Add students to Capti via CSV files

Capti Assess
with ETS® ReadBasix™

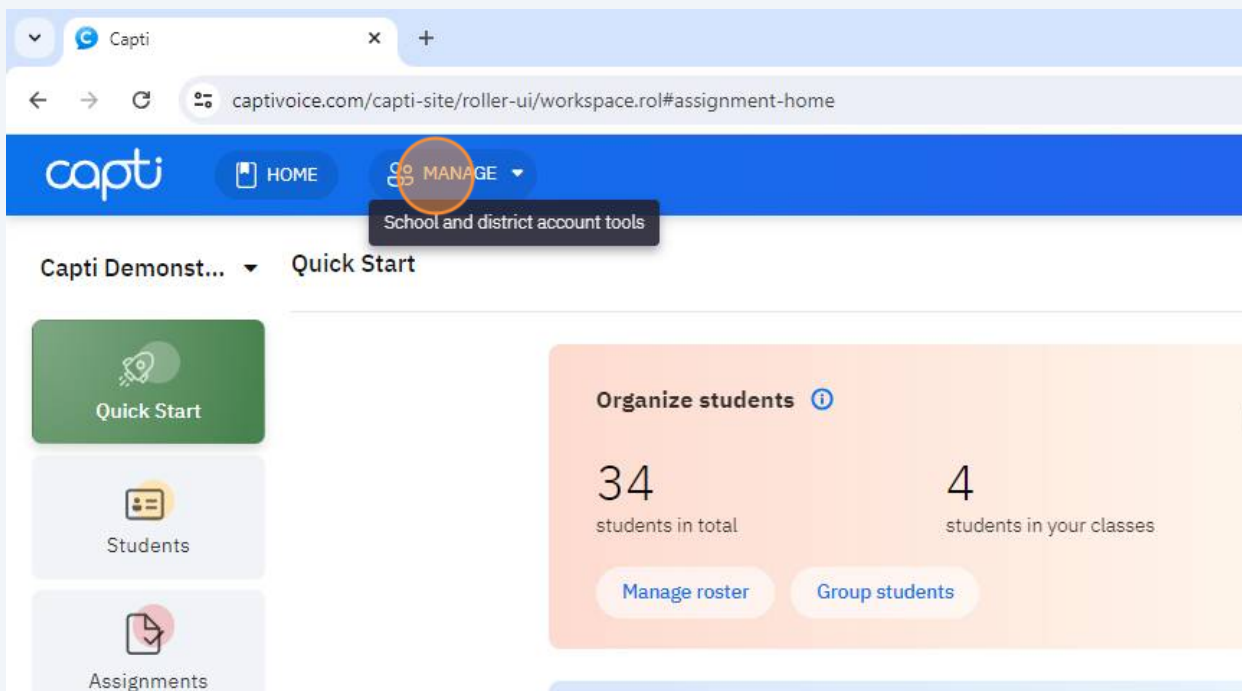This guide will show you how to add students to your Capti account via CSV file upload.

