



# Phonics Hero

A User Guide for Teachers

Accessing Your Account	2
The Free Resources	2
Whole Class Games	2
Worksheets	2
Assessment Tools	3
Paid Add-On: Child Accounts	4
Setting Up - Teachers	4
Setting Up - Classes	4
Setting Up - Students	4
Managing the Child Accounts	5
Buy Additional Child Accounts	6
Distributing Logins	7
Class Scheduling and Setting Homework	8
Reporting	8
Usage Stats	10
Accessing the Child Accounts (The App and Speeding up the Login Process)	10
Paid Add-On: No-Prep Phonics Lessons	12
Launching Your Lesson	12
Activities for Teaching the Sounds	12
Reading Activities	12
Blending	13
Sentence Reading	13
Nonsense Words	13
Spelling	14
Sentence Spelling	15
Help & Support	15
Technical Support	15
Contact Us	15

# Accessing Your Account

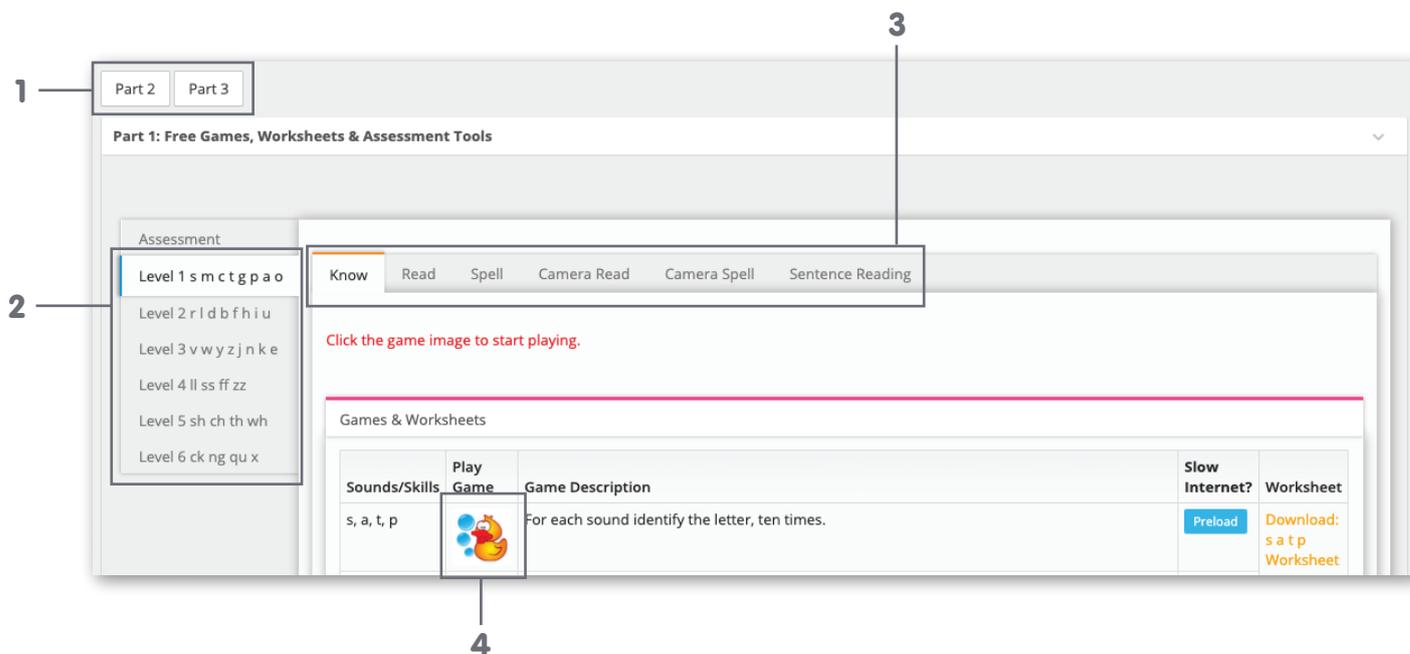
1. Visit [www.phonicshero.com](http://www.phonicshero.com).
2. Click Login.
3. Enter your registered email address and password.

## The Free Resources

The free resources are all available in the Learning Library, which you can navigate to by clicking 'Learning Library' on the Welcome page or in the left-hand menu.

### Whole Class Games

1. Navigate to the relevant part. There are three parts to Phonics Hero.
2. Choose the target level from the 26 levels.
3. Choose the target skill: knowing the sounds, reading, spelling, tricky (camera) word reading, tricky (camera) word spelling or sentences.
4. Click the image next to the sounds or skills you wish to practise (e.g. the duck) and the game will start.



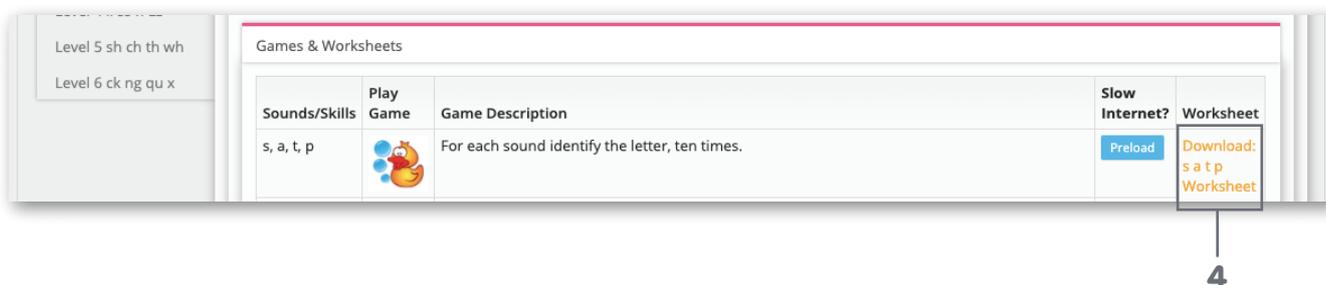
Once you've completed the game, use the navigation on the left to play more games.

**Tip:** if you have slow internet, click the 'Preload' button before your lesson. When you're ready to play, click the game's image icon as normal and the game will load quicker.

### Worksheets

See steps 1-3 in the 'Whole Class Games' section above.

4. Click the link and the worksheet will download



**Please note:** Letters & Sounds users will find the worksheet link in the 'Game Description' column.

## Supported vs. Independent Worksheets

For each of the read, spell and sentence reading skills, there are supported and independent worksheets. The supported sheets are designed to give a little help to the child, whereas the independent activities are for children to 'go it alone'.

