



Screen Diagnose Teach

Requirements

2 Devices (Desktop, Laptop, Chromebook, Tablet)

- Device one (teacher) is used for scoring and recording student responses
- Device two (student) is used to display words for the student to read aloud
 - Students can also use a smart phone

Step 1: Teacher Set Up

Go to <https://app.keyphonics.org/> , then select “Teacher Login”.
Login using .gse email and password. The Password is defaulted to 123456 but can be changed. You may also login through Clever



New to KeyPhonics - Learn More

Already a user – Follow Step # 1 and # 2 below

Step # 1



Teacher Login

Step # 2



Student Login



Email

Please provide Email

Password

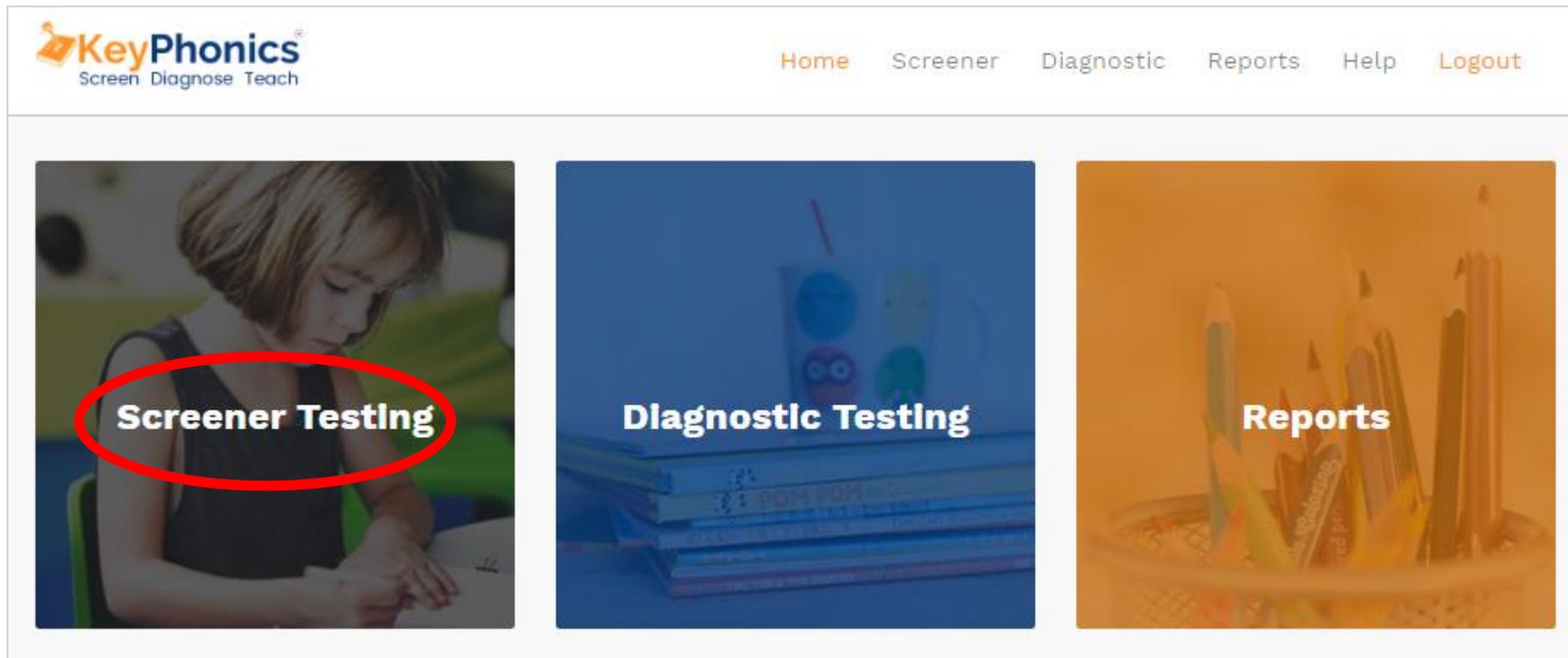
Please provide password

LOGIN

Forgot your Password?

