations override assignment accommodation settings for a single student. For example, if you want one specific student to get a specific accommodation, but only in one specific test (i.e. you don't want to save this setting in the student's default accommodations), this is where you would set it up.

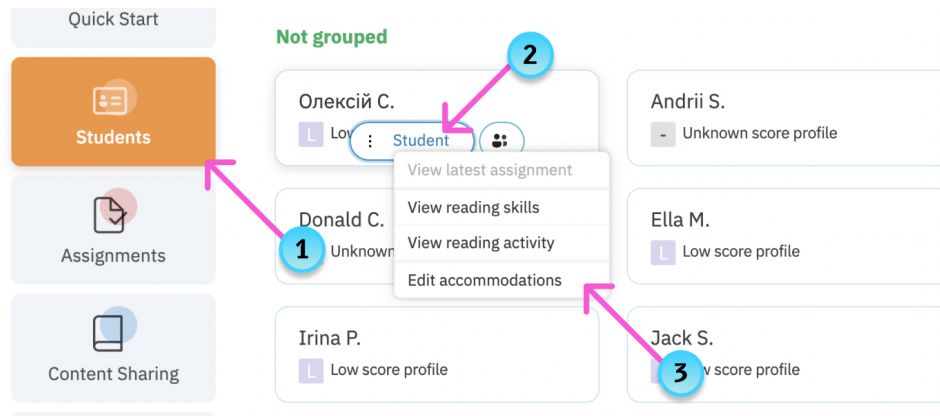


Relationship between the different types of accommodation settings

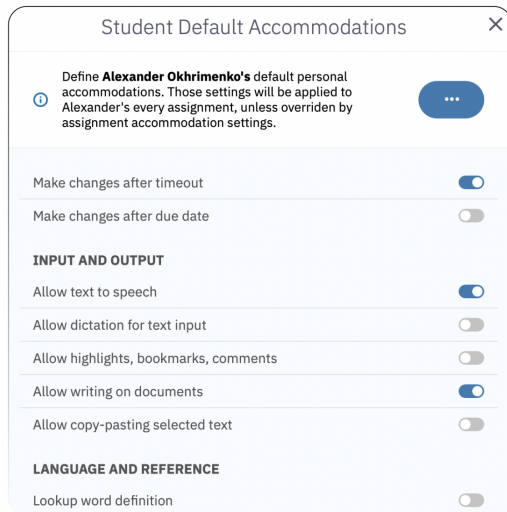
You can find a complete list of accommodations provided in Capti in the [Assignment Accommodations](#) appendix.

Setting up *Student's Default Accommodations*

Define student's IEP requirements and other persistent personalized settings in student's persistent personal accommodation settings. To modify personal accommodations:



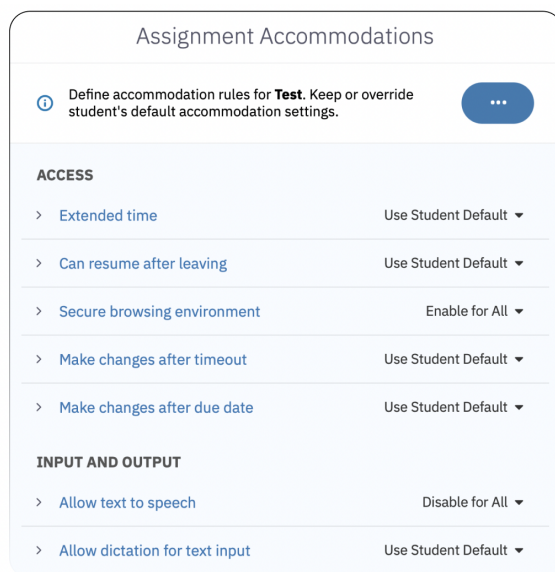
1. Open the “Students” screen by clicking the **Students** button on the left
2. Hover over the tile with the name of the student you want to modify, and click **Student**.
3. Select the **Edit accommodations** option from the menu. A dialog with student's accommodations will open. Modify the settings as needed, and click **Done**



Setting up *Assignment Accommodations*

Assignment accommodations can override student's personal accommodation settings, when necessary. For example, a homework assignment may grant all accommodations regardless of personal accommodations, while a test may use personal accommodations settings as is. To modify assignment accommodations:

1. Open the **Assignments** screen and click on an assignment name. The assignment will open.
2. Click **Edit Assignment** on the right side of the screen. The assignment configuration dialog will open.
3. Click **Accommodations** in the dialog. The dialog with assignment accommodation settings will open



To modify a specific accommodation, click the (...) button next to the accommodation name. You can choose from the following options:

- **Use Student's Defaults** - use the personal accommodation setting to determine if this accommodation should be enabled or disabled for each student.
- **Enable for All** - enable for all students (override personal accommodation settings)
- **Disable for All** - disable for all students (override personal accommodation settings)
- **Clear All Exceptions** - remove all exceptions to this setting. To create an exception click on the accommodation name.

To modify all accommodations at once, click the **Actions** button in the top of the dialog box and select from the following options:

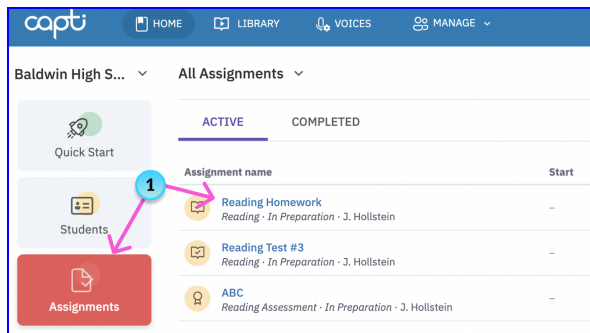
- **Clear all exceptions** - remove all exceptions to all accommodations.
- **Restore to defaults** - restore assignment accommodation settings to the original values.

Setting up *In-Effect Accommodations*

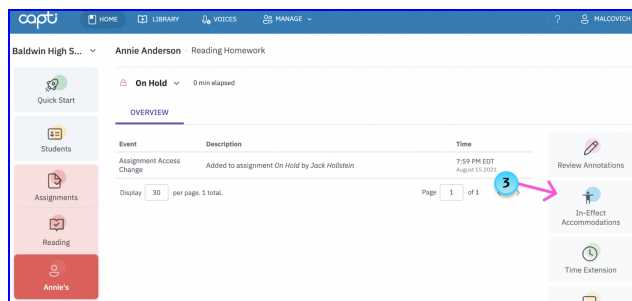
For a single student in an assignment

You can quickly override multiple accommodation settings for a specific student taking a specific assignment. For example, you may want to restore the time extension accommodation for a specific student, despite having turned it off for all other students, but restore it only for a single assignment.

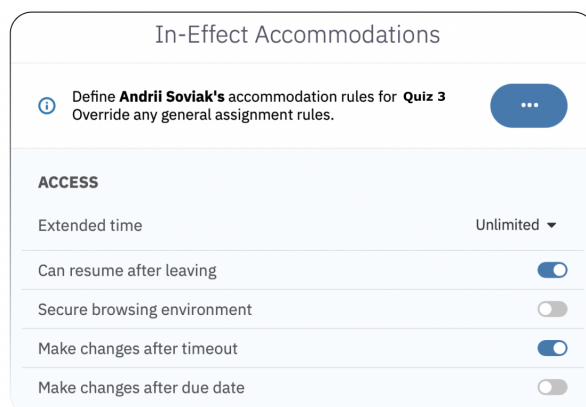
1. Open the **Assignments** screen and click on an assignment name. The assignment will open.



2. Click on the student's name to open the student's assignment overview panel
3. Click the **In-Effect Accommodations** button. A dialog box listing in-effect accommodations for this student will appear.



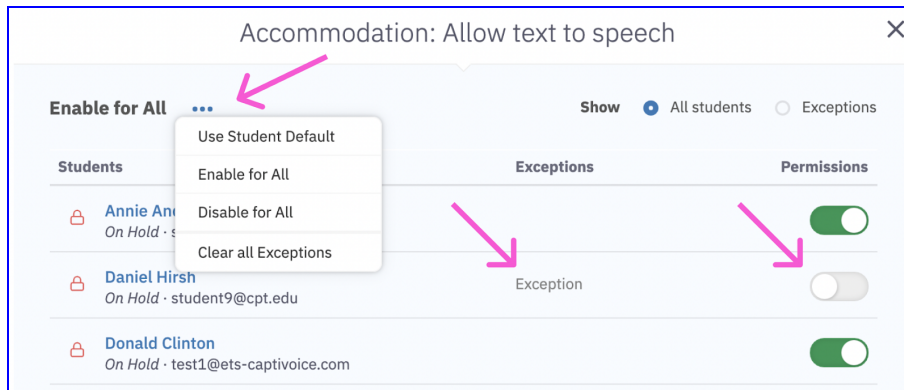
4. Click on the toggle button or the menu button next to each accommodation's name to change it.



For multiple students in an assignment

You can also quickly override one or more accommodation settings for a group of students. To accomplish this:

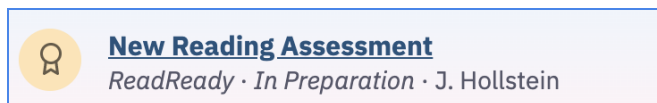
1. Follow steps listed in the [How to Set Up Assignment Accommodations](#) section to open assignment accommodations.
2. Click on the name of the accommodation you wish to create an exception for. A dialog box listing students in this assignment and their setting for the selected accommodation will appear.



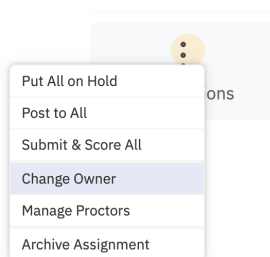
3. Click on the toggle button or the menu button next to each student's name to personalize the accommodation value for that student. Click on the (...) button at the top (shown with an arrow) to open a menu to change the setting in bulk.

Transferring assignment ownership

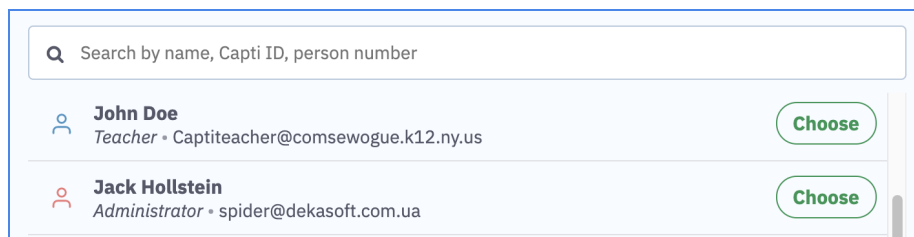
Initially the assignment Owner is its original creator. The owner has full access rights to the assignment. You can check the name of the owner by looking up the assignment in the **Assignments** list.



To make another faculty member an Owner of your assignment you need to be the assignment Owner, or have Administrator role in the organization account. You can transfer Owner permissions by opening the assignment and going to **More Actions** → **Change Owner**.



Search for the faculty member you want to transfer ownership to and click **Choose** next to their name.



Student Management

Student's assignment state

Understanding student's state

The following are possible states of a student in an assignment over its lifetime:

Student State	Explanation
On Hold	Student's initial state in the assignment before it is launched. In this state, the student has no access to the content.
Posted	Student's state in the assignment after it is launched, or after the student left (paused) an incomplete assignment. The student is not actively working on the assignment but can begin or resume work at any time.
In Progress	Student's state in the assignment while it is open on the student's computer. On a rare occasion, if a student's access to the assignment was terminated abnormally (e.g. sudden computer shutdown due to loss of power, or temporary internet connection interruption), Capti may incorrectly show the student as being "In Progress". When in this state, the student can resume work at any time.
Done	Student's state in the assignment when (a) it was completed and submitted by the student, (b) it was automatically submitted on the student's behalf due to timeout, or (c) it was submitted by a proctor on the student's behalf before it was completed. In the latter case, a proctor can repost the assignment by changing student state to "Posted" and let the student resume work. When in this state, the student cannot access the assignment.

