



## **KeyPhonics Diagnostic Testing Quick Setup Guide**

### **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/ Teacher Device**

- Go to <https://app.keyphonics.org/>
- Select “Teacher Login” and login using email and password
- Select “Diagnostic Testing” and then either “NEW DIAGNOSTICS” or “PENDING DIAGNOSTICS”
- If you select “NEW DIAGNOSTICS”:
  - Select options to test student and click “NEXT”
  - See the **6 Digit Code or QR Code** for the student device
  - **Step 2 MUST be completed before the teacher clicks “Begin Test” on the teacher device**
- If you select “PENDING DIAGNOSTICS”, choose the student and test (Specialists will also have to select a grade level). Then click “Start Diagnostic” for the test you want to administer
  - See the **6 Digit Code or QR Code** for the student device
  - **Step 2 MUST be completed before the teacher clicks “Begin Test” on the teacher device**

### **Step 2: Student Set Up/ Student Device**

- Go to <https://app.keyphonics.org/>
- Select “Student Login”
- For Chromebooks, enter the **6 Digit Code** click “Enter”
  - The student’s device will say “Please Wait” until the teacher clicks “Begin Test” on their device
- For iPads, scan the QR code on the teacher device using the camera on the student device
  - The student’s device will say “Please Wait” until the teacher clicks “Begin Test” on their device

### **Step 3: Administering the Test**

- Read the instructions to the student by clicking “View Instructions” and then click “Begin Test”
  - Same three words will appear on teacher and student screen
- Student reads each word aloud
- Teacher scores each word
- Teacher clicks “Next” and next set of words show on both screens
  - Repeat until the student has finished
- When the student has finished Click “Submit” to end testing
  - The student device will display “Completed” and return to the Login screen
  - The teacher device will now show the student reports
- The 3 reports are the Student Tile, Instructional Recommendations, and Student Bar Graph
- To administer another new or pending diagnostics, click “Diagnostic” tab at top of the page and repeat steps above