



Email address: *

[Forgot password?](#)

Next >

Don't have an account? [Sign up](#)

Year 1 Phonics Check



User manual

check.literacyhub.edu.au

v3 Nov 2024

Contents

- Background 3**
 - Who is this manual for?.....3
 - What are the user roles in the Phonics Check?3

- Account setup and support 4**
 - How do I register as a teacher? 4
 - How do I register as a school administrator? 4
 - How do I log in to the Phonics Check?..... 4
 - How do I reset my password?.....5
 - How do I update my profile and/or change my password?5

- Prepare for the Phonics Check 6**
 - How do I create a class? 6
 - How do I add students to a class?7
 - How do I set up a Phonics Check? 9

- Conducting a Phonics Check 10**
 - How do I choose a mode and get started?..... 10
 - QR code mode..... 11
 - Presentation mode12
 - Offline mode.....13
 - How do I conduct a Phonics Check with a student? 14

- Reports 17**
 - What reports can teachers run?17
 - How do I share a class with other teachers?.....19

- Extra actions for school administrators20**
 - How do I manage users?.....20
 - Invite a new user 20
 - Manage user access.....21
 - What reports can school administrators run? 22
 - Individual and group reports..... 22
 - Multi-class reports..... 23

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 [page 20](#) and [pages 22-23](#).



For more help with the **Year 1 Phonics Check**, contact the [Helpdesk](#).

Account setup 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.

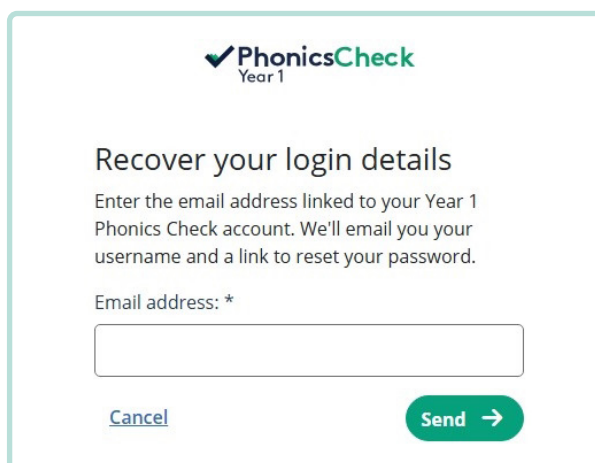
1. Go to the [login page](#), enter your email address and select 'Next'.
2. Select your education network if you are prompted to and log in using single sign-on.
3. Otherwise, enter your password.

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.

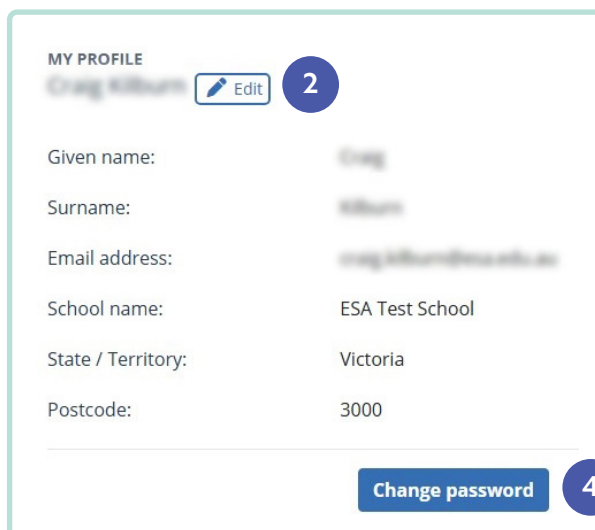


The screenshot shows a web form titled "Recover your login details" with the PhonicsCheck Year 1 logo at the top. Below the title, there is a short instruction: "Enter the email address linked to your Year 1 Phonics Check account. We'll email you your username and a link to reset your password." A label "Email address: *" is positioned above a text input field. At the bottom of the form, there are two buttons: a "Cancel" link and a green "Send" button with a right-pointing arrow.

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.



The screenshot displays the "MY PROFILE" settings page for a user named "Craig Kilburn". At the top, there is an "Edit" button with a pencil icon and a blue circle containing the number "2". Below this, the profile details are listed in a table-like format:

Given name:	Craig
Surname:	Kilburn
Email address:	craig.kilburn@esa.edu.au
School name:	ESA Test School
State / Territory:	Victoria
Postcode:	3000

At the bottom right of the form, there is a blue "Change password" button with a blue circle containing the number "4" next to it.

