



# Phonics Check user manual

for Phonics Check delivery

Version 2.1

February 2021

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# BACKGROUND

## Prerequisite

You will need to have a valid Phonics Check user account.

Please follow the instructions for [registration and account management](#).

## Feature highlights

This guide is for school administrators and school teachers who intend to:

- set up classes and add students
- conduct the Phonics Check with their students
- view reports.

There are some differences between teachers and school administrator users.

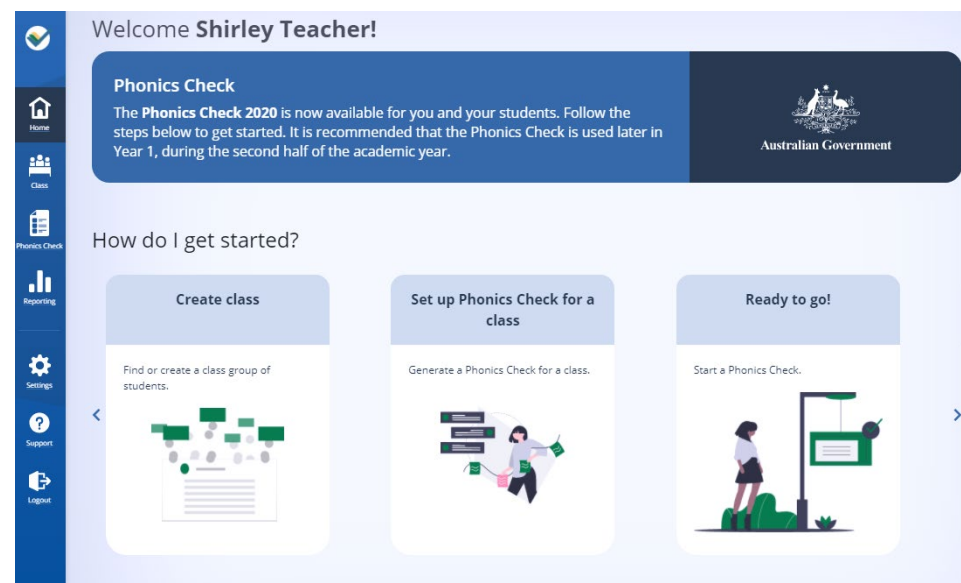
- School administrators can access all of the data of the approved teachers at their school.
- However, teachers can only access their own data or data that is shared by other teachers.

# GETTING STARTED

## Technical requirements

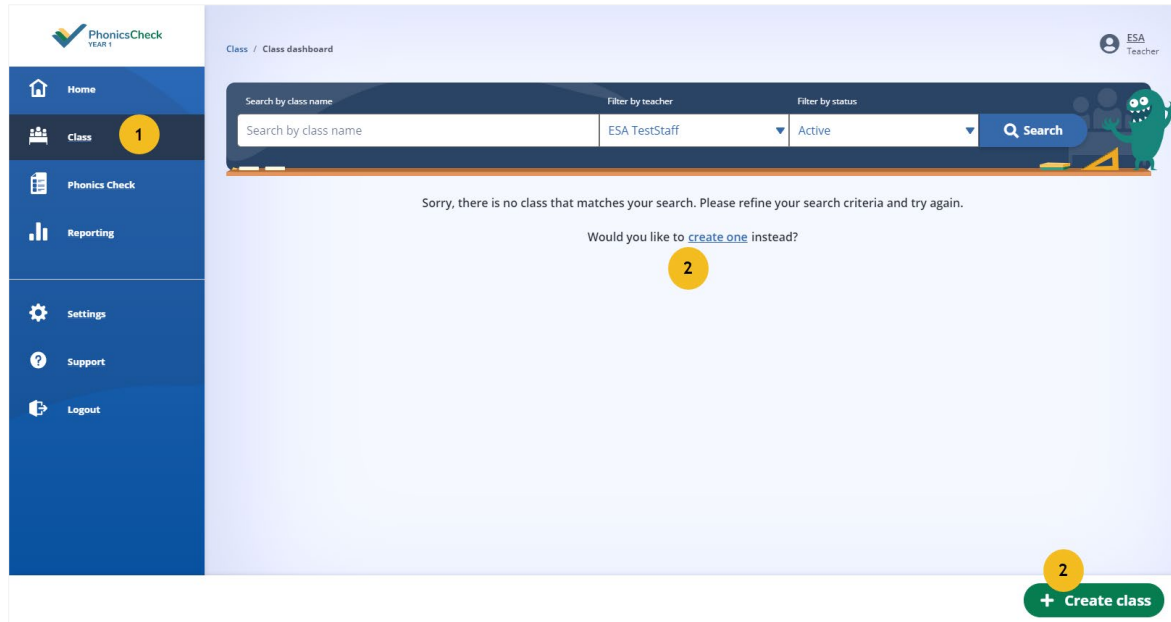
For the best Phonics Check user experience, we advise using a laptop, desktop computer or tablet with the latest version of one of the following internet browsers installed on it:

- Google Chrome
- Microsoft Edge
- Safari
- Mozilla Firefox.



