Education
Services
Australia

Phonics Check user manual

for Phonics Check delivery

PhonicsCheck
YEAR 1

Version 2.1

February 2021

CONTENTS

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.
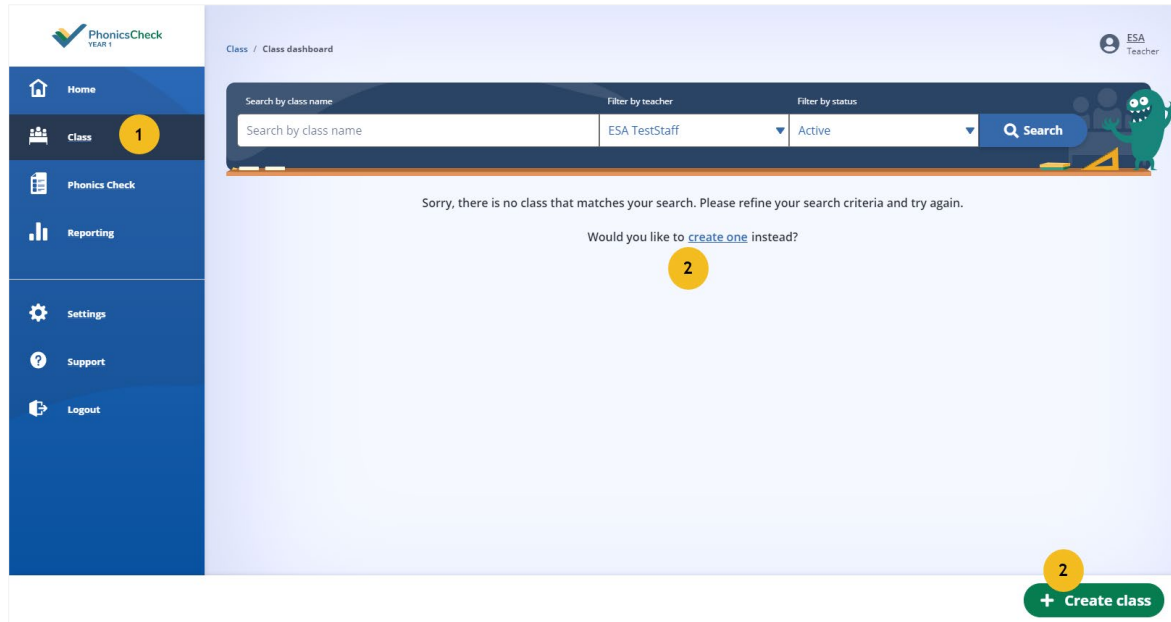
GETTING STARTED

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.
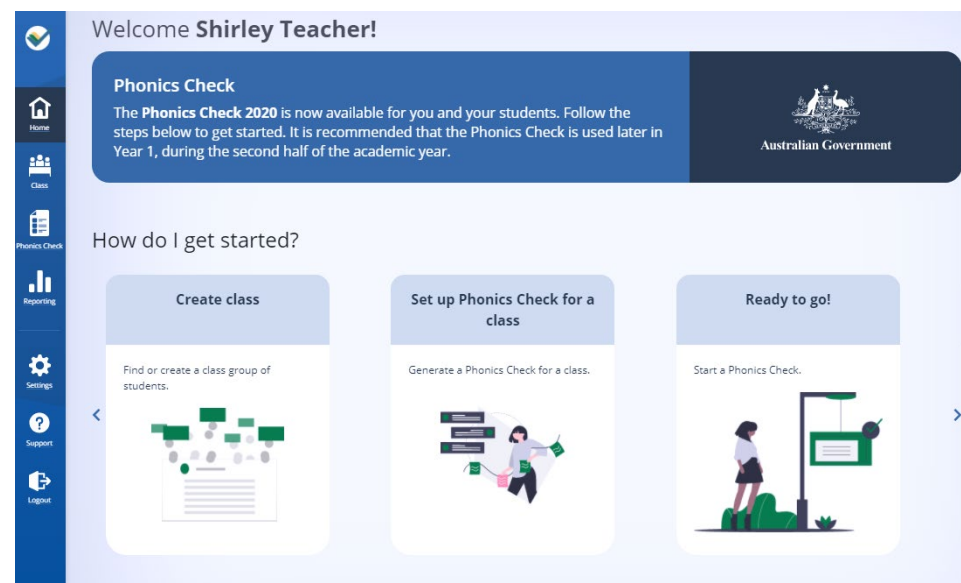
Manage classes and students