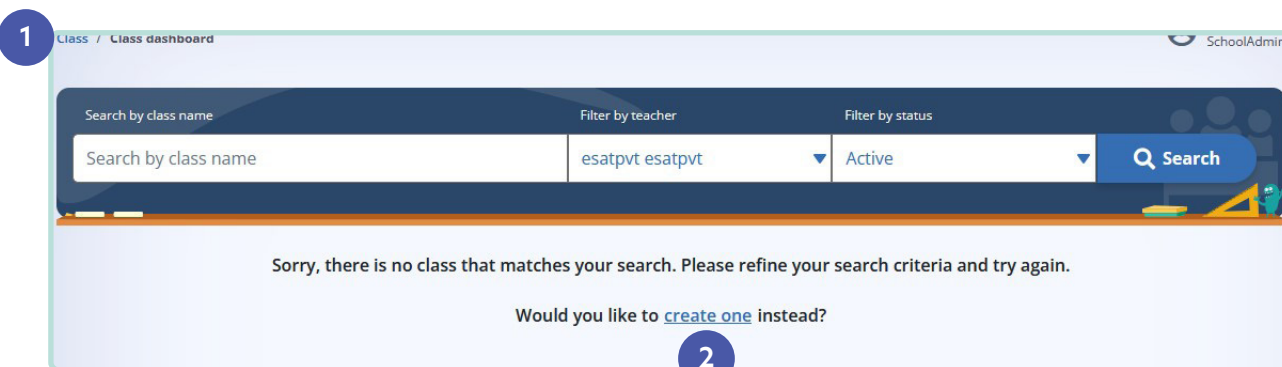
Prepare for the Phonics Check

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 'create one' from the on-screen text, or use 'Create class' at bottom right.



3. Enter class name, year level and teacher.
4. Select 'Create'.

The 'Create a class' form is a modal window with a title bar that says 'Create a class' and a 'Close X' button. It contains three input fields: 'Class name: *' (a text box), 'Year level: *' (a dropdown menu with 'Year 1' selected), and 'Teacher:' (a dropdown menu with 'Log Wilson' selected). At the bottom left of the form is a green 'Create' button. A circled '4' is positioned to the left of the 'Create' button.

How do I add students to a class?

There are two methods to add your students to a class. Use Method 1 (below) to add students one at a time. Use Method 2 ([page 8](#)) to add multiple students at once, through spreadsheet import.

Method 1: Add students individually

1. Create a class following the steps on [page 6](#). Click on the class name to open it.
2. Select 'Create student'.

The screenshot displays the 'CLASS DETAILS' section of the PhonicsCheck interface. It includes an 'Edit' button and a class name field containing 'Testing 2', which is highlighted with a blue circle and the number '1'. Other fields include 'Year level' set to 'Year 1', 'Teacher' set to 'Craig Wilson', and 'Share class data' set to 'No'. To the right, it shows 'Created by: Craig Wilson' and 'Date created: Oct 15, 2024'. Below this is the 'Manage students' section, featuring a search bar, an 'Import' button, and a 'Create student' button highlighted with a blue circle and the number '2'. A table below the search bar shows columns for 'Given name', 'Surname', 'Student ID', and 'Actions', with the message 'No records available.' and a pagination indicator '0 - 0 of 0 items'.

3. Enter the student's first name, last name (optional) and student ID (optional). Select 'Save'. Repeat for all students.

Method 2: Add students by spreadsheet import

1. Create a class following the steps on [page 6](#). Click on the class name to open it.
2. Select 'Import'.

CLASS DETAILS ✎ Edit
⋮

Class name: * Testing 2 1

Year level: * Year 1 ▼

Teacher: Craig Wilson ▼

Share class data: No

Created by: Craig Wilson

Date created: Oct 15, 2024

Manage students

2

📄 Import

+ Create student

Given name	Surname ↑	Student ID	Actions
No records available.			

⏪ ⏩
0 - 0 of 0 items

3. Select 'Download the template' to access the spreadsheet; save it to your computer as a .csv file.
4. Complete the spreadsheet, taking care not to change column names or order of columns; ensure it is still saved as a .csv file.