## Assessment Tools

1. Navigate to the relevant part. There are three parts to Phonics Hero.
2. Click the tab labelled 'Assessment' (found at the top of each Part) to download the Excel tracker and the child and teacher's sheets.

1 — Part 2 Part 3

2 — Assessment

Level 1 s m c t g p a o

Level 2 r l d b f h i u

Level 3 v w y z j n k e

Level 4 ll ss ff zz

Level 5 sh ch th wh

Level 6 ck ng qu x

Part 1: Free Games, Worksheets & Assessment Tools

Assessment Tools

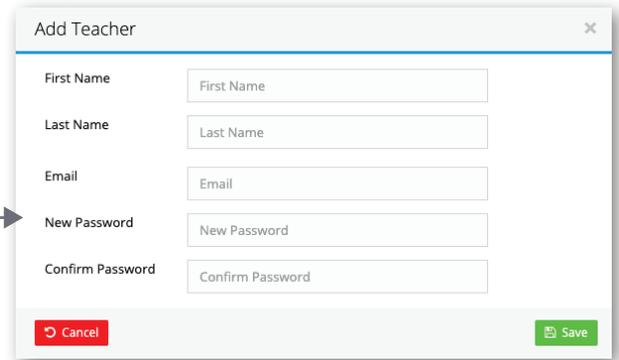
Excel tracker for all skills [Download](#)

Skill	Child Prompt Sheet	Teacher Record Sheet
Know	<a href="#">Download</a>	<a href="#">Download</a>
Read	<a href="#">Download</a>	<a href="#">Download</a>
Spell	Child uses magnetic letters/writes answers	<a href="#">Download</a>
Camera Word Reading	<a href="#">Download</a>	<a href="#">Download</a>
Camera Word Spelling	Child uses magnetic letters/writes answers	<a href="#">Download</a>

## Setting Up - Teachers

Only the admins of schools are able to set up a new Teacher Account:

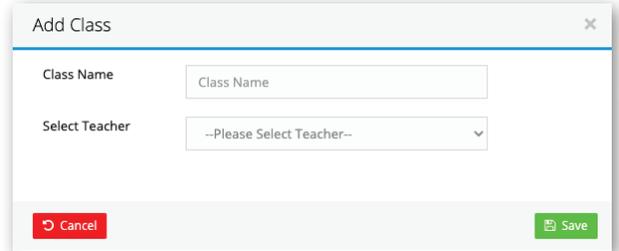
1. Select Manage Accounts in the left menu
2. In the Teachers section, click 'Add Teacher'
3. When the pop-up window appears, fill in the teacher's details →
4. Click 'Save'



## Setting Up - Classes

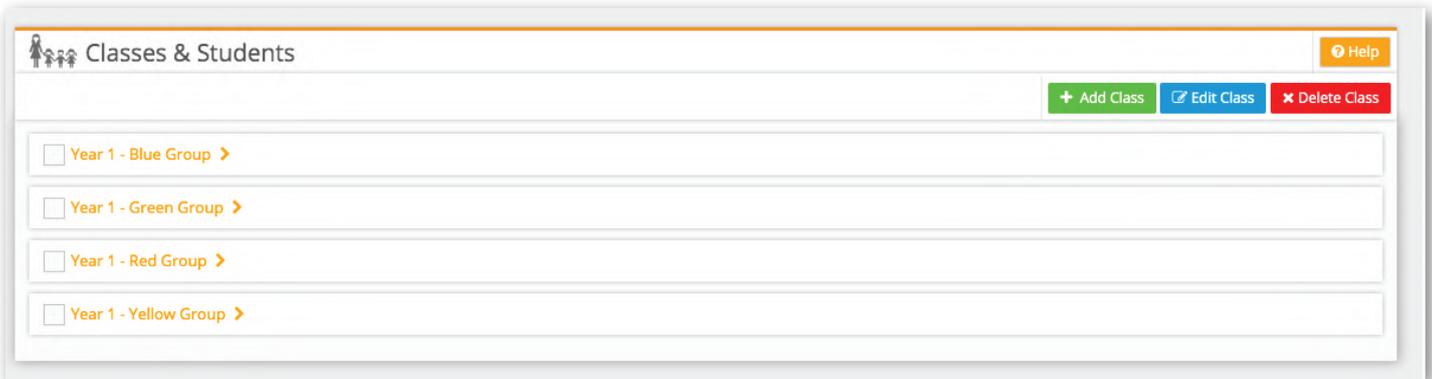
To add a new class:

1. Go to the Classes & Students section within the Manage Accounts page
2. Click 'Add Class'
3. Fill in the details and click 'Save'



**Please note:** in the Classes & Students section, you are able to see all of the classes that are set up within your school, however you may only edit those that are assigned to you.

**Tip:** rather than having all your children in one class, why not set up several classes and split your children up into their phonics groups? This will help you in the day-to-day management of the accounts when you are assigning levels, scheduling homework and tracking the groups' progress.



## Setting Up - Students

Your Child Accounts should already have been created and assigned to you. You can view these by going to the Manage Accounts page (through your left menu). Scroll down to the 'Classes & Students' section and click on a class name to expand the list of all children within that class.

**Please note:** Administrators for the school will be able to see all children for the school here, everyone else can only see those that have been assigned to them.

If the accounts have not yet been created, or you need to add some more, firstly ensure you have set up the classes needed (see the previous section), then:

