PhonicsCheck
Year 1

Year 1 Phonics Check

User manual

Contents

Background

Who is this manual for?

This manual is for teachers and school administrators who use the Year 1 Phonics Check. It covers how to:

- register and create an account
- set up a class
- use the Phonics Check with your students
- run individual and group reports.

The URL for the Phonics Check is check.literacyhub.edu.au.

Find more information about the Phonics Check on the Literacy Hub.

What are the user roles in the Phonics Check?

There are two user roles within the Phonics Check.

Teacher: a user who is responsible for setting up their class and running the Phonics Check with their students. They have access to their own class reports.

School administrator: this user is usually the principal, deputy principal, literacy leader or Year 1 leader in their school. They are responsible for managing other Phonics Check users and have access to all classroom reports. More information about school administrators can be found on .

For more help with the **Year 1 Phonics Check**, contact the Helpdesk.

Account set-up and support

How do I register as a teacher?

To register as a teacher, contact your school administrator and ask to be invited. You can also go to the login page.

1. Enter your school email address and select 'Next'.

2. Select your education network if you are prompted to, and log in using single sign-on.

3. If you are not prompted to join via your education network, complete your user profile.

4. Enter your school details.

5. Set your password if you are prompted to.

6. You will receive an email to activate your account. Click on the link in this email within 7 days. If the link expires, contact your school administrator or the Phonics Check Helpdesk to request a new link.

How do I register as a school administrator?

To request school administrator access, first register as a teacher, then contact your existing school administrator to change your role. If you don't have an existing school administrator, contact the Phonics Check Helpdesk.

How do I log in to the Phonics Check?

Once you have registered and activated your account, you will be able to log in to the Phonics Check platform using your credentials.
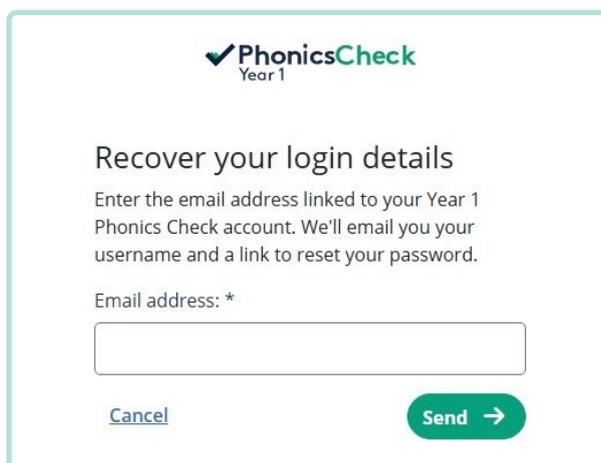
1. Go to the login page, enter your email address and select 'Next'.

2. Select your education network if you are prompted to, and log in using single sign-on.

3. Otherwise, enter your password.

How do I reset my password?

If you are using an educational network single sign-on, contact your education network administrator.

For all other registered users, follow these steps to recover your password.

1. Select 'Forgot password?' on the login page.
2. Enter the email address you use for the Phonics Check and select 'Send'. You will receive an email with a link to reset your password.


How do I update my profile and/or change my password?

To change your personal details or password, follow these steps.

1. Go to the Phonics Check login page.
2. Select your username in the top right-hand corner. Your username is visible on the following pages: Class, Phonics Check, Reporting, Settings and Support.
3. Select 'Edit' to update your profile details.
4. Select 'Change password' to update your password.
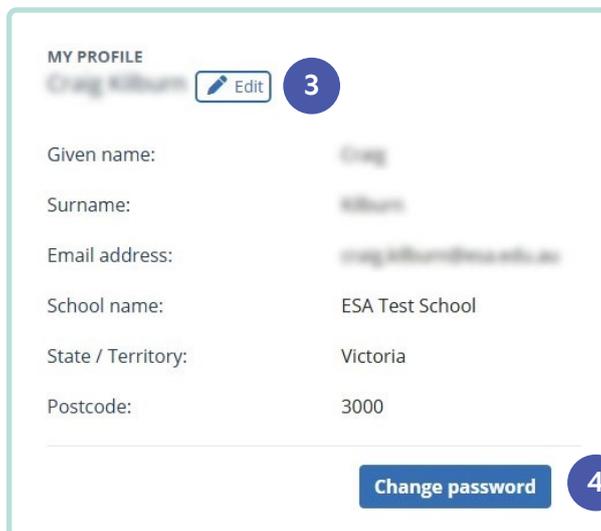
Prepare for the Phonics Check

How do I create a class?

Your jurisdiction or sector may have organised the upload of your class data. If so, you do not need to complete this step; contact your jurisdiction or sector if you are unsure.

If there is no planned data upload, you will need to create a class.