Instruction

3

📄
Download the template

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

Upload the file

Browse
5

5. To upload the file, select 'Browse' and choose the spreadsheet from the location where you saved it.
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?](#)

rr410 SchoolA invite 7 students	rr409 systemadmin Muser 7 students	rr400- system admin invite 7 students	rr78 schooladmin 507 students
rr418 Schooldataclass1- not shared class 8 students	rr407 shared class 6 students	SchooldataOCT22 8 students	Class IB Nov 2024 4 students

STEP 2 Set up Phonics Check details

Select the Phonics Check that's available: *

3 Phonics Check

Give the Phonics Check a name: *

4 IB Phonics Check Nov 2024

Start and end date: *

5 26 November 2024 30 December 2024

[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 box 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, e.g. 1B 2024.
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 10-14.
 - a. QR code mode: student and teacher are on different devices ([page 11](#)).
 - b. Presentation mode: student and teacher are using two screens operating from the same device ([page 12](#)).
 - 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 13](#)).
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](#)

Phonics Check / Setting up the Phonics Check SchoolAdmin

STEP 3 Setting up the Phonics Check

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.

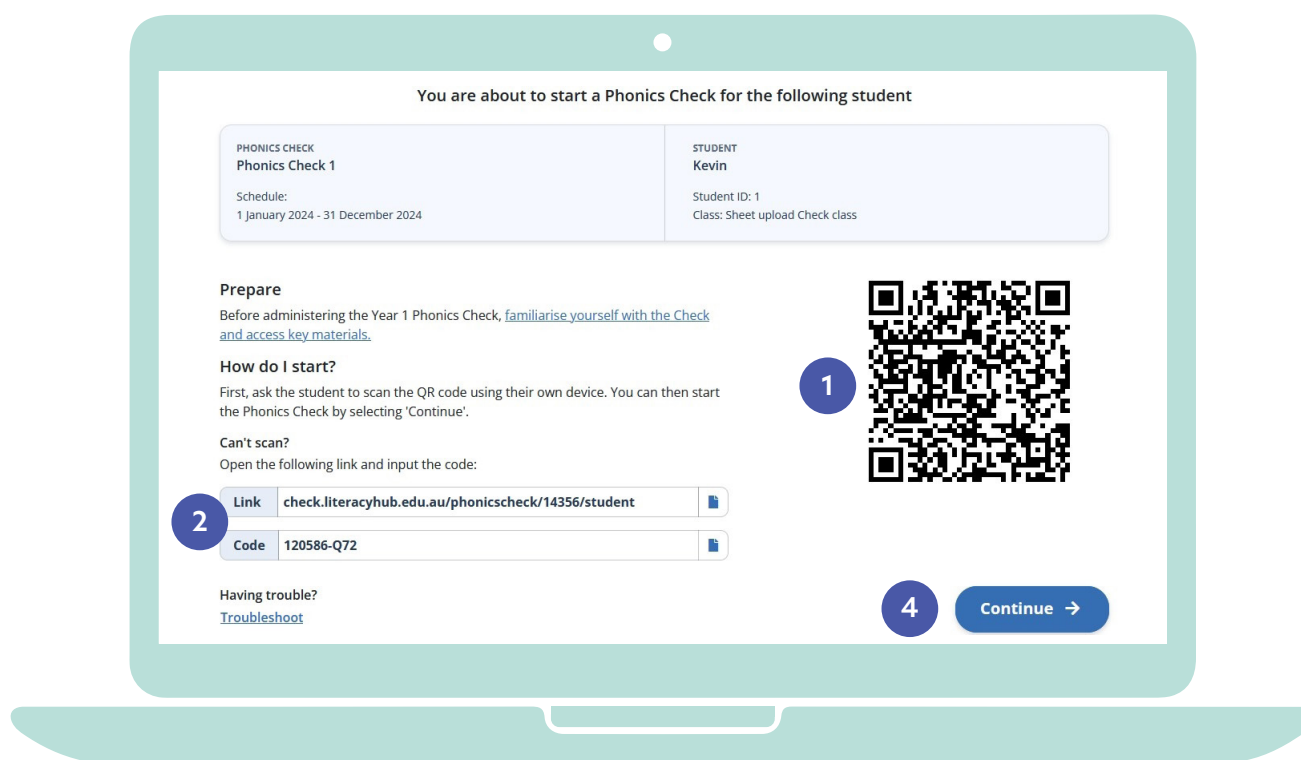
QR code mode

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.

