



Diagnostic Testing Instructions

In-person Testing

(School/Institution must have an active license)

Requirements

- 2 iPads or 2 Chromebooks
 - 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

Step 1: Teacher Set Up

Go to <https://app.keyphonics.org/> and select “Teacher Login”
Login using email and password



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

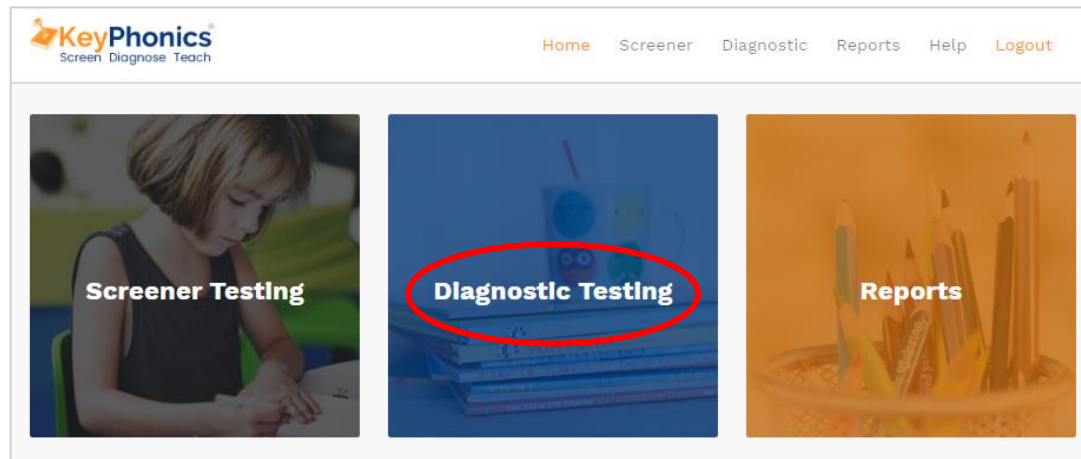
Please provide password

LOGIN

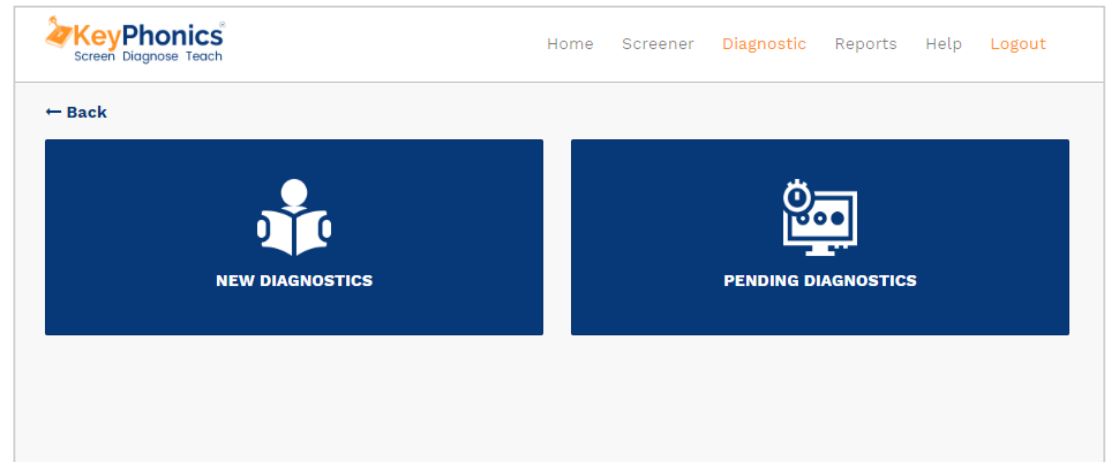
Forgot your Password?

Step 2: Teacher Set Up

1. Select “Diagnostic Testing”



2. Select “NEW DIAGNOSTIC” or “PENDING DIAGNOSTIC”



Step 3: Teacher Set Up for “NEW DIAGNOSTIC”

Select options for Diagnostic Testing, then click “NEXT”

Teacher View

The screenshot shows the 'Teacher View' of the KeyPhonics diagnostic testing setup. The page title is 'Select options for Diagnostic Testing'. On the left, there are three dropdown menus: 'Skills' (with 'Select Skill' as the placeholder), 'Sort By' (with 'Select' as the placeholder), and 'Student' (with 'Select Student' as the placeholder). A 'Back' link is located above these menus. In the center, a 'DIRECTIONS' box contains the following text: 'Please select the Skill Category listed to your left in the dropdown to test your student. If you are a Reading Specialist you will have a Grade Level and Teacher option.' At the bottom right, there is a blue 'NEXT' button.