Step 2: Administering Diagnostic-aka KeyPhonics Screener Testing

Select “Screener Testing”



Step 3: Teacher Set Up

Select options for Screener Testing, then click “NEXT”

Teacher View

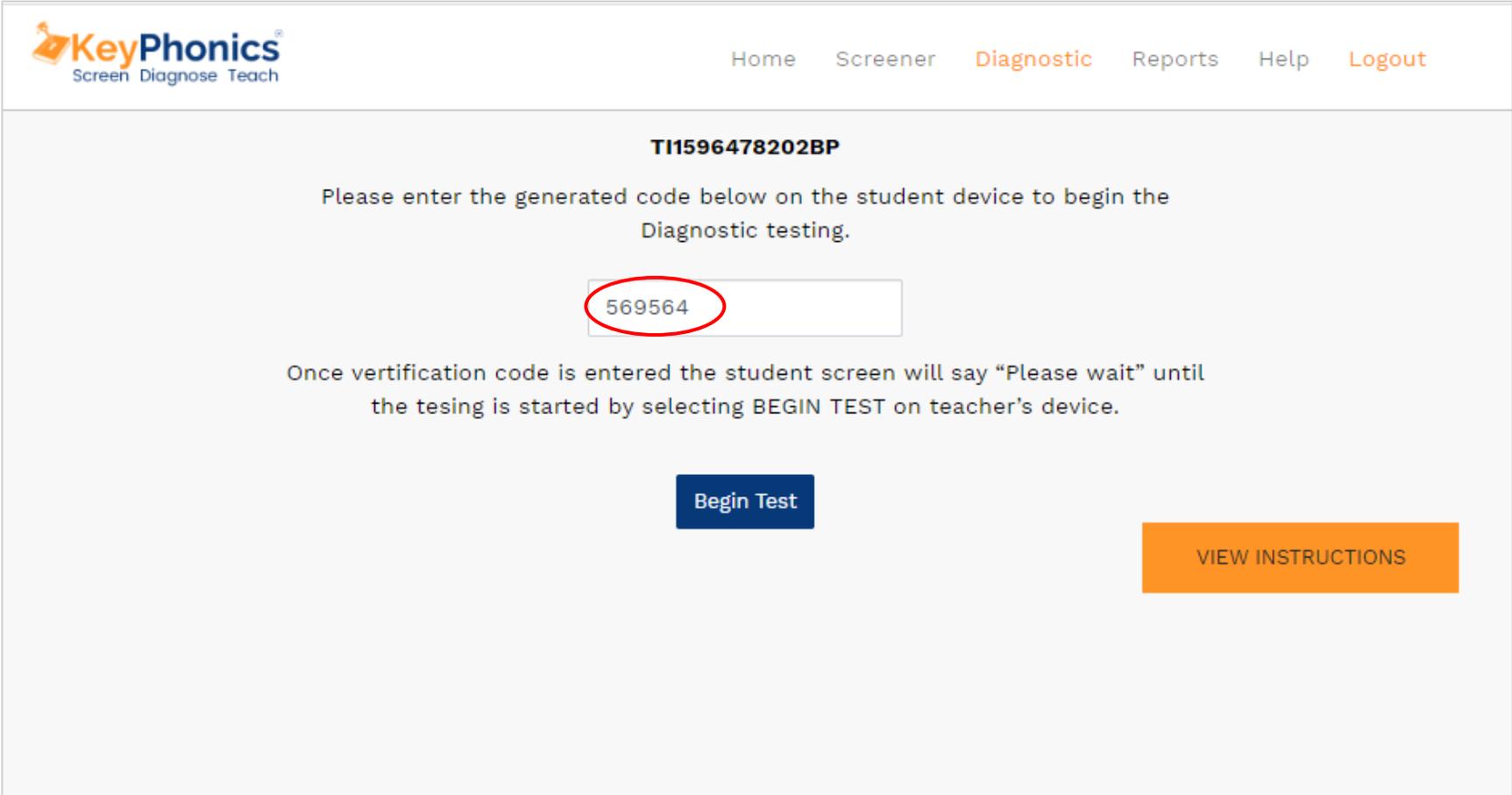
The screenshot shows the 'Teacher View' of the 'Select options for Screener Testing' page. The page header includes the KeyPhonics logo and navigation links: Home, Screener, Diagnostic, Reports, Help, and Logout. A 'Back' link is located at the top left. The main content area contains three dropdown menus on the left, each with a red circle around its label: 'Time of Year' (with 'Select Screener' below it), 'Sort By' (with 'Select' below it), and 'Student' (with 'Select Student' below it). To the right of these menus is a 'DIRECTIONS' box with the following text: 'Please select the appropriate time of year and student to begin testing. If you are a **specialist**, choose the appropriate Grade Level and Teacher. Off-Cycle is always available to test students who transfer in or require additional screening.' A blue 'NEXT' button is located at the bottom right of the form.

