

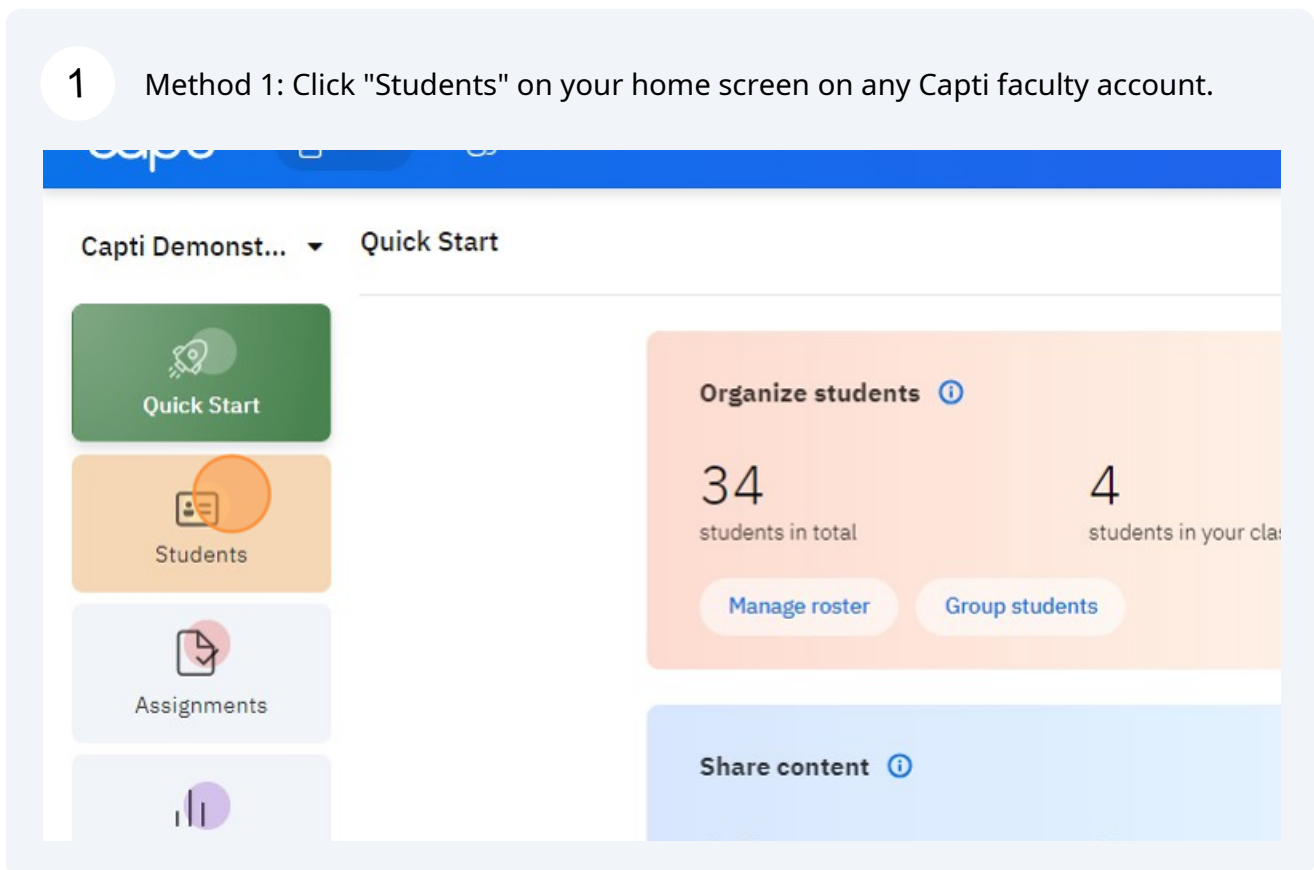
# Set Grade Levels for Existing Students in Capti

This guide will show you the various ways you can set the grade level for Capti students.

There are four different ways Capti users can set the grade level of their students. The first two ways shown are available to all faculty roles (teacher, school admin, district admin). The last two ways are available for school admin and district admin only.

## Method 1

- 1 Method 1: Click "Students" on your home screen on any Capti faculty account.



2

Method 1: You can either set grade level individually or for an entire group. To set it individually, click "Student"

Capti Demonstr... ▾ All Students ▾ Real-Time Activity ▾

Quick Start

**Students**

Assignments

Reports

**Groups**

**Not grouped**

Allen, A. No active assignment	Beckham, D. No active assignment
Douglas, S. No active assignment	Eichel, J. No active assignment
Hasek, D. No active assignment	Jackson, V. No active assignment

3

Method 1: Click "Member Details..."

Quick Start

**Students**

Assignments

Reports

**Not grouped**

Allen, A. No active assignment	Beckham, D. No active assignment
Douglas, S. No active assignment	Eichel, J. No active assignment
Hasek, D. No active assignment	Jackson, V. No active assignment
Maradona, D. No active assignment	Messi, L. No active assignment

- View Assignments...
- View Assignment Details...
- View Reports...
- Member Details...**

4 Method 1: Click "Ungraded"

A screenshot of a user profile form. The form is for a user named Amanda Allen, with email address Amanda\_Allen@captivevoice.com. The form fields are: First Name\* (Amanda), Last Name\* (Allen), Grade\* (Ungraded), Role (Student), and Personal Number. A green checkmark indicates 'This user is allowed to login'. The 'Grade\*' dropdown menu is open, showing options from Grade 2 to Grade 10, with 'Ungraded' selected. An orange circle highlights the 'Ungraded' option.

5 Method 1: Set the grade level for the student.

A screenshot of the user profile form for Amanda Allen. The 'Grade\*' dropdown menu is open, showing options from Grade 2 to Grade 10. 'Grade 7' is selected and highlighted. An orange circle highlights the 'Grade 7' option. A green 'Save' button is visible at the bottom of the form.