Create a class

1. Go to the **Class** menu.

2. Select **+Create class**.

3. Enter **Class name**.

4. Enter **Year level**.

5. Select **Create**.

Add students into the class

1. To import a list of students using a spreadsheet, select **Import**.

2. To add students individually, select **+ Create student**.

Import students

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

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

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
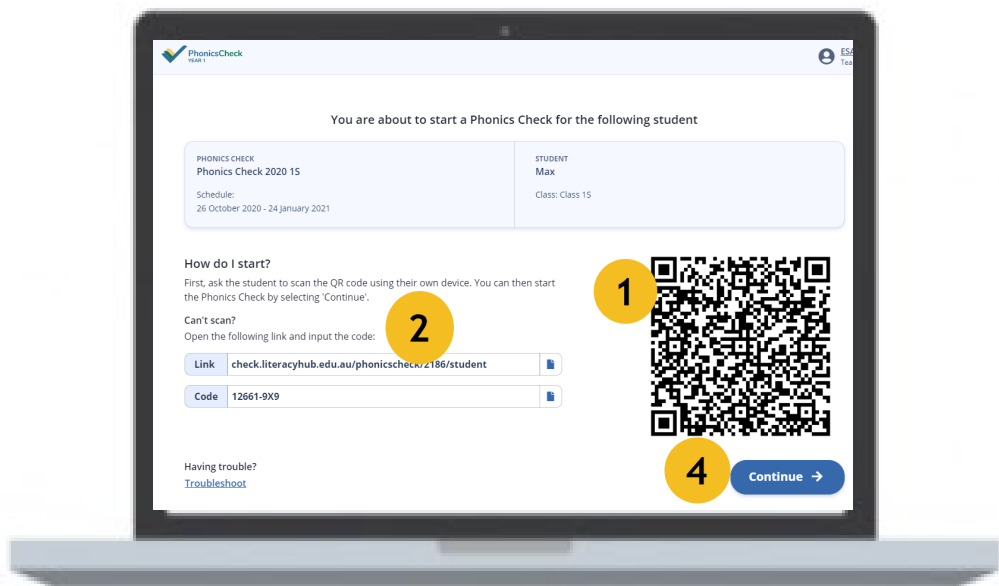
1. Ask your student (or do this for your student) to scan the **QR code** displayed on your screen.
   If your student has difficulty scanning the QR code, follow Step 2, otherwise, jump to Step 4.

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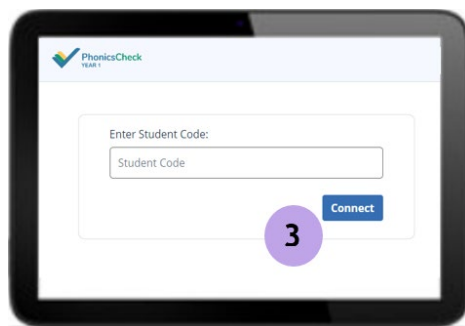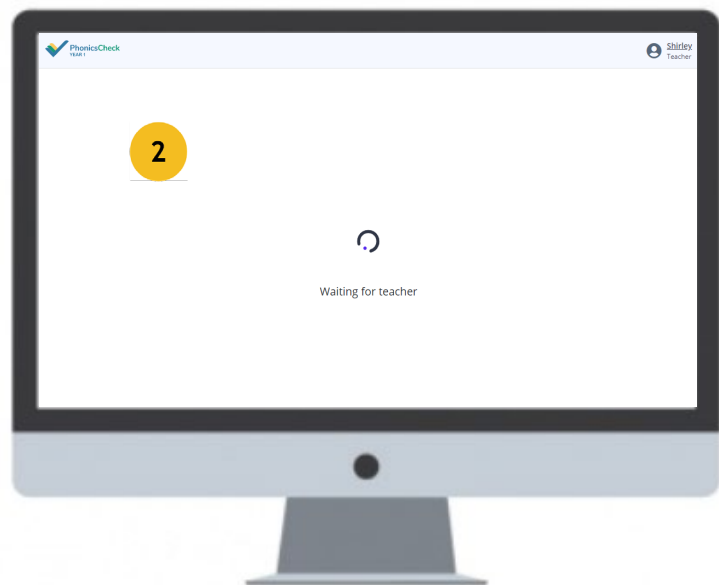
Using presentation mode
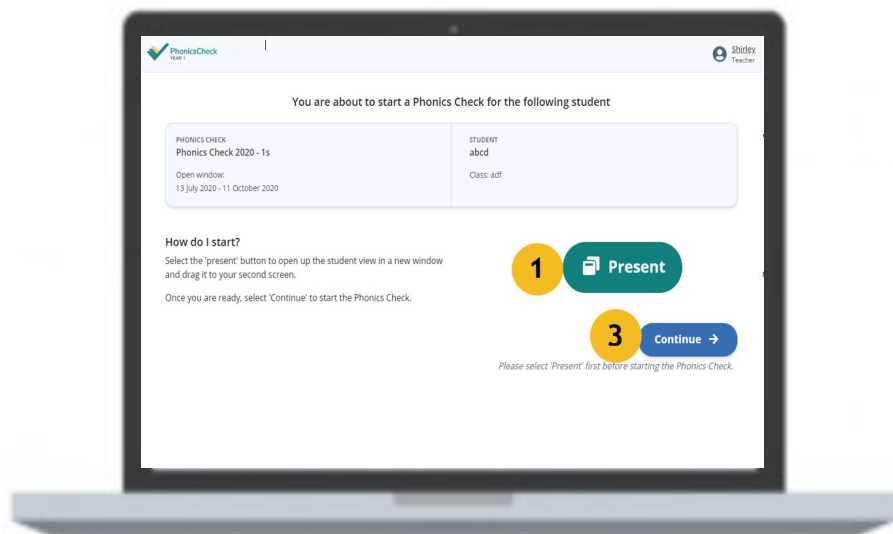
1. Select **Present**.
   This will allow you to open the student's display in your own device.