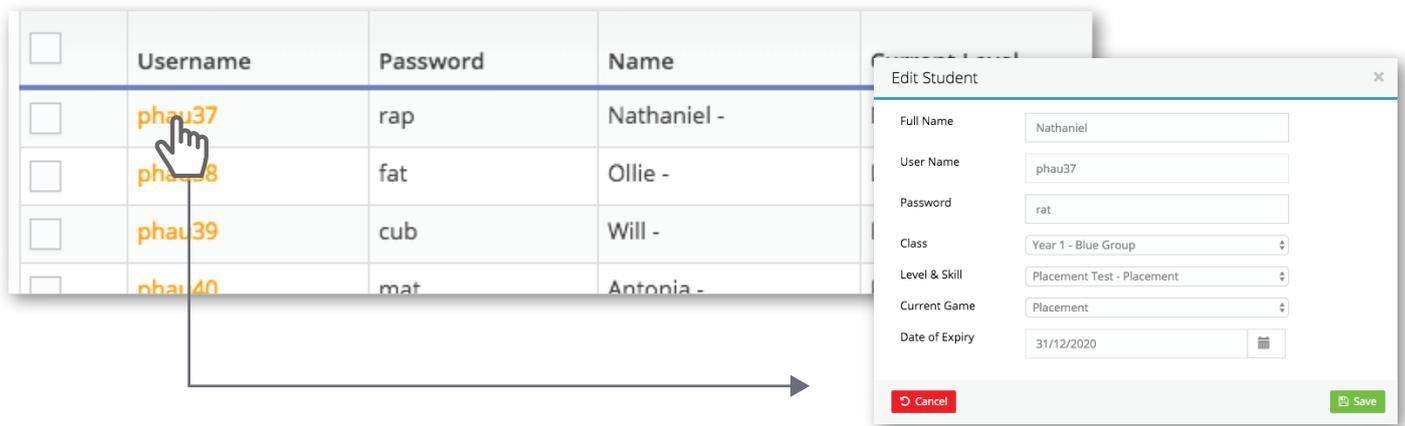
1. Click the name of the class to expand it
2. Click the green 'Add/Buy Accounts' button
3. Follow the on-screen wizard

The Child Accounts will be set up and ready to use instantly.

# Managing the Child Accounts

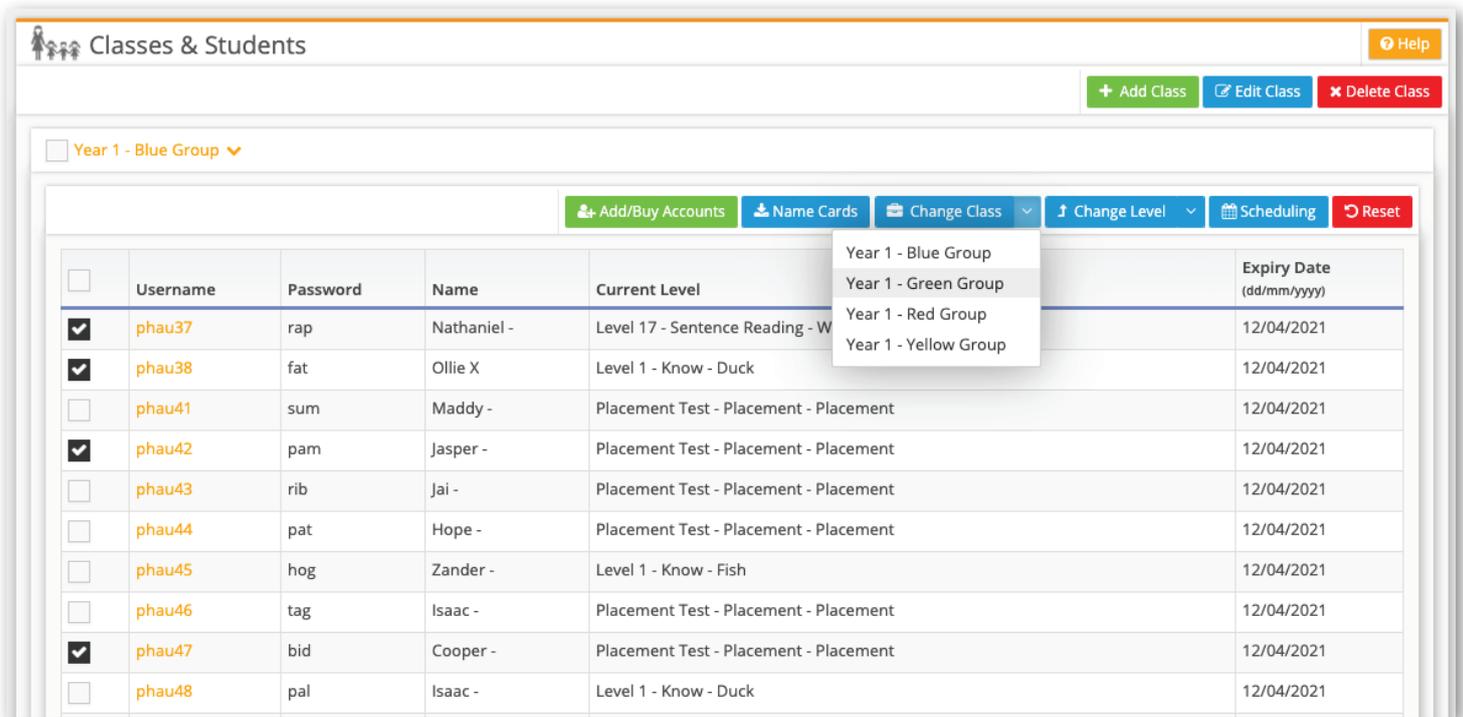
## Edit the Details of One Child

Click the username of a child to edit their details including: name, password, class and the level you want them to play.



## Edit the Details of Multiple Children at Once

You can also change the details of several children at once. Tick the boxes next to each child's username and then use the action buttons at the top.



## Transfer an Account from One Child to Another

If one child no longer needs their account (perhaps they have left the school or they have moved on from phonics), and you have a new child who could use it, you can transfer the account between the 2 children.

1. Tick the box next to the student who no longer needs the account.
2. Click the 'Reset & transfer' button at the top.
3. A message will appear asking you if you want to transfer the account or leave it as a spare. Choose the transfer option and click 'Next'.
4. Continue with the steps that follow to add the details of the new child.

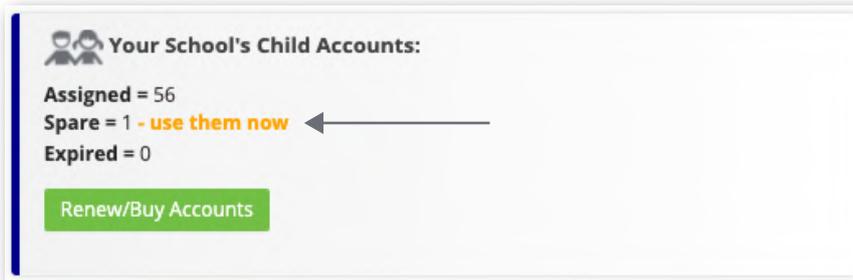
## Delete/Reset a Child

If one of your students has left the school, we don't allow you to delete this account as it means you've lost access to an account you've purchased. Instead you can reset the account and leave it as a spare to be used later for any new joiners that arrive.