1. Select 'Class' from the left-hand menu.
2. Select the green button '+ Create class' at the bottom right of the screen.
3. Enter a Class name and select the teacher. It is highly recommended to add the year to your class name, for example, '1-Green-2026'.
4. Select 'Create'.
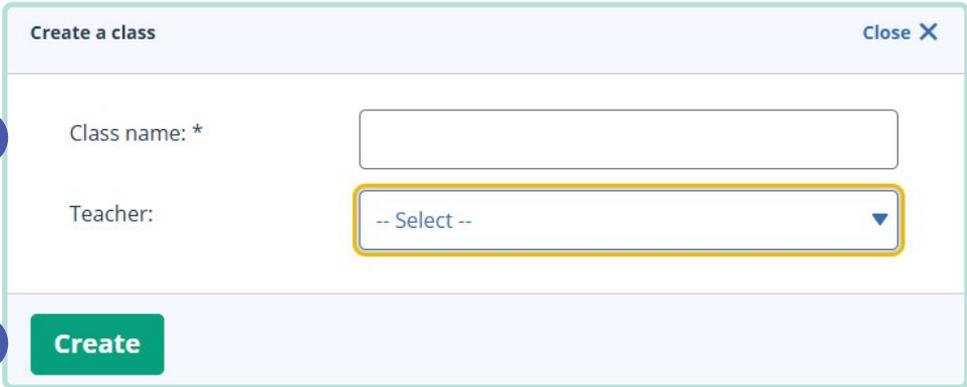
How do I add students to a class?

There are two methods to add students to a class. Use Method 1 (below) to add students one at a time. Use Method 2 (page 6) to add multiple students at once, through spreadsheet import.

Method 1: Add students individually

1. Create a class following the steps on page 4. Click on the class name to open it.
2. Select '+ Create student'.

3. Enter the student's given name, surname (optional), student ID (optional) and student year level. Select 'Save'. Repeat for all students.

Method 2: Add students by spreadsheet import

1. Create a class by following the steps on page 4. Click on the class name to open it.
2. Select 'Import'.

CLASS DETAILS ✏ Edit

Class name: *	Enhancement test	Created by:	Craig Kilburn
Teacher:	Craig Kilburn ▾	Date created:	Dec 15, 2025
Share class data:	No		

Manage students

Search students by name or ID

2 🗗 Import | + Create student

Given name	Surname ↑	Student ID	Student year level	Actions
		No records available.		

|◄ ◄ ► ►| 0 - 0 of 0 items

3. Select 'Download the template' to access the spreadsheet template; save it to your computer as a .csv file.
4. Complete the spreadsheet by adding the relevant student data, taking care not to change any column names or order of columns, and ensuring it remains saved as a .csv file.

Instruction

3 ⬇ **Download the template**

1. Download the template. This file is updated periodically, so make sure you download a new version each time that you are importing student names.
2. Insert your student data based on the template.
3. Please choose following data for Student year level: Year 1, Year 2, Other.
4. Upload the file (the file must be .csv file).
5. Confirm your upload.

Upload the file

Choose file | Browse **5**

5. To upload the file, select 'Browse' and choose the saved spreadsheet.
6. Select 'Validate and upload'. If the spreadsheet is rejected, check that it does not contain characters with accents, one-letter names or extra columns.

How do I set up a Phonics Check?

1. From 'Phonics Check' on the left-hand menu, select 'Set up Phonics Check'.

Set up Phonics Check

STEP 1 Select a class *

Can't find the class?

Class 1B - 2026
4 students

2

STEP 2 Set up Phonics Check details

Select the Phonics Check that's available: *   **3**   Phonics Check ▾

Give the Phonics Check a name: *   Class 1B - Phonics Check 2026   **4**

Start and end date: *   **5**   1 January 2026   📅   31 December 2026   📅

‹ Return to Phonics Check dashboard

Create   **6**

2. Select the class you would like to create the Phonics Check for.

3. Fill in the details for your Phonics Check. For the first box, choose 'Phonics Check'.

4. Enter a name for your Phonics Check. It is best to name your Phonics Check with the class name and year, for example, Class 1B – Phonics Check 2026.

5. Select start and end dates; these are the start and end dates for the period of the Phonics Check.

6. Select 'Create'.

7. Select the delivery mode according to what works best for you and your student. Read more about each mode on pages 8-11.

   a. QR code mode: student and teacher are on different devices (page 9).

   b. Presentation mode: student and teacher are using two screens operating from the same device (page 10).

   c. Offline mode: the student uses a printed version of the Phonics Check. The teacher enters the data into the Phonics Check platform as the student completes the test, or records results on paper and enters them into the Phonics Check platform later (page 11).

8. Select 'Save and close'.

Conducting a Phonics Check

How do I choose a mode and get started?