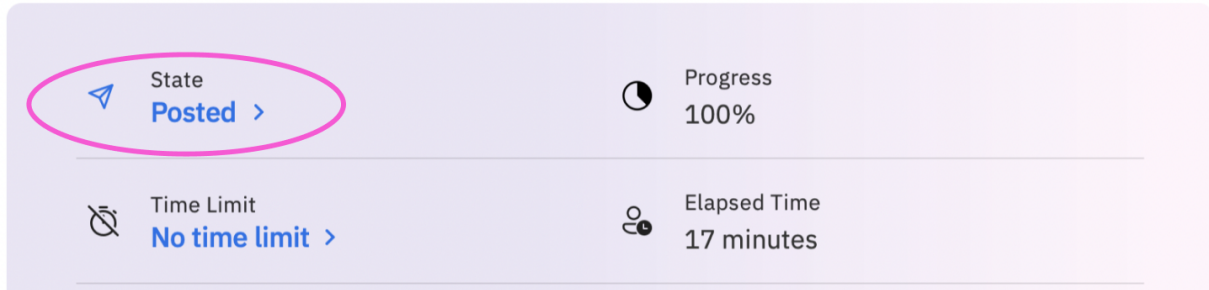
To get a quick look at a student's state in an assignment: either click on "**Assignments**" in the left sidebar, open the assignment and switch to tab "**Status**", or click on "**Students**" in the left sidebar. Student's state information will be displayed in a small tile.

To get a more detailed summary of the student's state in an assignment, click on "**Assignments**" in the left sidebar, open the assignment and switch to the "**Summary**" tab. The student table will list each student's state in the assignment, time the student started working on the assignment, time the student submitted the assignment, and elapsed time.

Changing student's state

To change a student's state in an assignment:

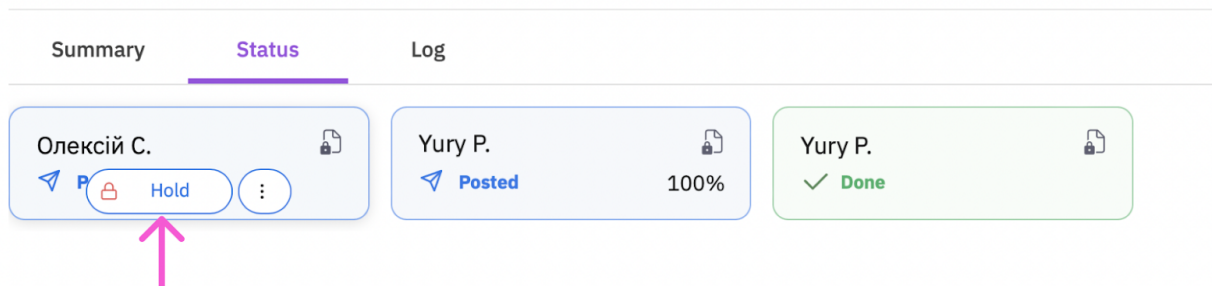
1. Open the assignment
2. Click on the student's name in the list, and a dialog box will appear
3. Click on the student's state and choose a new one (see screenshot below)



You can also change student's state in active assignment from the **Students** screen

1. Click “**Students**” in the left sidebar
2. Hover mouse over the student's tile
3. Click **Student** button, select **View Active Assignment...** menu item and a dialog box will appear
4. Click on the student's state and choose a new one (see screenshot above)

You can also quickly change a student's state in an assignment by hovering the mouse over the student's tile in the assignment's “**Status**” tab.



Tip: You cannot change a student's state to “In Progress”. Student's state will automatically change to “In Progress” when the student starts work on the assignment.

Adding and removing students

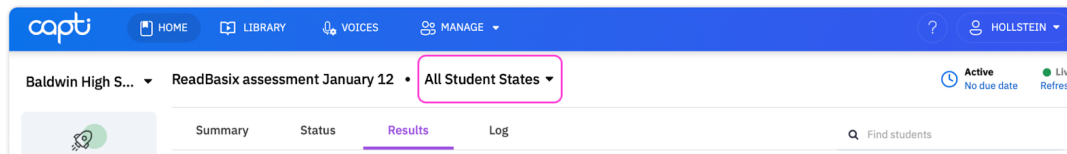
Adding and removing students by name

To add students to an already scheduled or launched assignment:

1. Go to **Assignments** and open the assessment
2. Click the **Edit Assignment** button, and assignment configuration dialog box will appear
3. Click **Students**, and students dialog box will appear
4. Toggle the students on or off, and close both dialog boxes when finished

New students will be added to the assignment in On Hold state. If you previously posted the assessment to some students you may want to now post it to the newly added students. To do this:

1. Filter the students by state - select “On Hold” in a student state filter at the top of the screen



2. Post the assignment for students On Hold - click the **More Actions** button, select **Post...** and confirm.

Sharing a link with students

You can [share the assignment link with students](#), [post the link to Google Classroom](#), or [post the link to Schoology or Clever](#). In all those instances you can control who can use the link to access the assignment:

1. Go to **Assignments** and open the assessment
2. Click the **Share Link** button, and a menu will appear
3. Select the **Configure link access** option, and a dialog box will appear
 - Select the “Full” option if you want any student with a link to access the assignment.
 - Select the “Partial” option if you want to approve students that try to access the assessment with a link. In this case students that you haven’t added to the assignment yourself will be added in status **On Hold**, giving you the opportunity to **Post** the assignment for those students when appropriate, or remove them from the assignment as needed.

Select the “Locked” option if you want only the students you added to the assignment yourself to be able to access the assignment by link.

Proctoring the assignment

To view students' real-time progress towards completion of their assignments, click **Students** in the left sidebar and make sure that you are viewing “**Real-Time Activity**” at the top of the screen. You can also narrow the student list down to a specific class.

To see which students have completed their assignments switch the viewing option to **Recently Submitted** in the same screen.

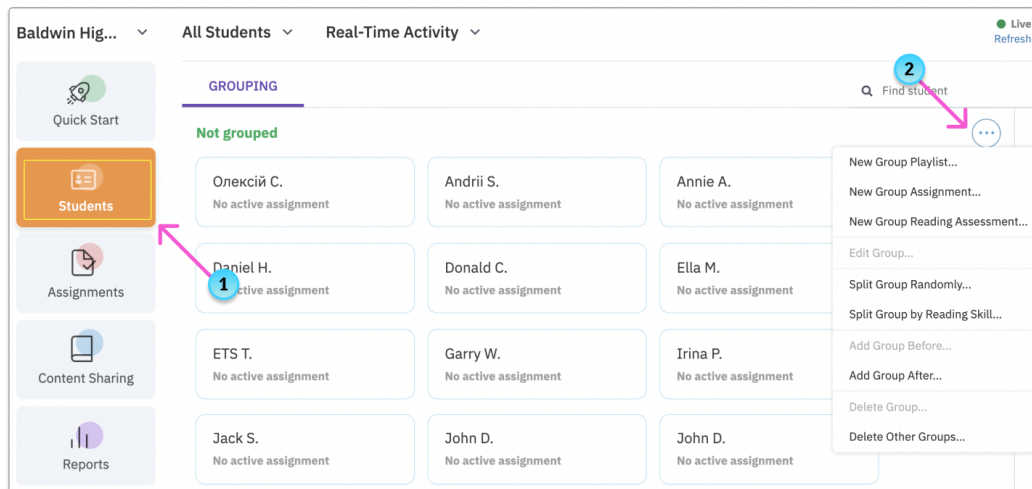
You can also assign your colleagues to proctor an assignment by assigning them as “*proctors*”. Add new *proctors* by opening the assessment and going to **Edit Assignment** → **Proctors**. A dialog listing your colleagues will open. Now you can give proctoring access by clicking a toggle next to your colleague’s name.

Instructional grouping


Instructional grouping is an advanced option available to you. You can split students into groups for each of your classes and then assess, monitor, and evaluate each group individually. The groups you create are only visible to you. Whenever a new student is added to a class, they will be listed as “Ungrouped” until you assign them to a group.

To create student groups:

1. Click **Students** in the left sidebar and click the arrow next to “All Students” to select which class you want to look at.
2. Split students into groups, either automatically or by dragging and dropping students between groups. Click the (...) button as shown below to reveal your grouping options:
 - **Split Group Randomly** - split students into groups randomly. You can fix either the number of groups or number of students in each group.
 - **Add Group After** - add a new empty student group to the right of the current group, then drag and drop students manually into that group from other groups.
 - **Add Group Before** - add a new empty student group to the left of the current group, then drag and drop students manually into that group from other groups.



3. Once you are happy with how you divided your students into instructional groups, you are ready to create custom assignments for each group of students. Click the (...) button as shown below and select the **New Group Assignment**. Then follow steps outlined in the [Quick Start Guide](#) section.

 **Tip:** You can now use the same interface to [proctor the assessment](#).

Assignment log

Assignment log can be very useful to discover when and why a student started, paused or ended working on the assignment, and more. Treat the log as a story of the student's assignment work.

How to access the log:

- *Single student*: open the assignment in the **Summary** tab and click on the name of the latest logged event in the "Latest Event" column next to the student's name.

Students	Started	Progress	Finished	Latest Event
✓ Student, Test Done	2:29 PM EET Nov. 8 2022	100% completed 6m elapsed	2:50 PM EET Nov. 8 2022	Scoring Success

- *All students in a specific assignment instance*: click the **Log** tab in the assignment screen.

Event	Student	Description	Time
Scoring Success	✓ Student, Test Done	Score: 683, Total Correct: 36,	2:50 PM EET Nov. 8 2022

- *All students in all assignments*: open the **Reports** screen and click **Activity Log**

Activity Log Students' assignment log	228 launched assignments	27 archived assignments
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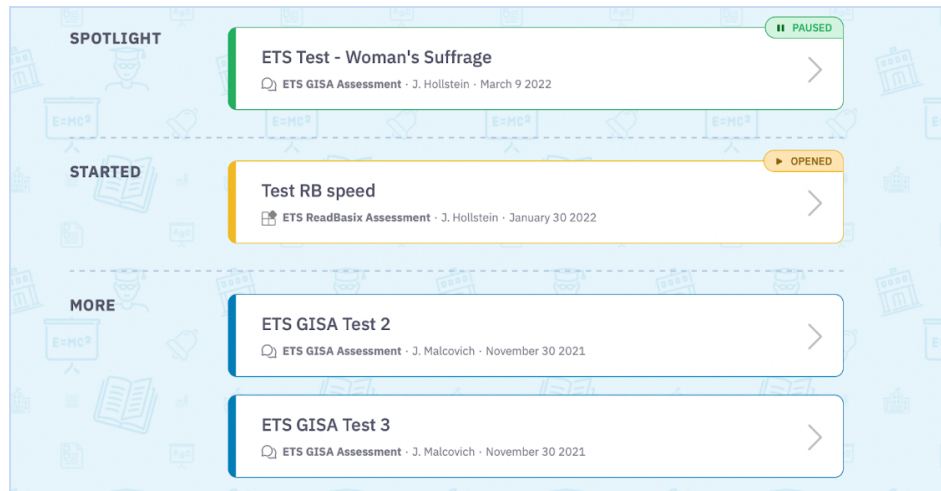
The following events are logged:

Event	Explanation
Secure Browsing Violation	A student left the secure browsing environment while "access any website" accommodation is disabled for the student.
Warning: Fast Submission	A student finished the assignment in 50% or less of the time allocated
Time Limit Exceeded	A student exceeded time allocated to complete an assignment
Force Submission	The assignment was submitted on student's behalf due to a Secure Browsing violation.
Note	Custom note for a student, created by an instructor
Time Limit Changed	Time limit was extended for a student by an instructor
Assignment Reset	The assignment was reset for a student by an instructor
State Changed	Student's state in the assignment changed
Assignment Creation Failed	Assignment content could not be created for the student. Try again or contact us at support@captivoice.com to address the issue
Student Added	Student was added to the assignment
Student Removed	Student was removed from the assignment

How Students Access the Assignment

By logging in on Capti website

The simplest way for students to access their assignments is to login on www.captivoice.com. In addition to the regular login that will require knowledge of their Capti password, students can also sign in using Google or Clever. Once logged in, the student will see all of their assigned work, including any ReadBasix assessments, as shown in the screenshot below.



