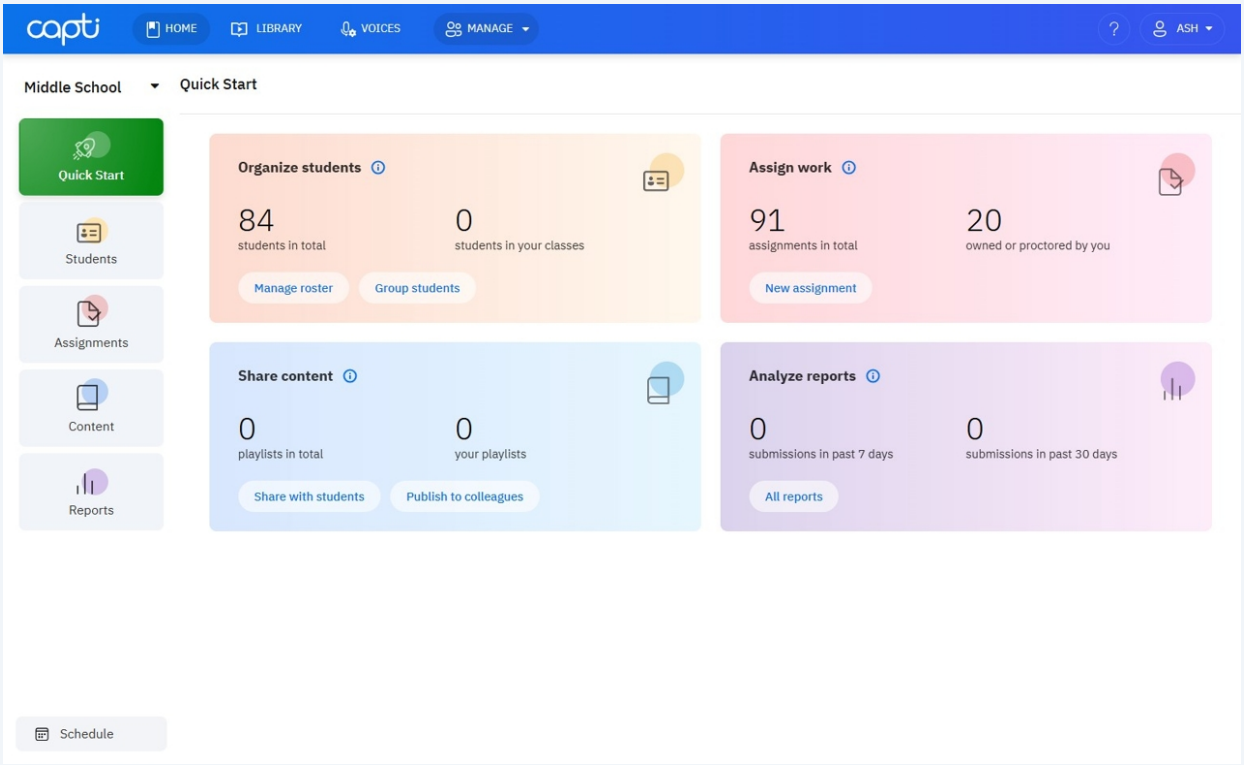
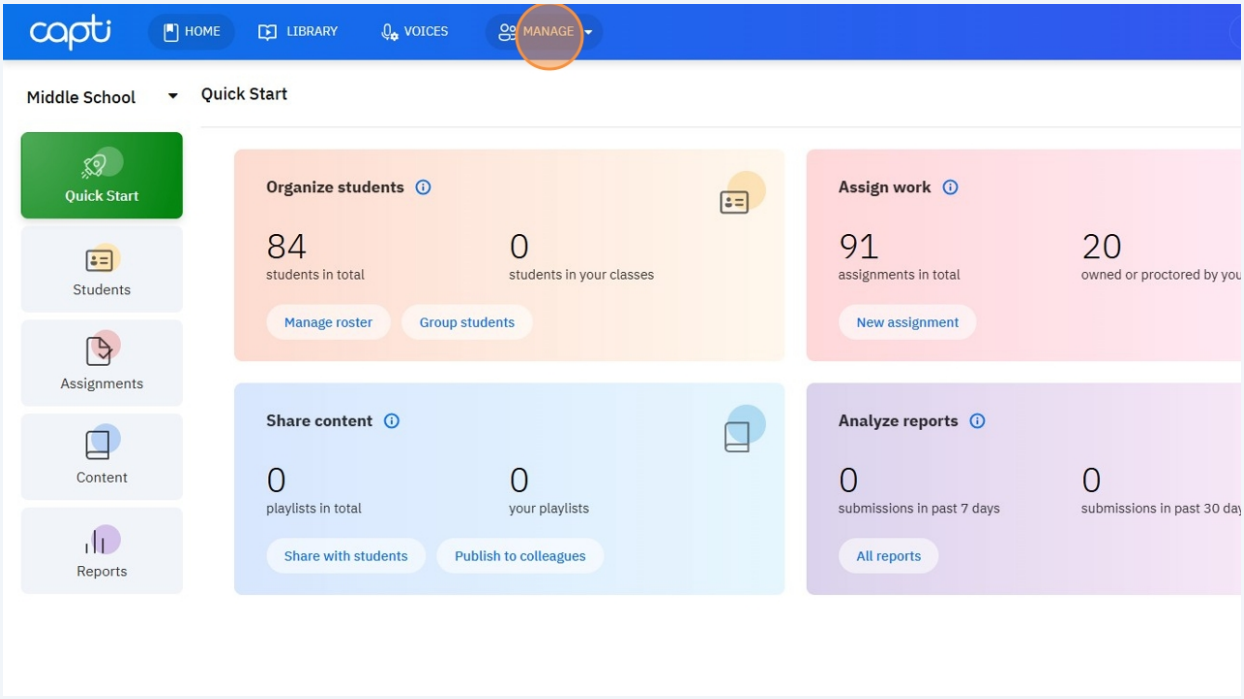
Configure ReadBasix District Settings in Capti

This guide will show you how to find and edit the relevant district level settings for Capti ReadBasix accounts.