1. Select 'Phonics Check' on the left-hand menu, and select the Phonics Check you would like to start.

2. Search for a student in the class by name or ID.

3. Select 'Start now'. The Phonics Check session will begin based on the delivery mode. Instructions for each mode are below.

   a. QR code mode

   b. Presentation mode

   c. Offline mode

QR code mode

1. Ask your student to use their own device to scan the QR code displayed on your screen, or you may need to scan the code for them.

   If your student has difficulty scanning the QR code or you are conducting the Phonics Check remotely, follow Step 2; otherwise, move to Step 4.

2. Copy the link and code. Send them to your student to connect from the browser on their device.

3. Have the student select 'Connect'.

Teacher device

You are about to start a Phonics Check for the following student

PHONICS CHECK	STUDENT
Phonics Check 1	Kevin
Schedule:	Student ID: 1
1 January 2024 - 31 December 2024	Class: Sheet upload Check class

Prepare
Before administering the Year 1 Phonics Check, familiarise yourself with the Check and access key materials.

How do I start?
First, ask the student to scan the QR code using their own device. You can then start the Phonics Check by selecting 'Continue'.

Can't scan?
Open the following link and input the code:

| Link | check.literacyhub.edu.au/phonicscheck/14356/student |
| Code | 120586-Q72 |

Having trouble?
Troubleshoot

Continue →

Student device

Enter Student code:

Student code

Connect

4. Select 'Continue' on your own device when you see a message telling you that your student is connected.

   Continue to 'How do I conduct a Phonics Check with a student?'

Presentation mode

1. Select 'Present'. This will allow you to open the student's display on your own device.
2. Drag the student's display onto a second screen to present to your student.

Teacher device
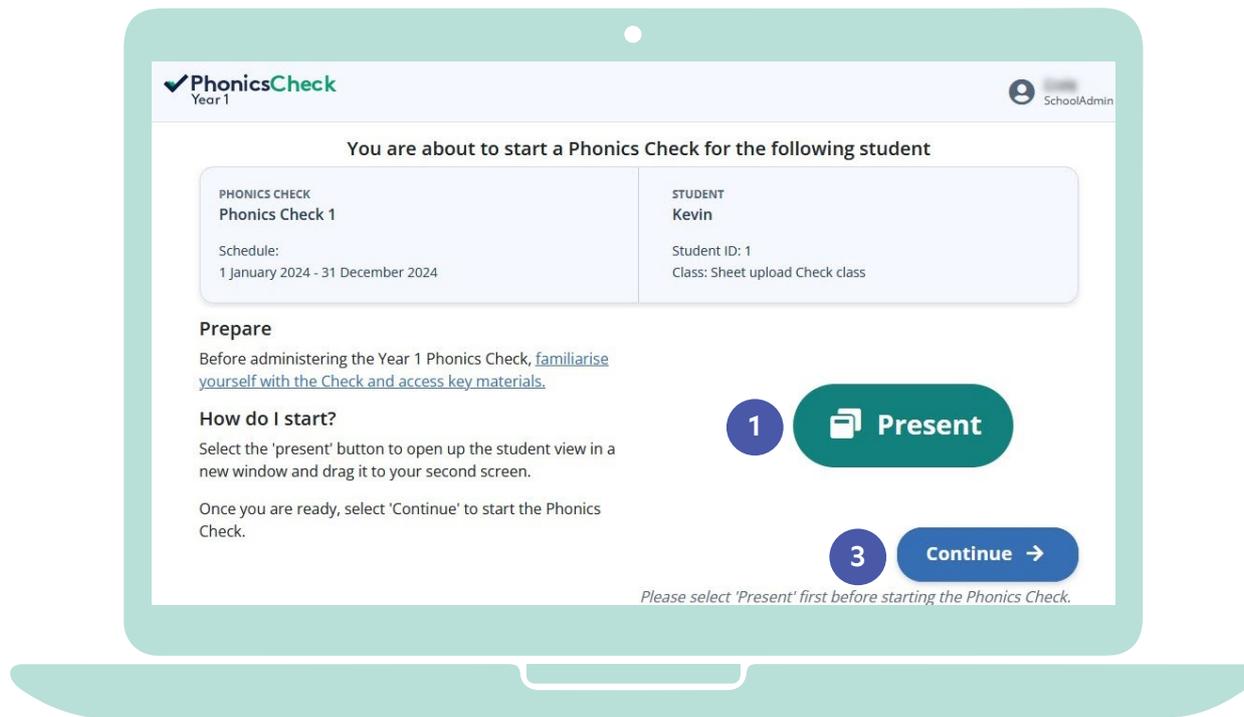
Student screen
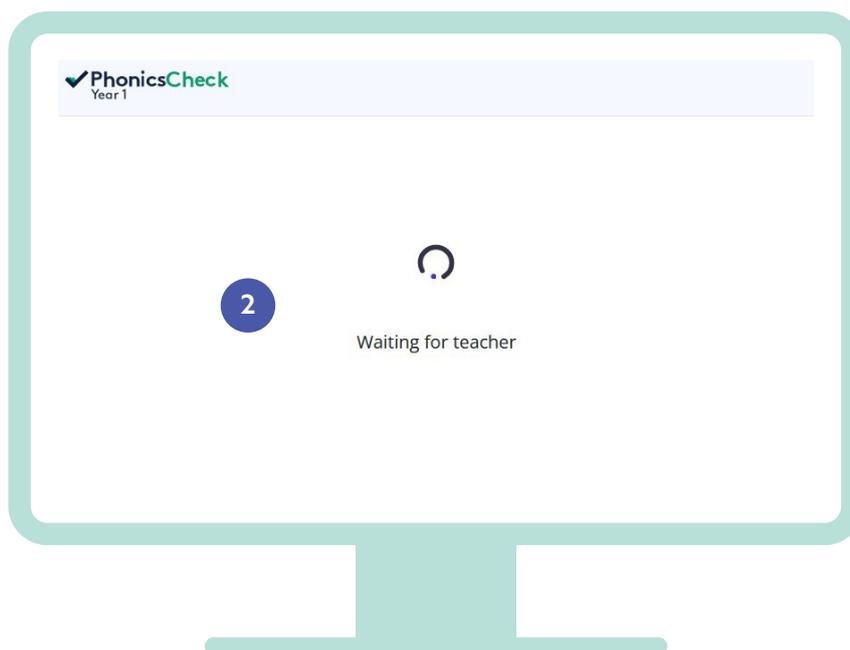
3. Select 'Continue' on your own device.