## 6 Method 1: Click "Save"

Grade 7

Role  
Student

Personal Number

This user is allowed to login

Save

Messi, L.  
No active assignment

Ronaldo, C.  
No active assignment

Son, R.  
No active assignment

Puzis, Y.  
No active assignment

Salah, M.  
No active assignment

Tasker, S.  
No active assignment

## 7 Method 1: In order to set the grade level for a group, use the dropdown menu to select which class you want to set or leave it at 'All Students'

All Students ▾ Real-Time Activity ▾

Groups

Not grouped

Allen, A.  
No active assignment

Beckham, D.  
No active assignment

Brian, R.  
No active assignment

Douglas, S.  
No active assignment

Eichel, J.  
No active assignment

Gare, D.  
No active assignment

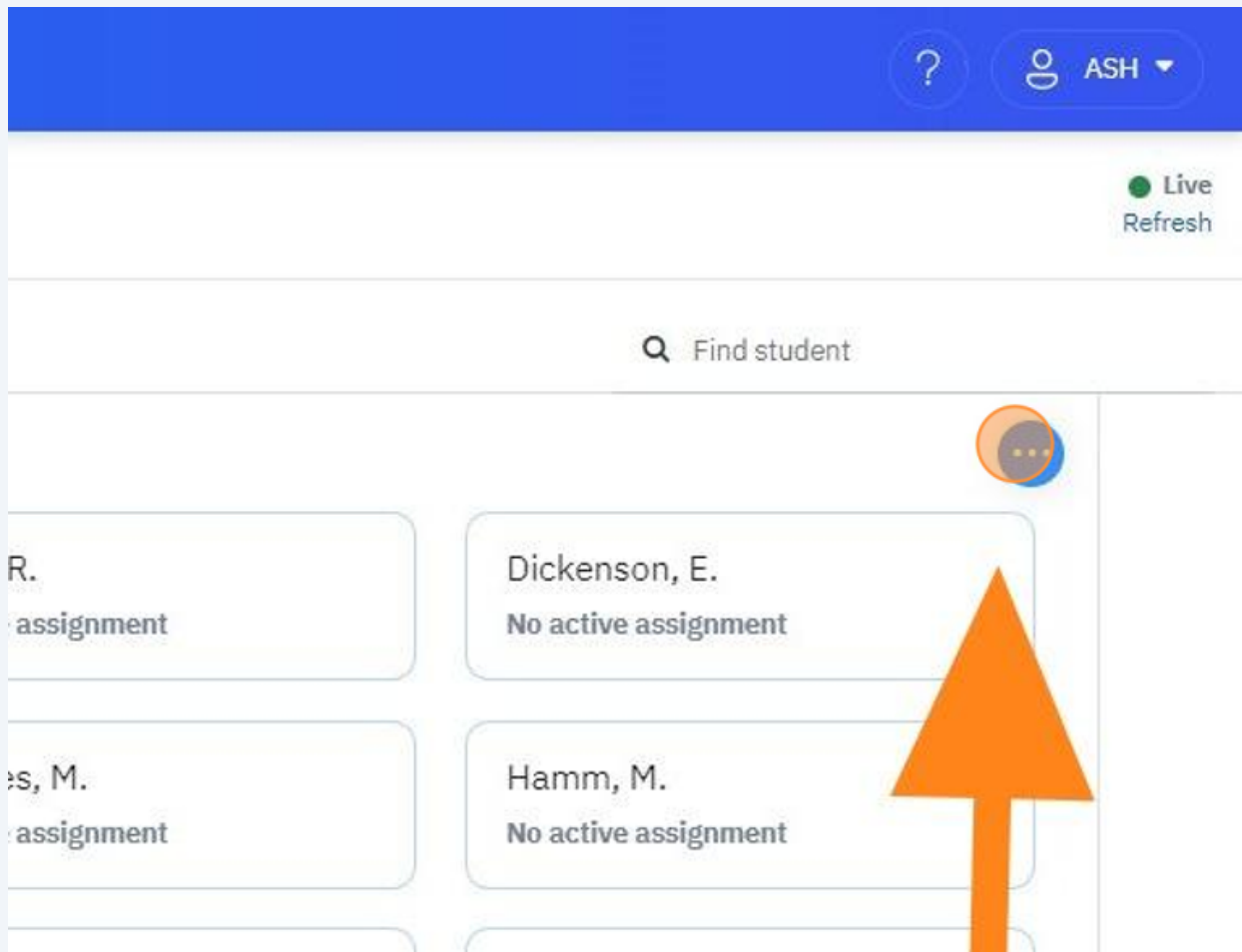
Hasek, D.  
No active assignment

Jackson, V.  
No active assignment

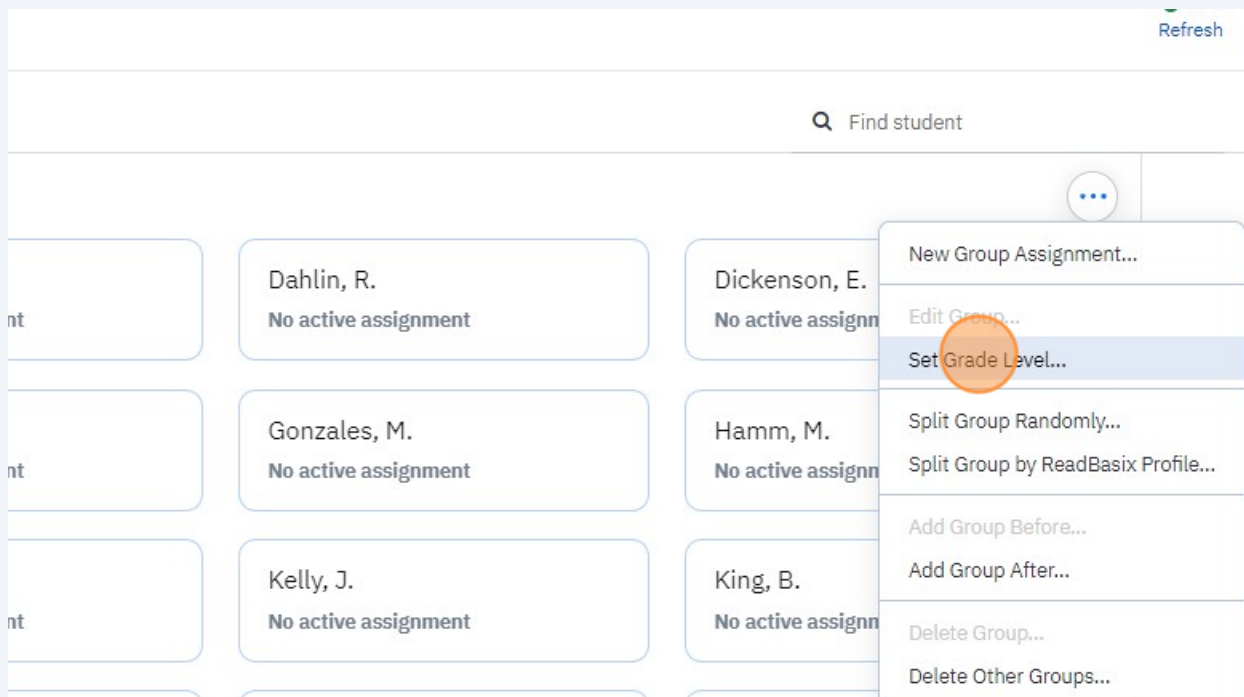
Jones, A.  
No active assignment

8

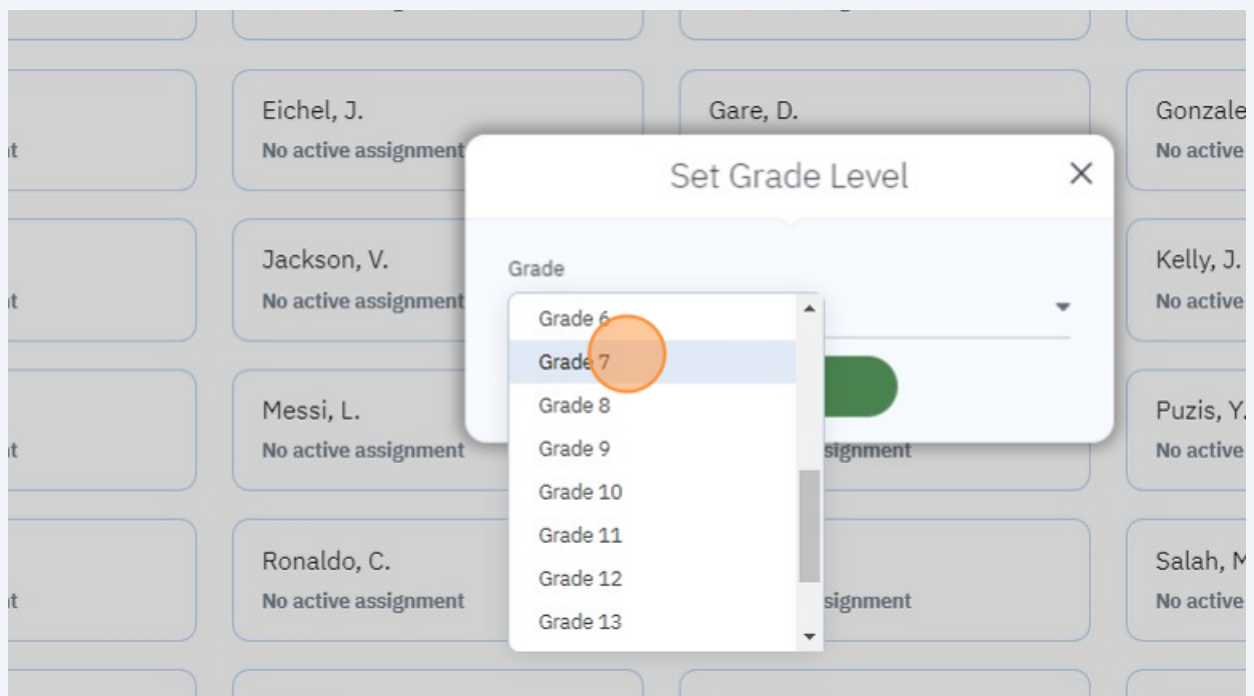
Method 1: Once you are happy with the group selected, click on the three dots in the right hand corner.



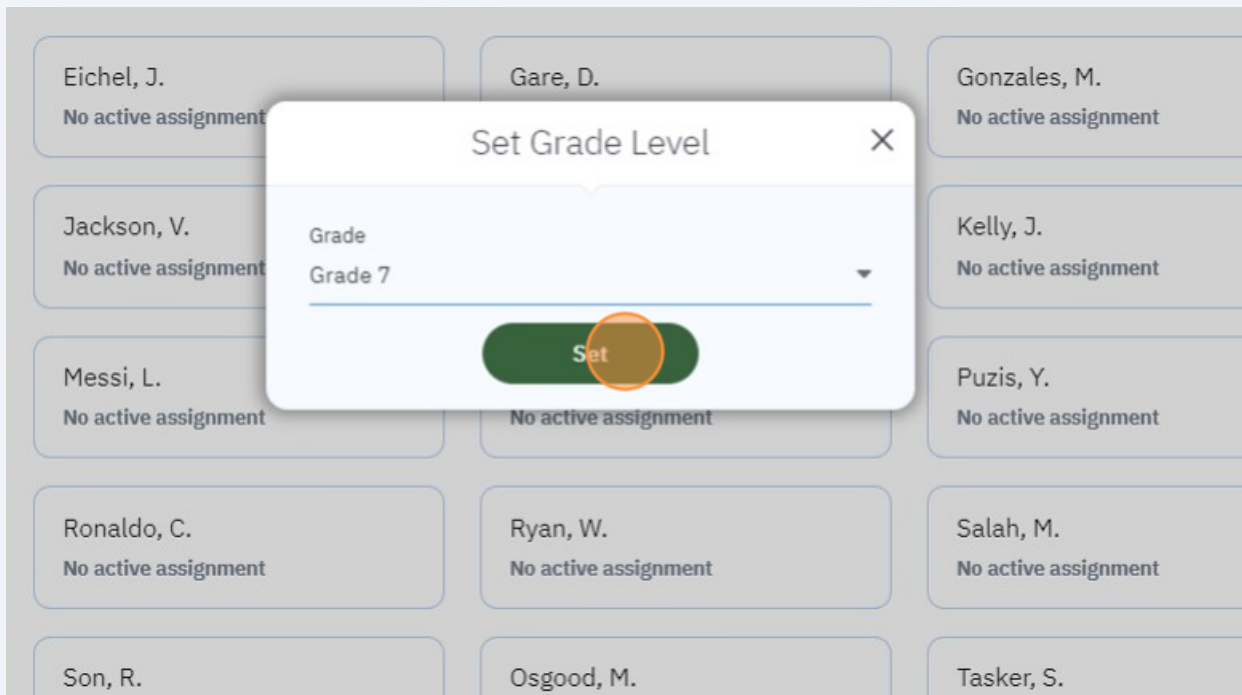
9 Method 1: Click "Set Grade Level..."