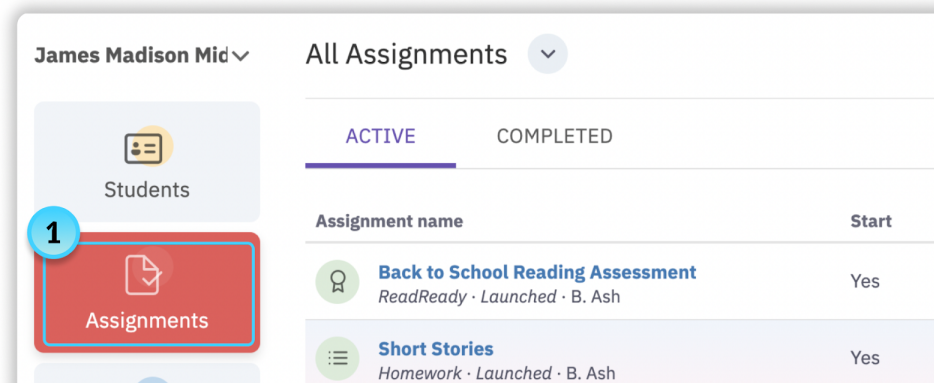
The color of the assignment tile, and the tag in the top-right corner of the tile, indicates whether the student has previously accessed it and if instructor's approval is needed to access the assignment.

Color	Tag	Explanation
Blue	New	Assignment has never been opened before by this student
Green	Paused	Assignment has been previously opened, then paused by this student.
Yellow	Opened	Assignment has been previously opened, and might still be open in another browser tab or on another device. If a student opens this assignment it will be auto-closed in the student's other browser tabs.
Red	Locked	Assignment has been previously opened, and might still be open in another browser tab or on another device. The student is not allowed to reopen this assignment here because this action requires instructor's approval. As a proctor, you can decide whether to let the student continue by reposting the assignment, or to end the student's work by submitting the assignment on student's behalf.

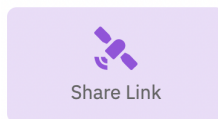
By clicking on the link you share with students

You can send a link to an assignment by email, or using another preferred method of communication with your students. To get a link to send to your students:

1. Click on the **Assignments** button in the left sidebar



2. Find your assignment in the list and click on it
3. Click the **Share Link** button, then select the **Copy Link** option from the menu.



Only students with the necessary access permissions will be able to access the assignment by clicking on the link you shared. Students will only be able to access the assignment while it is open.

By clicking on the link you posted to your Learning Management Software

Instructors and students can use a single sign-on to open Capti from supported Schoology, Canvas or Blackboard accounts. In the supported accounts, students will be able to access specific assignments you share with them. See [Capti Rostering: Admin's Manual](#) or contact us at support@captivoice.com to set up your Learning Management Software (LMS) integration.

By clicking on the link you posted to Google Classroom

You can export a link to an assignment to your students in Google Classroom. To post a link to Google Classroom:

1. Click on the **Assignments** button in the left sidebar

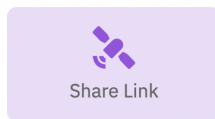
James Madison Mid ▾ All Assignments ▾

Students

1 Assignments

ACTIVE		COMPLETED
Assignment name		Start
Back to School Reading Assessment <i>ReadReady · Launched · B. Ash</i>		Yes
Short Stories <i>Homework · Launched · B. Ash</i>		Yes

2. Find your assignment in the list and click on it
3. Click the **Share Link** button, then select the **Share to Google Classroom** option from the menu.



4. Choose which Google Classroom course to post the link to

Only students with the necessary access permissions will be able to access it by clicking on a link in Google Classroom. Additionally, students will only be able to access the assignment while it is open. If a student is not logged into Capti, they will be able to use Google single sign-on to login.

Student Supports

Capti Voice is screen-reader accessible and was designed from the ground up with visually impaired and dyslexic users as a critically important audience. Below are details on student supports provided by Capti Voice. Please review [Capti Voice Accessibility Conformance Report](#) for full details on conformance with accessibility standards.

Personal Playlists

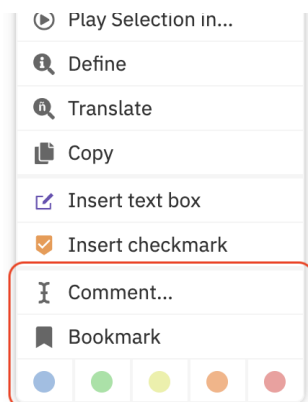
Students can use Capti to organize their own reading materials, and read, listen, and annotate at school or at home. Students can also use Capti on iPhone / iPad - take their content with them and listen while on the go, including in areas with no or poor internet reception (e.g. subway, airplane). The Playlists in Capti are synchronized across devices.

Students can use Capti [support pages](#) online for help with using Capti on their own.

Active reading tools

Inserting highlights, comments, bookmarks

10. Are cloud forests too valuable of a natural resource to lose, as the author claims? Explain why or why not, using evidence from the passage.



To add a comment a student can use the mouse to select the text, then select **Comment...** in the menu. A popup will appear over the selected text, and the student will be able to type or dictate the comment. The selected text will remain highlighted.

To add a highlight without comment a student can use the mouse to select the text, then choose the highlight color from the menu.

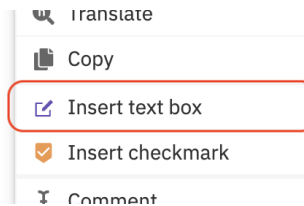
To bookmark a place in text, students can right-click a word to bookmark and select **Bookmark** from the menu.

Tip: *all the comments, highlights and bookmarks will appear in the left sidebar "Notes" list, from where they can be reviewed, edited, and deleted*

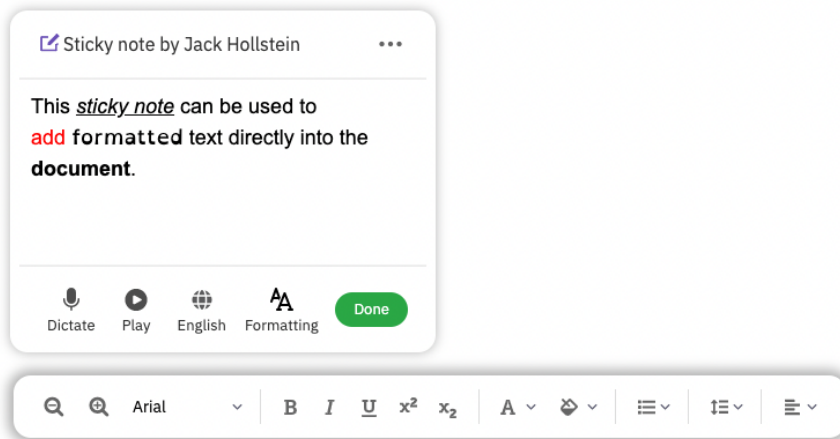
as needed.

Filling in missing text or adding text to document

Cloud forests are home to unusual animals, such as spectacled bears and barking deer.



To fill in missing text or write on the page students can right click anywhere on the page and select the **Insert text box** option in the menu. A text box will appear. Students can then type or *dictate into the microphone* the text they want to insert and click **Done** when finished.

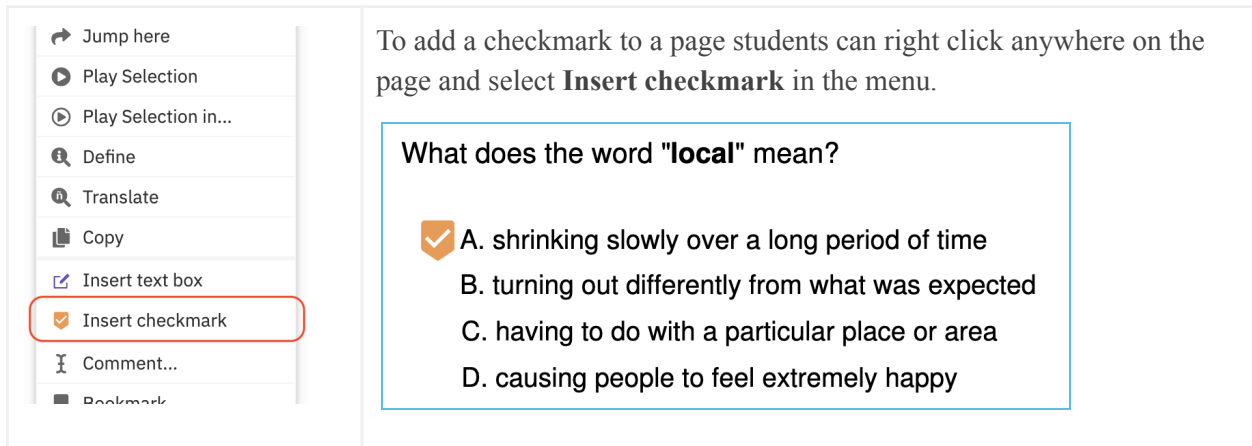


Students can change how the text in their note looks by clicking the **Formatting** button and using the formatting toolbox that will appear next to the note. Students can change the font, colors, line spacing, add bullet points, and much more.

Tip: this feature is enabled for Original Layout tracks only

Tip: all the sticky notes will appear in the left sidebar “Notes” list, from where they can be reviewed, edited, and deleted as needed.

Flagging correct answers in questions



The screenshot shows a context menu on the left with the following items: Jump here, Play Selection, Play Selection in..., Define, Translate, Copy, Insert text box, **Insert checkmark** (highlighted with a red box), Comment..., and Bookmark. To the right, a text box contains the question: "What does the word **local** mean?" Below the question are four multiple-choice options: A. shrinking slowly over a long period of time (with a checked orange box), B. turning out differently from what was expected, C. having to do with a particular place or area, and D. causing people to feel extremely happy.