Reading Specialist

The screenshot shows the 'Reading Specialist' view of the 'Select options for Screener Testing' page. The page header includes the KeyPhonics logo and navigation links: Home, Screener, Diagnostic, Reports, Help, and Logout. A 'Back' link is located at the top left. The main content area contains four dropdown menus on the left, each with a red circle around its label: 'Time of Year' (with 'Select Screener' below it), 'Teacher' (with 'Select Teacher' below it), 'Sort By' (with 'Select' below it), and 'Student' (with 'Select Student' below it). To the right of these menus is a 'DIRECTIONS' box with the following text: 'Please select the appropriate time of year and student to begin testing. If you are a **specialist**, choose the appropriate Grade Level and Teacher. Off-Cycle is always available to test students who transfer in or require additional screening.' A blue 'NEXT' button is located at the bottom right of the form.

Step 3: Teacher Set Up Cont.

The teacher device will now show the code for the student device. Enter the code on the student device. If being administered remotely, provide the student the code to enter on their device. The code MUST be entered on the student device before selecting “Begin Test”



The screenshot shows the KeyPhonics teacher interface. At the top left is the KeyPhonics logo with the tagline "Screen Diagnose Teach". To the right are navigation links: Home, Screener, Diagnostic, Reports, Help, and Logout. The main content area displays a generated code "TI1596478202BP" and instructions to enter this code on the student device. A text input field contains the number "569564", which is circled in red. Below the field, instructions state that once the code is entered, the student screen will say "Please wait" until testing begins. At the bottom, there are two buttons: a dark blue "Begin Test" button and an orange "VIEW INSTRUCTIONS" button.

TI1596478202BP

Please enter the generated code below on the student device to begin the Diagnostic testing.

Once verification code is entered the student screen will say “Please wait” until the testing is started by selecting BEGIN TEST on teacher’s device.

[Begin Test](#)

[VIEW INSTRUCTIONS](#)

Step 4: Student Set Up

On the student device, go to <https://app.keyphonics.org/>. Then select “Student Login”.



New to KeyPhonics - Learn More

Already a user – Follow Step # 1 and # 2 below

Step # 1



Teacher Login



Step # 2



Student Login



Step 5: Enter code on student device

 **KeyPhonics**
Screen Diagnose Teach

Please enter the test code to start the test for the student

Step 6: Teacher Set Up

Select “Begin Test” to start the test immediately

KeyPhonics
Screen Diagnose Teach

Home Screener Diagnostic Reports Help Logout

BOY-TI1596479441WD

Please enter the generated code below on the student device to begin the Screener testing.

Once verification code is entered the student screen will say “Please wait” until the testing is started by selecting BEGIN TEST on teacher’s device.

Begin Test

VIEW INSTRUCTIONS

Or select “VIEW INSTRUCTIONS” to view Screener Instructions before selecting “Begin Test”

KeyPhonics
Screen Diagnose Teach

Home Screener Diagnostic Reports Help Logout

Screener Instructions:

SCREENER DIRECTIONS:
Read the following paragraph to your student before selecting **Begin Test** on your device.
“I want you to read some words to me. These are not real words, except for the last screen. The rest are ALL made-up words. I want you to try your best to read each made-up word. You will see a set of words on each screen. Start with the first word and read down the list. Be sure to do your best reading. Any questions? Look at your screen to see the first list. Please begin.”

Scoring:
SCORE ONLY THE FIRST RESPONSE (NO SELF CORRECTIONS). MUST BE READ AS WHOLE WORD. CAN BE SCORED AT THE WORD OR LETTER(S) LEVEL.

Begin Test

Step 6: Teacher Set Up Cont.

The teacher device will now look like this

The screenshot shows the KeyPhonics teacher interface. At the top, there is a navigation bar with the logo and links for Home, Screener, Diagnostic, Reports, Help, and Logout. Below the navigation bar, the test ID is displayed as MOY-TI1596479715IK. A Notes section is visible on the left. The main content area displays three phonics words: 'deg', 'thod', and 'vur'. Each word is presented with its individual letters in boxes, followed by a green box, a red box, and a yellow 'Skip' button. Below the letters, the word is repeated in parentheses: '(beg)', '(rod)', and '(bur)'. At the bottom right, there is a '1 of 12' indicator and a 'NEXT' button.