    Continue to 'How do I conduct a Phonics Check with a student?'

Offline mode

1. Select 'Download materials'.

2. Print the student materials and the answer sheet before you begin the Phonics Check. For more information about how to use these documents, visit the Year 1 Phonics Check: Administration guide.

3. Select 'Enter result' during the Phonics Check to add results into the online platform as you go. Alternatively, collect results on a hard-copy scoring sheet and enter all results on the online platform once the Phonics Check is completed.

Continue to 'How do I conduct a Phonics Check with a student?'

How do I conduct a Phonics Check with a student?

1. Click Phonics Check from the left-hand menu. Select the Phonics Check you have just created. To start a check, click 'Start now' next to the student's name. Follow the on-screen instructions for your selected mode.

Class 1B - 2026
4 Students ● Teacher: Craig
Before administering the Year 1 Phonics Check, familiarise yourself with the Check, including the administration guide, key materials (including sample script, practice sheet and scoring guidance) and watch examples of the Check being administered.

Search students by name or ID

Can't find the student?

Given name	Surname	Student ID	Student year level	Status	Enter result/Participation ⓘ	Actions
Gia	Holmes	002	Year 1	Not started	✎	START NOW ①
Vin	Gupta	001	Year 1	Not started	✎	START NOW

2. Ask the student to read aloud each word as they see it on their screen or in the printed materials.

   Some words have an illustration of a monster next to them; these are pseudo (made-up) words.

3. Select 'Got it' or 'Not yet' according to the student's response. If you choose to skip a question, just press 'Next' to move on.

⤴ Flip

Observation:

✔ Got it   ⤴ Not yet

③

Comment:

Enter your comments

④

② dat

SCORING GUIDE
This item uses the 'd' from 'dig' and rhymes with 'sat'.

← Back   Finish ^   Next → ⑤

4. Use the comment box to record any observations.

5. Select 'Next' to move to the next word. If you are using QR code mode or presentation mode, your student's display will also move to the next word.