# Manage classes and students

## Create a class



1. Go to the **Class** menu.
2. Select **+Create class**.

The 'Create a class' form has a 'Close X' button in the top right. It contains two input fields: 'Class name: \*' with a yellow circle '3' next to it, and 'Year level: \*' with a yellow circle '4' next to it. At the bottom right, there is a blue 'Create' button with a yellow circle '5' next to it.

3. Enter **Class name**.
4. Enter **Year level**.
5. Select **Create**.

## Add students into the class

Class / Class 15

CLASS DETAILS [Edit](#)

Class name: \*  Created by: ESA TestStaff

Year level: \*  Date created: Nov 17, 2020

Manage students

Search students by name or ID

[1 Import](#) [+ Create student 2](#)

Given name	Surname	Student ID	Actions
Amber			
John			

1. To import a list of students using a spreadsheet, select **Import**.
2. To add students individually, select **+ Create student**.

## Import students

Instruction

1. [Download the template](#)
2. Insert your student data based on the template
3. Upload the file (the file must be .csv file)
4. Confirm your upload

[Download the template 1](#)

Upload the file

Choose file  **2**

[Return to classroom](#) [3 Validate and upload](#)

1. Select **Download the template** to access the spreadsheet.  
Complete the spreadsheet and save it to your laptop, desktop computer or tablet as a .csv file.
2. To upload the file, select **Browse** and choose the spreadsheet.
3. Select **Validate and upload**.

# Setting up the Phonics Check

**CLASS DETAILS** [Edit](#)

Class name:  Created by: ESA TestStaff

Year level:  Date created: Dec 4, 2020

[Return to classes](#) [View Phonics Checks of this class](#) **+ Set up Phonics Check**

**STEP 2** Set up Phonics Check details

Select the Phonics Check that's available: \*

Give the Phonics Check a name

Start and end date: \*

[Return to Phonics Check dashboard](#) **5 Create**

**STEP 3** Setting up the Phonics Check

**6** Choose a delivery mode

QR code mode: My students will use their own device  
Scan the QR code to allow your students to see the words using their own device.

Presentation mode: I will use a screen projector or a second screen for my students  
Use the 'Present' button to open a new window that will present the words to your student. You may drag the new window to your projector screen or to any second screen available to you.

Offline mode: I will be doing the check offline  
Download the Phonics Check materials to conduct the Check with your students offline and then record the results in the system at a later time.

The yellow bar that appears in the Phonics Check indicates you are in preview mode.

**Save and preview**

Get familiar with the set-up of the Phonics Check by viewing the preview.

You can preview how it will look on your student's screen by scanning the QR code.

[Return to Phonics Check view](#) **7 Save and close**

1. Select **Set up Phonics Check** from a Class or from the Phonics Check menu.
2. Select the **Phonics Check that's available**.
3. Enter the **Phonics Check name** for your class.
4. Select the Phonics Check **start and end date** for your class.
5. Select **Create**.
6. Select the **delivery mode** according to the technology available to you and your student.
7. Select **Save and close**.

# Start a Phonics Check for a student

**PHONICS CHECK DETAILS** [Edit](#)

Name: \*

Start and end date: \*

Delivery mode: [QR code mode](#)

Statistics

12 Not started      0 In progress

0 Saved              0 Submitted

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**Class 1S**  
6 Students • Teacher: ESA Start the delivery of the Phonics Check for each student by