10 Method 1: Set the grade level for the students by selecting a grade from the list.

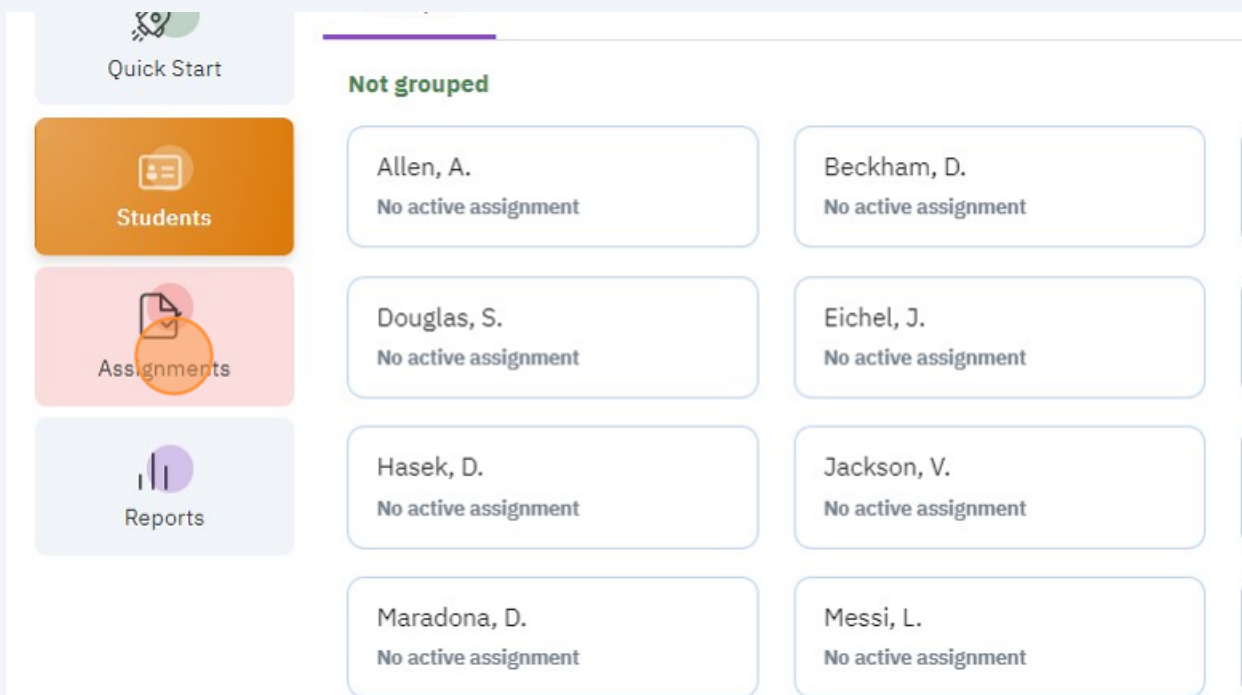


## 11 Method 1: Click "Set"



## Method 2

1 Method 2: There is one other way a teacher can set grade level for individual students. In order to do this, Click "Assignments"



2 Method 2: Select an assignment with the student you want to set a grade level for.

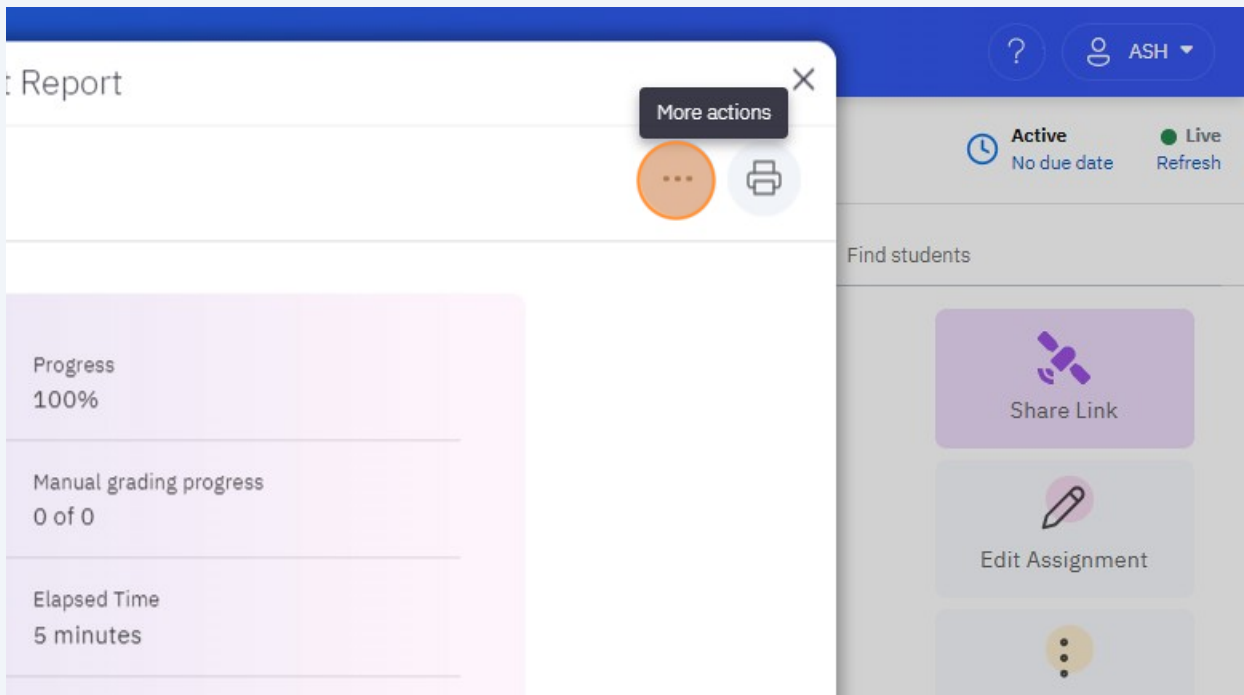
The screenshot shows the 'Assignments' page in ETS ReadAuthentic. On the left, there are two main buttons: 'Assignments' (red) and 'Reports' (light blue). The main content area displays a list of assignments. The assignment 'Organic Farming (9) - scoring check' is highlighted with an orange circle. Below it, other assignments include 'Leonardo da Vinci (9/10) - 1st scoring check', 'Chickens (3) - check scoring', 'Wind Power (7) - scoring check', 'Jerboa (4) 2nd scoring check (infopanel)', and 'Grade 3-6 Form Check'. Each assignment entry includes a status icon (green for launched, yellow for in preparation) and the text 'ETS ReadAuthentic · Launched · Y. Puzis'.