6. The platform counts the number of 'Got it', 'Not yet' and 'Skipped' responses as the student completes the Phonics Check. You may skip words by choosing 'Next' if a student is particularly challenged by two or three items.
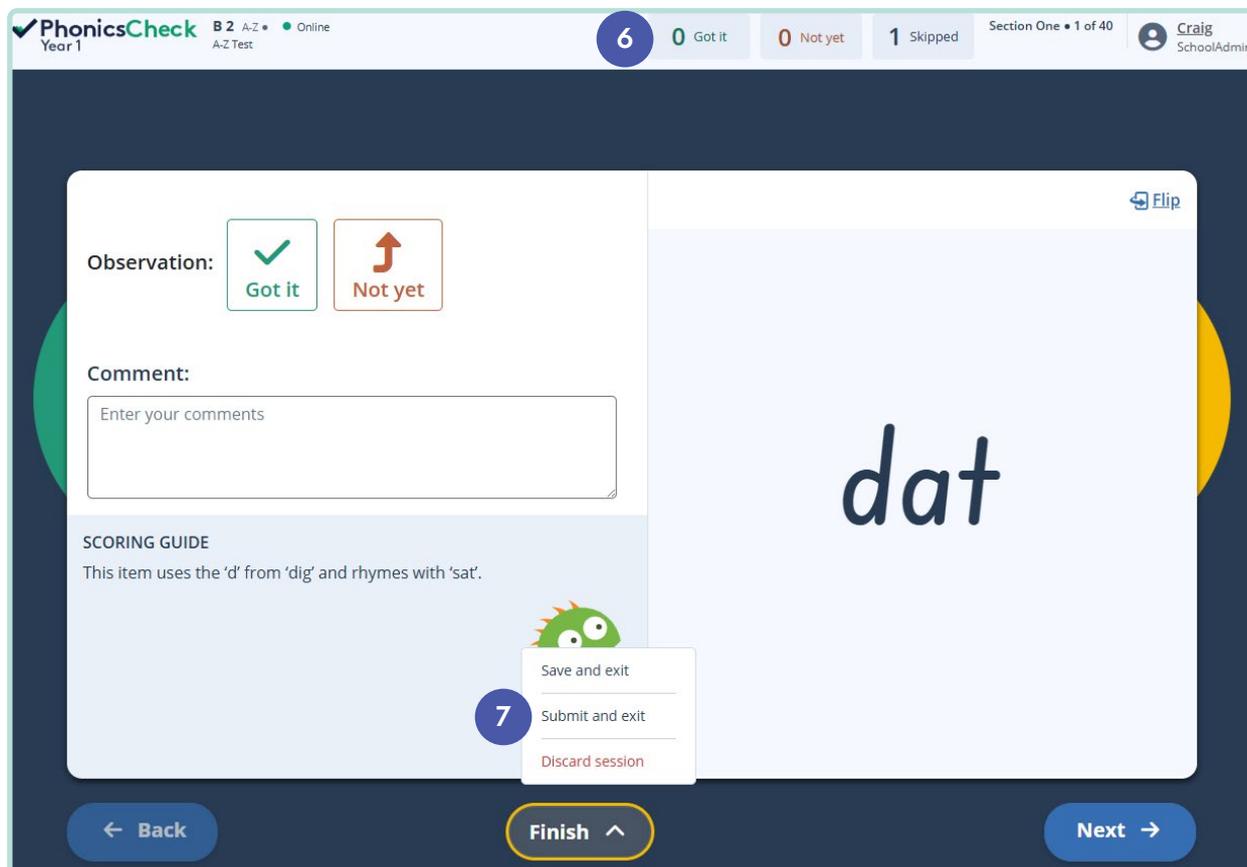
7. If you choose to end the Phonics Check before completing all 40 words, there are three options:

- **Save and exit.** This saves the current Phonics Check result and allows you to come back and resume at any time, from the point where you left it.

- **Submit and exit.** This takes you to the summary page from where 'Save and exit' or 'Submit' can be chosen. 'Save and exit' will allow you to come back and resume at any time. 'Submit' will stop and finalise the check, marking all items that have not yet been attempted as 'Skipped'.

- **Discard session.** This discards the current Phonics Check results. You can then restart with a completely new Phonics Check.

If you accidentally close your browser window, the current Phonics Check result is saved; open a new window, log in again and resume the Phonics Check from where you left it.

8. After you have completed the final word in the Phonics Check, review the observations and comments. You can also add overarching comments in the 'Class teacher general comments' box.

Summary

Show | All | Got it! | Not yet

Class teacher general comment (limited to 200 characters) **8**

Participation ⓘ | Present | Absent | Exempt

Total
17 Got it!
11 Not yet
12 Skipped

17 Got it!

9. Select 'Submit' to lodge the results and generate a report for the student.

Alternatively, select 'Save and exit', and come back later to review the results and submit.

The action of submitting results is final; no further changes can be made to a record once you submit.

Summary

Show | All | Got it! | Not yet

Class teacher general comment (limited to 200 characters)

Participation ⓘ | Present | Absent | Exempt

Total
29 Got it!
11 Not yet
0 Skipped

29 Got it!

Section	Card No	Word	Observation	Comment
Section One	1	dat	Got it / Not yet / Skipped	
Section One	2	cag	Got it / Not yet / Skipped	
Section One	3	rin	Got it / Not yet / Skipped	
Section One	4	ept	Got it / Not yet / Skipped	
Section One	5	jash	Got it / Not yet / Skipped	

|◄ ◄ 1 ► ►| 1 - 40 of 40 items

Save and exit | Submit **9**

How do I mark a student as absent or exempt?

If a student is unable to take part in the Phonics Check, you can mark them as 'Absent' or 'Exempt'.