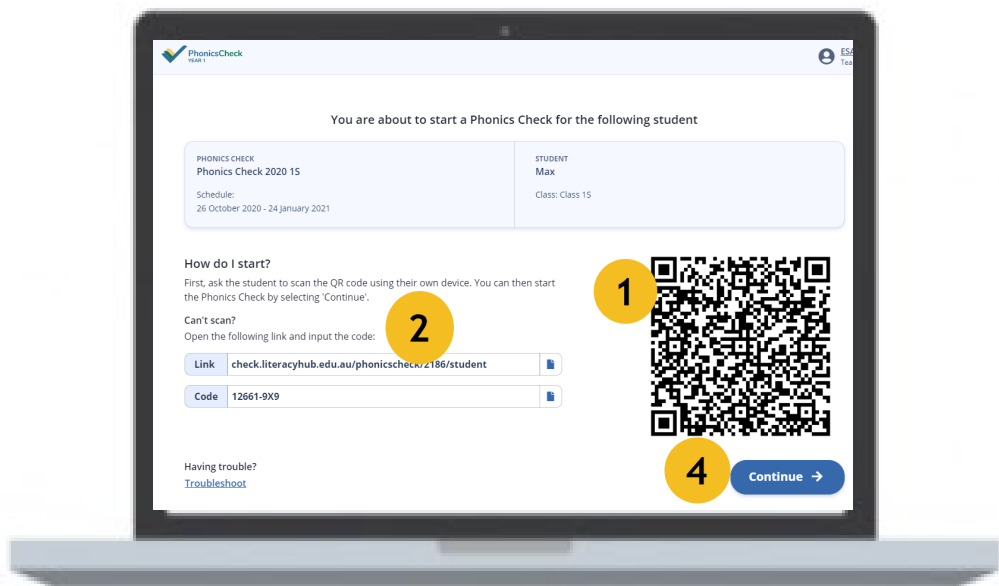
[Can't find the student?](#)

Given name	Surname	Student ID	Status	Enter result	Actions
Max	Bo		Not started		<b>2</b> <a href="#">START NOW</a>
Jack			Not started		<a href="#">START NOW</a>
Oscar			Not started		<a href="#">START NOW</a>
John			Not started		<a href="#">START NOW</a>

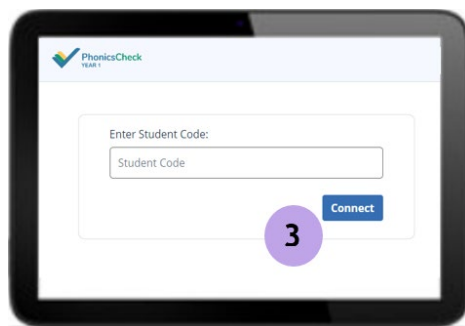
1. **Search** for a student in the class by name or ID.
2. Select **START NOW**. The Phonics Check session will begin based on the delivery mode that you have set up for the class.

Follow the steps in the section **Undertake a Phonics Check** based on the delivery mode that you have selected.

## Using QR code mode

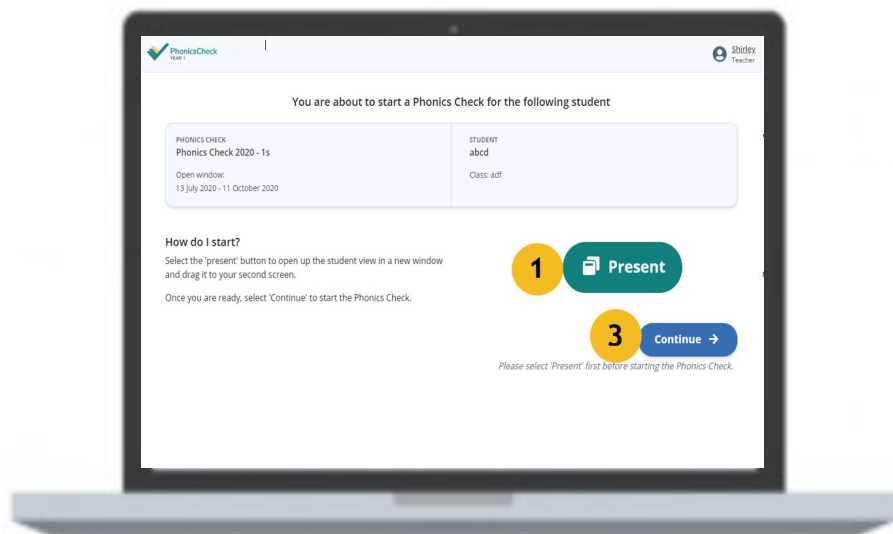


1. Ask your student (or do this for your student) to scan the **QR code** displayed on your screen.  
*If your student has difficulty scanning the QR code, follow Step 2, otherwise, jump to Step 4.*
2. Copy the **Link** and **Code**, then send them to your student to connect from their computer/tablet browser.
3. Student selects **Connect**.
4. Select **Continue** when you see a message on your screen telling you that your student is connected.

