



getting the most out of our apps a guide for schools



- Track what kids learn and share their progress with staff and parents
- Easily set-up each iPad for your group of pupils
- Allow a child to automatically continue in PocketPhonics Stories from their previous lesson regardless which of your iPads they use

Contents

Getting started

1.	Our apps	4
2.	What you need to do	5
3.	Sign up	8
3.1	Sign up via the website	9
3.2	Sign up via an app	10
4.	Log in	13
4.1	Log in via an app	14
4.2	Log in via the website	15
5.	Getting in touch	17

Progress tracking

6.	Before you start	20
7.	Choosing groups via an app	24
8.	Certificates	27
9.	Weekly reports	28
10.	Book reading	30

Contents

Admin

11.	Set up your school	31
12.	Creating groups	35
13.	Importing children	38
13.1	Remove a child via an app	39
13.2	Remove a child via website	42
14.	Add children – one at a time – to a school	45
15.	Add children – bulk upload – to a school	48
16.	Adding more children to school	55
17.	Hiding players on an iPad	56
18.	Inviting other members of staff	59
19.	Inviting parents to track their kids' progress	63

Content guide

App. 1	Letter sounds and words	65
App. 2	Storybook summaries	70

1. Our apps



PocketPhonics Stories is a step-by-step reading programme for 4 to 7 year-olds, rated A+ by Balefire Labs. Out of the 3,800 education apps they've reviewed, only four other apps have achieved that top rating.

Replacing the award-winning PocketPhonics used in over 2000 schools, PocketPhonics Stories will guide children through the literacy journey, beginning with helping children to learn their first letter sounds and ending with them being able to read 42 stories within the app by themselves.

The app is available in two versions - a full working version, which is suitable for schools, as well as a free trial version with in-app purchases, which parents may prefer.



PocketPhonics is our original phonics and handwriting app. It's now replaced by PocketPhonics Stories on iPad. It's still though a great app for parents who want their children to learn phonics and handwriting on their iPhone.



Technology in Education called it, "An excellent app to teach numbers/letters/multiplication tables."

Children's Technology Review said, "Featuring outstanding management features, lots of levels ... this collection of 42 dot-to-dot puzzles can be used to practice counting, the alphabet, or times tables."

You can track children's progress in counting online alongside their progress in reading and writing.

Wi-Fi not always available?

If your classroom does not have Wi-Fi, the app will store up what each child has done in the classroom. If you take the iPad each day to somewhere that does have Wi-Fi, and start the app up, it will send all the progress the students have made up to our website. This will then update the online progress tracking, and email any certificates for students who have passed learning milestones.