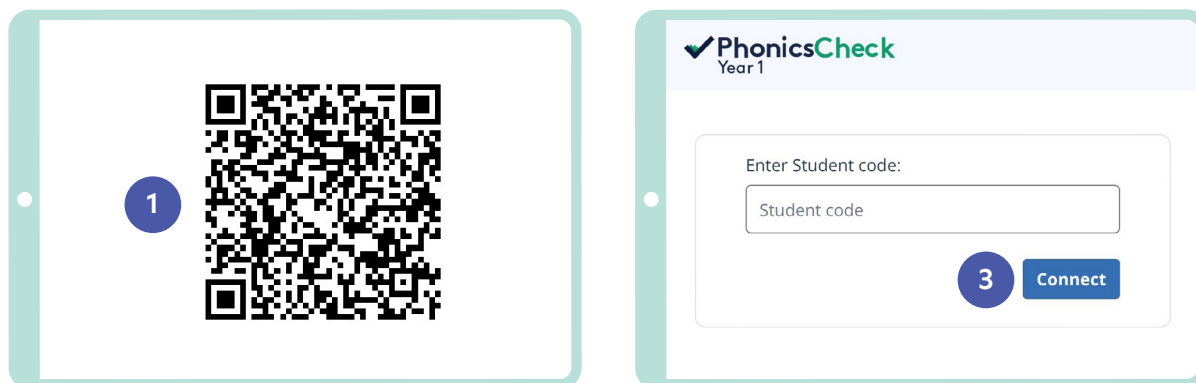
If your student has difficulty scanning the QR code or you are conducting the Phonics Check remotely, follow Step 2; otherwise, move to Step 4.

2. Copy the link and code. Send them to your student to connect from the browser on their device.
3. The student selects 'Connect'.

Teacher device



Student device



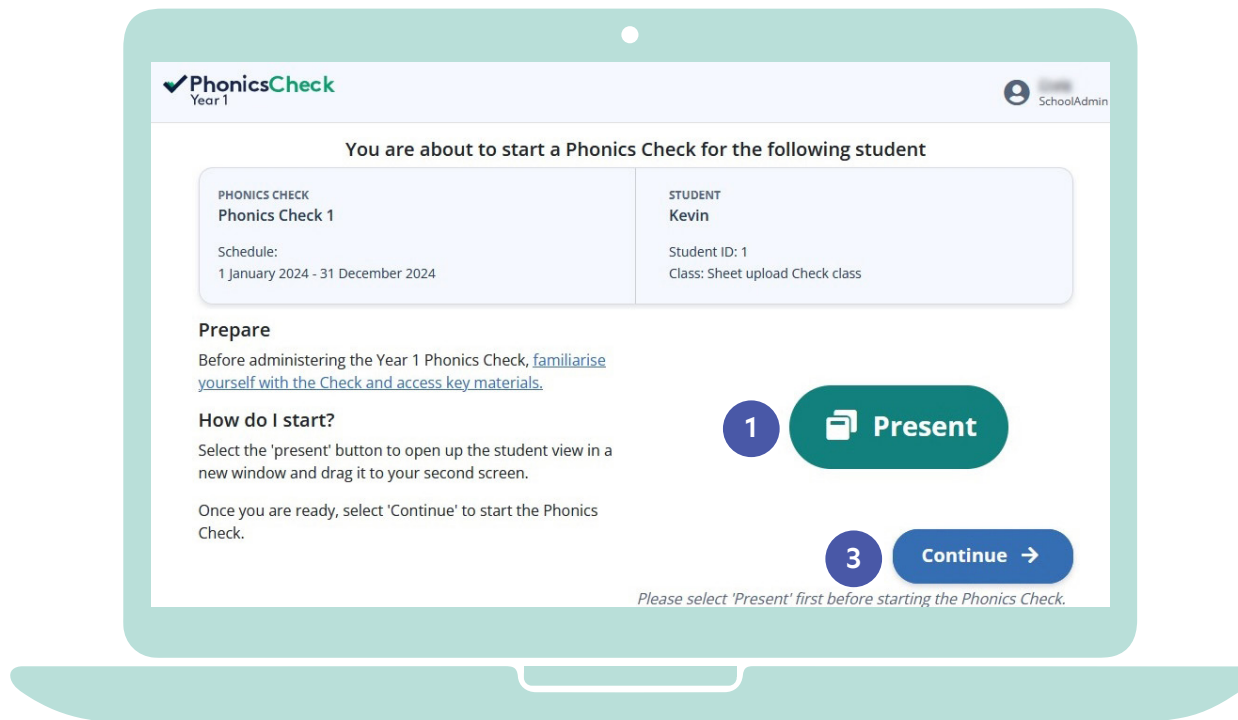
4. Select 'Continue' on your own device when you see a message telling you that your student is connected.