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

PHONICS CHECK	STUDENT
Phonics Check 2020 1S	Max
Schedule: 26 October 2020 - 24 January 2021	Class: Class 1S

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 ⬇ **Download materials**

3 Enter result

- 📄 2016_Phonics_screening_check_pupils__materials
- 📄 Phonics Check _scoring_guidance
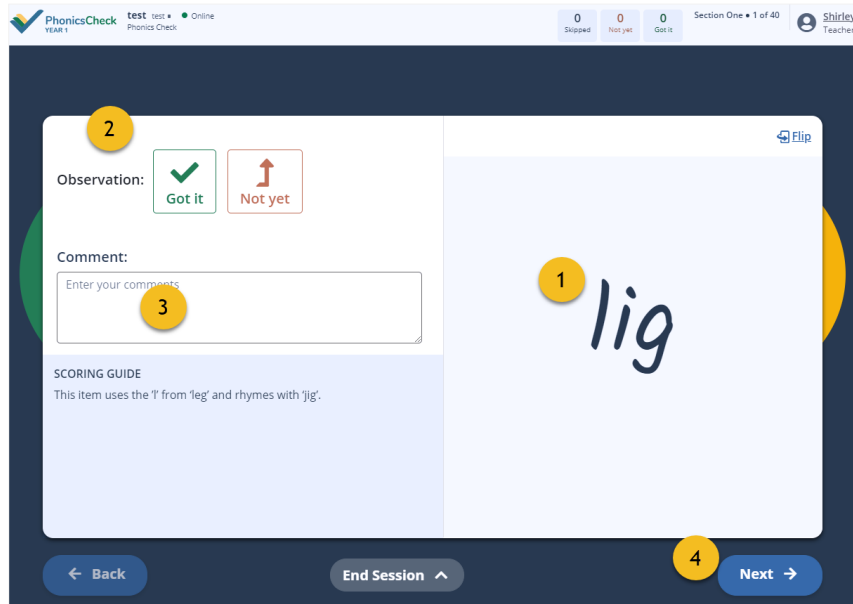- 📄 Phonics Check_answer_sheet

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.
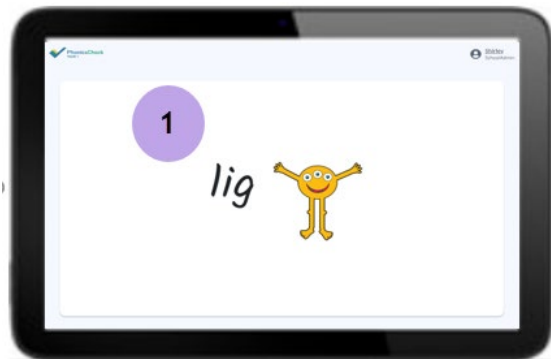
Administering the Phonics Check

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

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

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

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.

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