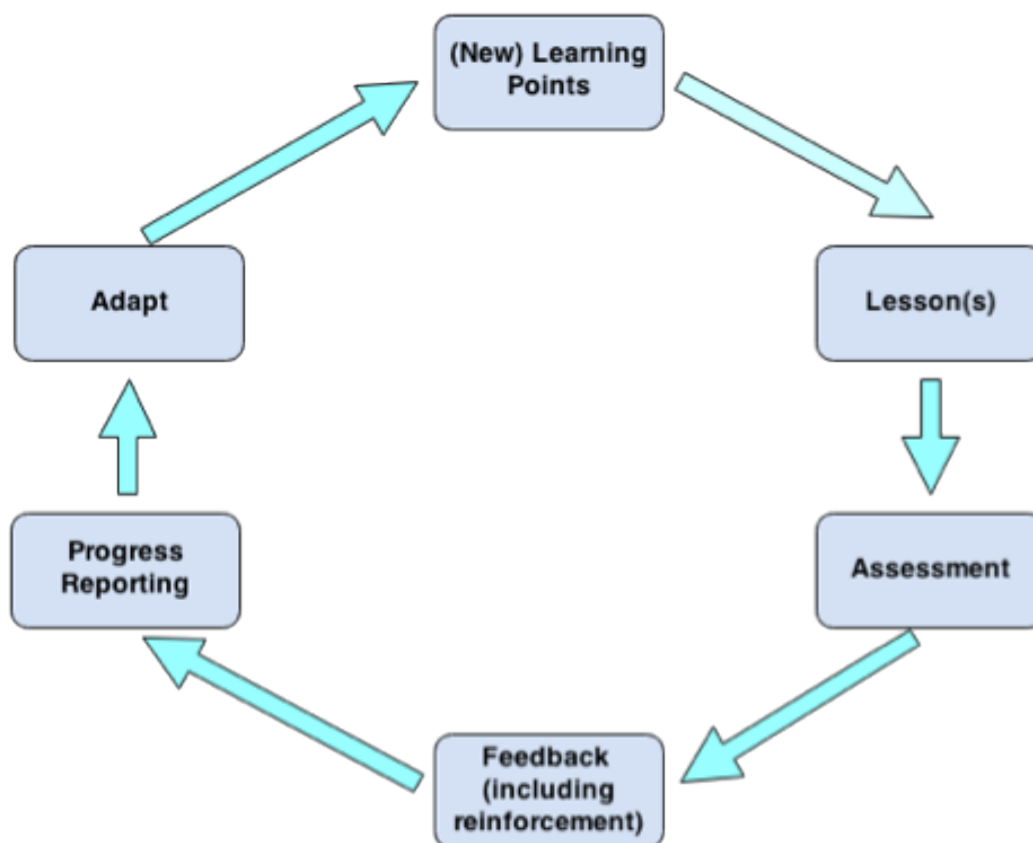


2. What you need to do

How PocketPhonics Stories, PocketPhonics and DotToDot can help teachers

As a teacher, you know that it's all about kids learning, and that learning happens best when pupils, teachers and parents work closely together. PocketPhonics Stories, PocketPhonics and DotToDot support teachers, motivate pupils and encourage parental engagement.

They support the education cycle of setting targets, learning, assessing, providing feedback, reporting progress and setting new targets.



The apps support teachers by assessing progress, reporting that progress and choosing new targets. In this way teachers can be confident that they know what each child has learnt and is learning. It also reduces the administrative overhead thereby freeing teachers to teach.

PocketPhonics and PocketPhonics Stories motivate kids by emailing you a link to a printable, collectable certificate every time a kid reaches a learning goal. You can support parental engagement by inviting them to track their kids' progress online and receive certificate emails and/or weekly progress reports.

To provide the above we do of course need to store personal data, such as your email address, so that we know how to contact you, your colleagues and parents.



2. What you need to do

Privacy and data security are of paramount importance

Please be assured that the privacy of personal information and the security of your data is of paramount importance to us. Our apps and the data they collect is stored securely. We apply only the most up-to-date and rigorous security procedures. We liken our security measures to that of the best government and financial institutions.

And we do not and will NOT share any of your personal information with a third party unless required to by law.

Thousands of people and hundreds of schools in the UK, USA and around the world have bought the apps, signed up with their email and their kids are benefitting.



**APPSTM
IN MY
POCKET**

Track what kids learn and share their progress with families and teachers



2. What you need to do

Your first step is to sign-up with your email address. You then set-up your school on appsinmypocket.com, and your pupils in your class. You then invite other members of staff to join your school on appsinmypocket.com so they can set their classes up. You invite parents to track their kids' progress. You can also have someone in an admin or IT role, do this all for you.

Once you have done all this, appsinmypocket.com will know to send weekly progress reports and certificates to the parents of the kids in your class. It will know for your school's weekly report how to break that down into groups/classes. It will mean that you can pick up an iPad, select your class, and it will be set-up for the pupils in your class. A pupil will automatically continue in PocketPhonics from their previous lesson regardless of which iPad they use. And much more.

The rest of the document provides a step-by-step guide.



Player Progress

Weekly Report: 27 September 2015 St Paul's School

New PocketPhonics Stories contains 42 storybooks for early readers. Watch the video now

Hello Paul Jones,
Player(s) progress report for last week using PocketPhonics and DotToDot numbers & letters.

If you want others to receive this email you need to [invite them](#).

View organization Send invite Download

Mrs Smith (Class 28) View Mrs Smith (Class 28)

Writing letters

Name	Progress	Working on
Danielle Bartlett	<div style="width: 75%;"><div style="width: 75%;"></div></div>	mdgeek
Javier Perez	<div style="width: 50%;"><div style="width: 50%;"></div></div>	sofpin
Wesley Davis	No completed rounds of PocketPhonics	—
Angela Gallo	<div style="width: 25%;"><div style="width: 25%;"></div></div>	airser...