3 Method 2: Select the desired student.

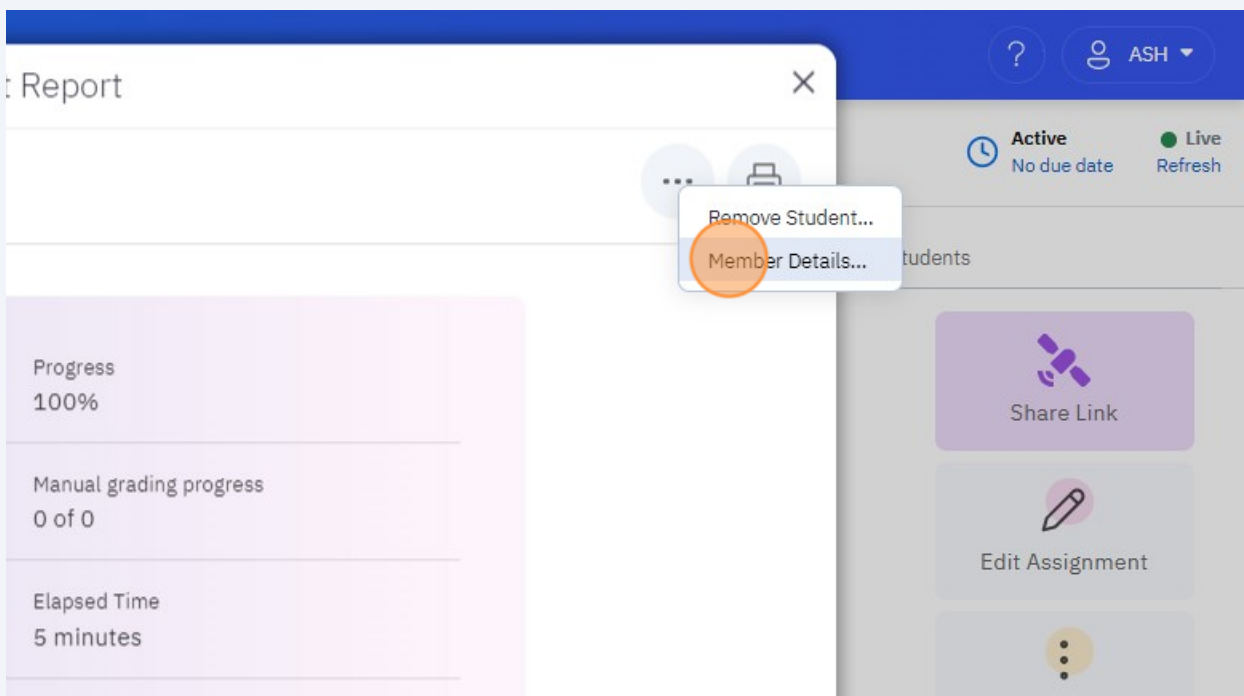
The screenshot shows the student selection interface in ETS ReadAuthentic. At the top, the breadcrumb path is 'Capti Demonstr... > Organic Farming (9) - scoring check > All Student States >'. Below this, there are four tabs: 'Summary' (selected), 'Status', 'Results', and 'Log'. On the left, there are four buttons: 'Quick Start' (light blue), 'Students' (light blue), 'Assignments' (light red), and 'ETS ReadAuthentic' (red). The main content area shows a list of students under the heading 'Students'. The student 'Ryan, Wes' is selected, indicated by a green checkmark and a blue highlight, and is circled in orange. Below the student list, there is a 'Display' dropdown set to '30' and the text 'per page. 1 total.'



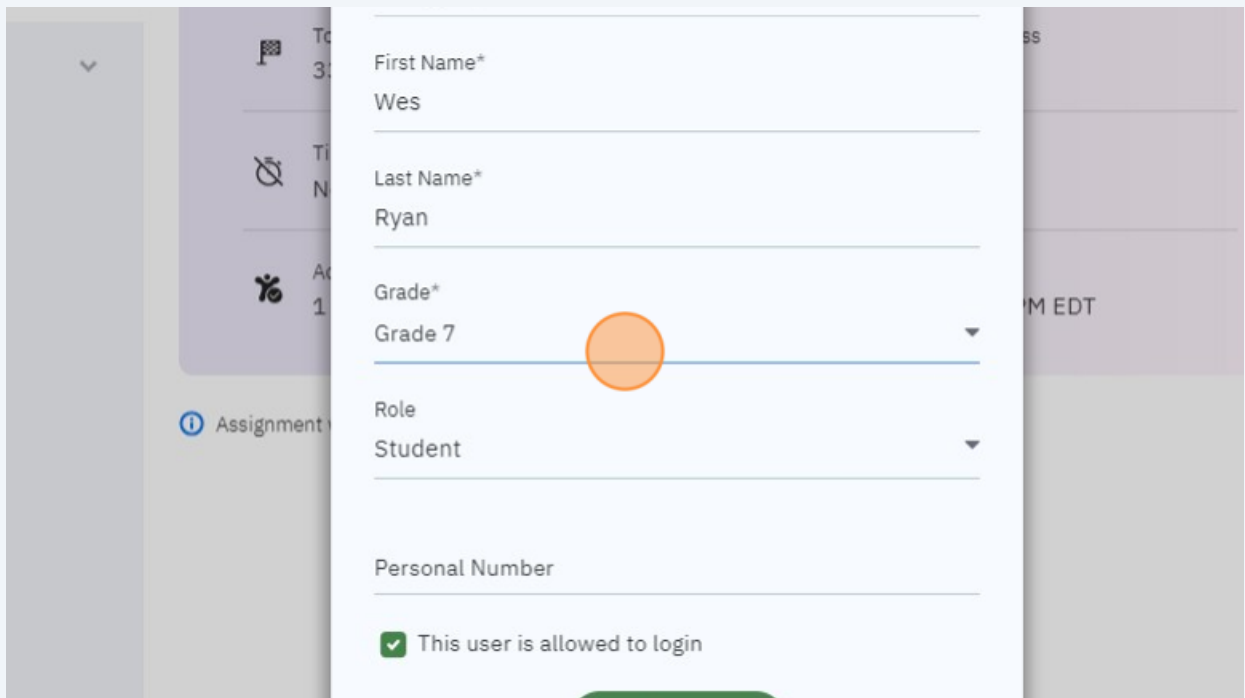
#### 4 Method 2: Click "More actions..."