⚠️ Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

1 Log in to your Capti account. You must be a District admin or School admin to add students from a .cvs file.
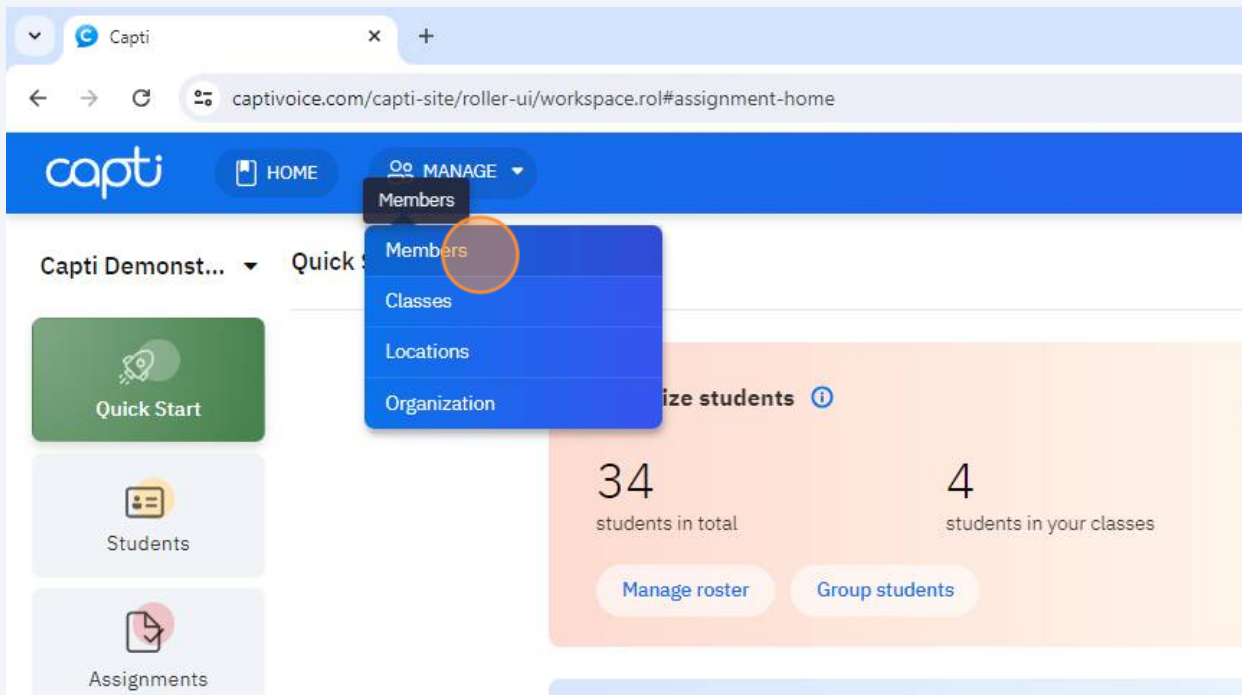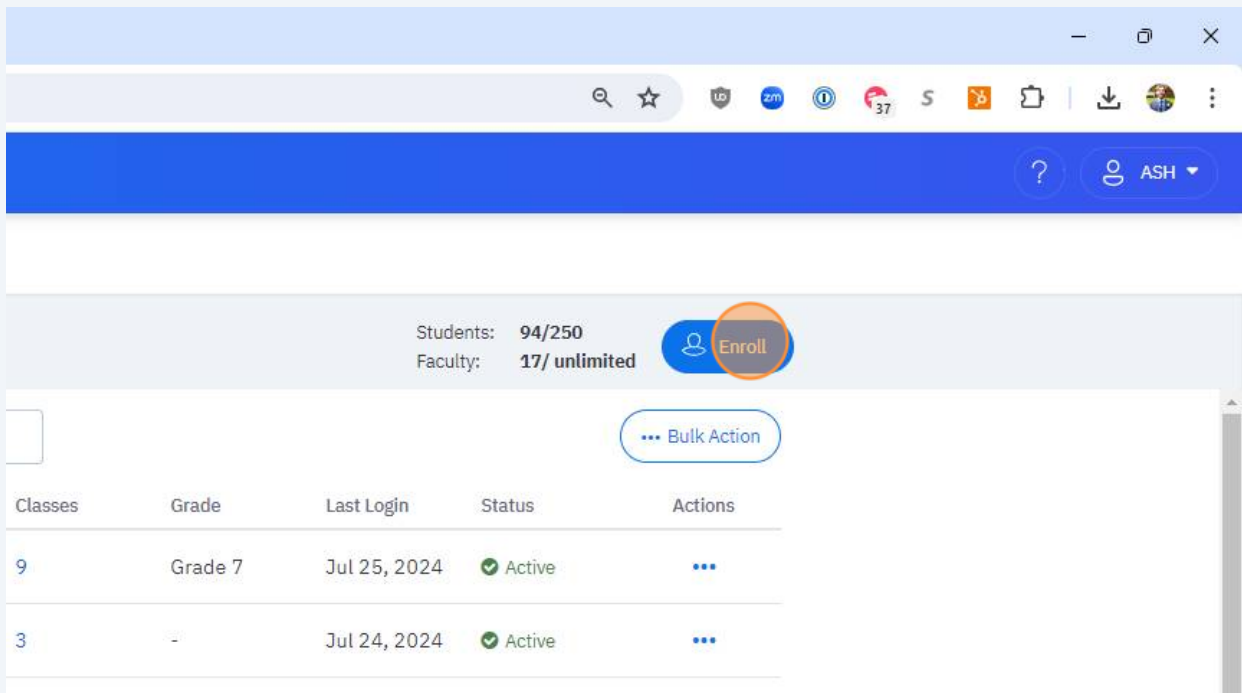
2 Click "Manage"