3. Sign up

On purchasing PocketPhonics Stories, PocketPhonics or DotToDot you will be invited to 'Sign up' via the app. The 'Sign up' option will continue to be available until you sign up successfully.

Sign up can be done either via an App (section 3.2) or the website (section 3.1). Guidance for each is provided below.

The website has all the features for administering your school on appsinmypocket.com.

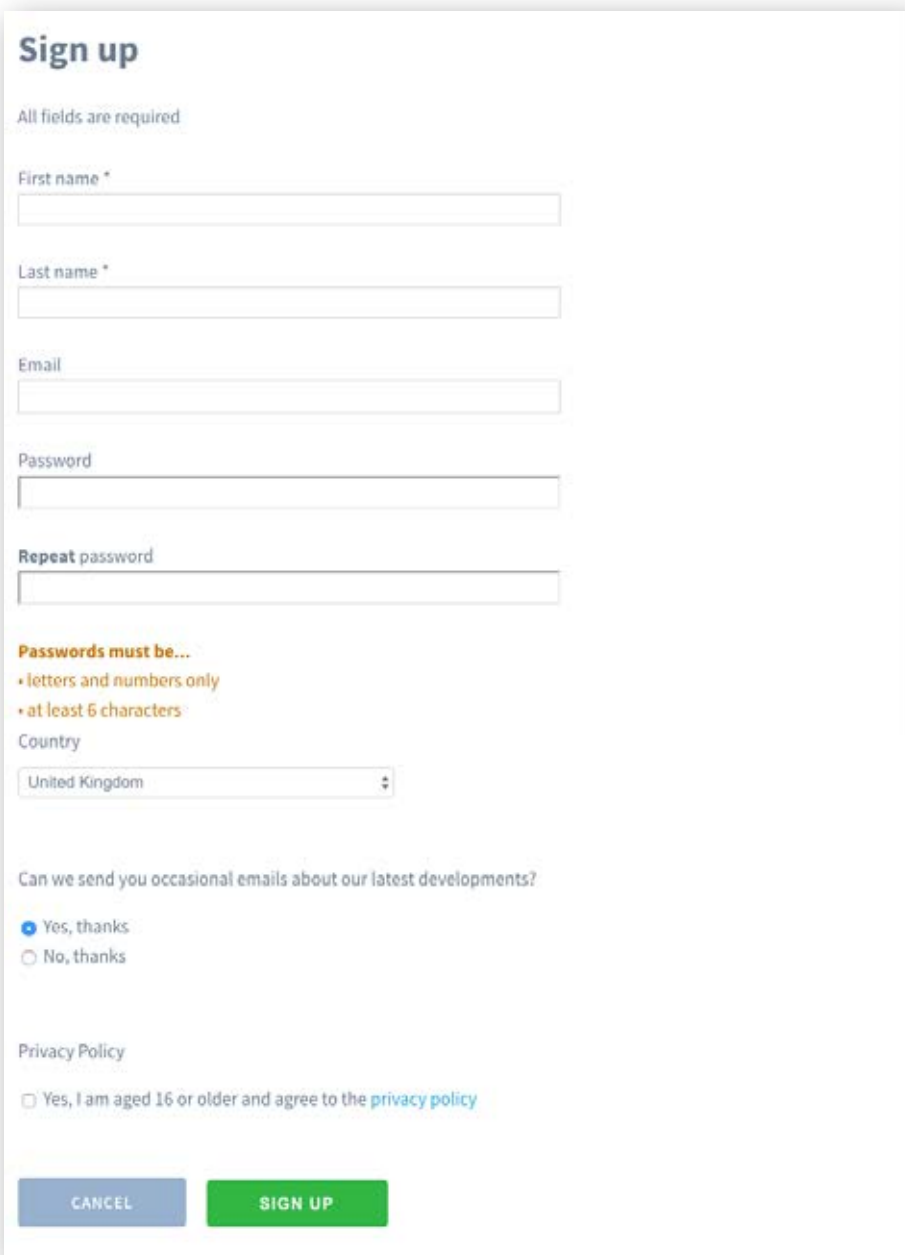


3.1 Sign up via the website

Open a browser and go directly to https://youraccount.appsinmypocket.com/sign_up or select the blue 'Sign up' button at the top of the page. On signing up you will receive an email. This is a security measure to make sure 'you are who you say you are' based on you having access to the email account you have signed up with. From the email you need to select the 'Confirm email address' link.