1. Tick the box next to the student who no longer needs the account.
  2. Click the 'Reset & transfer' button at the top.
  3. A message will appear asking you if you want to transfer the account or leave it as a spare. Choose the reset option and click 'Next'.
  4. Continue with the steps that follow asking you to confirm this action.
- The account will now be ready to use when you are. The next section will show you how.

## Assign a Spare Account

At the top of your Manage Accounts page you will see your school's information, including a summary of any spare accounts you may have:



**Your School's Child Accounts:**  
Assigned = 56  
Spare = 1 - [use them now](#) ←  
Expired = 0  
[Renew/Buy Accounts](#)

If you have spares available, click on the orange "use them now" link. The window that opens will then take you through the steps to assign however many spares you wish to use to new students.

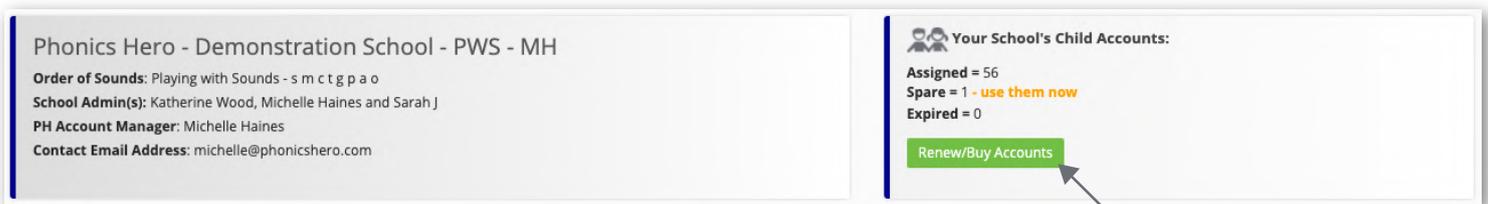
If you don't have any spares, you can purchase additional accounts by following the steps in the next section.

## Buy Additional Child Accounts

If you need to purchase more accounts, you can do so directly within your Teacher Account ready to be used instantly. Log in to your account and click 'Manage Accounts' in the left menu.

There are 2 places on this page you can do this:

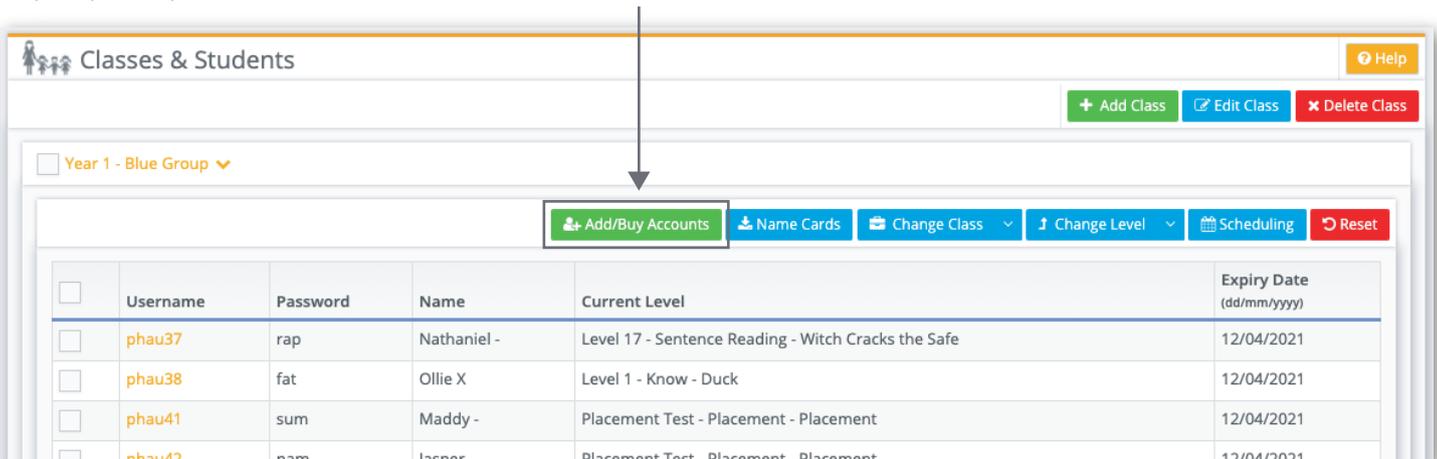
On behalf of your whole school...



Phonics Hero - Demonstration School - PWS - MH  
Order of Sounds: Playing with Sounds - s m c t g p a o  
School Admin(s): Katherine Wood, Michelle Haines and Sarah J  
PH Account Manager: Michelle Haines  
Contact Email Address: michelle@phonicshero.com

**Your School's Child Accounts:**  
Assigned = 56  
Spare = 1 - [use them now](#)  
Expired = 0  
[Renew/Buy Accounts](#)

Or for just your specific class...



Classes & Students

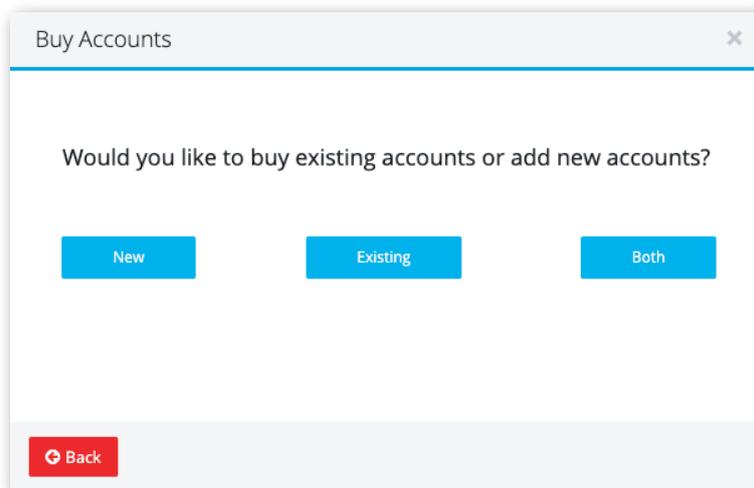
Year 1 - Blue Group

[Add/Buy Accounts](#) [Name Cards](#) [Change Class](#) [Change Level](#) [Scheduling](#) [Reset](#)

	Username	Password	Name	Current Level	Expiry Date (dd/mm/yyyy)
<input type="checkbox"/>	phau37	rap	Nathaniel -	Level 17 - Sentence Reading - Witch Cracks the Safe	12/04/2021
<input type="checkbox"/>	phau38	fat	Ollie X	Level 1 - Know - Duck	12/04/2021
<input type="checkbox"/>	phau41	sum	Maddy -	Placement Test - Placement - Placement	12/04/2021
<input type="checkbox"/>	phau42	pam	Jasper -	Placement Test - Placement - Placement	12/04/2021

Both processes are the same, you would choose one over the other depending on who you are buying the accounts for i.e. for children across several classes, or just one.