Continue to ['How do I conduct a Phonics Check with a student?'](#)

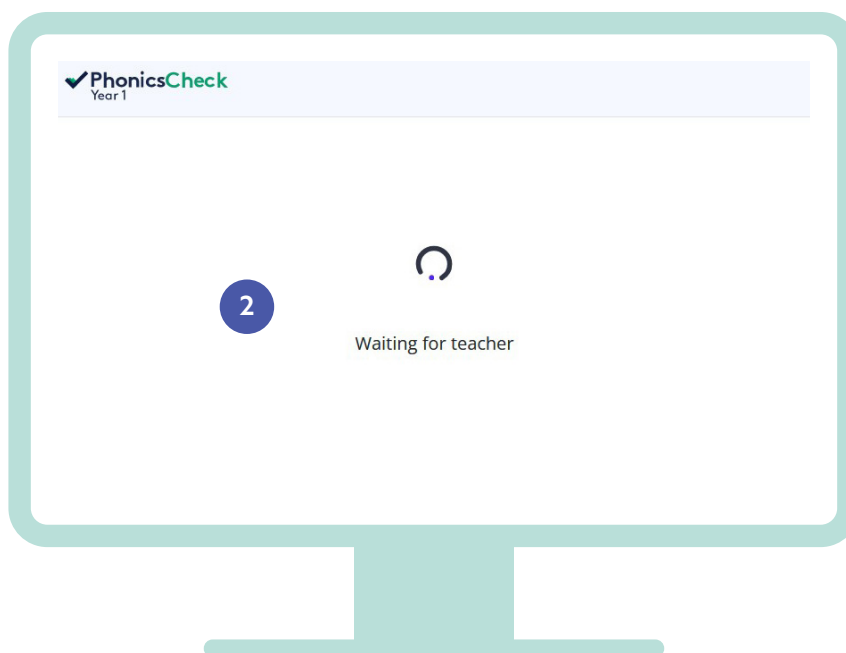
Presentation mode

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 screen



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. For more information about how to use these documents, visit [Administering the Phonics Check](#) on the Literacy Hub.
3. Select 'Enter result' during the Phonics Check to add results into the online platform as you go. Or, 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?'](#)

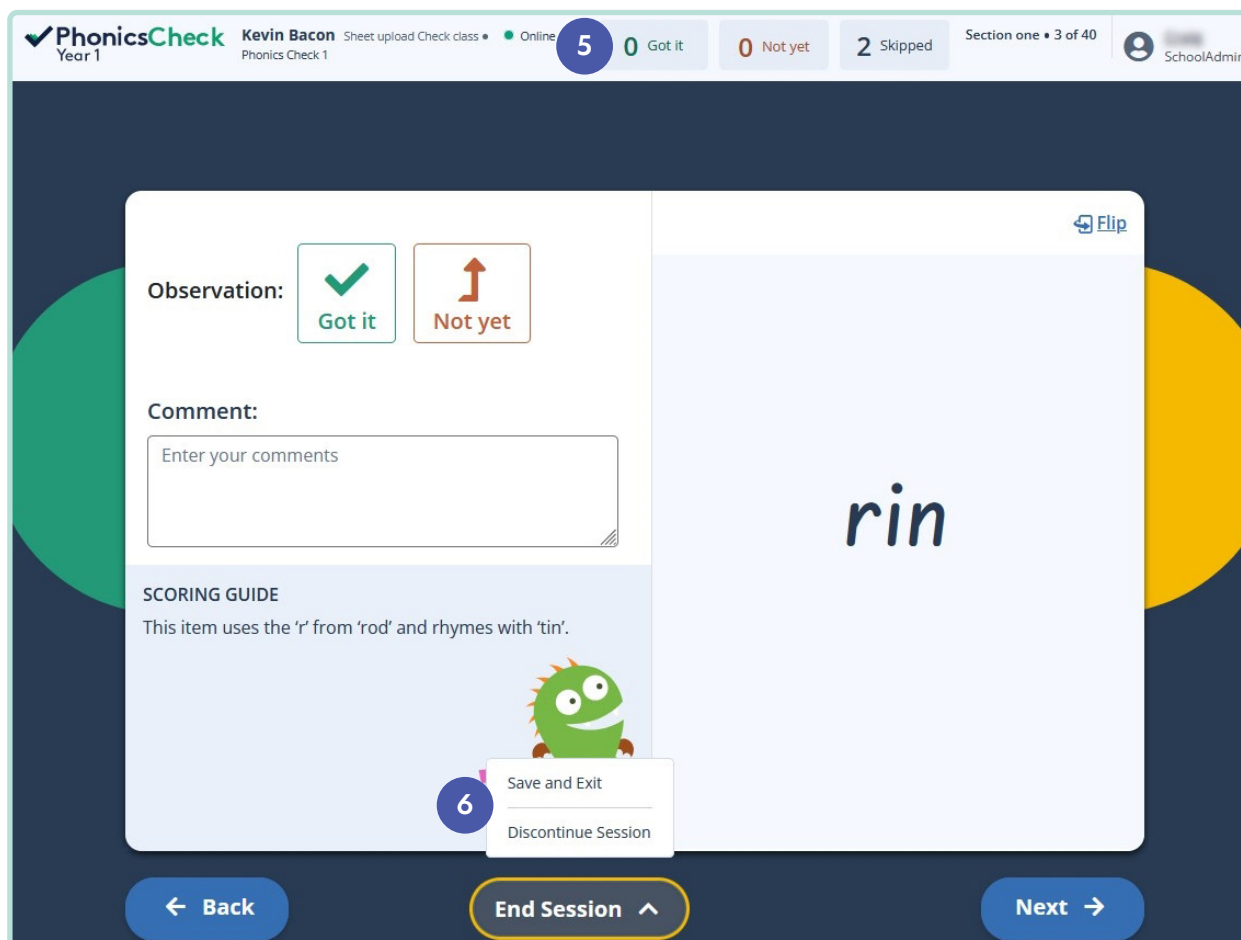
How do I conduct a Phonics Check with a student?