1. For the selected student, click on the pencil icon in the 'Enter result/Participation' column.

Class 1B - 2026
4 Students ● Teacher: Craig
Before administering the Year 1 Phonics Check, familiarise yourself with the Check, including the administration guide, key materials (including sample script, practice sheet and scoring guidance) and watch examples of the Check being administered.

Search students by name or ID   Can't find the student?

Given name	Surname	Student ID	Student year level	Status	Enter result/Participation ⓘ	Actions
Gia	Holmes	002	Year 1	Not started	✎	**START NOW**
Vin	Gupta	001	Year 1	Not started	✎	**START NOW**

2. Choose 'Absent' if the student is not present or 'Exempt'.

3. It is recommended to add an optional, general comment explaining why the student is marked as 'Absent' or 'Exempt.' This information will be saved for your records and for reporting purposes.

Phonics Check / **Enter Phonics Check results**   ◯ SchoolAdmin

PHONICS CHECK
Class 1B - Phonics Check 2 • 1 January 2026-31 December 2026

Student name: Gia Holmes   Participation ⓘ   Class teacher general comment (limited to 200 characters)
                                   [Present] [Absent] [Exempt]
Student ID: 002

| Section	Card no	Word	Observation	Comment
Section One	1	dat	Got it / Not yet / Skipped	
Section One	2	cag	Got it / Not yet / Skipped	
Section One	3	rin	Got it / Not yet / Skipped	
Section One	4	ept	Got it / Not yet / Skipped	

‹ **Return to Phonics Check**   (Save and exit) (Submit)

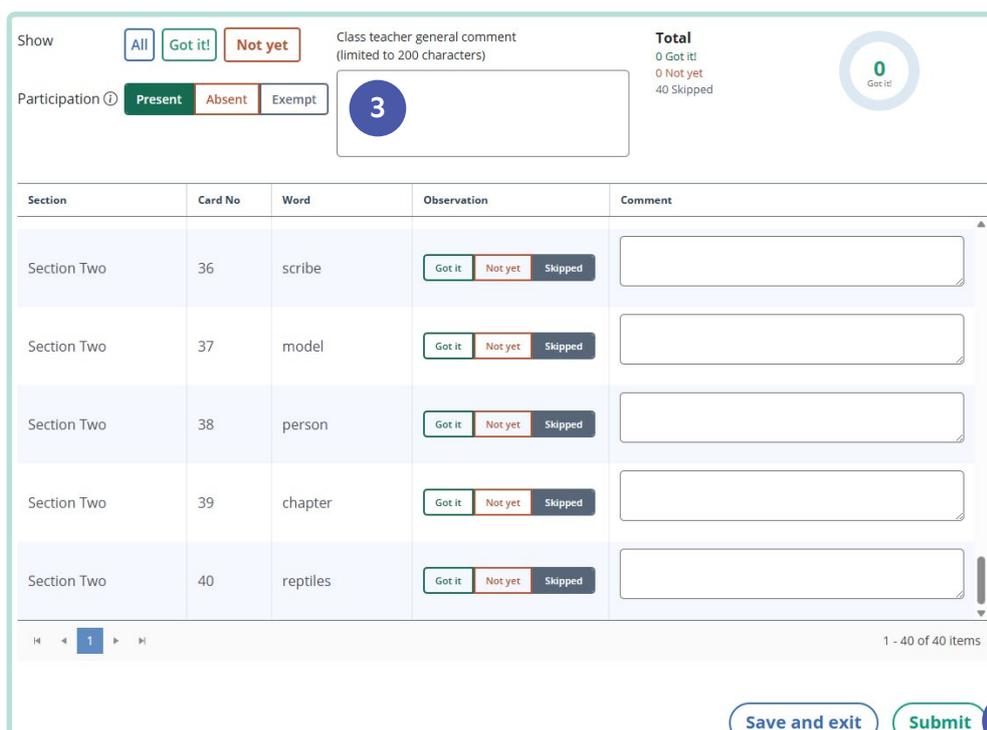4. Click on 'Submit' to ensure the student's record is updated.

How do I submit an incomplete check?

At times, you may choose to stop a Phonics Check with a student if they are particularly challenged by the words and pseudo words. You can opt to finish the Check early and mark as 'incomplete' using the following steps.