Reading Specialist View

The screenshot shows the 'Reading Specialist View' of the KeyPhonics diagnostic testing setup. The page title is 'Select options for Diagnostic Testing'. On the left, there are five dropdown menus: 'Skills' (with 'Select Skill' as the placeholder), 'Grade Level' (with 'Select Grade Level' as the placeholder), 'Teacher' (with 'Select Teacher' as the placeholder), 'Sort By' (with 'Select' as the placeholder), and 'Student' (with 'Select Student' as the placeholder). A 'Back' link is located above these menus. In the center, a 'DIRECTIONS' box contains the following text: 'Please select the Skill Category listed to your left in the dropdown to test your student. If you are a Reading Specialist you will have a Grade Level and Teacher option.' At the bottom right, there is a blue 'NEXT' button.

Step 3: Teacher Set Up for “NEW DIAGNOSTIC” Cont.

The teacher device will now show the code for the student device. The code MUST be entered on the student device before selecting “Begin Test”

KeyPhonics
Screen Diagnose Teach

Home Screener **Diagnostic** Reports Help Logout

TI1596478202BP

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

569564

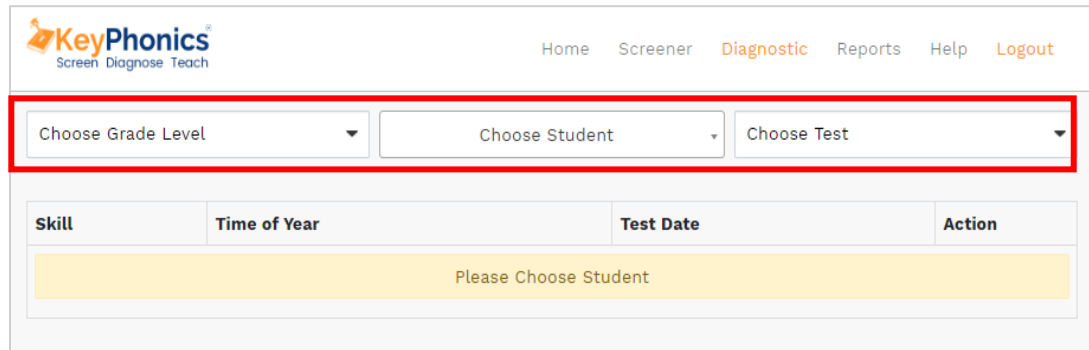
Once verification code is entered the student screen will say “Please wait” until the testing is started by selecting BEGIN TEST on teacher’s device.

Begin Test

VIEW INSTRUCTIONS

Step 3: Teacher Set Up for “PENDING DIAGNOSTIC”

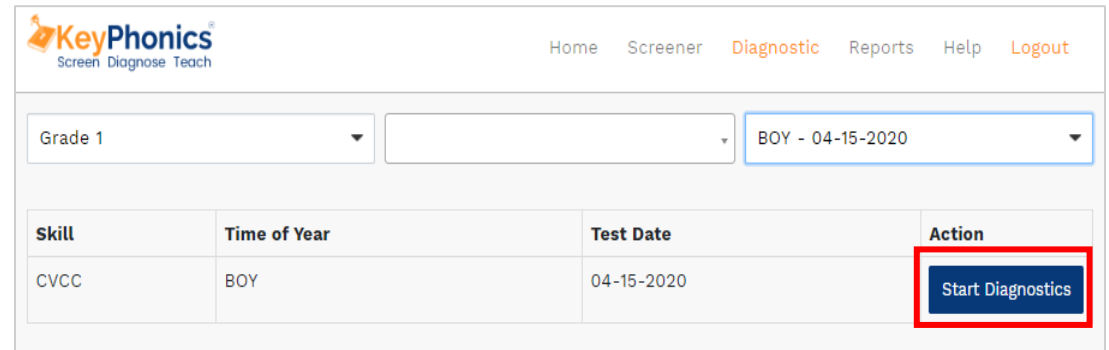
Select the options to bring up pending diagnostic recommendations



The screenshot shows the KeyPhonics interface with the navigation menu (Home, Screener, Diagnostic, Reports, Help, Logout) and three dropdown menus: "Choose Grade Level", "Choose Student", and "Choose Test". These three dropdown menus are highlighted with a red border. Below the dropdowns is a table with columns for Skill, Time of Year, Test Date, and Action. The table is currently empty, with a yellow message "Please Choose Student" displayed in the first row.