1. Ask the student to read aloud the words that they see on their screen or printed materials.
Some words have a drawing of a monster next to them; these are made-up (pseudo) words.



2. Select 'Got it!' or 'Not yet' according to the student's responses. If you choose to skip a question, just press 'Next' to move on.
3. Use the comment box to record your observations.
4. 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.

5. 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 the task and you wish to stop the assessment. You must skip through to the end of the Phonics Check in order to submit the results.



6. If you choose to end the Phonics Check before completing all 40 words, there are two 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.
 - **Discontinue 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.

- 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 comment' box.


Summary

Show All Got it! Not yet

Class teacher general comment (limited to 200 characters) 7

Student has missed a lot of school this term due to illness.

Total
23 Got it!
13 Not yet
4 Skipped



- Select 'Submit' to lodge the results and generate a report for the student.
Or, select 'Save and exit'. 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)

Total
12 Got it!
3 Not yet
25 Skipped



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 - 40 of 40 items

Save and exit Submit

Reports

What reports can teachers run?

For information on reports for school administrators, see [pages 22-23](#).

You can run reports on Phonics Check results for your own students, either 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 19](#)).

1. Select 'Reporting' from the left-hand menu.
2. Select a teacher name, 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 automatically be displayed in the results field at the bottom of the screen.

The screenshot shows the 'Reports' interface with the following details:

- Search filters: Teacher (empty), Class (Phonics Check Te), Phonics Check (Phonics Check 2024 test), Student name or ID (empty).
- Options: View results word by word.
- Show: All students | Fluent decoders (28-40) | Developing decoders (20-27) | Struggling decoders (0-19) | [Find out how to analyse and respond to results.](#)
- Results list:

Student Name	Score
Lily Ah Toy	10
Miranda Tapsell	31
Steva Lawler	27
Nova Peris	32
Dolly Parton	40
Greta Thunberg	30
Ashleigh Barty	22
Jessica Mauboy	27
- Buttons: export to excel, Print