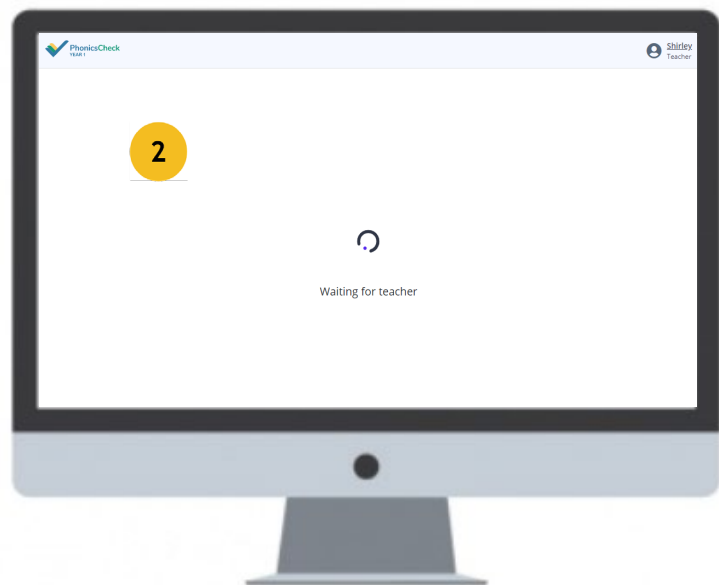




## Using presentation mode



1. Select **Present**.  
*This will allow you to open the student's display in your own device.*




2. Drag the student's display into a secondary screen to present to your student.
3. Select **Continue**.


## Using offline mode




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

<b>PHONICS CHECK</b> Phonics Check 2020 1S  Schedule: 26 October 2020 - 24 January 2021	<b>STUDENT</b> Max  Class: Class 1S
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**How do I start?**  
Download the student materials and print them out  
Start the one-to-one phonics check with your student offline.  
When you are online, click on 'Enter results' to submit the result so as to generate reports.

1 

3 

 2016\_Phonics\_screening\_check\_pupils\_materials  
 Phonics Check\_scoring\_guidance  
 Phonics Check\_answer\_sheet

2

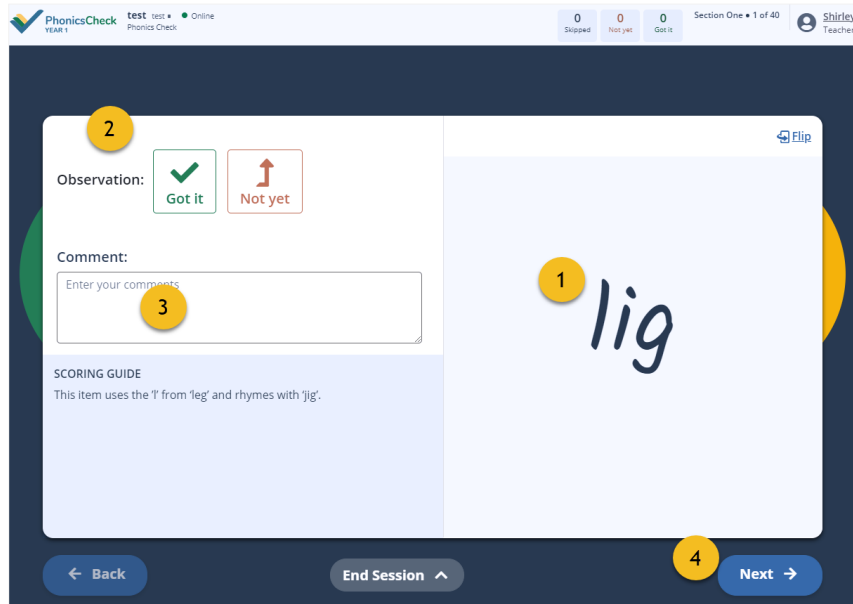
1. Select **Download materials**.
2. **Print** the student materials and the answer sheet before you begin.

*For more information about how to use these documents, visit [Administering the Phonics Check](#).*

3. Select **Enter result** during the Check or after the Check is completed.

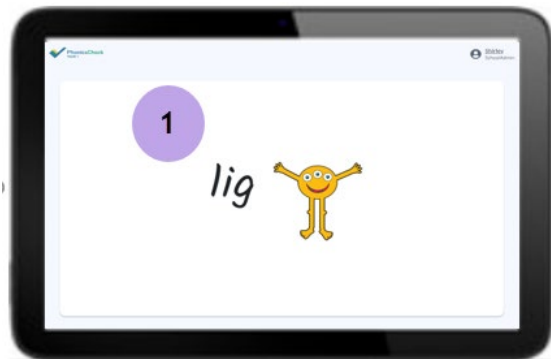
# Administering the Phonics Check

## For teachers



1. Ask the student to read aloud the words that they see on their screen or printed materials.  
*Some words will be accompanied by a drawing of a monster; these are made-up (pseudo) words.*
2. Select **Got it** or **Not yet** according to the student's responses as they read each of the words in the Phonics Check.
3. Use **Comment** to record your observations.
4. Select **Next** after the check for each word has finished. Your student's display will also move to the next word.