#### 5 Method 2: Click "Member Details..."

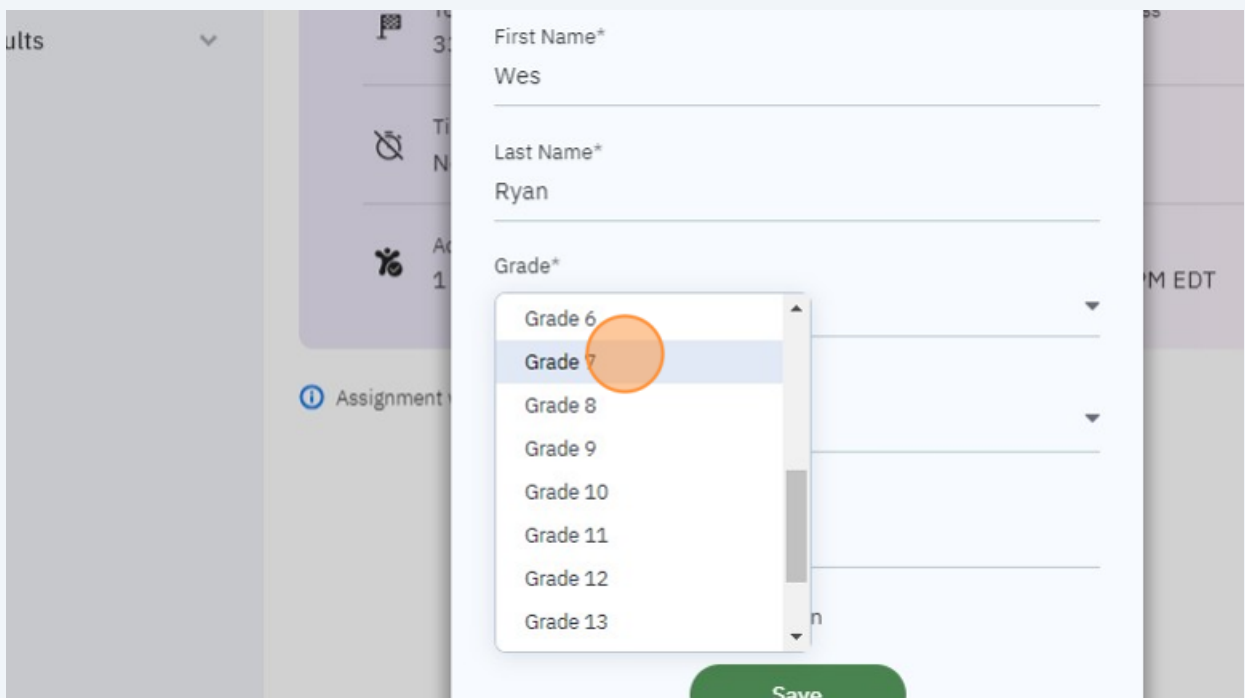


6 Method 2: Click here.



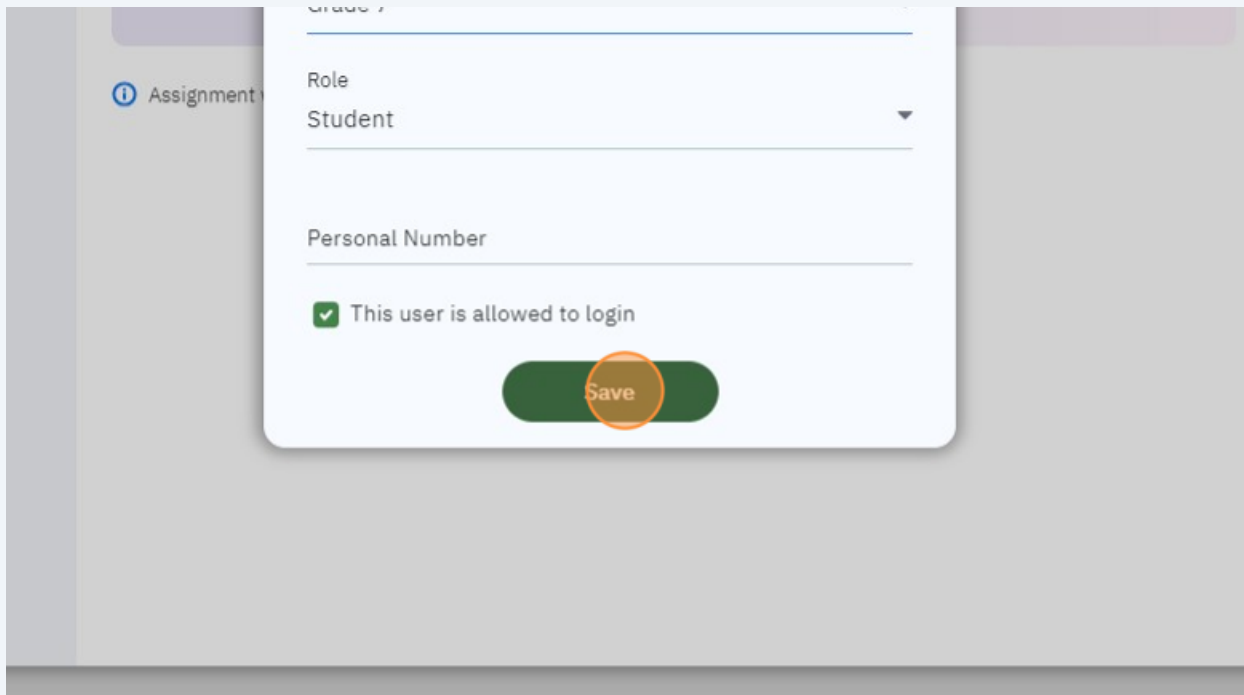
A screenshot of a user profile form. The form contains the following fields: First Name\* (Wes), Last Name\* (Ryan), Grade\* (Grade 7), Role (Student), and Personal Number. A green checkmark and the text "This user is allowed to login" are visible at the bottom. An orange circle highlights the Grade dropdown menu.

7 Method 2: Set the grade level for the student.



A screenshot of the same user profile form, but with the Grade dropdown menu open. The menu lists options from Grade 6 to Grade 13. The "Grade 7" option is highlighted with a blue background and an orange circle. A green "Save" button is visible at the bottom.

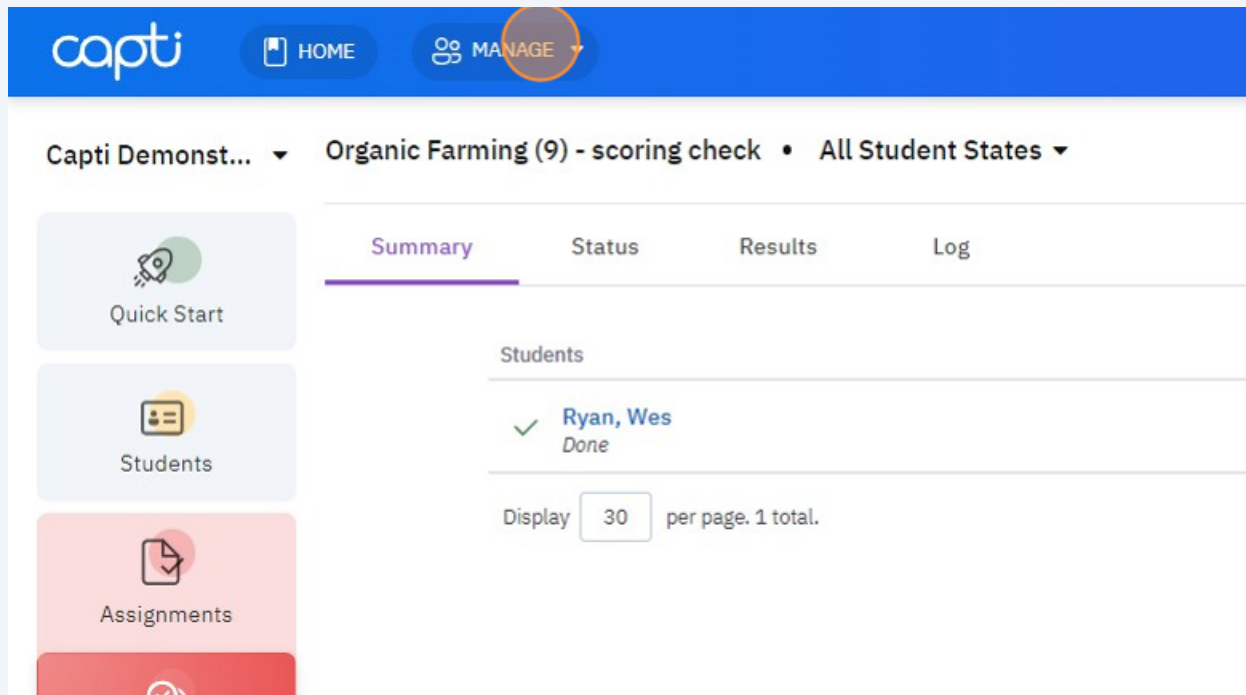
## 8 Method 2: Click "Save"



