

## **Spellingframe – Teacher's Guide**

[Inviting other teachers in your school](#)

[Setting up your class](#)

[Creating and scheduling spelling lists](#)

[Viewing Results](#)

## **Inviting other teachers in your school.**

If you registered your school for spellingframe then you are the administrator. You can invite other teachers from your school to create their own classes.

[Home](#) [About](#) [Contact](#)

You are the administrator for your school.  
You can invite teachers and manage the classes in your school.

Next academic year starts in: 12 months

### Current Academic Year

Class Count:1  
Start Date: September 2018

[Manage classes](#)

### Next Academic Year

Class Count:0  
Start Date: September 2019

[Manage classes](#)

### Teachers

Count: 3

[Manage Teachers](#)

Go to your dashboard and click 'Manage Teachers'. Add the names and email addresses of the teachers in your school. They will receive an email with their own usernames and passwords and will then be able to set up their own class by adding the names of their students.

It is also possible for someone logged in as the administrator to add the class lists for all the teachers in your school. To do this, invite all the teachers and then go to 'Manage Classes' and you can add the students for each class.

## Setting up your class

Creating **groups** will allow you to set different words to different groups of children in your class at the same time. To add a group, click on '0 Groups' and add the names of your groups e.g. 'Red' and 'Blue' etc.

Dashboard

Current Academic Year

Next Academic Year

Start Date: September 2018

Name	Teacher	Students	Groups	Tests		
Class 4		0 Students	0 Groups	0 Tests	Edit	Remove

[Add New Class](#)

Click on 'Students' to add, change or remove students from a class, add students to a group, print passwords or to view an individual student's test results.  
Click on 'Groups' to add, change or remove groups from a class. This will allow you to set different tests for different groups of students in your class.  
Click on 'Tests' to add, change or remove tests for a class or to view the results of a particular test.

To add students, click on '0 Students' and add the names and select the group for each child

New Student

Name\*

Joseph

Last Name\*

Bloggervich

Group

red

Save

Cancel

If you did not add groups first then you can go back and do it later, then assign the children to the groups.

When you have finished adding the names to your class you can download the children's usernames

[Print Login Information](#)

and passwords by clicking on 'Print Login Information'

This will download a pdf file that can be printed, cut up, and given to the children.

Login Information  
Class 4

Spellingframe

Spellingframe.co.uk

Name: Sarah Anon  
Username: Test-SarAno  
Password: b...

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Name: Joseph Bloggervich  
Username: Test-JosBlo  
Password: to...

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Name: Dave Davidson  
Username: Test-DavDav  
Password: p...

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Name: James Example  
Username: Test-JamExa  
Password: ru...

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Name: Ian Ianson  
Username: Test-IanIan  
Password: b...

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Name: Another Name  
Username: Test-AnoNam  
Password: h...

## Creating and scheduling spelling lists

To create your first spelling list, click on '0 Tests' and then 'New Test'.



The screenshot shows a 'New Test' form with the following fields and options:

- Student Group:** A dropdown menu with options 'red' and 'blue'.
- Publish Date\*:** A date selection field.
- To Be Completed Before\*:** A date selection field.
- Spelling Rule:** A dropdown menu with the selected rule: 'Spelling Rule 1 - The /dʒ/ sound spelt as ge and dge at the end of words, and sometimes spelt as g else'.
- Custom Word List:** A radio button option.
- Allow Practice Mode:** Radio buttons for 'Yes' (selected) and 'No'.
- Label:** A text input field at the bottom.

Choose whether you want your word list to be given to 'All Students' or to a given group(s).

Then choose the publish date (the date this list will first appear for students) and the date you want this list to stop appearing for students. This feature will allow you to schedule different lists over time, so you could create all of your spelling lists for a term in one go.

You can then choose one of our predefined spelling rules or to create your own list of words.

You can add a label or description to your spelling list. The children will see these when they log in. This is optional.

## Viewing Results

To view the results of a test, from your dashboard go to 'x Tests' and select the test you wish to view. You will then see the results for all the students that took that test. Click on 'View Details' to see an individual's results.

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DASHBOARD / LOGOUT  
VIEW AS ADMIN

Home

About

Contact

Dashboard / Classes / Tests

Y5/6 SPRING 2 CHECK - Friday 12 April 2019

Student	Attempt #	Average Score	Latest Score	Best Score	
Larry	1	85%	85%	85%	<a href="#">View Details</a>
Sally	2	40%	40%	40%	<a href="#">View Details</a>
Norman	1	100%	100%	100%	<a href="#">View Details</a>
Dan	0				
Phil	1	55%	55%	55%	<a href="#">View Details</a>
Alfred	1	80%	80%	80%	<a href="#">View Details</a>
Peter	1	100%	100%	100%	<a href="#">View Details</a>
Imogen	1	90%	90%	90%	<a href="#">View Details</a>
Harriet	1	75%	75%	75%	<a href="#">View Details</a>
Sarah	1	60%	60%	60%	<a href="#">View Details</a>
Chloe	2	77%	85%	85%	<a href="#">View Details</a>

Alternatively, you can view the results of all test taken by a single student by clicking on their name either from the dashboard or from any test results screen.

If you have any problems or questions, please feel free to contact us – [support@spellingframe.co.uk](mailto:support@spellingframe.co.uk)