1. On any word, scroll to the bottom of the page and click on the 'Finish' button to open additional options.

2. Select 'Submit and exit'.
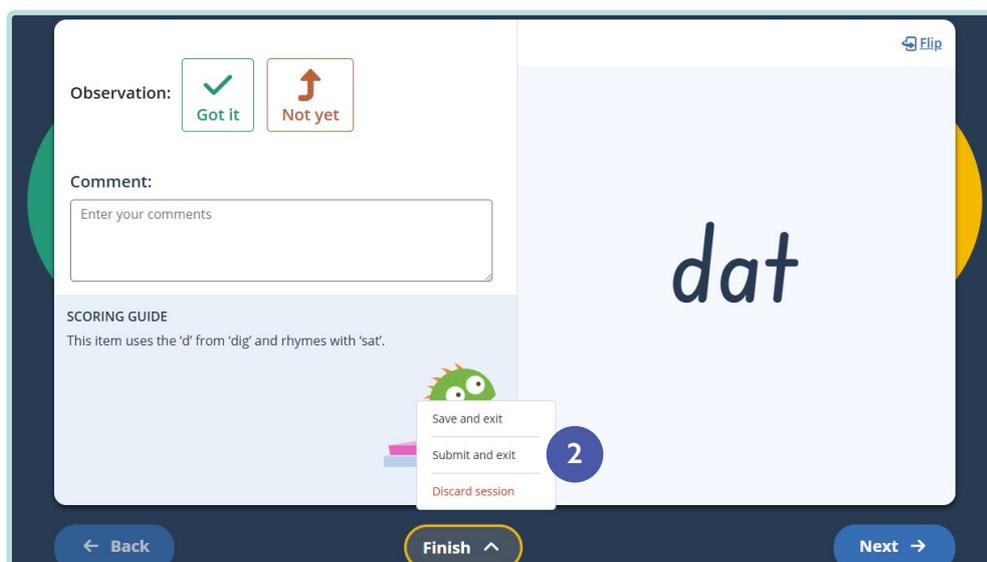
3. It is recommended to add an optional, general comment explaining why the check is incomplete. This information will be saved for your records and for reporting purposes.

4. Click on 'Submit' to ensure the student's record is updated.

Reports

What reports can teachers run?

For information on reports for school administrators, see pages 23–24.

You can run reports on Phonics Check results for your own students. Reports can be run for one student or for a whole class. You can also run Phonics Checks and view results for a class that another teacher has shared with you (see page 18).

1. Select 'Reporting' from the left-hand menu.

2. Select a teacher, class or Phonics Check name from the search filters; this will show all available classes and Phonics Checks for that teacher. The student results for the currently selected Phonics Check will be displayed automatically in the results field at the bottom of the screen.

3. Select 'View results word by word' for a snapshot of the class results for each word.

4. To view results for a student, click on the box with the student's name. This will show you a graphical summary of their results.

5. Select 'Details' to see the results for each word, along with any comments.

6. Click 'Export to spreadsheet' to view results in a spreadsheet or select 'Print' to print a graphical summary.

How do I share a class with other teachers?

Follow these steps to share a class with other approved teachers at your school.

1. Select 'Class' from the left-hand menu.

2. Select the class you would like to share.

3. In the class details box, click on 'Edit'.

4. Check the 'Share class data' box then save.

This will allow other approved teachers and school administrators at your school to run Phonics Checks with the students in your class and see their results.

Generate Guttman chart

Once you have completed the Year 1 Phonics Check with your students, you can generate a visual representation of your data known as a Guttman chart. This can support you to analyse your data and plan your next steps for instruction.

1. Ensure you have ticked the box 'View results word by word (group report)' to show results for the whole group or class.

2. Click the 'Generate Guttman' button at the bottom right of the screen.

3. Find the generated chart in your Downloads folder.

For more information on Guttman charts, see the Literacy Hub.

Extra actions for school administrators

School administrators have access to additional functionality in the Phonics Check, and see a slightly different version of the left-hand menu.
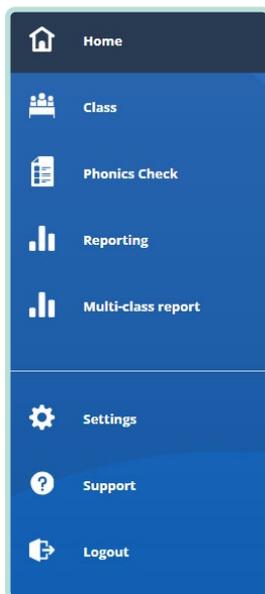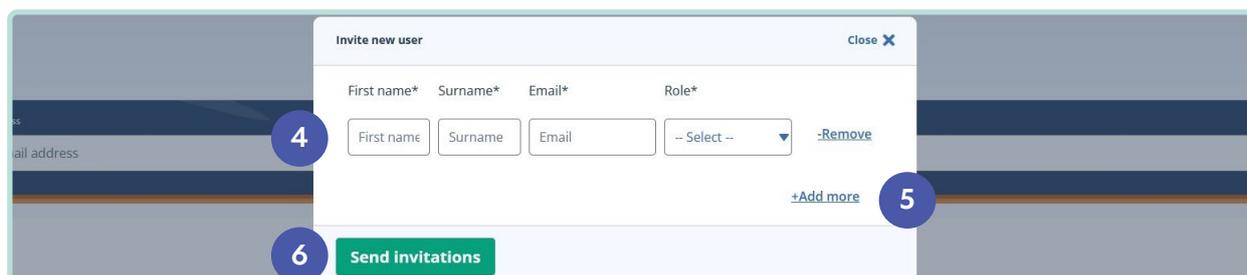

How do I manage users?