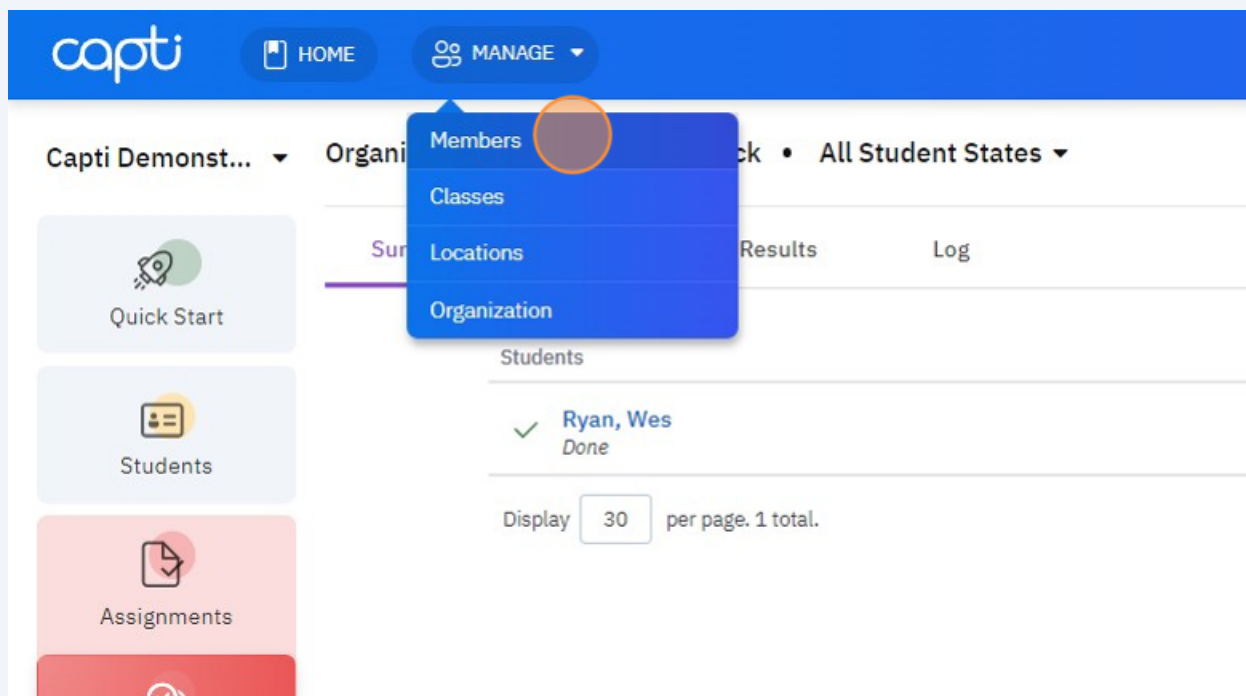
The final two methods shown require you to have school admin or district admin Capti access.

## Method 3

- 1 Method 3: You can set individual grade level by going to the members list in Capti.



- 2 Method 3: Click "Members"



3

Method 3: Find the student you want to set a grade level for and click the "... " next to their name.

Students: 92/250  
Faculty: 17/ unlimited

Enroll

... Bulk Action

Grade	Last Login	Status	Actions
Ungraded		Active	...
-	Jul 24, 2024	Active	...
-	May 29, 2024	Active	...
Ungraded		Active	...

4

Method 3: Click "Member Details..."

Students: 92/250  
Faculty: 17/ unlimited

Enroll

... Bulk Action

Grade	Last Login	Status	Actions
Ungraded		Active	...
-	Jul 24, 2024	Active	...
-	May 29, 2024	Active	...
Ungraded		Active	...

- Member Details...
- Classes Enrollment...
- Location Enrollment...
- Reset Password...
- Change Password...
- Send email...
- Remove from Location...

5 Method 3: Set the grade level for the student.

The screenshot shows a user profile form for 'Allison, Harris'. The form fields are: First Name\* (Harris), Last Name\* (Allison), and Grade\*. The Grade\* dropdown menu is open, showing options: Grade 9, Grade 10, Grade 11, Grade 12, Grade 13, PostGraduate, Adult, and Other. An orange circle highlights the 'Grade 9' option. In the background, a list of other users is visible, including Aquila, Erica; Borodin, Yevgen; Britt, Orton; Brooks, Larsen; Chase, Taylor; Chloe, Marks; and DW, Robinson.

6 Method 3: Click "Save"

The screenshot shows a user profile form with the 'Save' button highlighted by an orange circle. The form fields are: Role (Student), Personal Number, and a checkbox labeled 'This user is allowed to login' which is checked. In the background, a table of users is visible, showing columns for School, Grade, and Status. The table data is as follows:

School	Grade	Status			
High School	1	Ungraded	Active		
m.captivoice.com	High School +3	0	-	Sep 23, 2023	Active
High School	1	Ungraded	Active		

## Method 4

1

Method 4: The final way to set grade level allows you to set classes grade levels in bulk from the classes tab.

The screenshot shows the Capti web interface. At the top, there is a blue navigation bar with the Capti logo, a 'HOME' button, and a 'MANAGE' button with a dropdown arrow. The 'MANAGE' dropdown menu is open, showing 'School and district account tools' and 'High School' with a dropdown arrow. Below the navigation bar, there are filters for 'All Roles', 'Any Status', and 'Any Grade'. A search bar is present with the text 'Search by name, Capti ID, Unique ID, person number'. Below the search bar, there is a table with two columns: 'Member' and 'Locations'. The table contains three rows of data:

Member	Locations
<b>Allison, Harris</b> Student • Allison@gus.edu	High School
<b>Aquila, Erica</b> District Admin • erica@team.captivoice.com	High School +3
<b>Borodin, Yevgen</b> District Admin • yevgen.borodin@team.captivoice.com	High School +3

2

Method 4: Click "Classes"

The screenshot shows the Capti web interface. At the top, there is a blue navigation bar with the Capti logo, a 'HOME' button, and a 'MANAGE' button with a dropdown arrow. The 'MANAGE' dropdown menu is open, showing 'Members', 'Classes', 'Locations', and 'Organization'. The 'Classes' option is highlighted with a red circle. Below the navigation bar, there are filters for 'Any Status' and 'Any Grade'. A search bar is present with the text 'Search by name, Capti ID, Unique ID, person number'. Below the search bar, there is a table with two columns: 'Member' and 'Locations'. The table contains three rows of data:

Member	Locations
<b>Allison, Harris</b> Student • Allison@gus.edu	High School
<b>Aquila, Erica</b> District Admin • erica@team.captivoice.com	High School +3
<b>Borodin, Yevgen</b> District Admin • yevgen.borodin@team.captivoice.com	High School +3

3 Method 4: Select the class you want to set the grade level for.

The screenshot shows a web interface for managing classes. At the top, there is a blue navigation bar with the 'aptu' logo, a 'HOME' button, and a 'MANAGE' dropdown menu. Below the navigation bar, the page title is 'High School' with a dropdown arrow. A search bar is present with the placeholder text 'Search for classes by class name, code, subject or member'. Underneath, the 'Class' section shows a list of classes. The first class, 'High School Demo', is highlighted with a light blue background and an orange circle around its name. Below the class list, there is a 'Display' dropdown set to '30' and the text 'per page. 1 total.'