The student device will now look like this

The screenshot shows the KeyPhonics student interface. At the top, there is a navigation bar with the logo and a user icon. The main content area displays the phonics words 'deg', 'thod', and 'vur' in a large, clear font, arranged vertically.

Step 7: Administering the Test

- Students are given 3 seconds to read each word
 - The orange blinking dot is a visual cue that blinks in one second increments
- As the student reads the words, mark the words according to the instruction box
 - The instruction box can be closed by clicking the “x”

The screenshot displays a test interface for word recognition. At the top right, the test ID is "MOY-TI1593201914HS". Below this is a "Notes" section with a text input field. A legend box is overlaid on the right side, containing four options: a slash icon for "SELECT INCORRECT LETTER, A '/' WILL APPEAR", a red 'X' for "SELECT RED BOX (INCORRECT WORD)", a green checkmark for "SELECT GREEN BOX (CORRECT WORD)", and a yellow circle for "SKIP (SKIP WORD)". The legend box has a close button (an 'X' in a circle) in its top right corner. The main area shows three words: "deg", "thod", and "vur". Each word is presented with a speaker icon, the word in red, and its phonetic transcription in parentheses. The letters of each word are in individual boxes. For "deg", the 'd' and 'e' boxes are white, 'g' is white, and there is a green box followed by a red box. For "thod", 'th' is white, 'o' is white, 'd' is white, followed by a green box, a red box, and a yellow "Skip" button. For "vur", 'v' is white, 'ur' is white, followed by a green box, a red box, and a yellow "Skip" button. In the top left corner of the interface, there is a yellow dot with a red outline, which is circled in red. An arrow points from this dot to the first bullet point in the text on the left. Another arrow points from the close button in the legend box to the second bullet point in the text on the left. At the bottom right, it says "1 of 12" and has a blue "NEXT" button.

Step 7: Administering the Test Cont.

- To help with the correct pronunciation, there is a rhyming word below each nonsense word
- To hear the correct pronunciation, click the microphone icon
 - Please wear a headset so the student does not hear the word

The screenshot displays a test interface for a word recognition task. At the top, it shows "Test Id: MOY-TI1590690616ZL" and a "Notes" section. The main content area features three rows of nonsense words, each with a microphone icon, a rhyming word in parentheses, and a "Skip" button. The first row shows the nonsense word "deg" with a rhyming word "(beg)". The second row shows "thod" with "(rod)". The third row shows "vur" with "(bur)". Each nonsense word is broken down into individual letters in boxes, followed by a green box, a red box, and the "Skip" button. Arrows from the text on the left point to the microphone icons and the rhyming words. In the bottom right corner, it says "1 of 12" and has a "NEXT" button.

Step 7: Administering the Test

SELECT INCORRECT LETTER

/ SELECT INCORRECT LETTER, A '/' WILL APPEAR

✘ SELECT RED BOX (INCORRECT WORD)

✔ SELECT GREEN BOX (CORRECT WORD)

SKIP YELLOW CIRCLE (SKIP WORD)

Test Id: MOY-TI1593201914HS

Notes

deg

deg (beg)

thod (rod)

vur (bur)

1 of 12 NEXT

- The instruction box can be reopened at any time by clicking the “i”

Step 7: Administering the Test

SELECT RED BOX (INCORRECT WORD)

/ SELECT INCORRECT LETTER, A '/' WILL APPEAR

X SELECT RED BOX (INCORRECT WORD)

✓ SELECT GREEN BOX (CORRECT WORD)

SKIP YELLOW CIRCLE (SKIP WORD)

Test Id: MOY-TI1593201914HS

Notes

deg

deg d e g **✓** **X** Skip

(beg)

thod th o d **✓** **✗** Skip

(rod)

vur v ur **✓** **✗** Skip

(bur)

1 of 12 **NEXT**

Step 7: Administering the Test

SELECT GREEN BOX (CORRECT WORD)

/ SELECT INCORRECT LETTER, A '/' WILL APPEAR ✕

✕ SELECT RED BOX (INCORRECT WORD)

✓ SELECT GREEN BOX (CORRECT WORD)

SKIP YELLOW CIRCLE (SKIP WORD)

