

Phonics Recording and Reporting in Integris Assessment

Stage 4: Pull Phonics data into tracking books

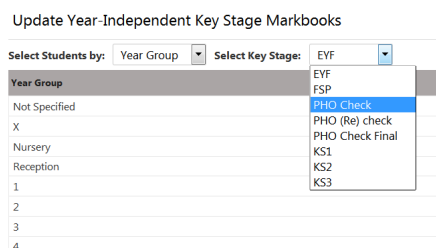
If you are a user of Integris Assessment and have been using the Y1 & Y2 Phonics Tracking books or the Objectives linked Y1 & Y2 Read Tracking books for this academic year, you will need to pull through your Phonics data from your **NC Phonics Check 2019** markbook.

Note: when you/your teachers populate the CHK1 column with the Outcome Wa/Wt values on/after 24th June, carry out this stage so that the CHK1 column values (i.e. Wa/Wt) are pulled through into the AwoL/Phonics Checking tracking books that you are using.

If you perform this stage before the Outcome Wa/Wt values have been entered, you will need to repeat this stage after the Wa/Wt values have been entered into the CHK1 column to pull the data through into the tracking books.

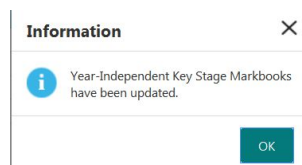
To do this, follow these steps:

1. Go to **Administration > Utilities > Update Year Independent Key Stage Markbooks**
2. At the **Select Key Stage** drop-down box, select **PHO Check**



3. Then select year 1 from the list of year groups
4. Click **Update**

An **Progress** message appears for a few seconds. When complete, you will see the following message:



5. Repeat from step 2 above, this time selecting **PHO Check Final** from the drop-down menu and selecting **Year 2** from the list > then click **Update**.

The steps above will have captured your Year 1 Phonics check data and Y2 Phonics re-check data and pulled them into the Y1 Phonics unit in your Y1 Read Tracking book and the Y2 Phonics unit in your Y2 Read Tracking book (and the Phonics Tracking books if you are using them).

To check that the data has come through, open your Y1 Read Tracking books/ Y1 Phonics Tracking book and check that the Y1 Phonics unit is populated with data.

Repeat for the Y2 Read Tracking books and Y2 Phonics Re-Check books.

Now proceed to **Stage 5 – Create the Phonics Reports for Years 1 & 2**