You will now be able to log in to [appsinmypocket.com](https://youraccount.appsinmypocket.com) and be able to set up an organisation (section 11), create groups (section 12), add children to those groups (section 12), invite others to track progress (sections 18/19) and see how your students / pupils are progressing.

You will also need to log in to your i-device(s) to make them aware of who you are (section 4).



Sign up

All fields are required

First name *

Last name *

Email

Password

Repeat password

Passwords must be...

- letters and numbers only
- at least 6 characters

Country

Can we send you occasional emails about our latest developments?

Yes, thanks

No, thanks

Privacy Policy

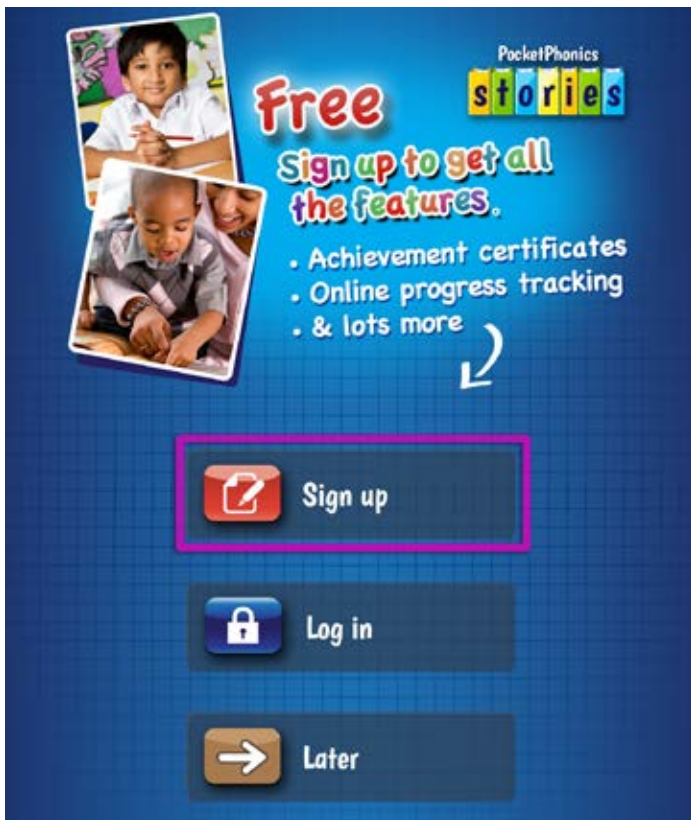
Yes, I am aged 16 or older and agree to the [privacy policy](#)



3.2 Sign up via an app

To sign up via PocketPhonics Stories, PocketPhonics or DotToDot:

Launch the app and choose 'Sign up' on the opening page.