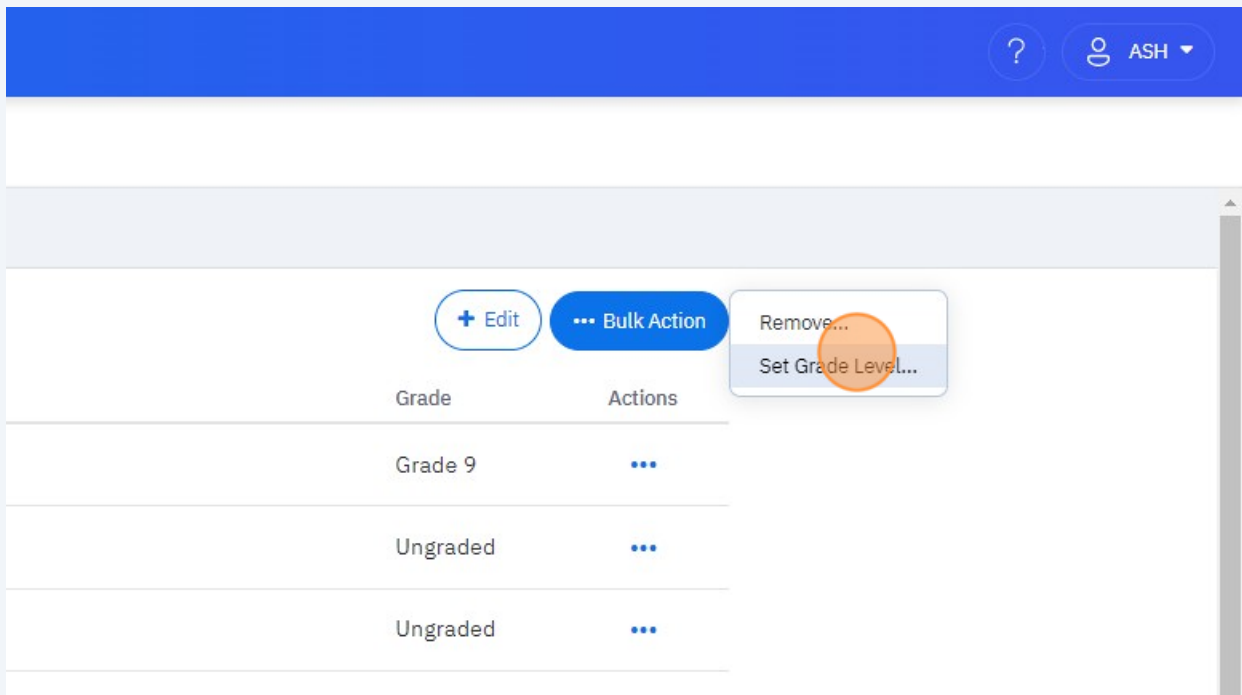
4 Method 4: Click "Bulk Action"

The screenshot shows a web interface for managing classes. At the top, there is a blue navigation bar with a question mark icon and a user profile icon labeled 'ASH' with a dropdown arrow. Below the navigation bar, there is a table with two columns: 'Grade' and 'Actions'. The table has three rows: 'Grade 9', 'Ungraded', and 'Ungraded'. Each row has a three-dot menu icon in the 'Actions' column. Above the table, there are two buttons: '+ Edit' and 'Bulk Action'. The 'Bulk Action' button is highlighted with an orange circle.

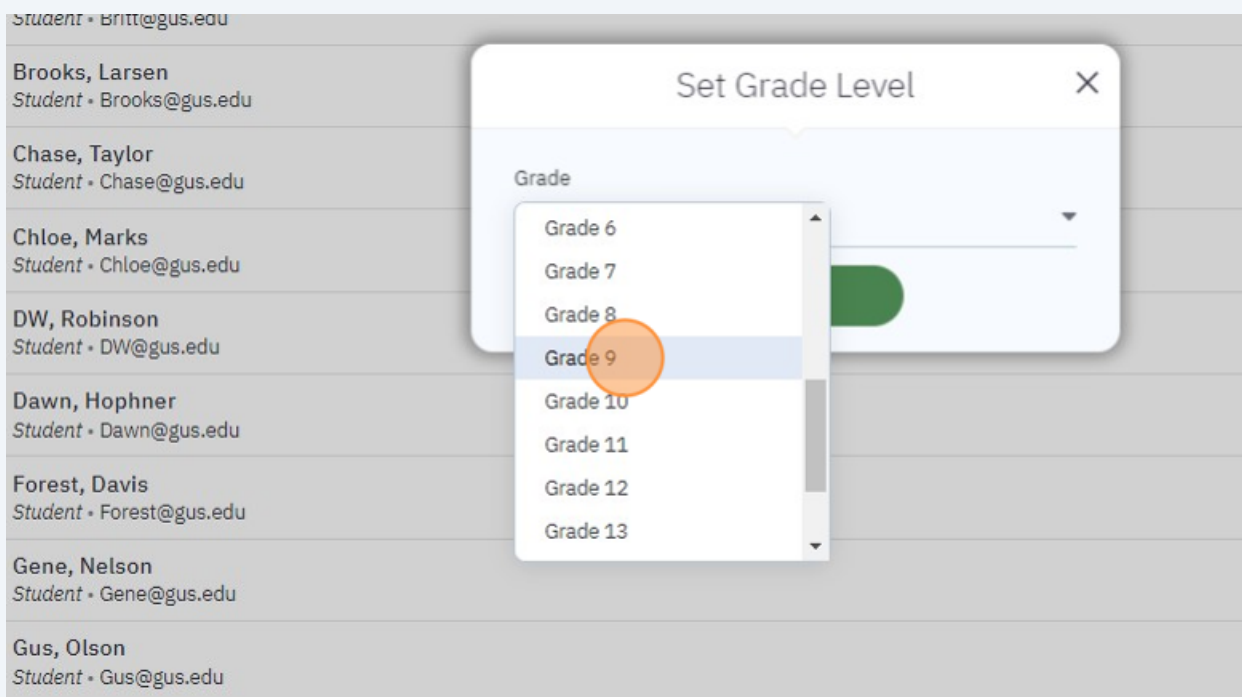
Grade	Actions
Grade 9	...
Ungraded	...
Ungraded	...



5 Method 4: Click "Set Grade Level..."



6 Method 4: Set the grade level for all students in this class.



7

## Method 4: Click "Set"