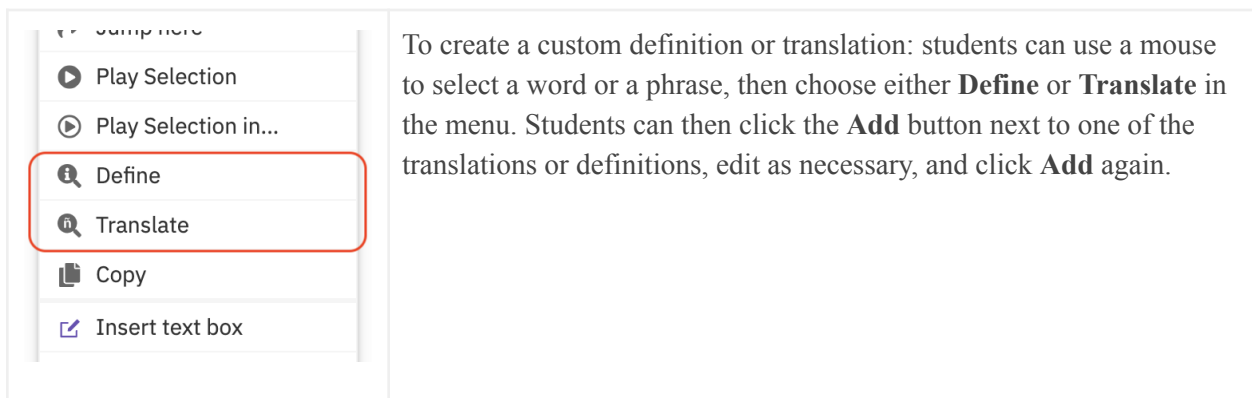
To add a checkmark to a page students can right click anywhere on the page and select **Insert checkmark** in the menu.

What does the word **local** mean?

- A. shrinking slowly over a long period of time
- B. turning out differently from what was expected
- C. having to do with a particular place or area
- D. causing people to feel extremely happy

Tip: *this feature is enabled for Original Layout tracks only.*

Saving custom translations and definitions



The screenshot shows a context menu on the left with the following items: Jump here, Play Selection, Play Selection in..., **Define** and **Translate** (both highlighted with a red box), Copy, and Insert text box. To the right, a text box explains the process: "To create a custom definition or translation: students can use a mouse to select a word or a phrase, then choose either **Define** or **Translate** in the menu. Students can then click the **Add** button next to one of the translations or definitions, edit as necessary, and click **Add** again."

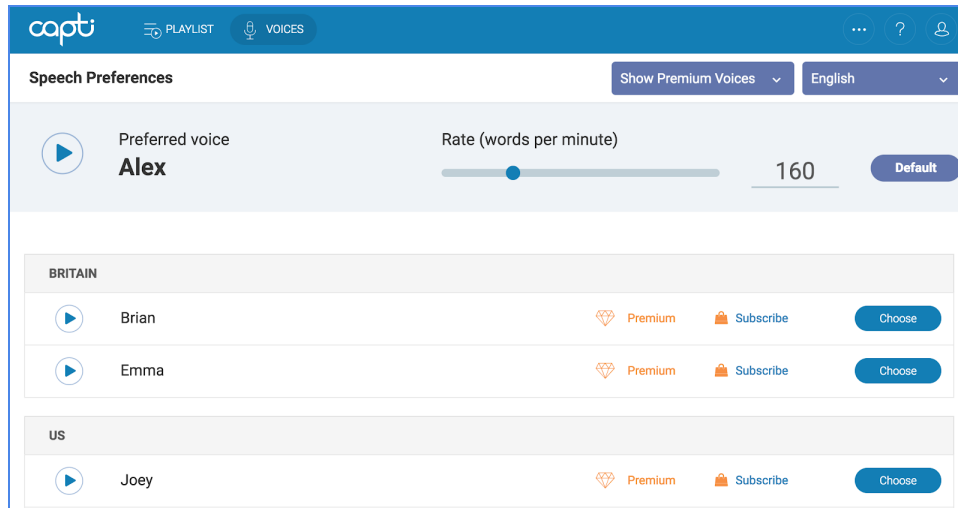
To create a custom definition or translation: students can use a mouse to select a word or a phrase, then choose either **Define** or **Translate** in the menu. Students can then click the **Add** button next to one of the translations or definitions, edit as necessary, and click **Add** again.

Text to Speech

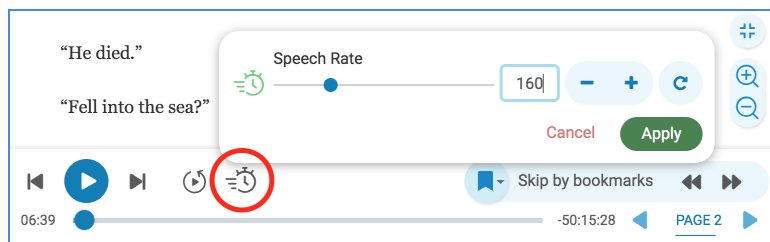
Customize speech voice and rate

Capti is equipped with amazing premium voices created by Amazon (Ivona).

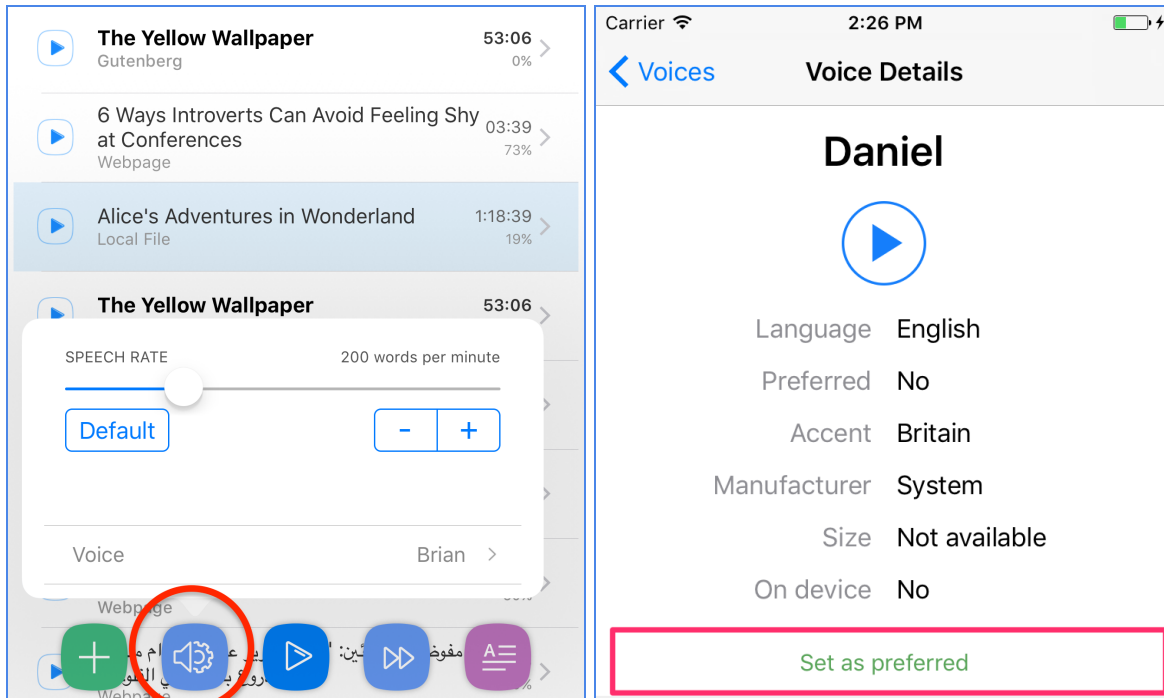
Tip: Text to Speech voice availability depends on the configuration of your Capti organization account. If you would like to add a voice that's not available to you please contact your Capti Voice account admin or us at support@captivoice.com.



To change the voice the student can click **Voices** at the top of the screen. The **Play** button on the left will play a voice sample. Students can use the **Choose** button to pick a preferred voice.



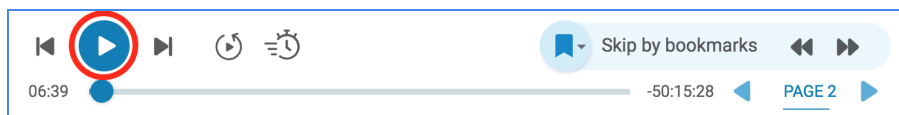
Voice speech rate is adjusted separately for each language. The default rate is always set at 160 words per minute for all languages except East Asian languages. Chinese, Japanese and Korean are set at 210 words per minute. To quickly adjust the speech rate, students can click the **Change Speech Rate** button at the bottom of the screen.



The same speech rate and voice options are available in the Capti Voice app on iOS devices.

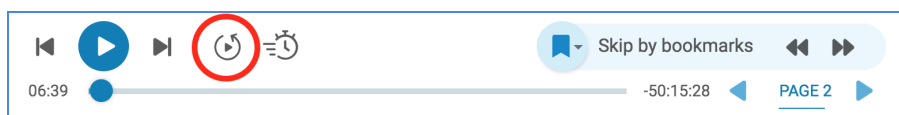
Listen to Playlist or Moderated Assignment text

To start listening to a track in a Playlist or Moderated Assignment, students can click the **Play** button (keyboard shortcut “Q”) in the bottom of the screen. A second click will pause the playback. The reading position is saved automatically.



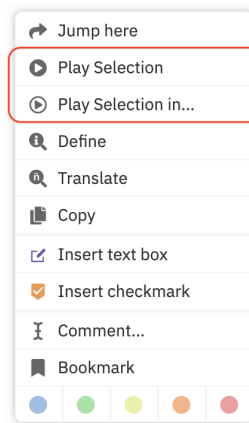
Replay text segment in Playlist or Moderated Assignment

To replay the most recently played text segment students can click the **Replay** button (keyboard shortcut “E”) in the bottom of the screen.



Play selected text segment in Playlist or Moderated Assignment

To play a segment of text students can select the text and then select **Play Selection** to start playing, or **Play Selection in...** to choose a different language first (the buttons will appear automatically).



Play selected text segment on any webpage

To play text on any webpage the student first needs to install the Capti Browser Extension, then select text on the webpage and click the **Play** button (keyboard shortcut “**Alt+Q**” or “**Option+Q**”) that will appear below it.



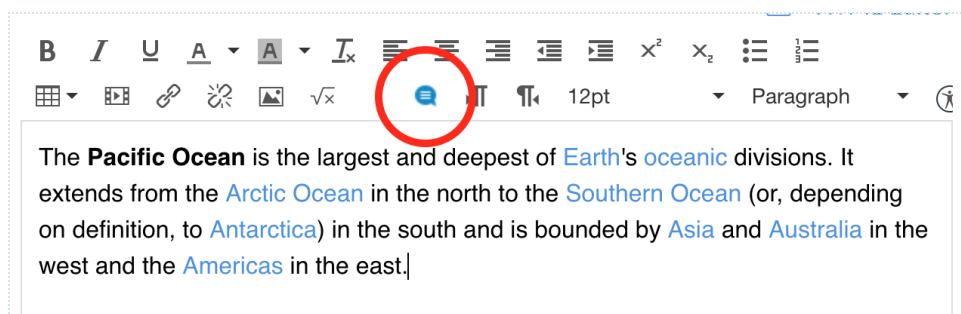
Listen to a Playlist on an iPhone or iPad

Capti Voice will synchronize Playlists with the Capti Voice app installed on student’s iOS device.

To start listening the student needs to open the track on an iOS device and tap the **Play** button in the bottom center of the screen. The student can also rewind to the beginning of track by clicking the **...** button in the top-right corner when viewing a track, and selecting **Rewind**.