3   Click "Members"

4   Click "Enroll"

5 Click "Enroll Members From File"

6 Select the location you want to roster the students into.

7 Select the class you want to roster the students into, if any.

Step 1: Configure members

Role   Student

Location   High School

Class   No class
         No class
         700 - High School Demo

Account

Unique ID   Do not specify Unique ID

Step 2: Download template

Download Template

Download the members.csv template and fill in member names and email addresses.

8 Leave the final two options as they are. Click "Download Template" and a file called members.csv will open.

Class   No class

Account   Activate the accounts automatically (no email sent)

Unique ID   Do not specify Unique ID

Step 2: Download template

Download Template

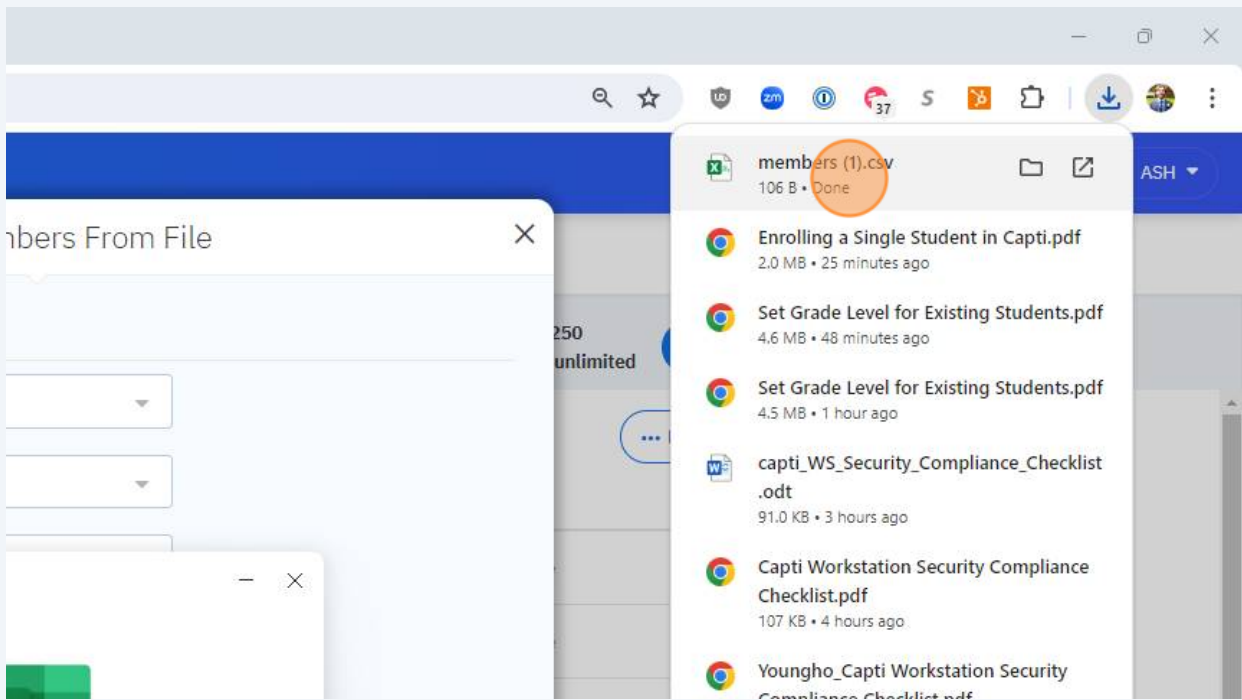Download the members.csv template and fill in member names and email addresses.

