

# IMPLEMENTATION ROADMAP



Start

## Capti Assess Best Practices

Preparation

### Onboarding

#### Account Created

Capti's Director of Support creates account and enrolls district and school administrators.

### Training

#### Training Session

The Director of Support facilitates a 60-90 minute remote training with staff.

July



August



#### Staff/Students Enrolled

Account administrators enroll staff members with proper permissions. District or school administrators enroll students.

#### Capti Literacy Team

Capti's Literacy Team offers support and guidance along the way.

Fall

### Set Benchmark Assessments

Set district benchmark windows for beginning, middle, and end of year. Administer Beginning-of-Year Benchmark.

#### 1. Create Assessment

Create "New Assignment" for each grade level. Select all 6 subtests, select the "timed" setting, and select the "difficulty level" that includes the students' grade band.

#### 4. Data Review Meeting with Capti's Literacy Team

Schedule first data review meeting. Capti's Literacy Team discusses your students' data with you, and provides a school- or district-specific report that includes instructional recommendations. This report provides actionable steps to support data-based decisions.

September



#### 2. Administer Beginning-of-Year Benchmark

Administer the Beginning-of-Year (BOY) Benchmark. Plan for 2 testing sessions that last 30-40 minutes. Day 1: students complete subtests 1-4; Day 2: students complete subtests 5-6.

#### 5. Implement Instructional Changes

Use the instructional recommendations as a guide in preparing for one-on-one and small group interventions. Begin instruction as soon as possible. Support general education instruction in utilizing the recommendations.

October



November



#### 3. Gather, Analyze, and Communicate Data

Review Capti Assess reports, make observations and notice trends. Send home student reports.

Winter

### Notes on Monitoring Progress

- Administer ReadBasix subtests to monitor a reader's progress after 8 weeks of intervention.
- Assess the skills on which the student received intervention.
- Use the subtests throughout the school year to monitor progress.

#### 1. Create and Administer Middle-of-Year Benchmark

Create a "New Assignment" that includes all subtests, assign to all students, and administer the Middle-Of-Year (MOY) benchmark.

#### 4. Review Effectiveness of Instructional Changes

Reflect on the effectiveness of the organizational changes that have been put into place once school or district data demonstrates progress of students' foundational reading skills.

December



#### 2. Data Review Meeting with Capti's Literacy Team

Schedule second data meeting. Capti's Literacy Team collaboratively analyzes your students' progress to provide ongoing support to ensure student progress at the school or district level.

#### Monitor Progress (As Needed)

Administer individual subtests following 8 weeks of intervention for students receiving interventions. See "Notes on Monitoring Progress."

January



February



#### 3. Evaluate Student Placement

Use students' performance on the MOY benchmark and any progress monitoring assessments to evaluate instructional effectiveness.

Spring

#### 1. Create and Administer End-of-Year Benchmark

Create a "New Assignment" that includes all subtests, assign to all students, and administer the End-Of-Year (EOY) benchmark.

#### 4. Reflect and Plan

Reflect on students' progress. Ask: Did Capti Assess usage serve students' reading needs effectively? How can you refine or expand Capti Assess's implementation in the coming school year to increase reading achievement even more?

March



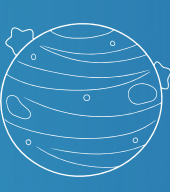
#### 2. Data Review Meeting with Capti's Literacy Team

Schedule third data meeting. Capti's Literacy Team analyzes students' progress to interpret effectiveness of all tiers of instruction and set goals for the following school year.

#### Monitor Progress (As Needed)

Administer individual subtests following 8 weeks of intervention for students receiving interventions. See "Notes on Monitoring Progress."

April



May



#### 3. Communicate Data

Distribute progress reports. Students and families should receive an individual student progress report. Teachers should receive a class progress report. Administrators should access district/school wide progress report.

June



Finish



Ryan Hershey  
Literacy Specialist



Ohio, OH (EST)  
www.captivoice.com  
888-533-7884 Ext. 5