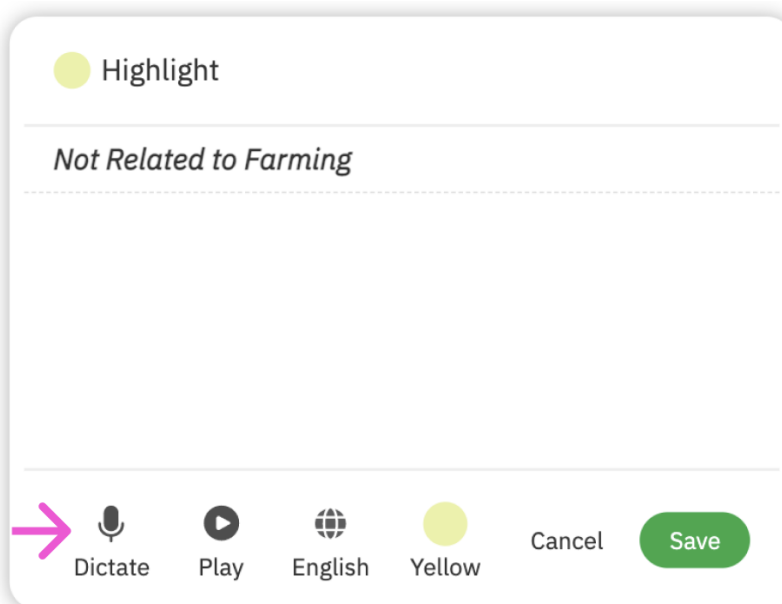
Listen to selected text in Canvas

To play a segment of text in any Canvas text editor, students should select the text and click the **Capti Voice** button (circled in red). A Capti Voice dialog box will appear. The **Play** button will start playback. No sign-in is necessary.



Dictation

Dictation is available to students when creating new notes and when performing search.



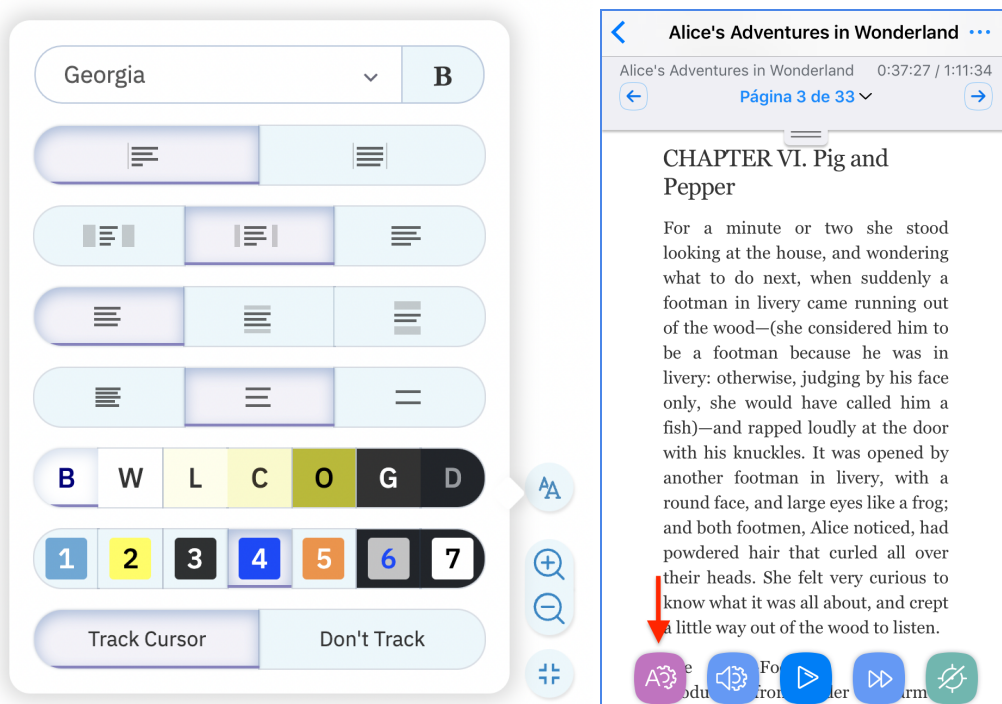
Tip: use [Accommodations settings](#) to enable or disable student’s access to this accommodation during a test or a quiz.

Tip: this feature is enabled for Original Layout tracks only.

Text Appearance

In Capti students have a wide range of options to control how text they are reading looks. The same options are available both in the Capti web app, and in the Capti iPhone / iPad app.

To control text appearance students can click the “A” button on the bottom-right corner of the screen (web app), or “A” button in the bottom-left corner of the screen (iPhone / iPad). See screenshots below.



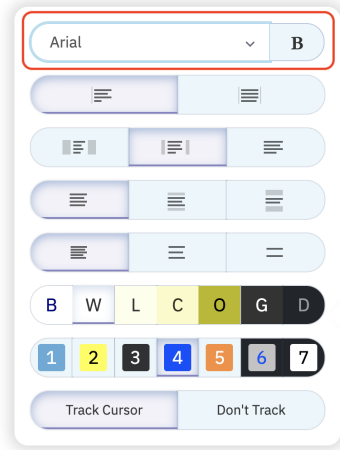
Zoom the text in or out

Students can use buttons in the bottom-left corner of the screen to zoom in/out of the text, or reset to default zoom level.

Tip: zoom does not cause text to reflow which makes it easier to keep track of current reading position after you change zoom settings.

Change font appearance

Capti enables several fonts specifically chosen for their legibility for visually impaired and dyslexic students. For students who may have dyslexia, the “OpenDyslexic” font helps to ground the words and increase readability. Students can also make all text bold for improved readability.

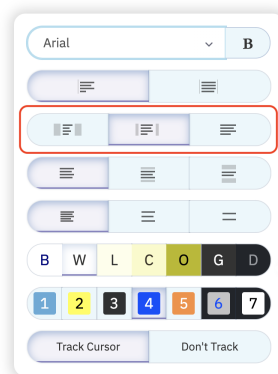


Tip: use [Accommodations settings](#) to enable or disable student’s access to this accommodation during a test or a quiz.

Change text width

Students can choose text width out of 3 options: 40 characters, 60 characters, or 80 characters wide. 60 characters is recommended for optimal readability.

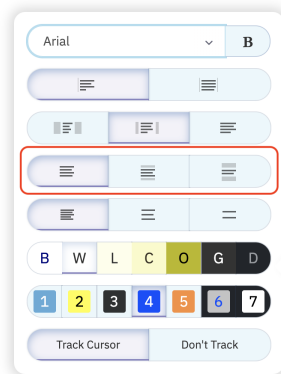
Tip: changing zoom level will not affect text width (measured in number of characters).



Tip: use [Accommodations settings](#) to enable or disable student's access to this accommodation during a test or a quiz.

Mask text

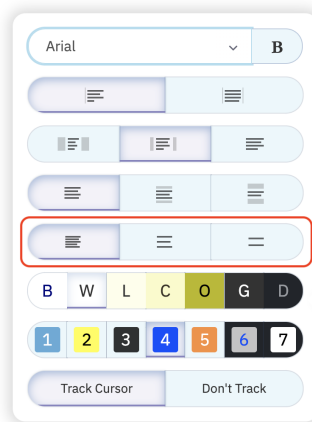
Students can mask some of the text lines above and below the current reading position, so that only a few lines are visible at a time.



Tip: use [Accommodations settings](#) to enable or disable student's access to this accommodation during a test or a quiz.

Change line spacing

Students can change line spacing to improve readability of the text.



Tip: use [Accommodations settings](#) to enable or disable student's access to this accommodation during a test or a quiz.

Change color theme

- Change the color of the text font and background. Color themes were specifically picked to be helpful to visually impaired and dislexic students.
- Change the color of the cursor font and background.



Tip: use [Accommodations settings](#) to enable or disable student's access to this accommodation during a test.

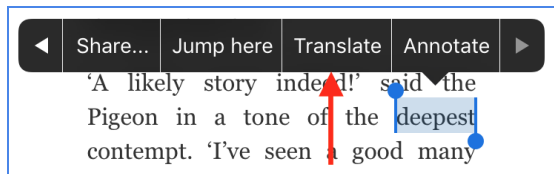
Language Tools

Definition	Translation
<p>adhere /æd'hi:/ verb</p> <p>To stick fast or cleave, as a glutinous substance does; to become joined or united; as, wax to the finger; the lungs sometimes adhere to the pleura. ADD</p> <p>To hold, be attached, or devoted; to remain fixed, either by personal union or conformity of faith, principle, or opinion; as, men adhere to a party, a cause, a leader, a church. ADD</p> <p>To be consistent or coherent; to be in accordance; to agree. ADD</p>	<p>adhere /æd'hi:/ verb</p> <p>pegarse, adherirse, adherir ADD</p> <p>adheres verb (third-person singular)</p> <p>se adhiere ADD</p> <p>adheres to verbal phrase</p> <p>se adhiere a ADD</p> <p>English — Spanish</p>

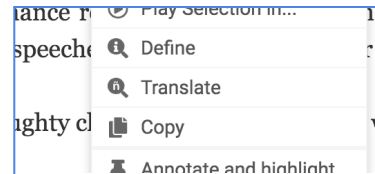
Students can use Capti to look up translations (100+ languages) and definitions of words and phrases and build custom, context-specific word lists.

To look up a word or a phrase a student can select it in text and click either **Translate** or **Define** in the contextual menu that will automatically appear.

On iPhone



Online

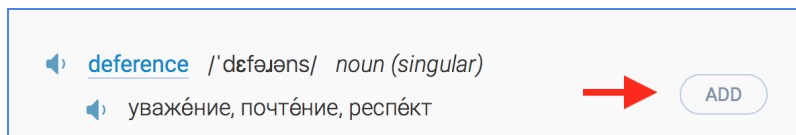


To provide the most appropriate translation or definition, Capti takes into consideration the context in which the word or a phrase are found:

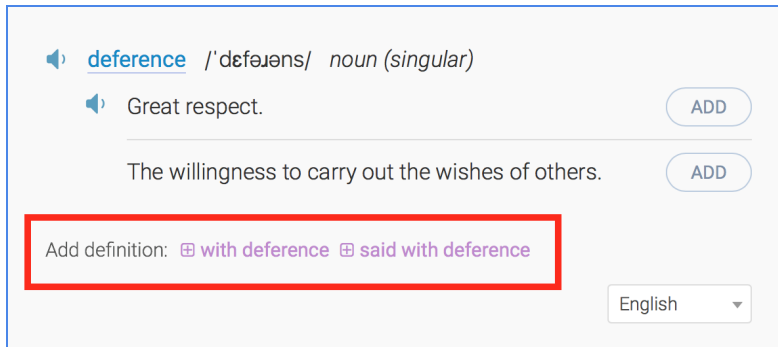
- *Phraseology* - If a student looks up a single word from a sentence, Capti will check if the word is used as a part of a phrase. If it is, the translation or definition for that phrase will be displayed. For example, if you have a sentence "I made a point." and you look up the word "point" Capti will show results for "made a point".
- *Morphology* - Each instance of a word or a phrase in the text has a separate, context specific translation and definition. Capti takes into account the word's part of speech, tense, and other factors.
- *Lemmatization* - If you look up a word that is not in its base form, two results will be displayed: one for the word you looked up and one for its base (lemmatized) form. For example, if the word you looked up was "building" and it was used as a verb, then you will see results for "building" (present participle) and "build" (verb).

Students can also:

- View word's phonetic transcription and *listen* to the word pronunciation.
- Open a separate browser tab with an expanded review of word's parts of speech, etymology, examples, etc.
- Click the **Add** button to save dictionary translation or definition of words and phrases into a track's word list.



If translation or definition is not provided, students can click on the word or phrase in the bottom of the dialog.



- Provide a new translation or definition of any word or phrase in text and save it into a track's word list.