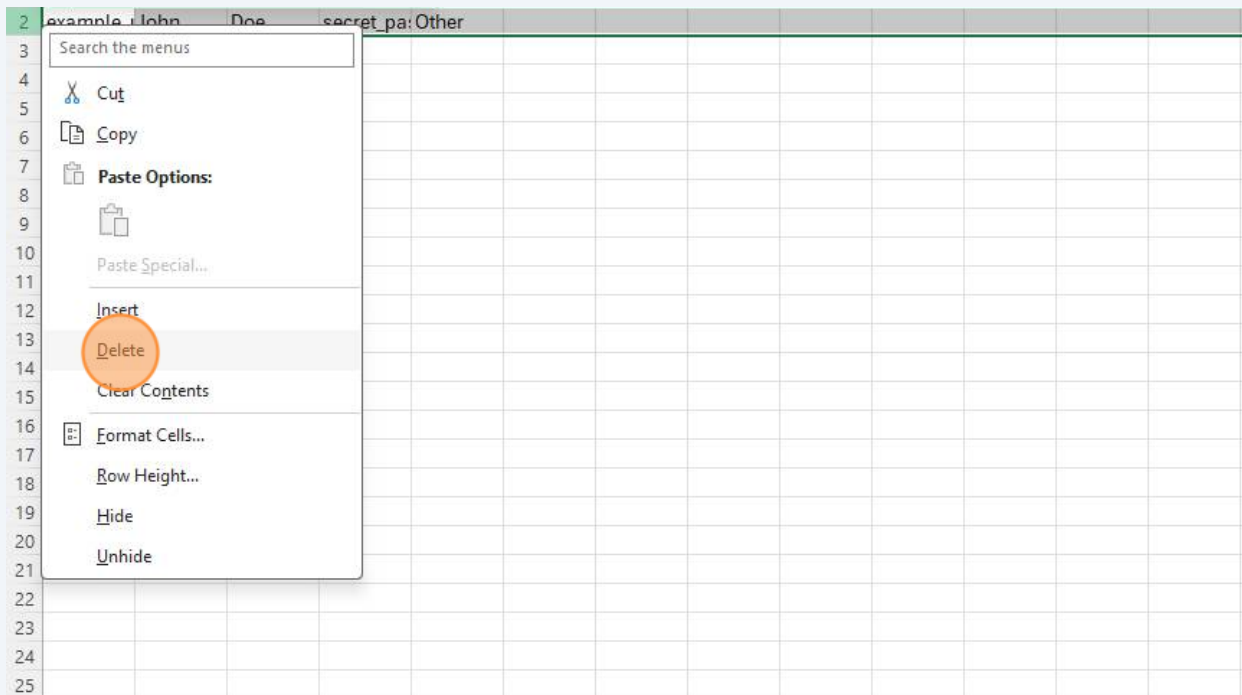Step 3: Upload completed template

Choose File   No file chosen

Upload the modified members.csv file and click "Next" to preview upload summary.

Next

9   Click "Recent download history" and open the file.

10   Delete the example student row.

11 Fill in the information for your Capti members. Capti ID=email address. Please provide a password for all members. You will also need to enter the grade level for each student.