Test Id: MOY-TI1593201914HS

Notes

deg i

deg d e g ✓ ✕ SKIP
(beg)

thod th o d ✓ ✕ SKIP
(rod)

vur v ur ✓ ✕ SKIP
(bur)

1 of 12 NEXT

Step 7: Administering the Test

YELLOW CIRCLE (SKIP WORD)

/ SELECT INCORRECT LETTER, A '/' WILL APPEAR

✗ SELECT RED BOX (INCORRECT WORD)

✓ SELECT GREEN BOX (CORRECT WORD)

SKIP YELLOW CIRCLE (SKIP WORD)

- All skipped words will appear at the end giving the student a second chance

Test Id: MOY-TI1593201914HS

Notes

deg

deg d e g [Green Box] [Red Box] Skip

(beg)

thod th o d [Green Box] [Red Box] Skip

(rod)

vur v ur [Green Box] [Red Box] Skip

(bur)

1 of 12 NEXT

Step 7: Administering the Test Cont.

- Notes can be added by clicking the orange box, selecting the word, and typing the note
- Once you are done marking the words, click “NEXT” to advance to the next set of words
 - This will also advance the student’s screen
- Repeat step 7 until the test is complete

The screenshot displays a test interface with the following elements:

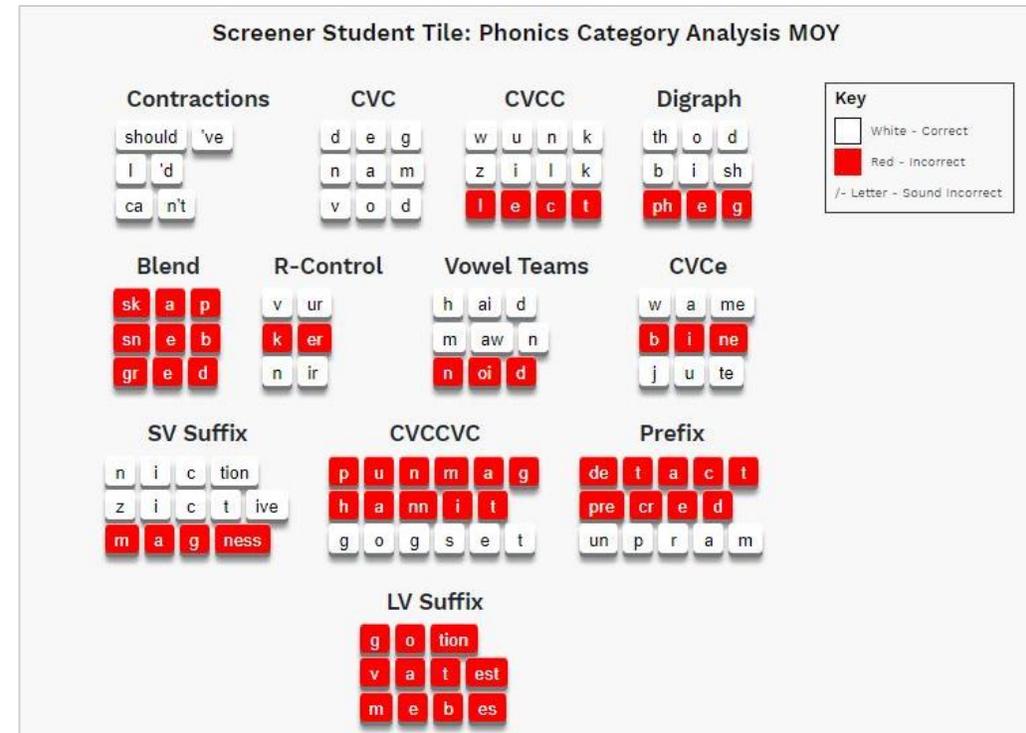
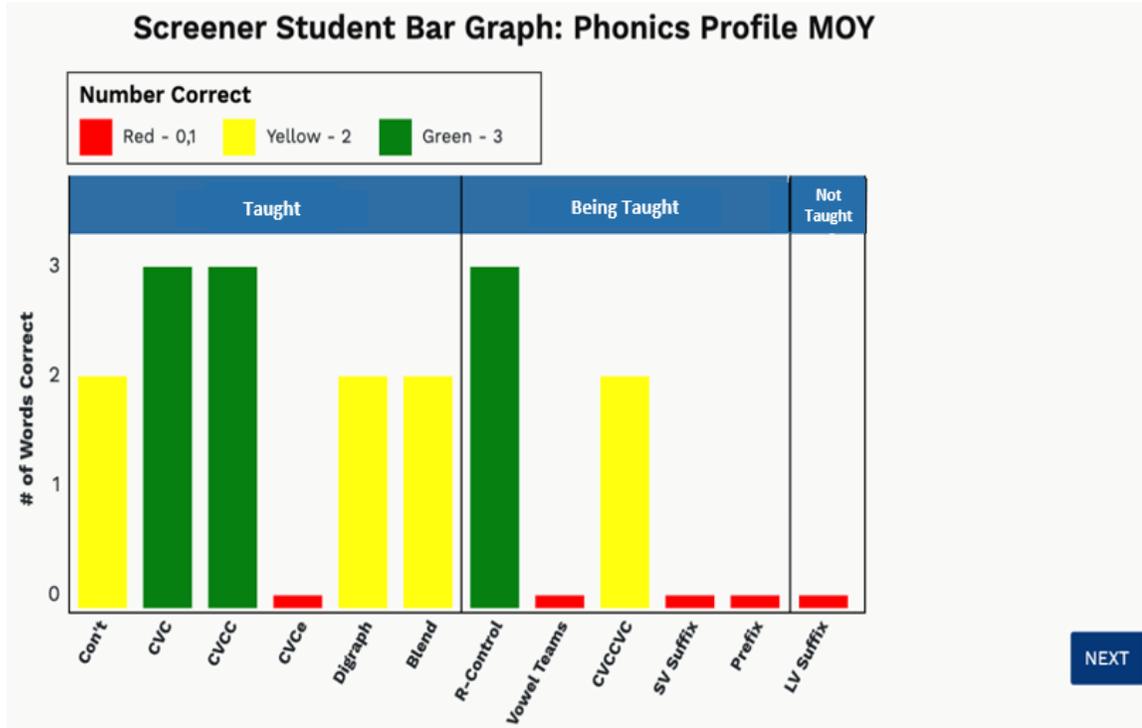
- Test Id:** MOY-TI1593201914HS
- Notes:** A section containing the text "a instead of e" (circled in red) and an orange box labeled "deg" with an information icon (i).
- Word Cards:** Three rows of word cards are shown:
 - Row 1: "deg" (with a speaker icon), "d", "e" (with a slash), "g", a green square, a red square with a white "X", and a yellow "Skip" button. Below the cards is the label "(beg)".
 - Row 2: "thod" (with a speaker icon), "th", "o", "d", a green square, a red square, and a yellow "Skip" button. Below the cards is the label "(rod)".
 - Row 3: "vur" (with a speaker icon), "v", "ur", a green square, a red square, and a yellow "Skip" button. Below the cards is the label "(bur)".
- Page Navigation:** At the bottom right, it shows "1 of 12" and a blue "NEXT" button (circled in red).