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

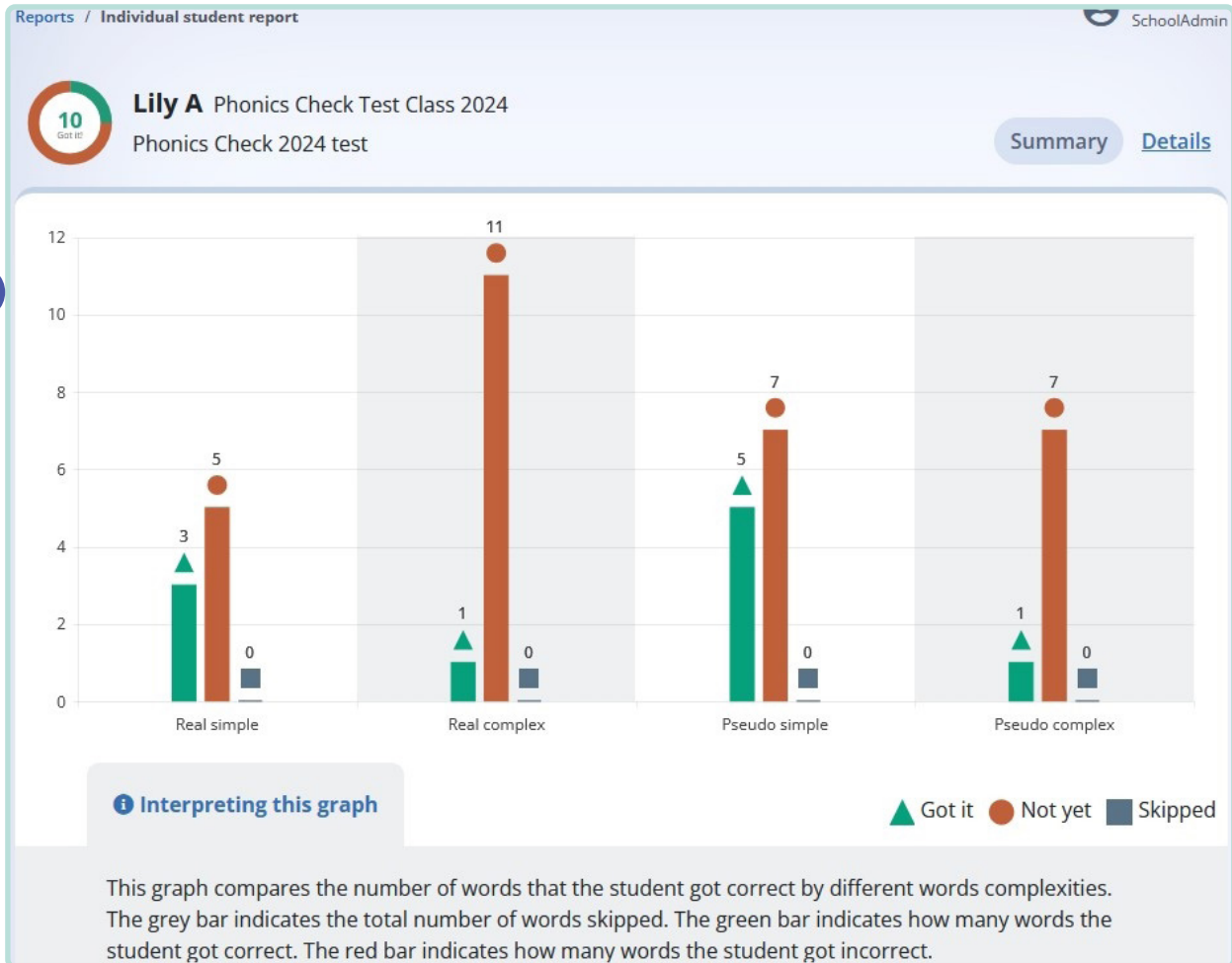
The screenshot shows the 'View results word by word' interface with the following details:

- Search filters: Teacher (empty), Class (Phonics Check Te), Phonics Check (Phonics Check 2024 test), Student name or ID (empty).
- Options: View results word by word.
- Show: All | Pseudo simple | Real simple | Pseudo complex | Real complex
- Table:

Name	Score	dat	cag	rin	ept	jash	quib	coid	quass	glog	blard	disp	murbs	chum
Lily Ah Toy	10	✓	↑	✓	↑	✓	✓	↑	↑	↑	↑	✓	↑	✓
Miranda Tapsell	31	✓	✓	✓	✓	✓	✓	↑	✓	✓	↑	↑	✓	↑
Steva Lawler	27	✓	✓	↑	↑	✓	↑	✓	✓	↑	✓	↑	✓	✓
Nova Peris	32	✓	✓	✓	↑	✓	↑	✓	✓	↑	✓	✓	✓	✓

- 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.

4



5. Select 'Details' to see the results for each word, along with any comments.
6. Click 'Export to Excel' to view results in a spreadsheet or select 'Print' to print a graphical summary.

Reports / Individual student report SchoolAdmin

Student 2 Class IB Nov 2024
IB Phonics Check Nov 2024

Summary **Details** 5

PHONICS CHECK

IB Phonics Check Nov 2024

Saved: Wednesday, 27 November 2024

Status: Submitted

STUDENT

Student 2

Class: Class IB Nov 2024

Results Total
12 Got it!
3 Not yet!
25 Skipped

Show: All Got it! Not yet 12 Got it!