Invite a new user

1. Go to 'Settings'.
2. Select 'Manage users' (top right).
3. Select 'Invite new user'.
4. Enter the email and select the role.
5. Select 'Add more' if you have more than one user to invite.
6. Select 'Send invitations'.

   A system-generated invitation email will be sent to the invited user, asking them to complete their registration within 7 days.

Manage user access

Note: a teacher must first be approved by school administrators before their classes and Phonics Checks are visible. Classes and Phonics Checks for unapproved teachers will not appear.

School administrators can manage the access of registered users by following these steps.

1. Go to 'Settings'.

2. Select 'Manage users' (top right).

3. Select 'Approve' to complete a user's registration with your school. Alternatively, select 'Reject' for any users who should not have access.

4. Select 'Deactivate' to remove any users who are no longer running Phonics Checks at your school.

5. If a user has previously been deactivated, select 'Activate' to renew their access to Phonics Checks at your school.

6. Select 'Edit Role' to change a user's access level (for example, to give them school administrator access).

7. Select 'Resend Invitation' if a previously invited teacher did not click the email link within 7 days.

User role	Status	Actions
Teacher	Invited	Resend Invitation | Edit Role
Teacher	Active	Edit Role | Deactivate
Teacher	Active	Edit Role | Deactivate
Teacher	Active	Edit Role | Deactivate
Teacher	Active	Edit Role | Deactivate
SchoolAdmin	Active	Deactivate
SchoolAdmin	Inactive	Edit Role | Activate
SchoolAdmin	Inactive	Edit Role | Activate
SchoolAdmin	Active	Edit Role | Deactivate
Teacher	Active	Approve | Reject | Edit Role | Deactivate

8. Users can be filtered by role and by activation status.

Filter by role	Filter by status	Search by email address	
All ▼	Active ▼	Search by email address	🔍 Search

9. Users can be sorted by the teacher name column.

Delete student results

School administrators can quickly delete Phonics Check results for an individual student. This functionality is useful if results have been added incorrectly for a particular student and need to be corrected.

1. Log in to the Year 1 Phonics Check and navigate to the 'Phonics Check' section of the platform (on the left-hand menu).

2. Find the student's class and then the student's name within that class.

3. Click on the delete icon; click OK to confirm your choice.

Note that once these results have been deleted, they cannot be reinstated.

The school administrator and the student's teacher (and any teachers who also have access to the results of that class) will receive an email to confirm the deletion.

A new Phonics Check can now be conducted for that student.

What reports can school administrators run?

Individual and group reports

School administrators can run reports on Phonics Check results for any classes allocated to approved teachers or other administrators, either for one student or for a whole class.

1. Select 'Reporting' from the left-hand menu.

2. Select the teacher's name; this will then show all of the available classes and Phonics Checks for that teacher via the drop-down menus in the next two fields. The student results for the currently selected Phonics Check will be displayed automatically in the results field at the bottom of the screen.

3. Select 'View results word by word (group report)' for a snapshot of the class results for each word.

4. To view results for a student, select the student's name. This will show you a graphical summary of their results.

Isla J Class 1B - 2026
Class 1B - Phonics Check 2026

Summary Details **5**

ℹ **Interpreting this graph**

This graph compares the number of words that the student got correct by different words complexities. The grey bar indicates the total number of words skipped. The green bar indicates how many words the student got correct. The red bar indicates how many words the student got incorrect.

▲ Got it ● Not yet ■ Skipped

‹ Return to reports **6** 📄 Export to spreadsheet **Print**

5. Click 'Details' to see the results for each word, along with any comments.

6. Select 'Export to spreadsheet' to view results in a spreadsheet or select 'Print' to print a graphical summary.

Multi-class reports

School administrators can run a report on all Phonics Checks submitted for the whole school for the current school year.

1. Select 'Multi-class report' from the left-hand menu.

2. Select 'Export to spreadsheet'. The status table on the screen will let you know when your report is ready for download. You will also receive an email to let you know that the report is ready. Note that downloads will be available for 7 days after generation of the report.

Multi-class report

This report contains data from submitted Phonics Checks from approved teachers within the school, for this school year.

2 📄 Export to spreadsheet

Report generation status

Report Id	Report generation start time	Report generation end time	Status Note: The download link will expire 7 days from report generation and time.
		No records available.	

|◄ ◄ ► ►| 0 - 0 of 0 items