Note: Grade level teachers will not need to select a grade

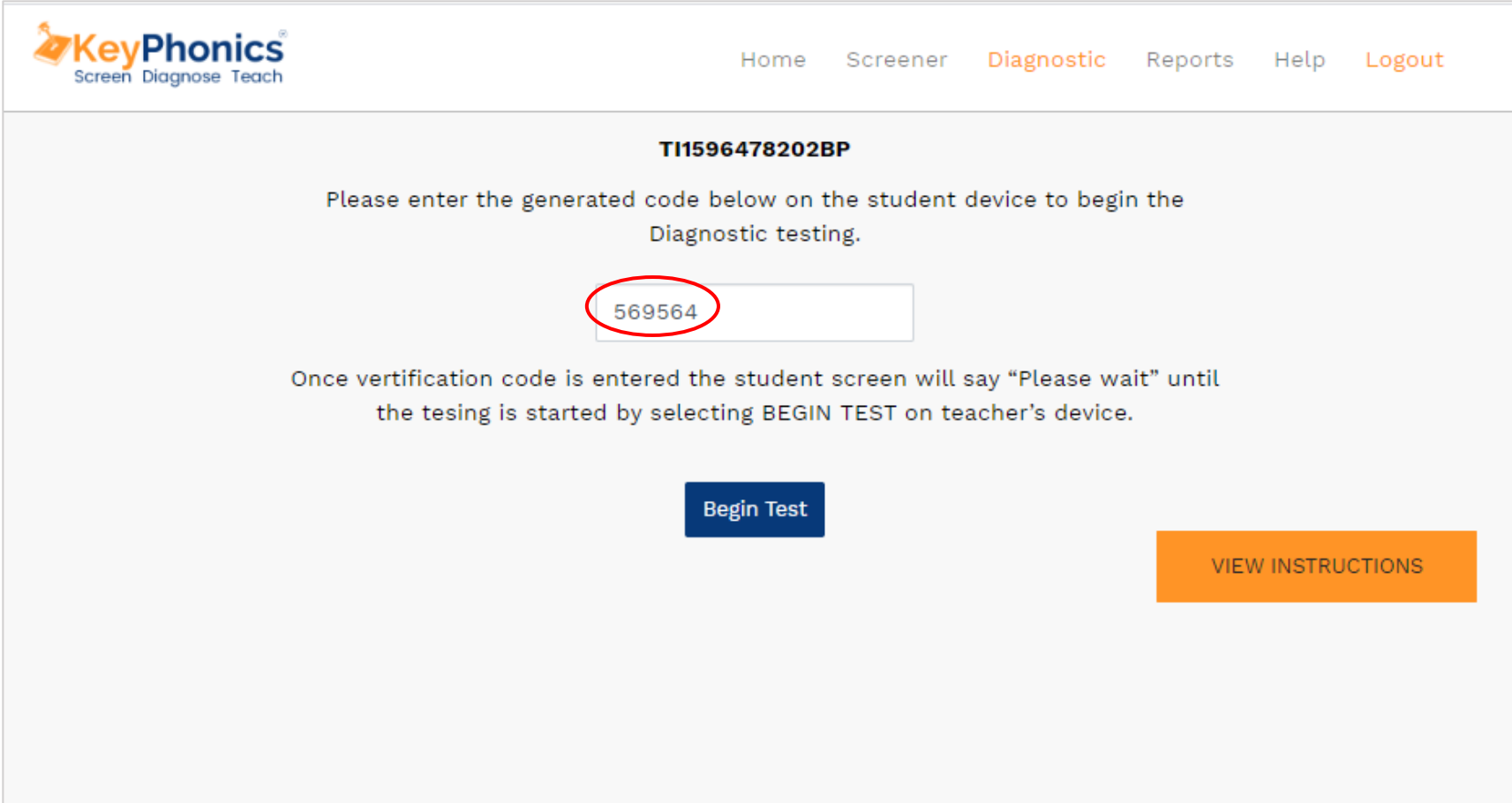
You can now choose a diagnostic test by selecting “Start Diagnostics” next to the corresponding skill



The screenshot shows the KeyPhonics interface with the navigation menu (Home, Screener, Diagnostic, Reports, Help, Logout) and three dropdown menus: "Grade 1", "Choose Student", and "BOY - 04-15-2020". Below the dropdowns is a table with columns for Skill, Time of Year, Test Date, and Action. The table contains one row with the following data: Skill: CVCC, Time of Year: BOY, Test Date: 04-15-2020, and Action: Start Diagnostics. The "Start Diagnostics" button is highlighted with a red border.