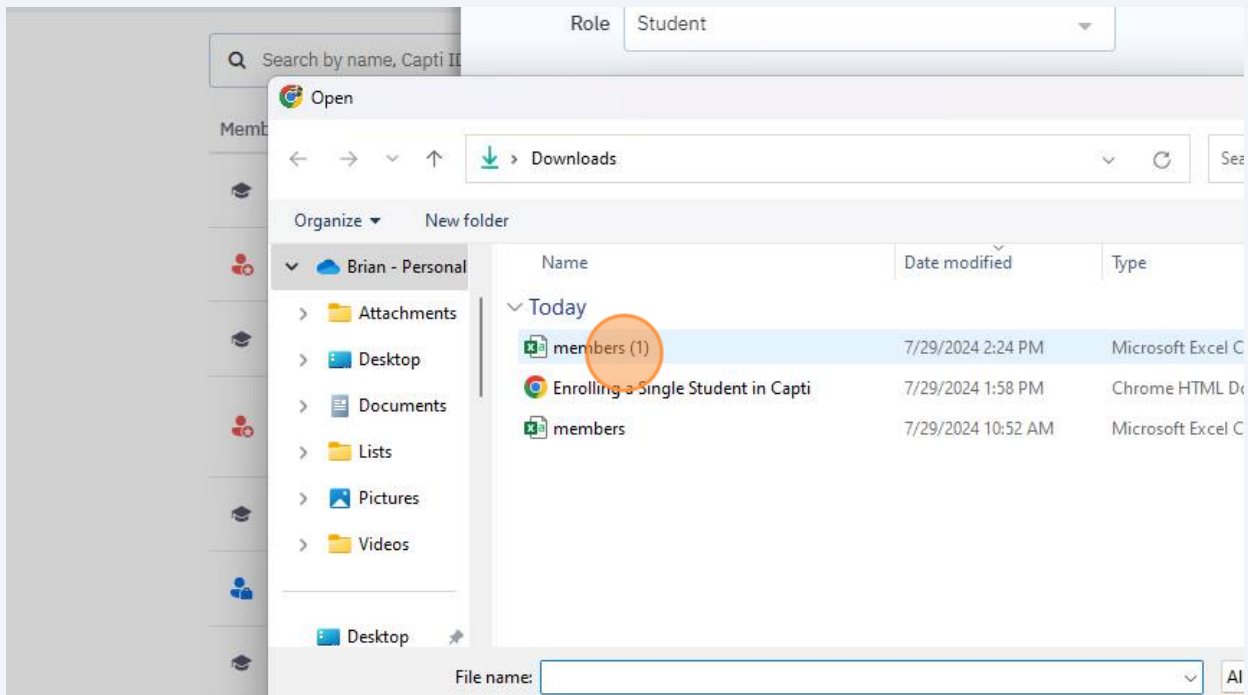**12** Click "Save" once you have finished the data.
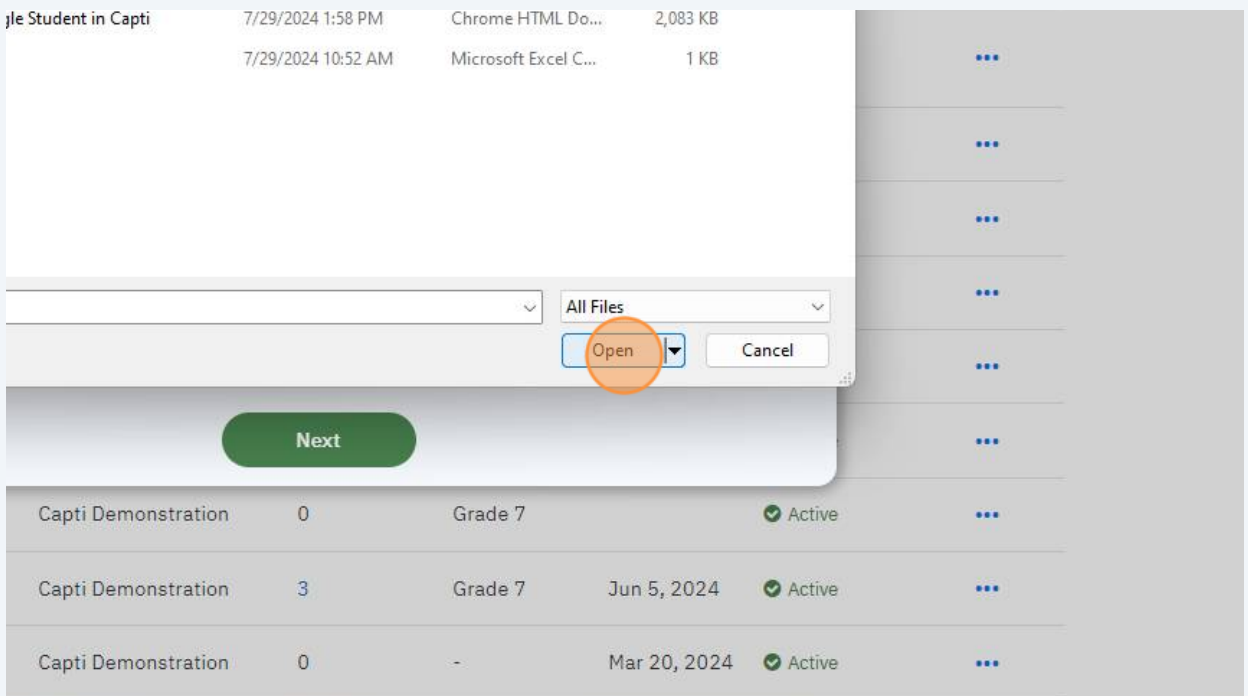
13   Go back to Capti.