Class teacher general comment

Section	Card Number	Word	Observation	Comment
Section One	1	dat	GOT IT	
Section One	2	cag	GOT IT	

[Return to reports](#) 6 [Export to excel](#) [Print](#)

How do I share a class with other teachers?

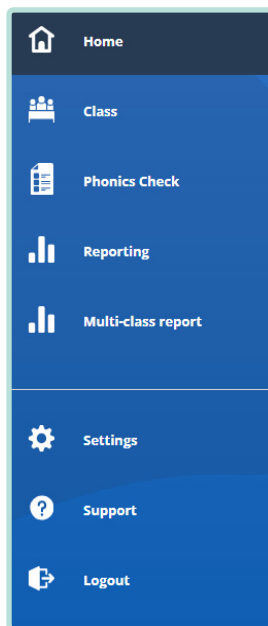
Follow these steps to share a class with other approved teachers at your school.

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.

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.

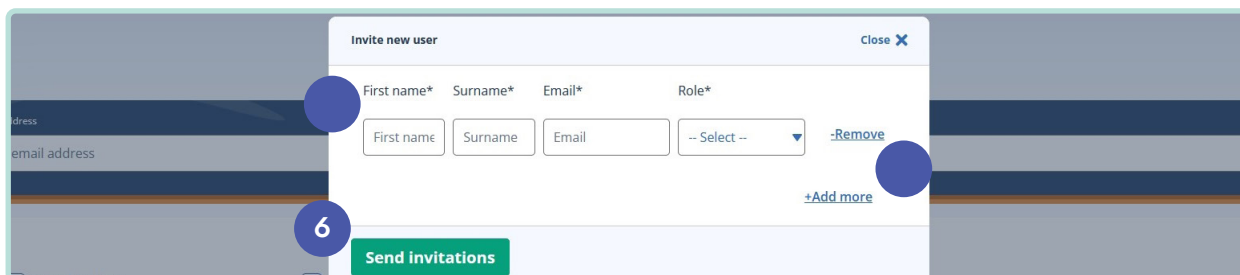


How do I manage users?

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

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. Or, 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 (e.g. 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

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 a teacher name, 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 automatically be displayed in the results field at the bottom of the screen.

2

The screenshot shows the reporting interface with the following details:

- Teacher: **Phonics Check Te**
- Class: **Phonics Check 2024 test**
- Search: Search by student name or ID
- View results word by word:
- Show: **All students** | Fluent decoders (28-40) | Developing decoders (20-27) | Struggling decoders (0-19) | [Find out how to analyse and respond to results.](#)
- Results table:

Student Name	Score
Lily Ah Toy	10
Miranda Tapsell	31
Steva Lawler	27
Nova Peris	32
Dolly Parton	40
Greta Thunberg	38
Ashleigh Bartv	22
Jessica Mauboy	27

Buttons: [Export to excel](#) | [Print](#)

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

3

The screenshot shows the reporting interface with the following details:

- Teacher: **Phonics Check Te**
- Class: **Phonics Check 2024 test**
- Search: Search by student name or ID
- View results word by word:
- Show: **All** | Pseudo simple | Real simple | Pseudo complex | Real complex
- Results table:

Name	Score	dat	cag	rin	ept	jash	quib	coid	quass	glog	blard	disp	murbs	chum
Lily Ah Toy	10	✓	↑	✓	↑	✓	✓	↑	↑	↑	↑	✓	↑	✓
Miranda Tapsell	31	✓	✓	✓	✓	✓	✓	↑	✓	✓	↑	↑	✓	↑
Steva Lawler	27	✓	✓	↑	↑	✓	↑	✓	✓	↑	✓	↑	✓	✓
Nova Peris	32	✓	✓	✓	↑	✓	↑	✓	✓	↑	✓	✓	✓	✓

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



- Click 'Details' to see the results for each word, along with any comments.
- Select 'Export to Excel' 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.

- Select 'Multi-class report' from the left-hand menu.
- Select 'Export to Excel'. 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 report generation.

2 [Export to Excel](#)

Multi-class report
This report contains data from all classes within the school.

Report generation status

Report Id	Report generation start time	Report generation end time	Status
1	27 Nov 2024 at 12:17	27 Nov 2024 at 12:18	Ready for download

1 - 1 of 1 items