1. Click the green 'Add/Buy Accounts' or 'Renew/Buy Accounts' button.
2. In the window that opens, you will firstly be shown the price per child, per year. Click 'Buy Now'.
3. You'll be given the option to buy existing accounts, add new accounts, or both.



The next steps depend on what you choose here:

- If you're purchasing existing accounts, tick the boxes to select which accounts you want to purchase from your current list of students.
- If you'd like to purchase new accounts, enter the number of new children you'd like to add, add their details and then click 'Next' and complete the steps that follow.

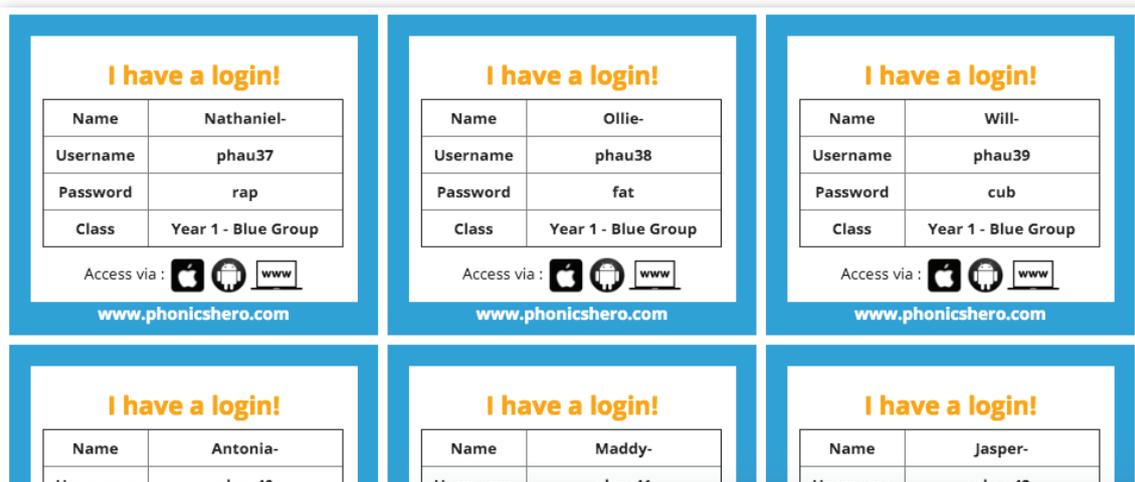
4. The final step will ask you to select how long you would like the accounts to be active for, 1 year or 6 months. Once you have selected this you will have a summary of your purchase: total number of accounts and the total price. Once you are ready to finalise your order, click 'Buy Now'.

Your accounts have now been created and are ready to use.

## Distributing Logins

We have Name Card templates all ready-made for you so that you can give the children a reminder of their login details. They're useful to send home to parents so the children can continue to play at home as well as in school!

1. In your Teacher Account, select 'Manage Accounts' from the left menu.
2. Scroll down to the 'Classes & Students' section and click on a class to expand the list.
3. Either select specific children using the tick boxes next to their usernames or select a whole class by ticking the check box at the top of the list.
4. Click the blue 'Name Cards' button at the top of the class list.
5. Now download these as a PDF or print them straight from your browser.

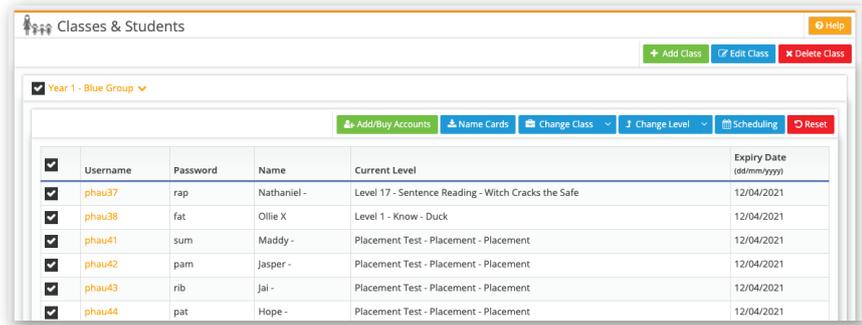


# Class Scheduling and Setting Homework

Your Teacher Account gives you the functionality to stop your children progressing past a particular level and/or skill.

To access the Scheduling section:

1. Go to 'Manage Accounts' through the left-hand menu.
2. Scroll down to the Classes & Students section and click on the class name to expand the list.
3. Check the tick box at the top of the list so that all children are selected, and then click the blue 'Scheduling' button at the top.



## Creating a New Schedule

1. Scroll down to the 'Add Scheduling' section.
2. Select the maximum level and skill that you wish your children to be able to play.
3. Choose the start and end date for when this schedule should be in place.
4. Click 'Save'

The 'Add Scheduling' form has three main input fields: 'Furthest level & skill' with a dropdown menu showing 'Level 2 - Sentence Reading', 'From:' with a date field '22/01/2020' and a calendar icon, and 'Up to and including:' with a date field '16/02/2020' and a calendar icon. At the bottom right, there are 'Clear' and 'Save' buttons.

## Edit an Existing Schedule

You can also edit these schedules at any time if your class is progressing faster or slower than expected by ticking the box next to the schedule and clicking 'Edit'.

## Tips For Using the Scheduling Function

- Plan ahead - you are able to add as many schedules as you like, which means you can plan your whole year ahead of time.
- You cannot overlap - if you have two schedules in place at once, the system would get confused and wouldn't know which schedule to put in place. Therefore the first schedule must end before the second one can start.
- Don't leave a gap - if you leave a few days between two schedules, there will be no schedule and although children must still play the games sequentially, they will be able to keep playing as far as they want, until the next schedule starts.