## For students



# Submitting the Phonics Check

The screenshot shows the 'Phonics Check 2020 - Test' interface for a student named Max in Class 1S. The 'Summary' section displays a progress indicator showing 29 items 'Got it!', 2 'Not yet', and 9 'Skipped'. A table lists the first four items, each with a 'Got it!', 'Not yet', or 'Skipped' status. A yellow circle with the number '1' highlights the 'Observation' column for the first item. At the bottom, a yellow circle with the number '2' highlights the 'Submit' button, with the 'Save and exit' button also visible.

Section	Card No	Word	Observation	Comment
Section One	1	lig	Got it Not yet Skipped	
Section One	2	mep	Got it Not yet Skipped	
Section One	3	gax	Got it Not yet Skipped	
Section One	4	emp	Got it Not yet Skipped	

1. Review the **Observations** and **Comments**.

2. Select **Submit** to save the result and generate the report for the student.  
*Or select **Save and exit**. Come back later to review the result and submit.*

## Ending the Phonics Check Session

The screenshot shows the PhonicsCheck interface for a Year 1 student. At the top, there is a header with the PhonicsCheck logo, 'test test • Online Phonics Check', and a scoreboard showing 0 Skipped, 0 Not yet, and 0 Got it. The teacher's name 'Shirley' is also visible. The main area is divided into three sections: 'Observation' with 'Got it' and 'Not yet' buttons, a 'Comment' field, and a 'SCORING GUIDE' section. The 'SCORING GUIDE' text reads: 'This item uses the 'l' from 'leg' and rhymes with 'jig''. The word 'lig' is written in a large, blue, cursive font on the right. At the bottom, there are three buttons: 'Back', 'End Session' (highlighted with a yellow box and a yellow circle with the number 2), and 'Next'. A yellow circle with the number 3 is placed over the 'End Session' button's dropdown menu, which contains 'Save and Exit' and 'Discontinue Session' options.

1. The scoreboard counts the number of **Got it**, **Not yet** and **Skipped** words the student get as they progress. You can use this as one aspect to assist your decision-making during the observations.
2. Select **End Session** if you decide to end the session without completing it.
3. Select one of these options:
  - **Save and Exit.** This saves the current check result and allows you to come back and resume the Phonics Check at any time, and from the point where you left it.
  - **Discontinue Session.** This discards the current check result. You can then restart with a completely new Phonics Check at any time.

*If you accidentally close the page, the current check result is also kept and you can resume the Phonics Check from the word card at which you left it.*

## Search for reports

The screenshot shows the top navigation bar with fields for Teacher (ESA TestStaff), Class (Class 25), and Phonics Check (Phonics Check 2020). A search bar contains the text "Search by student name or ID" and a search button. A sidebar on the left has a "Reporting" menu item highlighted with a yellow circle labeled "1". Below the search bar, there are tabs for "All students", "Fluent decoders (28-40)", "Developing decoders (20-27)", and "Struggling decoders (0-19)". Three student reports are displayed: Oscar (score 2), Max (score 30), and Joe (score 36). A yellow circle labeled "2" points to the search button.

1. Select **Reporting** from the menu.
2. **Search** for your students whose Phonics Check results have been submitted.
3. Select the **student name** from the search result to see the report for an individual student.

The screenshot shows the "View the distribution of answers by words" option checked and highlighted with a yellow circle labeled "4". Below this, there are tabs for "All", "Pseudo simple", "Real simple", "Pseudo complex", and "Real complex". A table displays the results for three students: Oscar, Max, and Joe. The table has columns for Name, Score, and ten phonics words: lig, mep, gax, emp, beff, shup, doil, and charb. Each cell contains a score indicator (a circular gauge) and a status icon (a red arrow pointing up or a green checkmark).

Name	Score	lig	mep	gax	emp	beff	shup	doil	charb
Oscar	2	↑	↑	↑	✓	↑	✓	↑	↑
Max	30	↑	✓	✓	✓	✓	✓	✓	✓
Joe	36	↑	✓	✓	✓	✓	✓	✓	✓

4. Select **View the distribution of answers by words** to compare the student results for each word at a class or individual level.

Image credits

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