Step 8 : Viewing Reports

Once the test is complete, 3 reports are automatically generated

1. Screener Student Bar Graph Report

2. Screener Student Tile Report



Step 8 : Viewing Reports Cont.

3. Diagnostic Recommendations Report

Skill Category	Score	Expectation	
Contractions	2	TAUGHT	<input checked="" type="checkbox"/>
CVC	3	TAUGHT	<input type="checkbox"/>
CVCC	3	TAUGHT	<input type="checkbox"/>
CVCe	0	TAUGHT	<input checked="" type="checkbox"/>
Digraph	2	TAUGHT	<input checked="" type="checkbox"/>
Blend	2	TAUGHT	<input checked="" type="checkbox"/>
R-Control	3	TAUGHT	<input type="checkbox"/>
Vowel Teams	0	BEING TAUGHT	<input type="checkbox"/>
CVCCVC	2	BEING TAUGHT	<input type="checkbox"/>
SV Suffix	0	BEING TAUGHT	<input type="checkbox"/>
Prefix	0	BEING TAUGHT	<input type="checkbox"/>
LV Suffix	0	NOT TAUGHT	<input type="checkbox"/>

All categories with the expectation of **TAUGHT** should have a score of 3/ green, or we recommend that the diagnostic for that category be given: **Contractions, CVCe, Digraph, Blend**

You may also select additional categories for diagnostic testing by clicking on the circle.