## Reporting

Phonics Hero's reporting function allows you to include your children's progress in your day-to-day assessment; this can be done on a whole class or individual basis.

## Whole Class Reports

The class reports can be found through the left-hand menu by selecting 'Reporting'. Then use the drop-down menus at the top of the page to select exactly what you want to see.

First, select your class. The reports you see contain your class's average percentage score for each level and skill.

Class Reports Help

See how your class is doing; drill down and see the scores for each level and skill. Before moving on, ensure that each skill is green - firmly embedded, easy and automatic.

Class: Year 1 - Red Group | Level: --Please Select Level-- | Skill: --Please Select Skill-- | [Export Results](#)

**Red** This skill needs more attention - drill down to see where difficulties lie. | **Orange** Nearly there - give more practise to push scores into green. | **Green** Mastered! This skill is well embedded - move on!

Part 1

Level	Know	Read	Spell	Camera Read	Camera Spell	Sentence Reading	Prize
Level 1	94	83	79	95	83	60	<a href="#">Download</a>
Level 2	95	72	90	93	83	63	<a href="#">Download</a>
Level 3	99	88	84	92	51	51	<a href="#">Download</a>
Level 4	94	86	0	0	0	0	<a href="#">Download</a>
Level 5	0	0	0	0	0	100	<a href="#">Download</a>
Level 6	0	0	0	0	0	0	<a href="#">Download</a>

Then select a level in the second drop-down menu for a detailed list of each child's individual score for each skill within that level.

Level 2

Name	Know	Read	Spell	Camera Read	Camera Spell	Sentence Reading	Prize
Andy	84	91	32	93	65	72	<a href="#">Download</a>
Emma Jones	94	74	96	100	100	63	<a href="#">Download</a>
Lee Aitken	93	65	91	91	93	72	<a href="#">Download</a>
Lucas Smart	96	69	84	86	67	64	<a href="#">Download</a>
Matt Cook	0	0	0	0	0	0	<a href="#">Download</a>

The third drop-down menu will allow you to drill down further into each skill to see how each child is performing on each of the sub-skills e.g. a specific sound or camera/tricky word, or a particular stage within learning that skill.

Level 2 - Read

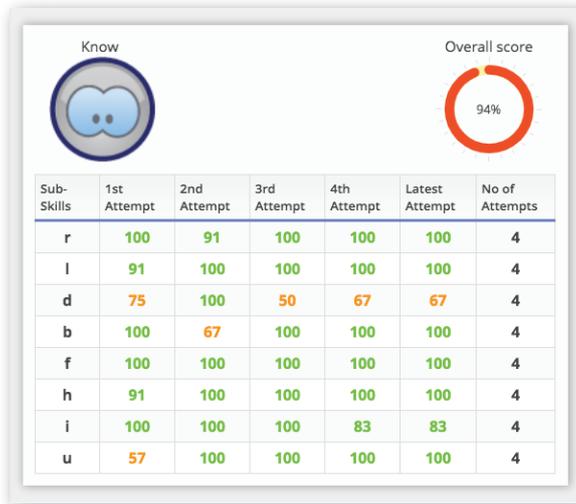
Name	Beginning Reading	Blending	Nonsense Word Reading	Fast Reading	Prize
Claire Collier	84	91	32	93	<a href="#">Download</a>
Natalie	80	82	85	86	<a href="#">Download</a>
Lucas Smart	73	84	64	58	<a href="#">Download</a>
Emma Jones	80	82	85	86	<a href="#">Download</a>

## Individual Reports

The individual child reports can also be found in the left menu under 'Reporting' and is set up in the same way as the class reports.

The first 2 drop-down menus at the top of the page prompt you to select your class and the desired child. The first table that is displayed shows this child's overall scores for each level and skill.

For a more detailed analysis, use the third drop-down menu to select a level. This will now show you their score for each skill and sub-skill. You can also analyse their playing history: their scores for their first attempt, second attempt and so forth.



## Exporting the Data

These reports can also be exported to Excel; look for the blue 'Export' button when you're on any reporting page, at any level.

Use these downloaded reports for offline discussions with parents or your colleagues.

## Usage Stats

With our Usage Stats report, you can see how often and how long each child has played Phonics Hero. This can be especially useful for checking which children might need reminders of their logins or encouragement to continue playing.

1. In the left-hand menu, click 'Reporting'.
2. When the menu expands, click 'Usage Stats – Students'.
3. Use the drop-down menu to select the correct class.

**Please note:** Teachers will only be able to see classes assigned to them. If you are the Admin on the school's account, you will be able to see all classes across the school.

The report details the child's last date of login, how many times they have logged in and how long they have been playing for.

Name	Username	Class	Last Login DD/MM/YYYY	Logins	Total Time Spent Playing
Natalie	phau2	Year 1 - Green Group	16/03/2021	6	21 Minutes
James	phau3	Year 1 - Green Group	01/11/2020	7	2 Minutes
Gavin	phau4	Year 1 - Green Group	01/09/2020	1	10 Minutes

To export the report click the blue 'Excel' and/or 'PDF' button in the top right corner.

## Accessing the Child Accounts

Children can access their accounts through a computer (we recommend the Chrome browser) or through a tablet (iPads and compatible Android tablets) using our app.

## The Phonics Hero App

To download the app, please visit the App Store (on iPads) or Google Play (for Android tablets) and search for "Phonics Hero". This is a large app, so please be patient as it may take a while to download.

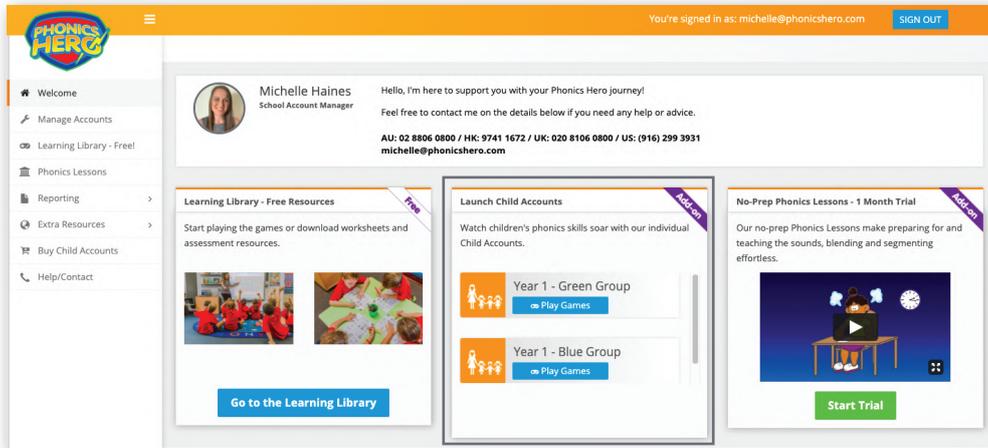
**Please note:** to play the games your tablet must be connected to the internet.