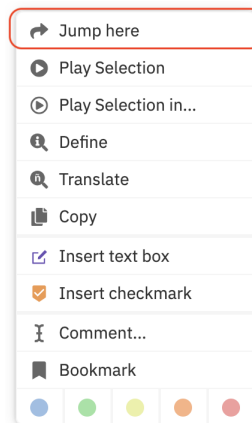
Tip: use [Accommodations settings](#) to enable or disable student's ability to save translations and definitions into Word List.

Accessible Text Navigation

The following tools are available to students and instructors to use with Playlists and Moderated Assignments.

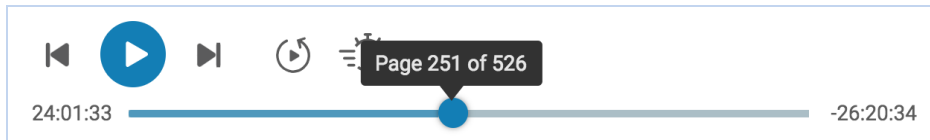
Skip to a specific word

To skip to a specific word on the current open page, students can double-click the word or right-click the word and select **Jump Here**



Skip anywhere in text

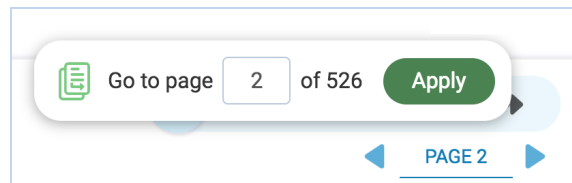
To skip to a specific place anywhere in the text students can scroll or click the progress slider at the bottom of the screen.



Skip to a page

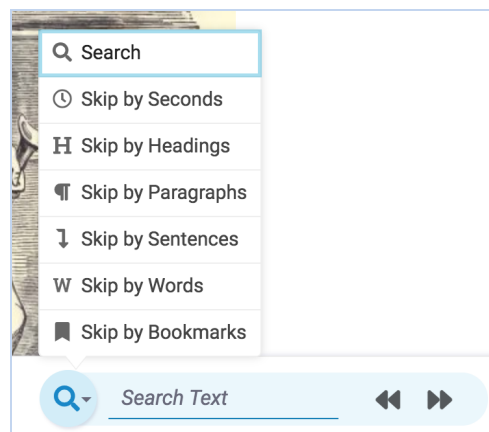
To skip to another page students can:

- Use the **Previous Page** button (keyboard shortcut **Left Arrow**) and **Next Page** button (keyboard shortcut **Right Arrow**) in the bottom-right corner of the screen
- Click the page number in the bottom-right corner of the screen and enter a new page number



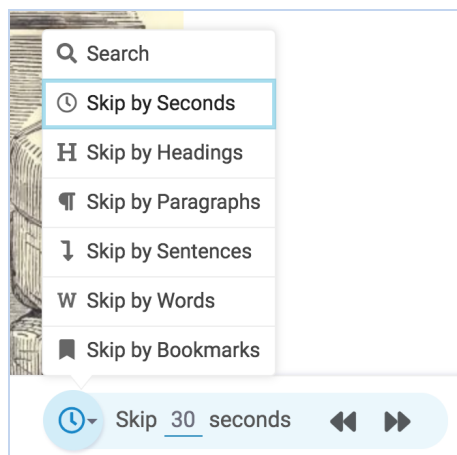
Search for a word or a phrase

Students can click the **Change Navigation** button in the bottom of the screen, select **Search**, type the word you are looking for, and press **Enter**. Use the left and right arrow buttons to move between found words.



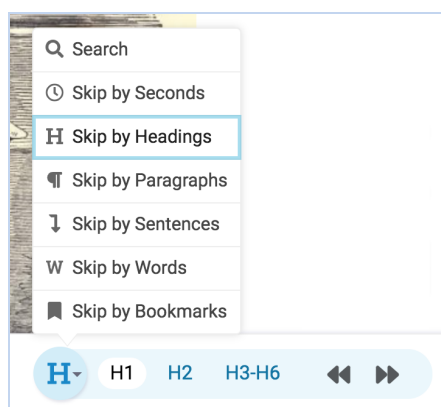
Skip by a time interval

Students can click the **Change Navigation** button in the bottom of the screen, select **Skip by Seconds**, and use the left and right arrow buttons to move forward or backward in text. Click the seconds value to modify the time interval.



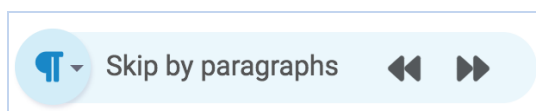
Skip by headings

Students can click the **Change Navigation** button in the bottom of the screen, select **Skip by Headings**, and use the left and right arrow buttons to move forward or backward in the text. Students can skip by titles (**H1**), subtitles (**H2**), and sub-subtitles (**H3-H6**). Students can also use the keyboard shortcuts **1**, **2** and **3** to skip by headings H1, H2 and H3 correspondingly.



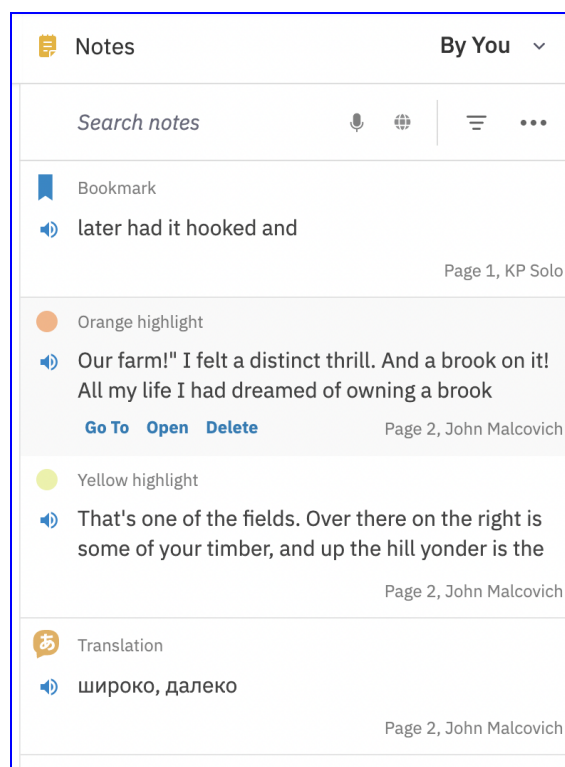
Skip by bookmarks, paragraphs, sentences, words

Students can click the **Change Navigation** button in the bottom of the screen, select the corresponding option, and use the left and right arrow buttons to move forward or backward in text. Keyboard shortcuts: **P** for skipping by paragraphs, **S** for skipping by sentences, **W** for skipping by a single word.



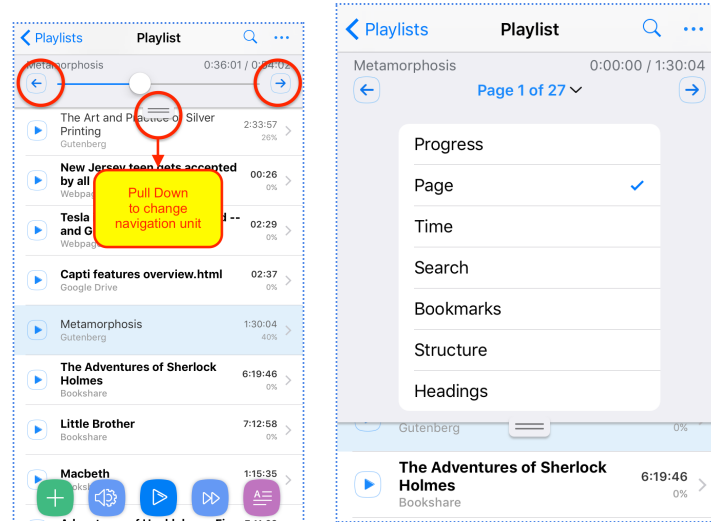
Browse comments, highlights, and bookmarks

Students can open the **Notes** sidebar on the right of the screen to browse their own, and instructor's notes. Clicking on the note will move the cursor to it in text. Clicking "Open" on the note will scroll to the note and open it for editing.



iPhone and iPad

The same features are available on iPhone and iPad. Students can skip forward and back in the text by tapping the forward/back buttons at the top of the screen (shown in red). The amount of skipped text depends on the currently selected navigation unit and can be configured with a swipe down on the knob between the arrows (shown in red)



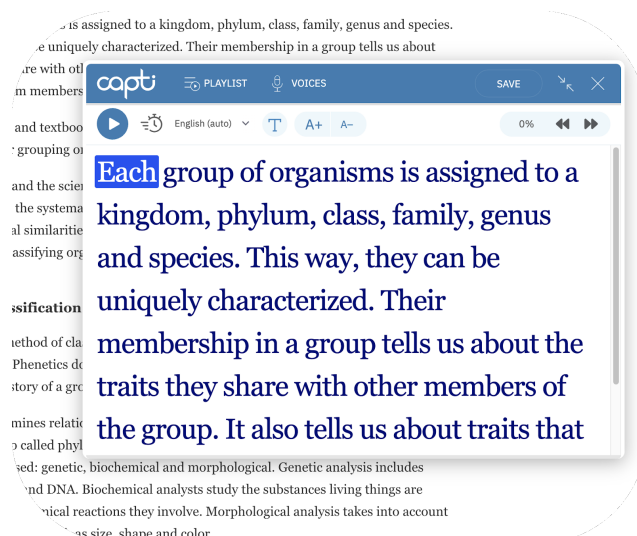
Accessible User Interface

TODO

Browser Extension



Capti Voice browser extension can be [downloaded from the Chrome Web Store](#) and installed on students' computers for free. A new Capti icon will appear in the browser's toolbar. Students can use the Capti browser extension to take advantage of many of Capti features on any website they are visiting.



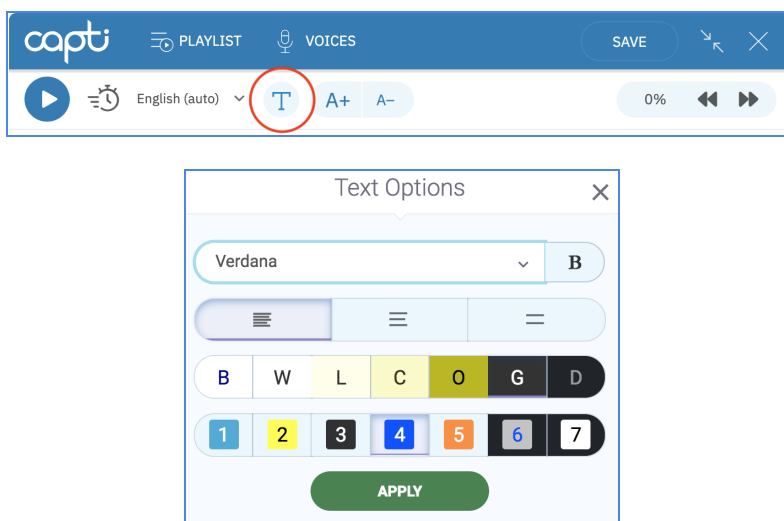
Below is a rundown of the browser extension features.

Customize the appearance of text on the webpage

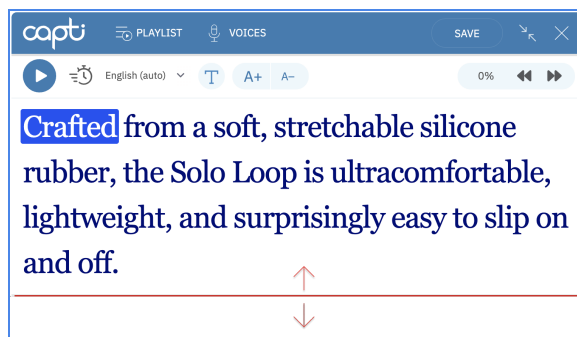
To customize the appearance of any text on a webpage students can select the text and click the **View** button that will appear next to it (shown below, keyboard shortcut “**Alt+X**” or “**Option+X**”).