Step 3: Teacher Set Up for “PENDING DIAGNOSTIC” Cont.

The teacher device will now show the code for the student device. The code MUST be entered on the student device before selecting “Begin Test”



KeyPhonics
Screen Diagnose Teach

Home Screener **Diagnostic** Reports Help Logout

TI1596478202BP

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

569564

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/> and select “Student Login”



New to KeyPhonics - Learn More

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

Step # 1



Teacher Login



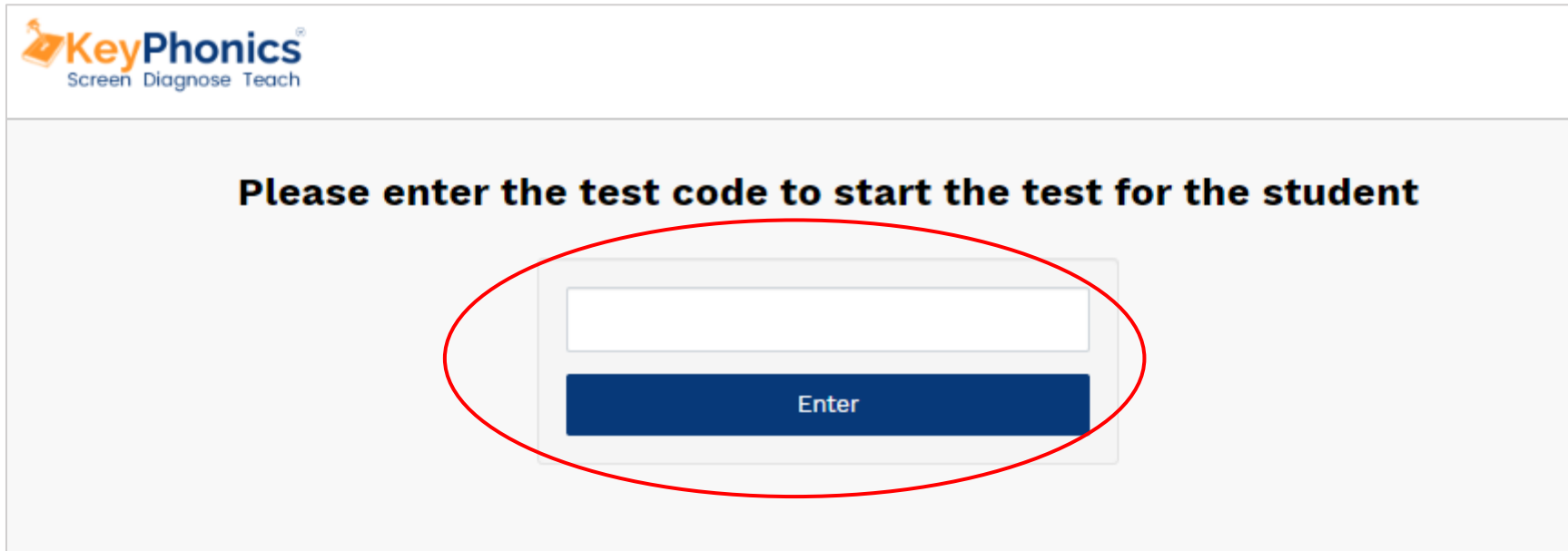
Step # 2



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

Enter

The screenshot shows a user interface for KeyPhonics. At the top left is the logo with the text 'KeyPhonics' and 'Screen Diagnose Teach' below it. The main content area has a light gray background with the instruction 'Please enter the test code to start the test for the student' in bold black text. Below this instruction is a form containing a white text input field and a dark blue button labeled 'Enter'. A red oval is drawn around the input field and the button.

Step 6: Teacher Set Up

Select “Begin Test” to start the test immediately

The screenshot shows the KeyPhonics interface with a navigation bar (Home, Screener, Diagnostic, Reports, Help, Logout) and a verification code 'T11586965514AI'. Below the code, there is a text prompt: 'Please enter the generated code below on the student device to begin the Diagnostic testing.' A text input field contains '259203'. Below the input field, it says: '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.' At the bottom, there are two buttons: a blue 'Begin Test' button circled in red, and an orange 'VIEW INSTRUCTIONS' button. An arrow points from the 'VIEW INSTRUCTIONS' button to the right-hand screenshot.