## Speed up the Login Process

Children are able to log in to their accounts using their personal details, however you can save time on “forgotten details” by logging in through your Teacher Account instead on both computers and through the app.

On a computer:

1. Log in to your Teacher Account.
2. On the Welcome page, in the middle box labelled “Launch Child Accounts”, you should see a list of your classes. Choose the relevant class by clicking its blue ‘Play Games’ button.



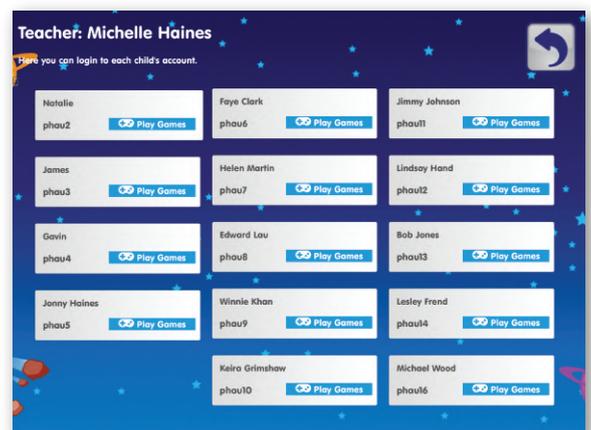
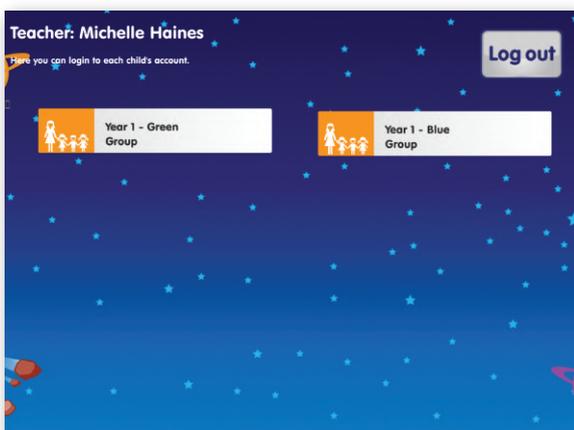
3. You will now see a list of all of the children within that class. The children simply look down the list for their name, click ‘Play’ next to it, and it takes them straight to their own account.

Name	Login	Username	Password
Natalie	Play	phau2	rug
James	Play	phau3	hub
Gavin	Play	phau4	cub
Jonny Haines	Play	phau5	phau5
Faye Clark	Play	phau6	phau6
Helen Martin	Play	phau7	phau7
Edward Lau	Play	phau8	phau8

When the first child has finished, they click the back button to log out and it will bring them back to the Welcome page ready for the next child to log in to their own account in the same way.

In the App:

1. Log in to your Teacher Account
2. On the first page choose the relevant class. This will reveal a list of all the children in that class.
3. Children click the blue “Play Games” button in the box with their name and this will take them straight into their account.



# Paid Add-On: No-Prep Phonics Lessons

Access the Phonics Lessons through your Teacher Account by clicking 'Phonics Lessons' in the menu on the left, or through the box labelled 'Phonics lessons' on the Welcome page.

## Launching Your Lesson

Tabs to switch between the 3 different parts

Level	Sounds	Read	Spell
1	s m c t g p a o	▶	▶
2	r l d b f h i u	▶	▶
3	v w y z j n k e	▶	▶
4	ll ss ff zz	▶	▶
5	sh ch th wh	▶	▶
6	ck ng qu x	▶	▶

Back to previous page.

Spell: Launch spell activities for all sounds within that level.

Sounds: Select your target sound to launch its activities including pronunciation and fluency.

Read: Launch read activities (words and sentences) for all sounds within that level.

## Activities for Teaching the Sounds



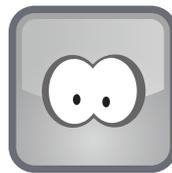
### Get it Right

Videos model the correct pronunciation of sounds.



### Tune in

Sounds are shown in the context of real words.



### Recognise

Identify the letter(s) associated with the sound.



### Speed Read

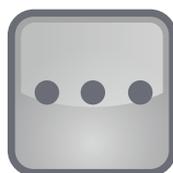
Fluency drills help improve accuracy and the speed in which children can recall the sound.



### Play

Practise the sounds with a Phonics Hero game.

## Reading Activities



### Blending

Practise blending with phonics and picture support.



### Speed Read

Improve children's reading fluency with quick-fire reading practice.



### Nonsense Word Reading

Assess if children can decode with non-words.



### Play

Practise blending with a Phonics Hero game.



### Switch

Switch between word and sentence activities.

## Blending

Hide/show the top buttons to tidy up the screen and help focus on the word.

Jump to spelling activities for the same target sound.

Switch between word and sentence practice.

Use sound buttons to hear each individual sound within the word.

Hear each sound slowly blended together.

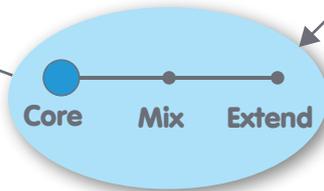


Switch between supported/independent ability: turn the sound buttons on/off.

Reveal the picture that matches the word. Then, click the picture to hear the word.