Capti Player will appear on top of the webpage with the text selected. Students will be able to use the “**T**” button to configure text appearance by changing font, line spacing, and the color theme.



You can also change the height of the Capti Player by clicking and dragging the bottom of the dialog.

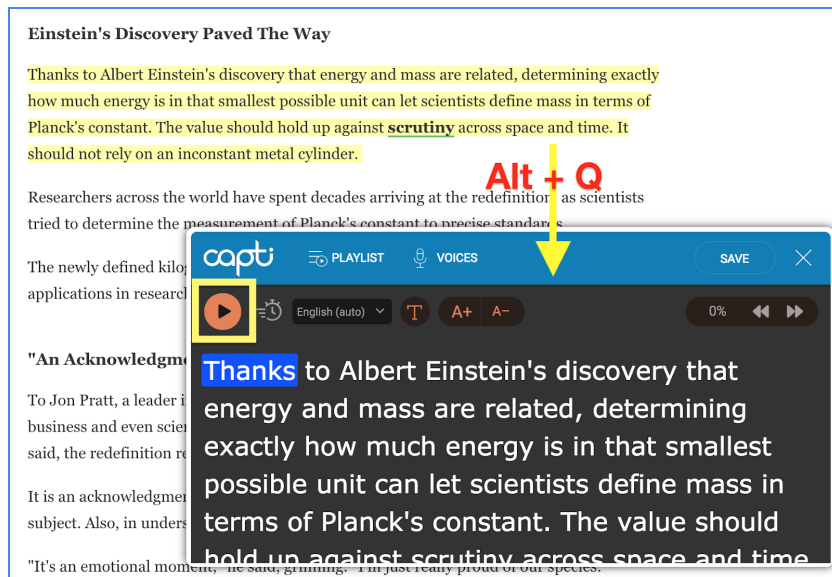


Play text on the webpage

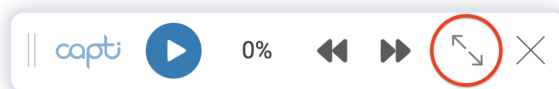
To play text on a webpage students can select the text and click the **Play** button that will appear next to it (shown below, keyboard shortcut “**Alt+Q**” or “**Option+Q**”).



Capti Player will appear above the webpage, play the selected text, and highlight the words as they are being read. Students can use the **Play / Pause** button to pause and resume playback. If the Capti Player is already open, then pressing the **Play** button in the top-right corner of the Player will also start playback.



Students can click the **Minimize** button to switch the Player to a minimalistic mode to take up as little screen real estate as possible. Click the same button again to return the Player to full size.

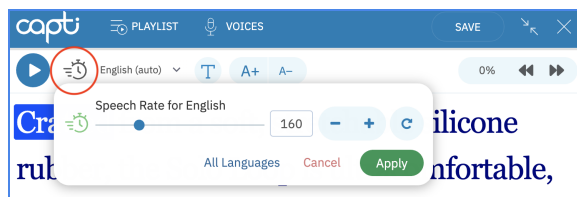


Customize speech voice and rate

To customize the voice from the Capti browser extension students can click the **Voices** button in the header of the Player window. A new browser tab with a selection of voices will open.



To change the speech rate students can click the **Speech Rate** button in the Capti Player.



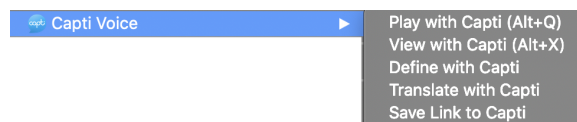
[Learn more about changing voices.](#)

Lookup translations and definitions

To look up a translation or definition of any text on a webpage students can select the text and click the **Define** or **Translate** buttons that will appear next to it.



Students can also select text, open the browser's contextual menu, and select **Capti Voice > Define with Capti** or **Capti Voice > Translate with Capti**.



A new window with the translation or definition will appear. If the language of the source or the target is wrong it can be adjusted at the bottom-right corner of the dialog box.

Linnaean **taxonomy** categorizes organisms into a hierarchy.

Definition Translation

taxonomy /tæk'sɒnəmi/ noun (singular)

The science or the technique used to make a classification.

A classification; especially, a classification in a hierarchical system.

The science of finding, describing, classifying and naming organisms.

English

CLOSE

published in 1735, Linnaeus introduced a way to classify and name organisms now referred to as Linnaean taxonomy. It has been used to varying degrees.

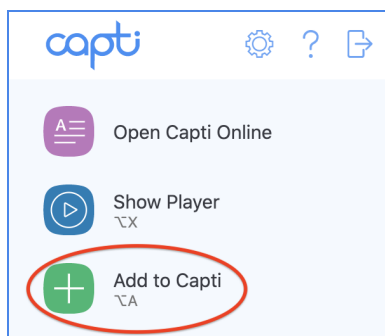
About Linnaean Taxonomy

Linnaean **taxonomy** categorizes organisms into a hierarchy. This is a family tree of relatedness. It places life forms on the tree using levels based on shared characteristics.

Save webpage for later

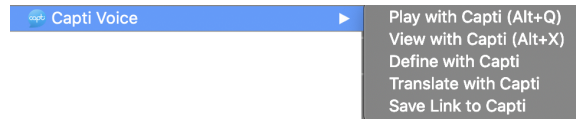
Save a Web Article into Playlist

Students can save a web article for later into their Capti Voice Playlist by clicking on the Capti icon in the toolbar, and choosing **Add to Capti**. Capti will remove all advertisements and extraneous content and only save the article itself to Capti.



Save Link or Image into Playlist from any webpage

Students can save linked articles and images from any webpage into their Capti Voice Playlists by right clicking on the link or the image and selecting **Capti Voice > Save Link to Capti** or **Capti Voice > Save Image to Capti** from the contextual menu. Capti will use Optical Character Recognition (OCR) to automatically convert images into text if needed.



Save selected text into Playlist

To save any text on a webpage students can select the text and click the **View** button (keyboard shortcut “**Alt+X**” or “**Option+X**”) that will appear next to it. Capti Player will appear above the webpage with the text selected. Then the student should click the button **Save** at the top of the Player, and confirm.



Appendix

Assignment Accommodations

Accommodations enabling students to access the assignment or other websites

- **Extended time.** Extend the student's time limit x1.5, x2, or make it unlimited. Assignment time limit is defined in the assignment configuration, but can also be omitted.
- **Secure browsing environment.** When disabled, the student can access any website while working on the assignment. When enabled, the secure browsing environment is turned on for the student while the student is working on the assignment. This means that the student cannot leave the assignment until it's submitted.
- **Can resume after leaving.** When enabled the student can pause and resume working on the assignment at any time. When disabled, the student will have to ask the proctor to republish the assignment before being able to continue.
- **Make changes after timeout.** When enabled the student can access the assignment even after the time allotted for the assignment runs out. When disabled, the student will lose access to the assignment as soon as the time runs out.
- **Make changes after the due date.** When enabled the student can access the assignment after the assignment due date. When disabled, the student will lose access to the assignment on the due date.

Accommodations enabling students' input and output options

- **Allow text to speech.** When enabled the student will be able to listen to text in the assignment.
- **Allow dictation.** When enabled the student will be able to dictate text instead of using the keyboard to type it.
- **Allow highlights, bookmarks, comments.** When enabled the student will be able to add highlights, bookmarks and comments to the assignment text.
- **Allow writing on documents.** When enabled the student will be able to add checkmarks and notes directly on top of the track text. This can be used to answer questions or fill in form fields.
- **Allow copy-pasting selected text.** When enabled students can copy selected text from the track by opening the contextual menu and selecting "Copy".

Accommodations enabling students to perform language supports and text search

- **Lookup word definitions.** When enabled the student will be able to look up English language definitions of words and phrases. Capti will automatically identify meaningful phrases in text even if the student selects only part of a phrase.
- **Lookup translation (single words).** When enabled the student will be able to look up translations of words and phrases into 100+ languages. Capti will automatically identify meaningful phrases in text even if the student selects only part of a phrase.

- **Lookup translations (multiple words).** When enabled the student will be able to look up translations of sentences and paragraphs of text into 100+ languages.
- **Allow editing Word List.** When enabled the student will be able to add translations and definitions into a word list associated with the assignment. The student can either store translations and definitions provided by Capti, or author their own translations and definitions.
- **Allow full-text search.** When enabled the student will be able to use full text search in the assignment.

Accommodations enabling students to change visual look and feel of the text

- **Allow font customization.** When enabled the student will be able to change the font of the assignment text (Adaptable layout tracks only).
- **Allow text width customization.** When enabled the student will be able to change the width of the assignment text (Adaptable layout tracks only).
- **Allow line spacing customization.** When enabled the student will be able to change the line spacing of the assignment text (Adaptable layout tracks only).
- **Allow masking of text above and below.** When enabled the student will be able to mask the assignment text from above and below.
- **Allow color theme customization.** When enabled the student will be able to change the color theme of the assignment text.

Platform Integration

Capti integrates with many different Learning Management Systems, cloud document storage systems, book libraries, etc. In some cases LTI integration is possible, making the login process completely effortless for both students and instructors.

	Single sign-on	Export content to...	Import content from...
Canvas	✓ LTI	✓ LTI	✓
Schoology	✓ LTI	✓ LTI	
Google Drive & Google Classroom	✓	✓	✓
Blackboard	✓ LTI		✓
Clever	✓	Not applicable	Not applicable
Office 365 & OneDrive			✓
iCloud Drive			✓
Dropbox			✓
Project Gutenberg	Sign in not required		✓
Bookshare	Not applicable	Not applicable	✓

Canvas

Instructors and students can use a single sign-on to open Capti from Canvas (see **Capti Admin's Rostering Manual** documentation for details). Instructors can make Capti tracks available to students by attaching a playlist to a Canvas assignment. Instructors and students can also import Canvas documents into Capti.

Schoology

Instructors and students can use single sign-on to open Capti from Schoology (see **Capti Admin's Rostering Manual** documentation for details). Instructors can also make Capti tracks available to students by adding a playlist to course materials in Schoology.

Blackboard

Instructors and students can use single sign-on to open Capti from Blackboard (see **Capti Admin Manual** for details). Instructors and students can also import Blackboard documents into Capti.

Google Classroom

Instructors can make Capti tracks available to students by [posting a playlist to Google Classroom course materials](#). Instructors and students can use Google single sign-on to open Capti playlists from Google Classroom, and to sign into Capti. Instructors and students can import Google Classroom materials into Capti by [accessing them via Capti Google Drive integration](#).

Bookshare

Bookshare is a federally funded program which provides free access to a library of over 500k books to people with a print disability. A Bookshare account can be created on www.bookshare.org. Instructors and students can import Bookshare books into Capti. Which Bookshare books you and your students have access to is determined by the student's qualifying information, which you can update on the Bookshare website. Due to licensing restrictions, at the moment, Capti is limited to importing Bookshare books into Personal Playlists only (support for lifting this restriction, and tighter integration with Bookshare Reading Lists is planned).

Clever

Clever is a 3rd party platform that can be used to sync student roster and for single sign-on. Using Clever with Capti requires a full site Capti deployment (see **Capti Admin's Rostering Manual** documentation for details).