14   Upload the completed template in Step 3: click the "Choose File" button and select the members.csv file in your Downloads folder.
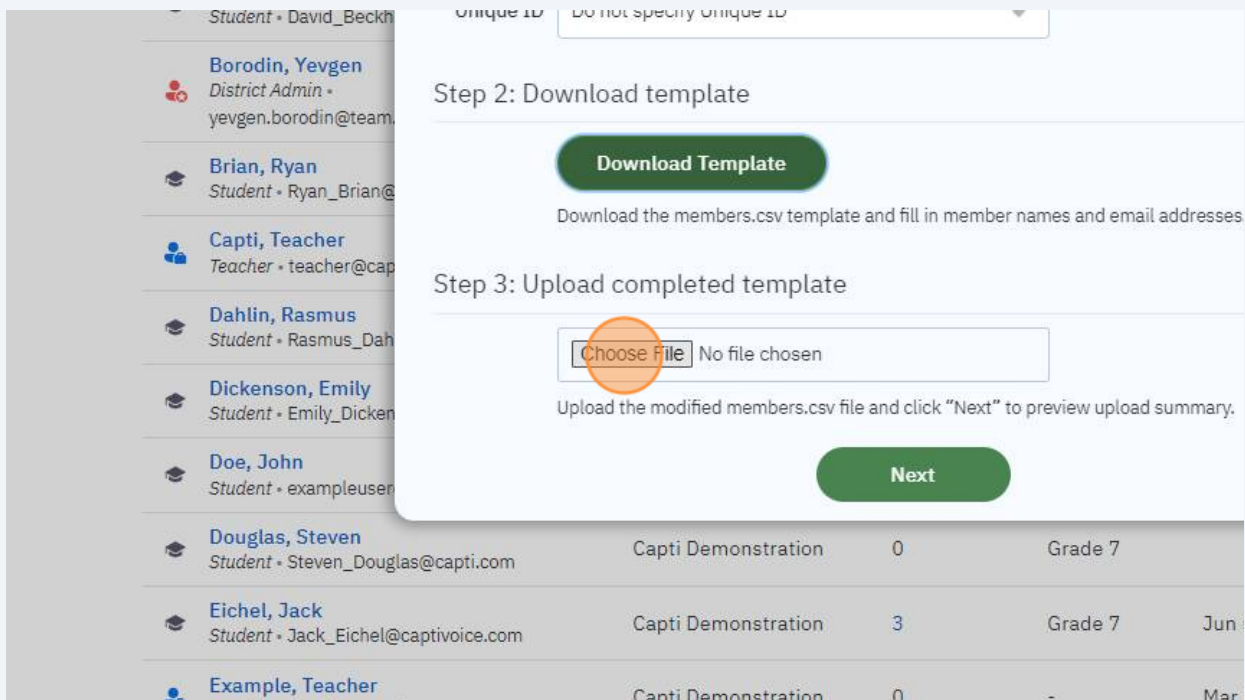
15 Example

16 Click "Open"

17 Once the file has uploaded, click "Next"

18 Click "Import", if there are any errors, download the error report by clicking "Download Report". Correct the issues identified in the report, save the file, and repeat the steps above.