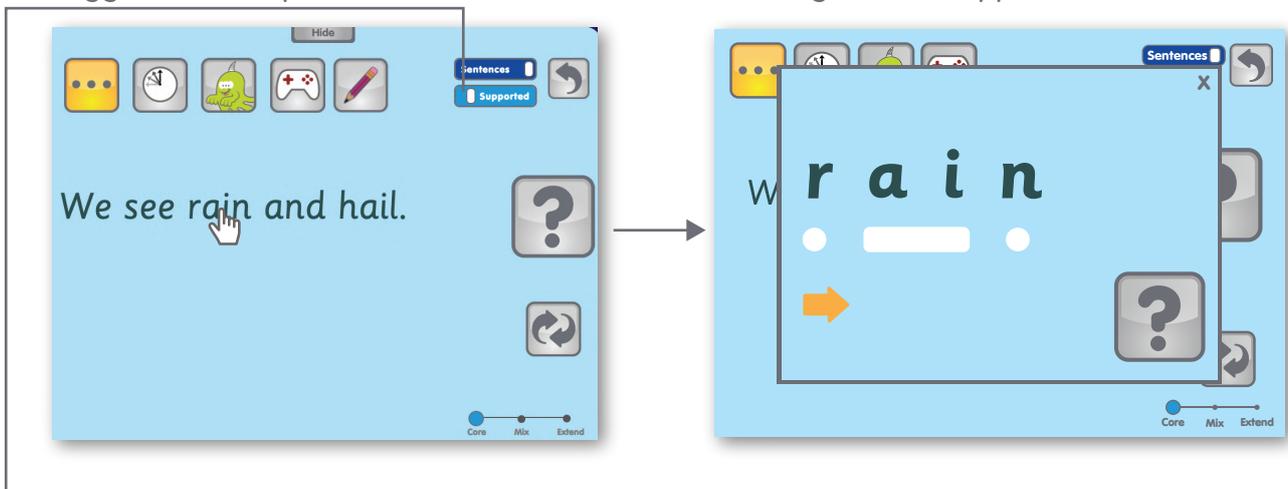
Generate a new word.

Differentiate between 'core' and 'extend' words and sentences by clicking on the toggle. Include both by choosing 'mix'.



## Sentence Reading

If children struggle to read a particular word in a sentence, click it to get 'word support'.



Switch between supported/independent ability: turn the bolding of camera/tricky words on/off.

## Nonsense Words

50% of the words in this activity are nonsense words; the remaining 50% are real words.

Aliens appear next to each nonsense word, so it's clear which words aren't real.



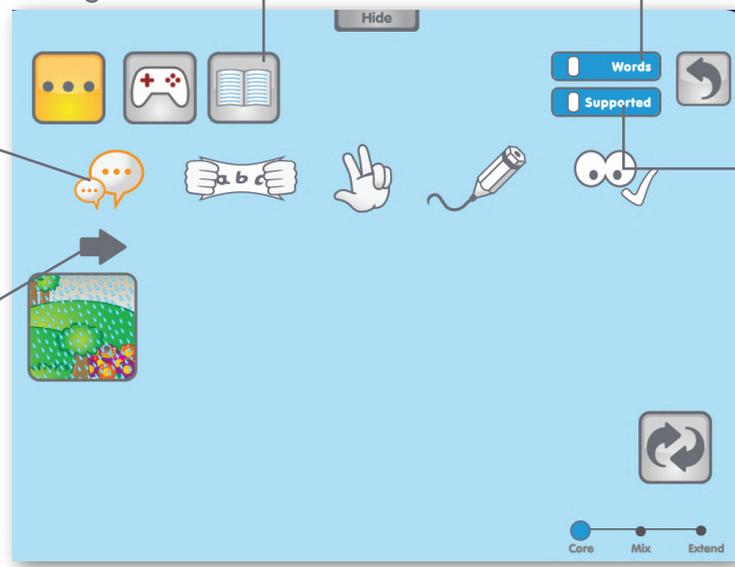
# Spelling

Go back to reading activities for the same target sound.

Switch between word and sentence practice.

Click each of the icons to move through the five steps.

Or use the arrows to save you running across the Interactive Whiteboard.

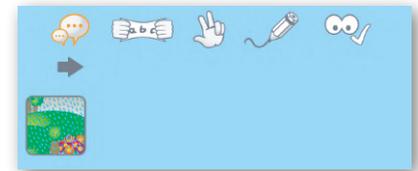


Switch between supported/independent ability: displaying/hiding a reminder of the 5 step process.

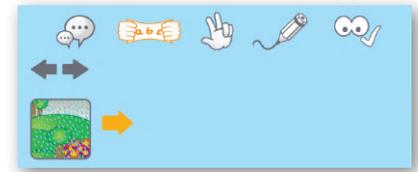
## Teach Spelling with our 5-step Process



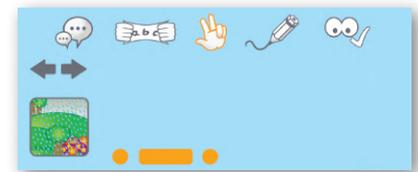
**Say the Word**  
Click the picture to hear the word.  
Top tip: you can do this at any time through the 5 steps if you need to hear the word again.



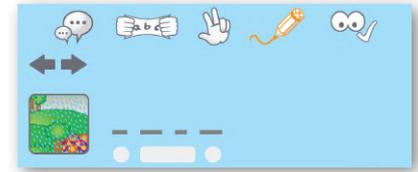
**Stretch the Word**  
Click the arrow to hear the word stretched out.



**Count the Sounds**  
Click the first sound button that is shown, to autoplay each phoneme being sounded out.  
Top tip: any time the sound buttons are shown, you can click them for a repeat of the phoneme.



**Represent the Sounds**  
Give children the opportunity to spell out the word.  
One line equates to one letter.



**Does It Look Right?**  
Displays the word - did you get it right?



# Sentence Spelling

The screenshot shows the Sentence Spelling interface with several callouts:

- Hear the sentence in full.** Points to a speaker icon and a green cup icon.
- Click the line for help encoding an individual word children may be struggling with.** Points to a horizontal line below the speaker icons.
- Switch between supported/independent ability: displaying/hiding the word lines and speaker icons.** Points to the 'Sentences' and 'Supported' toggle buttons.
- Click the speaker icon to hear a single word repeated.** Points to one of the speaker icons.
- Reveals the written sentence.** Points to a checkmark icon and a refresh icon.

The interface also features a 'Hide' button at the top, a 'Core Mix Extend' progress indicator at the bottom, and a 'Sentences' dropdown menu.

## Help & Support

### Technical Support

If you are experiencing any technical difficulties, please check the Support page on our website; there's lots of information there that could help you solve your query instantly! For additional technical support, please contact the team using the details below.

### Contact Us

Have a question, need some help or just want to chat? Get in touch with the Phonics Hero team and we will be happy to help you however we can.

**Email:** [info@phonicshero.com](mailto:info@phonicshero.com)

**Phone:** AU - 02 8806 0800 / HK - 9741 1672 / UK - 020 8106 0800 / US - (916) 299 3931