Supported File Formats

When you upload a file into Capti you can choose one of two options:

- **Adaptable layout** allows you to change font, color, width, height, and other text parameters. Text and images will reflow as necessary.
- **Original layout** will display text and images exactly as the author intended. It is possible to zoom in/out, mask text above and below, and write on top of the document, but other options of changing how the document looks will be disabled.

You can upload files in the following file formats

File formats	Adaptable Layout	Original Layout
Adobe PDF (.pdf)	✓	✓
Microsoft Word files (.doc, .docx)	✓	
Microsoft Office 365 documents	✓	✓
EPUB books (.epub)	✓	
Google Docs, Slides, Sheets	✓	✓
DAISY books (.zip)	✓	
Plain and Rich text (.txt, .rtf)	✓	
Images (.jpg, .jpeg, .jp2, .jpc, .jif, .bmp, .tif, .tiff, .dcm, .pcx, .gif, .djvu, .djv, .png.)	✓	✓

Tip: *Capti can't load DRM-protected and password-protected documents.*

Troubleshooting

LTI integration error messages

Single sign-on is not available: shared key/secret not found.

Capti LTI App in your Learning Management System must be configured to use the correct consumer key and shared secret. You can find your key and secret by logging into Capti (www.captivoice.com) with your Capti Administrator account and going to **Admin > Organization > LTI Integration**. If you don't have an administrator account, report this problem to someone with this level of access.

Single sign-on is not available: shared key/secret and your primary LMS email address do not map to the same education account.

Capti LTI App in your Learning Management System is not linked to the same Capti education account as your Learning Management System email. If your email is in the wrong Capti education account then move it to the same Capti education account that's linked to your LTI App. You must also configure Capti LTI App to use the correct key and secret.

Single sign-on is not available: your LMS account has no primary email.

In order to sign into Capti you must have a primary email in your Learning Management System. Please make sure it is specified and try again.

Single sign-on is not available: your account was previously removed.

Your account was removed from Capti education account. Ask to be re enrolled in Capti and try again.

Cannot create a new account due to licensing restrictions.

The quota for licenses in Capti was exceeded. Please contact your administrator or sign in with a different email.

Cannot create a new account: automatic account provisioning is disabled for this Capti education account.

Your Learning Management System email is not in the Capti education account and it cannot be added automatically. Please sign in with a different email.

Cannot create a new account or sign on: user role not detected.

Capti must know your role in the Learning Management System system, but your role could not be detected. Possible cause: misconfigured LTI variables. Please contact your Capti administrator.

Cannot create a new account or sign on: user role not compatible with Capti.

Capti must know your role in the Learning Management System system, but your role is not compatible with Capti. Please sign in with a different email or add this account to Capti manually before signing in from your Learning Management System.

Single sign-on was disabled by the Capti account administrator.

You can enable single sign-on by logging into Capti (www.captivoice.com) with your Capti Administrator account and going to **Admin > Organization > LTI Integration**. If you don't have an administrator account, report this problem to someone with this level of access.

This feature is disabled.

The feature you are trying to use has been disabled in the Capti education account.

You need an Assistant, Teacher or Administrator role in Capti to access this feature.

The feature you are trying to use is restricted and cannot be accessed by a user with a Student role.

You do not have access to the assignments in [Name of Institution].

The assignment you are trying to access is not listed in your organization account.

This assignment no longer exists in Capti.

The assignment you are trying to access was deleted. Note that only assignment drafts can be deleted, otherwise assignments are archived and can continue to be accessed.

You do not have permission to access this assignment.

You weren't granted access to this assignment.

This assignment is currently On Hold

You need instructor's permission to access this assignment. Ask your instructor to post it for you and then try opening it here again.

This assignment is currently In Progress

The assignment you are trying to access is open on a different computer or was previously incorrectly closed. Ask your instructor to post it for you and then open it here again.

Please reload the page to make sure Capti keeps working correctly.

An unidentified error has occurred. Reloading the page might help. If the error persists, please contact support@captivoice.com.

This assignment is not yet open. It will open on [Date and Time].

The assignment has been scheduled to start on the specified date and time. The assignment will become accessible after it starts.

Invalid LTI request

This error message can be caused by one of the following:

- Browser extension is blocking your Learning Management System from correctly connecting to Capti via LTI. Disable any browser extensions that may be at fault and try again.
- LTI App Key/Secret may be missing. Capti LTI App in your Learning Management System must be configured to use the correct consumer key and shared secret.

Content import

I can't access my OneDrive / Office 365 account from Capti

If you see a “need admin approval” message on screen when accessing OneDrive / Office 365 account from Capti, you or your account administrator need to allow users to provide consent when logging in. Use the following steps:

1. Sign into your Office365 administrator account.
2. Go to **Settings > Org Settings**
3. In **User consent to apps**, make sure the checkbox "**Let users provide consent...**" is checked
4. Click **Save Changes**

Will the content imported into Capti be accessed on other devices?

Yes! The Library is automatically synchronized between Capti website and Capti app on iPhone and iPad. Assignments are a web-only feature.

How do I import content from iBooks?

- Find out the location of your iTunes Media Folder on your Windows / Mac: iTunes, go to **Preferences**, open the **Advanced** tab and locate "iTunes Media Folder". Remember it, or write it down.
- Connect your device to iTunes and select it.
- Find and select Capti in the “Apps” section of your device.
- Press **Add...**
- Navigate to the "iTunes Media Folder" you found earlier, open the “Books” folder and select the books you want to import into Capti.
- Once iTunes finishes copying the files to your device you will be able to find them in Capti.

A document I want to import is not listed when I open cloud service

- Capti website will not list documents and files that it cannot load.

- Capti for iOS will list native Google Drive documents as grayed-out when accessing Google Drive via iCloud Drive. To import native Google Drive documents access them by going to **Add Tracks > Google Drive**.

A document is not loading into the Playlist

- Make sure you have enough space on your device. On iPhone / iPad you can see how much space you have left if you open Apple's "Settings" app and go to **General > iPhone Storage**.
- Make sure the file is not DRM-protected. Capti cannot read DRM-protected documents. Most books in online book stores such as Kindle, iBookstore, Nook, etc. have DRM protection. Removing DRM is technically possible, but will violate your contract with the 3rd party providing the ebook.
- Make sure the file is not too large. If your file is greater than the maximum size allowed (10MB for free accounts, 100MB for paid accounts) the file will not load.
- Some books in the Bookshare library are unavailable for download for your specific account. There are two possibilities here:
 - Option 1: Capti lists the book as available for download, but when you add it to the playlist the download fails. This is likely because the qualifying information of the Bookshare account you are using doesn't match what's required to download this book. If you have edit permissions for the Bookshare account you can fix it like this:
 1. Login into your account on Bookshare.org.
 2. Click **Members** on the left side of the screen.
 3. Click on the name of the member that you want to edit.
 4. Update qualifying information appropriately. For example if the member has IEP the book requires it, check the "User has an IEP" checkbox.
 5. Click **Save**
 6. Try to add the book into Capti again.
 - Option 2: Capti lists the book as not available for download (this is indicated by an icon to the left of the book's name). Make sure that you accept the terms and conditions on the bookshare.org website. If this doesn't help then the book is likely not available for your Bookshare account and you won't be able to add it to the playlist.

A PDF document I imported into the playlist doesn't play

Check if the document is accessible by trying to highlight a section of words with your mouse. If you can't then the PDF is not accessible and the right way to import it into Capti is by checking off the box that says "Use optical character recognition" in the "Import Document" dialog (this method will use 1 Capti Coin per document page).

A document I imported into the playlist doesn't look right

- If you are importing a PDF in "Original Layout" format it may not work perfectly with some complex files.
- If the document is not a PDF file try converting it into a PDF file first, or uploading it into your Google Drive and importing it from there.
- If you are taking a photo, try retaking it under better lighting conditions.

A web page is not loading into the Playlist

- While Capti can intelligently process most web pages, we occasionally find one that does not work as expected.
- If you use the Capti Bookmarklet to add an article that stretches across multiple web pages, only the text from the current web page will be added. To add multi-paged articles use the built-in browser in the Capti app in the AppStore.

Bookmarks that I added to my PDF file are not displayed in Capti

If you added bookmarks outside of Capti then Capti will not be able to recognize them.

Images in a track are not displayed

- You may not have the premium account, which is necessary to add tracks with images
- You haven't been subscribed to the premium account at the time the track was added to Capti. If you have a premium account now, you can add the track again and the images (if any) should appear.
- The original document has to be in PDF, DOC, DOCX, or EPUB formats to see images

Text to speech

Playback (speech synthesis) skips text or is working poorly

Make sure you are using a premium voice (voice purchased from or subscribed to in Capti). Click **Voices** in the top menu and set a premium voice as preferred by clicking **Choose** next to it.

Playback (speech synthesis) is not working

If you are using Capti website, with streaming voices purchased from Capti, then make sure that the following URLs and IPs are open:

- www.captivoice.com 54.209.113.2
- vss.captivoice.com 52.207.27.123

If you are using Capti in the Firefox browser you need to make sure speech synthesis is enabled, as follows:

- In the Firefox address bar, type in “about:config” and press **Enter**.
- Click the “**Accept the Risk and Continue**” button.
- Enter “media.webspeech.synth.enabled” in the search bar and press Enter.
- If "media.webspeech.synth.enabled" is set to false, double click the line to set the value to “true”.
- Restart the browser

Playback (speech synthesis) stopped working

- If you are using a trial version of a Capti your trial period might have ended. You can keep using this voice by purchasing it or subscribing to it from the Voices view.
- You may have changed your preferred voice in the **Voices** view.
- If you are using the Capti website check that you have an internet connection. Capti voices on iPhone and iPad do not require an internet connection to function.

I cannot find a voice I expected to use

- If you are using Capti on iPhone or iPad and you recently reinstalled Capti, then you need to restore your old purchases. Go to **Voices > More Voices** and tap **Restore**. Now you can download all your voices.
- If you are using Capti website then clearing your browser cache and cookies may solve this problem. The following instructions should work for most browsers:
 1. Press **Ctrl-Shift-Delete** (Windows) or **Command-Shift-Delete** (Mac). A window with options will open.
 2. Select Cache and Cookies items (they may be called slightly differently in different browsers).
 3. Confirm and reload Capti webpage.
- If you purchased the voice in question on a different operating system you will not be able to use it. Voices purchased on iOS will work on iPhones and iPads only. Voices subscribed to on Capti website will work on the Capti website only.

When I start playback a track is voiced in the wrong language (voice)

On Capti website: to change track's language right click track in the sidebar and choose **Track Properties**. You can't change track language on an iOS device.

Devices & Browsers

The following table provides a summary of the differences in student features between different editions of Capti. Features not listed in the table below are available on all platforms.

Platforms	iPhone, iPad	Mac, PC, Chromebook
Supported browsers	Any	Chrome, Firefox, Safari, Edge
High-quality voices	Installable	Streamed
Lookup translations	✓	✓
Lookup definitions		✓
Custom dictionary		✓
Offline access	✓	
Single sign-on	Google, Apple	Google, Apple, Clever, Canvas, BlackBoard, Schoology
Sticky notes		✓
Word Challenge Game		✓
Import documents from Learning Management System		✓

Tip: instructional and administrative features designed for instructors, administrators, and other faculty members are only available in the web app.

Tip: a special K-12 edition of Capti Voice app for iPhone & iPad differs from consumer version in 3 ways: no in-app purchases, 4+ AppStore rating, and no sign-on with Facebook.