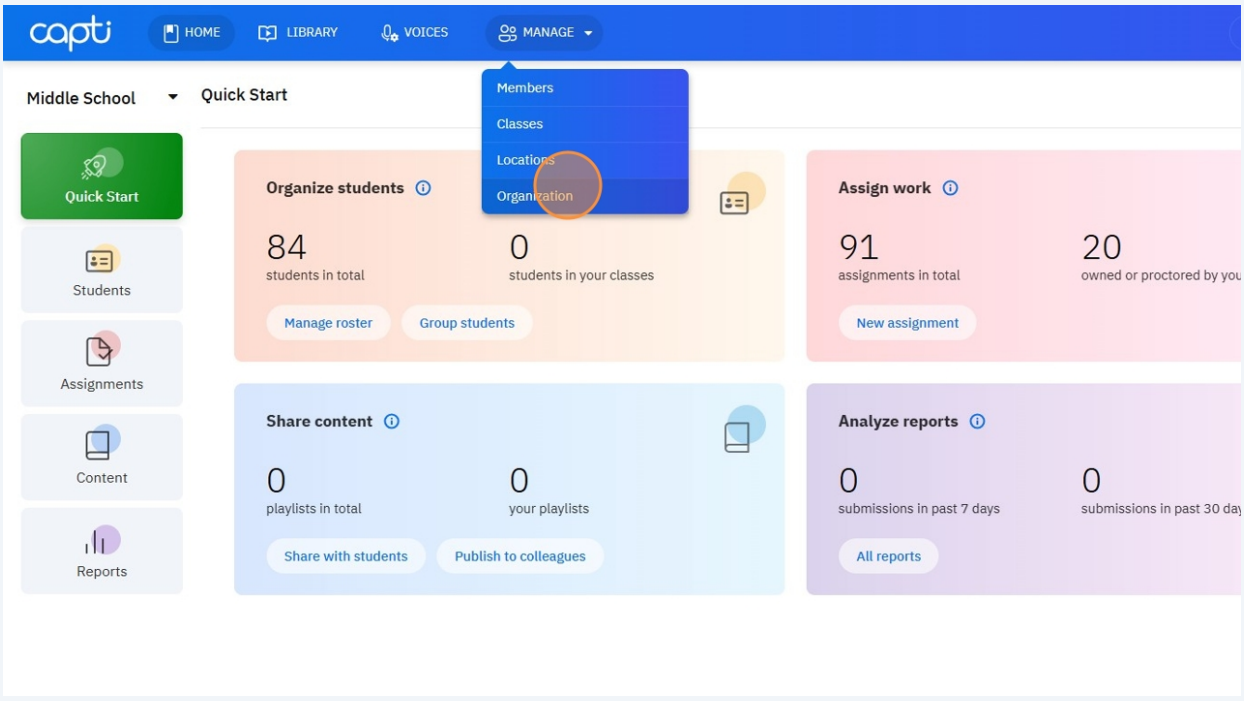
1 Login to Capti as a District Admin. (District Admin access required for this guide)



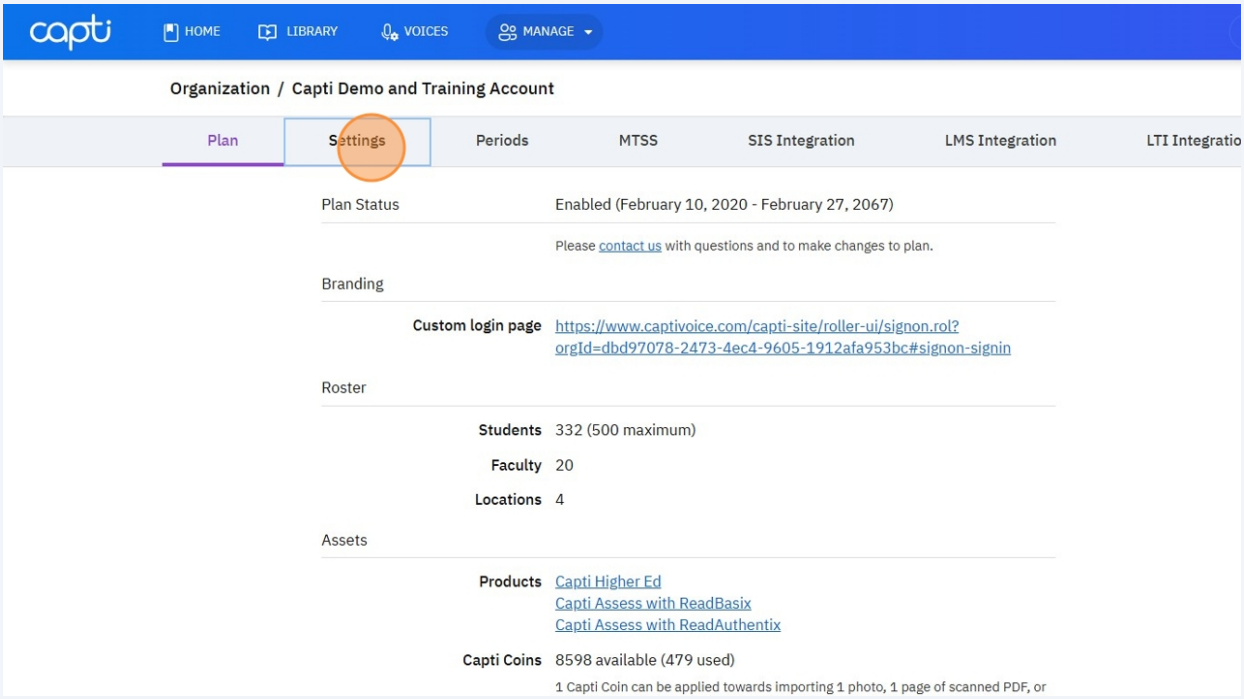
2 Click "Manage"



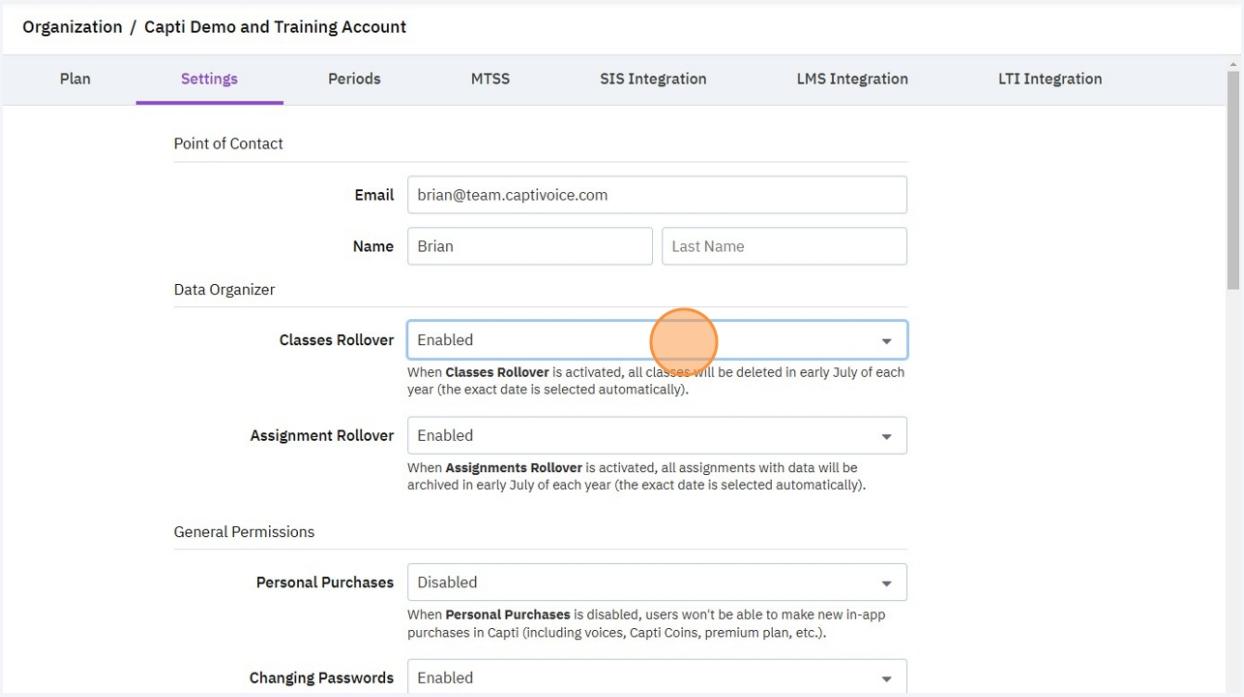
3 Click "Organization"



