capti

Capti ReadBasix
Implementation Roadmap

1
Onboarding

For assistance, contact:
support@capti.com
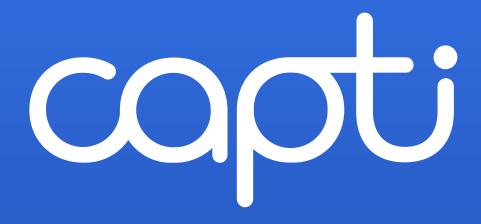888 533 7884
www.capti.com

Create Capti Account

Capti Team creates an account and sets it up for the chosen rostering method (Clever, Classlink, SFTP, Canvas, Schoology, Google Classroom, Manual Rostering).

Enroll Staff and Students

- Account is provisioned via sync, if connected via Clever, ClassLink, or SFTP.
- Account is provisioned via an LMS, if one is selected for rostering.
- Account is provisioned by uploading CSV files, if manual rostering is selected.

Set Benchmark Windows

District benchmark windows are set for the beginning, middle, and end of the year.

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Professional Learning

To schedule PL, contact:
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Schedule Free Introductory Professional Learning

- This 60-minute session introduces educators to Capti ReadBasix, as well as provides time for Q&A. Participants will learn about ReadBasix, how to access their accounts, create and administer assessments, and navigate student reports.

- On-demand product training is available throughout the year.

Schedule Paid Professional Learning Sessions

- This 60-minute session introduces educators to the core principles and practical uses of ReadBasix data for targeted literacy instruction. Participants learn to interpret key data, and apply insights to plan interventions. The session includes real-world examples and supports data-driven decision-making to accelerate reading growth.

- After each benchmarking period, a 60-minute data review session helps educators understand and use ReadBasix data. They learn to detect and analyze trends, identify student needs, and turn insights into actionable strategies. They engage in reflection, goal setting, and instructional planning to support data-informed literacy growth.

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Administering Assessment

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Administer Fall-Winter-Spring Benchmarks

1. **Create Assessment**: Create "New Assignment" for each grade. Select all 6 subtests.

2. **Deliver Assessment**: Plan for 2 testing sessions that last 30-40 minutes. Day 1: students complete subtests 1-4; Day 2: students complete subtests 5-6.

3. **Analyze and Communicate Data**: Review Capti ReadBasix reports, make observations, and notice trends at the class, school, and district levels. Educators provide families with home reports and student reports. Administrators review school and district reports.

4. **Schedule Data Review Meetings**: After each benchmark, schedule a data review meeting. Capti Literacy Team discusses student data and provides a report that includes instructional recommendations with actionable steps to support data-based decisions.

5. **Evaluate Student Placement**: Analyze students' performance on the benchmark to make instructional decisions in the fall and then evaluate instructional effectiveness.

6. **Monitor Progress (as needed)**: Throughout the school year, administer individual subtests following 6-8 weeks of intervention for students receiving interventions.

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Taking Action

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Fall

Implement Instructional Changes: Use Capti's instructional recommendations as a guide when preparing for one-on-one and small-group interventions. Begin instruction as soon as possible. Utilize these recommendations while supporting general education instruction.

Winter

Review the Effectiveness of Instructional Changes: Evaluate how students' foundational reading skills have progressed since the fall benchmark. Reflect on the effectiveness of the organizational changes that have been put in place and make adjustments as needed.

Spring

Reflect on and Plan Instructional Changes: Reflect on students' progress. Ask: Did the usage of Capti ReadBasix effectively serve students' reading needs? How can you refine or expand ReadBasix implementation to further increase reading achievement next school year?