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

The screenshot shows the 'Diagnostic Instructions' screen. It features the same navigation bar as the previous screen. The main heading is 'Diagnostic Instructions:'. Below this, there is a scrollable box containing 'DIAGNOSTIC DIRECTIONS: Read the following paragraph to your student before selecting Begin Test on your device: All Categories except contractions: “I want you to read some words to me. These are not real words, they 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.” CONTRACTIONS: “I want you to read some words to me. These are ALL real words. I want you to try your best to read each word. You'. At the bottom right, there is a blue 'Begin Test' button circled in red.

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 'KeyPhonics Screen Diagnose Teach' and links for 'Home', 'Screener', 'Diagnostic', 'Reports', 'Help', and 'Logout'. Below the navigation bar, the page title is 'Diagnostic Testing for Skill Category CVCC'. There is a 'Notes' section with a text input field containing 'baft' and an information icon. Below the notes, there are three rows of phonics tiles. Each row consists of four letter tiles followed by a green square and a yellow 'Skip' button. The first row has tiles for 'b', 'a', 'f', 't' with '(raft)' below them. The second row has tiles for 'c', 'a', 'sp' with '(gasp)' below them. The third row has tiles for 'd', 'a', 'p', 't' with '(rapt)' below them. At the bottom right, there is a '1 of 9' 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 'KeyPhonics Screen Diagnose Teach' and a user icon. The main content area displays three words vertically: 'baft', 'casp', and 'dapt'.

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”

Diagnostic Testing for Skill Category
CVCC

Notes

/ SELECT INCORRECT LETTER, AN '/' WILL APPEAR

✓ SELECT GREEN BOX (CORRECT WORD)

SKIP YELLOW CIRCLE (SKIP WORD)

b a f t [Green Box] Skip
(raft)

c a sp [Green Box] Skip
(gasp)

d a p t [Green Box] Skip
(rapt)

1 of 9 NEXT

Step 7: Administering the Test Cont.

- To help with the correct pronunciation, there is a rhyming word below each nonsense word
- The instruction box can be reopened at any time by clicking the “i”

Diagnostic Testing for Skill Category
CVCC

Notes

baft

b a f t [green square] Skip
(raft)



c a s p [green square] Skip
(gasp)


d a p t [green square] Skip
(rapt)


1 of 9 NEXT

Step 7: Administering the Test

SELECT INCORRECT LETTER


 SELECT INCORRECT LETTER, AN '/' WILL APPEAR 



 SELECT GREEN BOX (CORRECT WORD)



 SKIP YELLOW CIRCLE (SKIP WORD)



Diagnostic Testing for Skill Category
CVCC


Notes

baft 

b a f t  
(raft)





c a sp  
(gasp)

d a p t  
(rapt)

1 of 9 


Step 7: Administering the Test



SELECT GREEN BOX (CORRECT WORD)



-  SELECT INCORRECT LETTER, AN '/' WILL APPEAR 
-  SELECT GREEN BOX (CORRECT WORD)
-  SKIP YELLOW CIRCLE (SKIP WORD)



Diagnostic Testing for Skill Category
CVCC


Notes

baft 

b a f t   Skip
(raft)

c a sp   Skip
(gasp)

d a p t   Skip
(rapt)

1 of 9 

Step 7: Administering the Test

YELLOW CIRCLE (SKIP WORD)

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

✓ SELECT GREEN BOX (CORRECT WORD)

SKIP YELLOW CIRCLE (SKIP WORD)

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

Diagnostic Testing for Skill Category
CVCC

Notes

baft

b a f t [Green Box] [Skip]

(raft)

c a sp [Green Box] [Skip]

(gasp)

d a p t [Green Box] [Skip]

(rapt)

1 of 9 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

Diagnostic Testing for Skill Category
CVCC

Notes
o instead of a

baft

b a f t [Green Box] Skip
(raft)

c a sp [Green Box] Skip
(gasp)

d a p t [Green Box] Skip
(rapt)