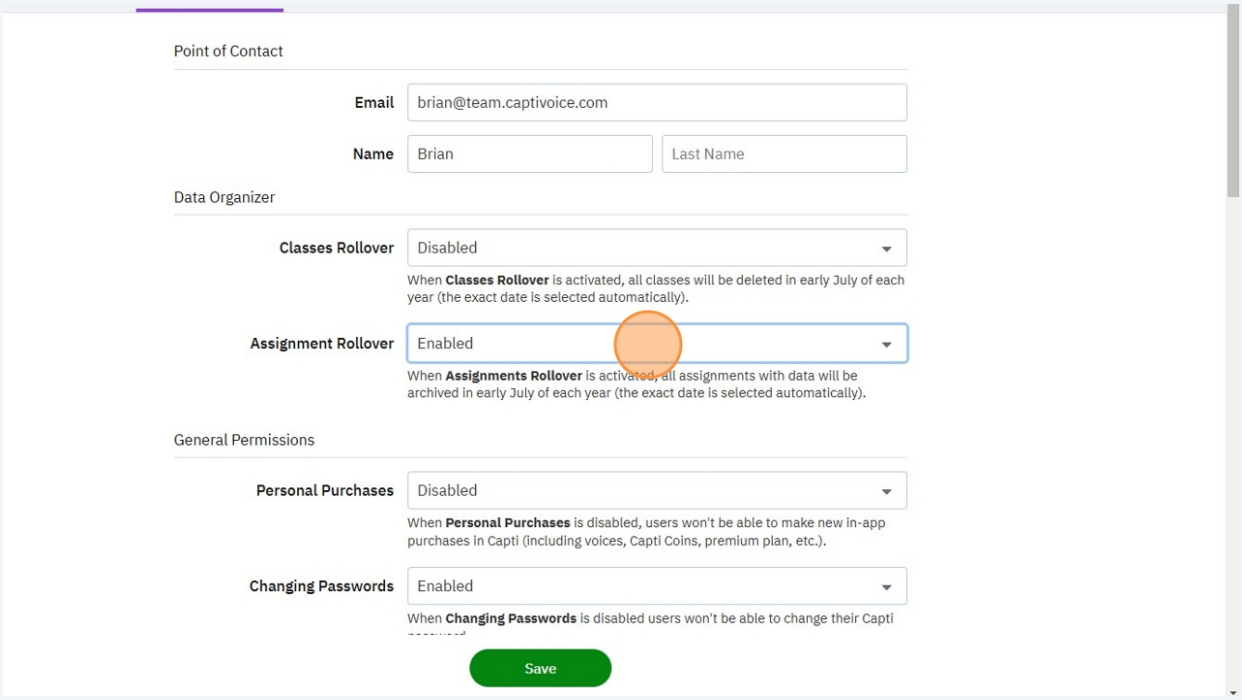
4 Click "Settings"



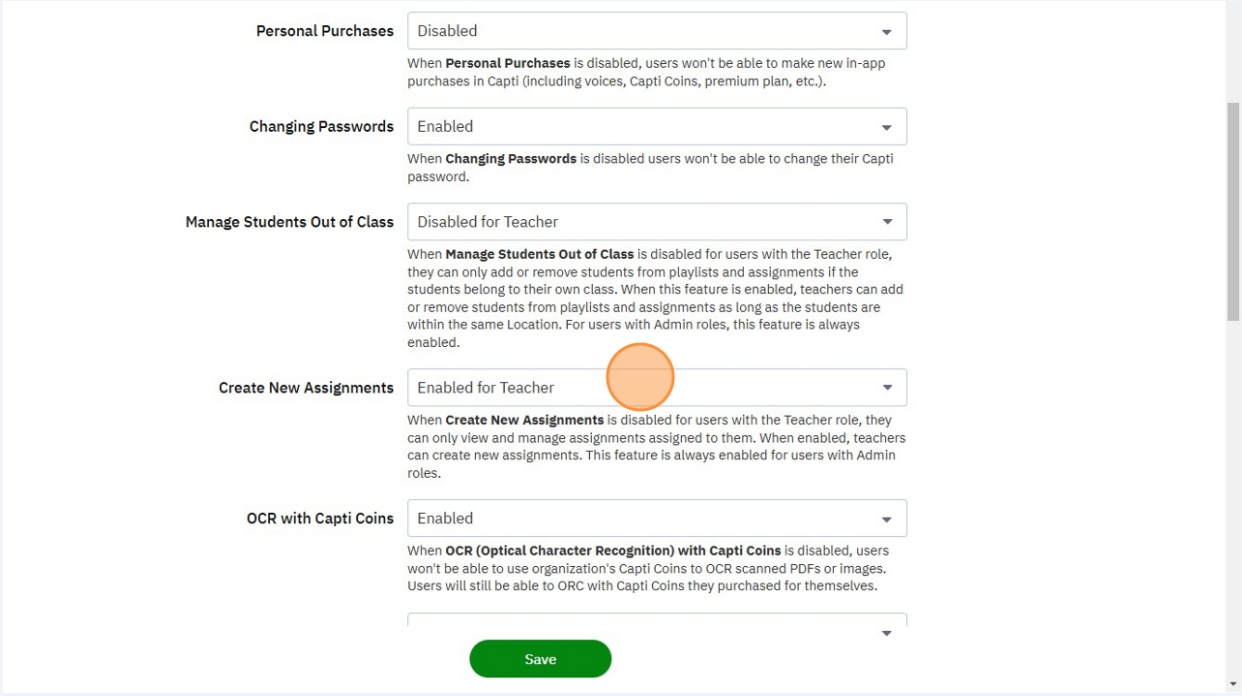
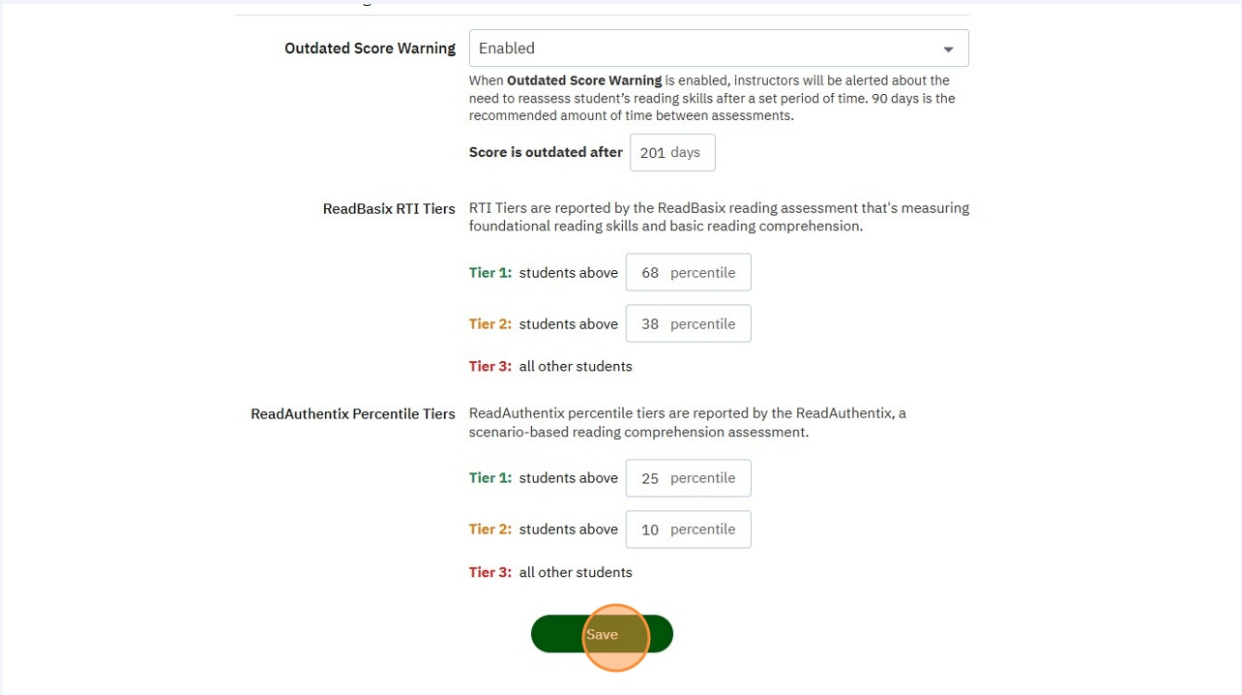
5 The first setting is 'Classes Rollover' By default this setting is disabled. If you want to enable the setting click on the dropdown and select 'Enabled'. When Classes Rollover is enabled, all classes will be deleted in early July of each year (the exact date is selected automatically).



6 The next setting is 'Assignment Rollover' By default this setting is enabled. Disable it by clicking the dropdown and selecting disabled. When Assignments Rollover is enabled, all assignments with data will be archived in early July of each year (the exact date is selected automatically).



7 The final relevant setting is 'Create New Assignments' By default it is enabled for teachers. If you want to disable the ability for teachers to create their own ReadBasix assessments, click the dropdown and select disabled for teacher.



8 Once you are happy with your selections click "Save"