1 of 9 NEXT

Step 8 : Viewing Reports

Once the Diagnostic Test is complete, 3 reports are automatically generated

1. Diagnostic Student Tile Report

Diagnostic Student Tile: CVCC Skill Analysis

Key
White - Correct
Red - Incorrect

a
b a f t
c a sp
d a p t
v a n d
z a m t

e
h e st
k e sp
l e c t
p e p t
y e f t

i
k i p t
p i f t
s i m p
w i n t
z i l k

o
f o p t
h o f t
j o c t
r o n d
t o sp

u
d u f t
f u st
l u n k
t u m p
w u n k

View Notes Next

2. Diagnostic Instructional Recommendations

Diagnostic - Student Report Instructional Recommendations

	SKILL CATEGORY : CVCC				
Target Skill: Short Vowel	a	e	i	o	u
# Correct / # of Opportunities	(5/5)	(4/5)	(4/5)	(4/5)	(3/5)
Beginning of Word Error :	t				
Middle of Word Error :	c, e, i, o, p, u				
End of Word Error :	sp, st, t				

Instructional focus :

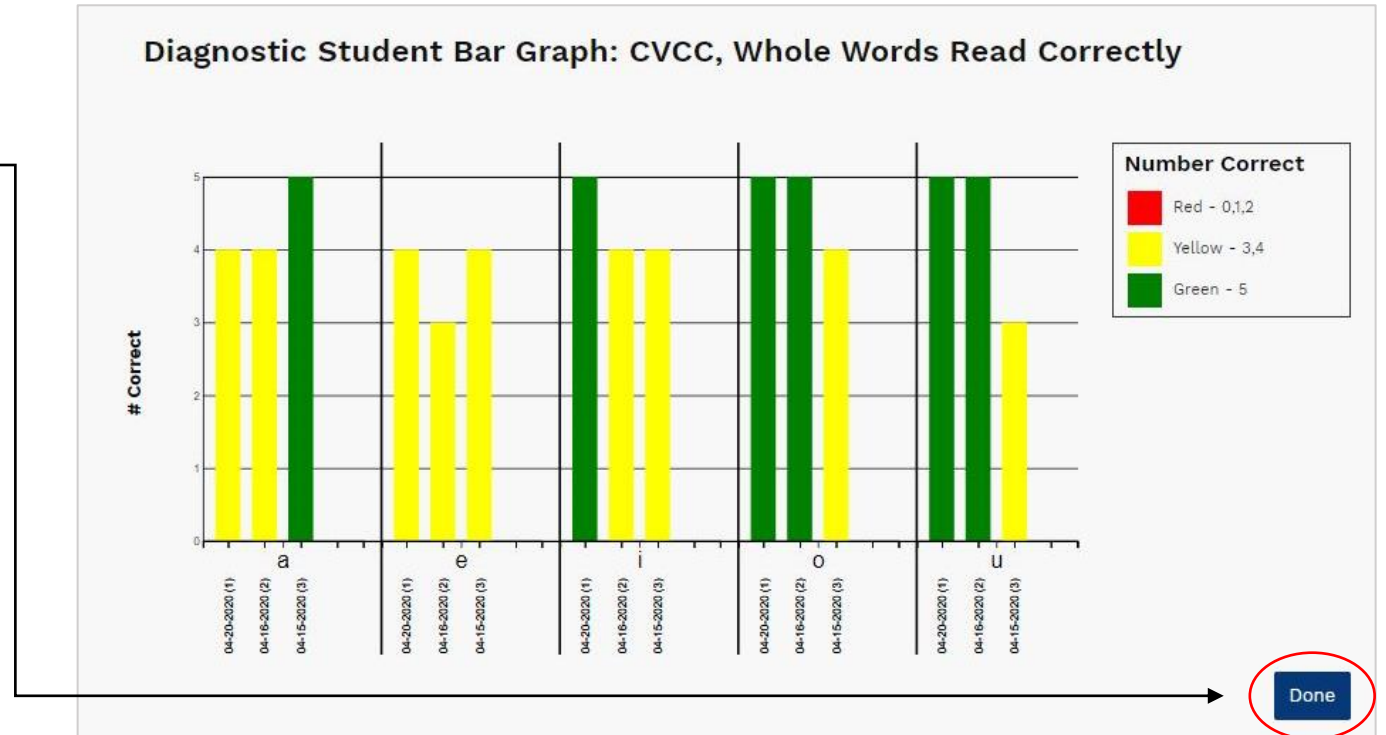
- Target Skill - instructional time spent on : some (e, i, o, u), review (a)
- Beginning of Word : t
- Middle of Word : c, e, i, o, p, u
- End of Word : sp, st, t

NEXT

Step 8 : Viewing Reports Cont.

3. Diagnostic Student Bar Graph

- This report will show up to the 5 most recent diagnostic reports for the tested skill
- Click “Done” to exit the reports



Conclusion

- For any questions, please contact us at <https://keyphonics.org/contact/support-ticket/>