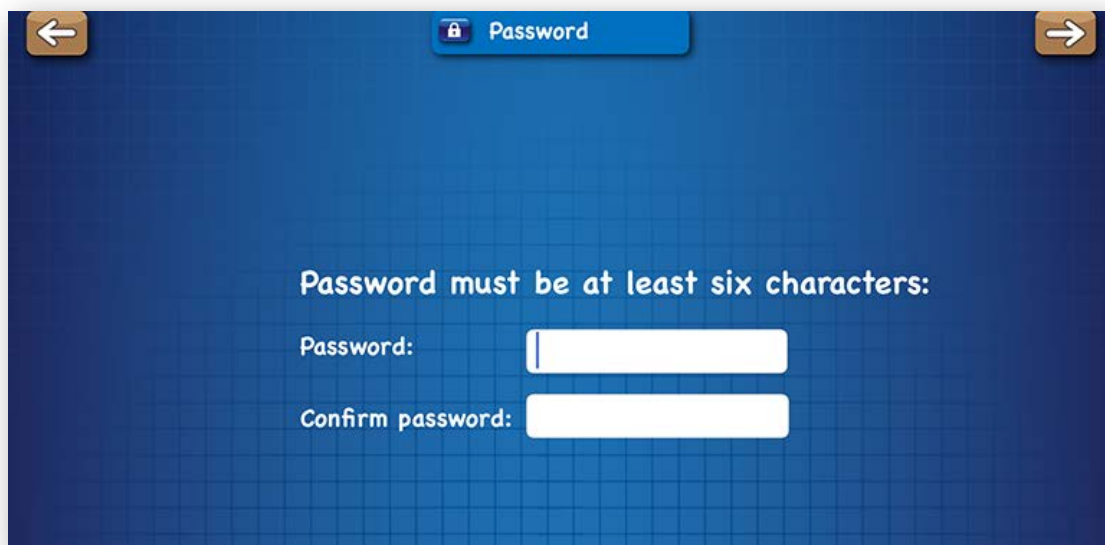


The next page will ask you for your first name, last name and that you confirm you are over 16 years of age. To move to the next page select the right facing white arrow towards the top right of the page.

The image shows the sign-up form in the app. At the top, there is a blue bar with a white left arrow, a "Sign up" button with a red envelope icon, and a white right arrow. Below this, the text "Please tell us your:" is followed by two white input fields for "First Name:" and "Last Name:". Below the input fields, there is a checkbox and the text "Yes, I am aged 16 or older and agree to the [privacy policy](#)". At the bottom, there is a line of text: "We respect your privacy and would never sell your contact details to third parties."

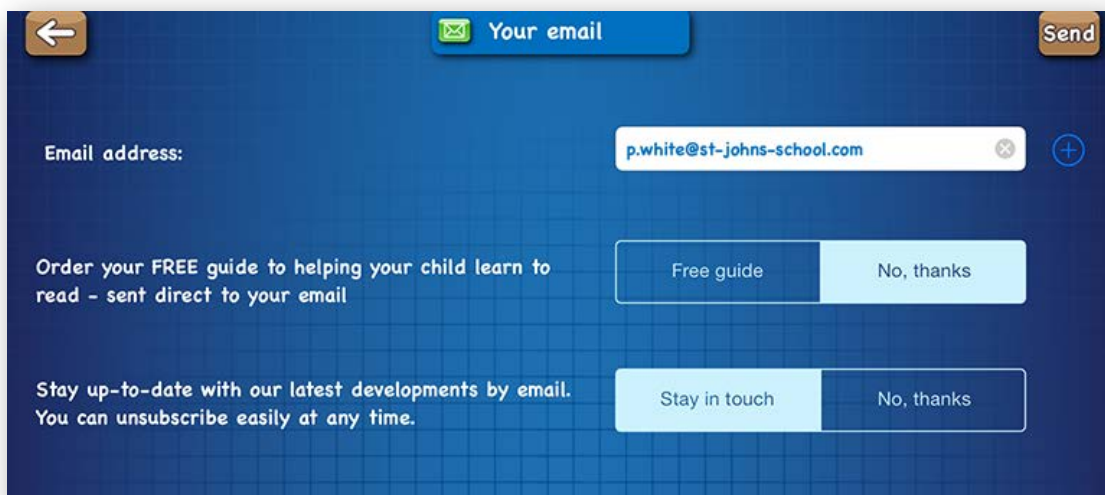
3.2 Sign up via an app

Next provide your chosen password and re-confirm it. The password must be at least 6 characters long. Again use the arrow, top right of page, to move to the next step.

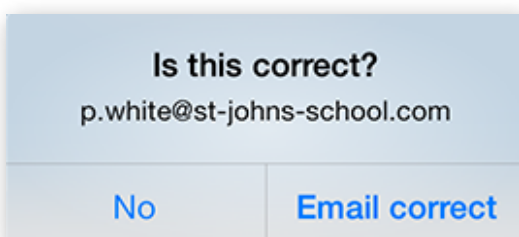


Now provide your email address. You can also choose to obtain a free guide about teaching your child to read and register for updates.

Now select the 'Send' button.



A pop-up will appear asking you whether your email address is correct. If it is, then 'tap' the 'Email correct' button.

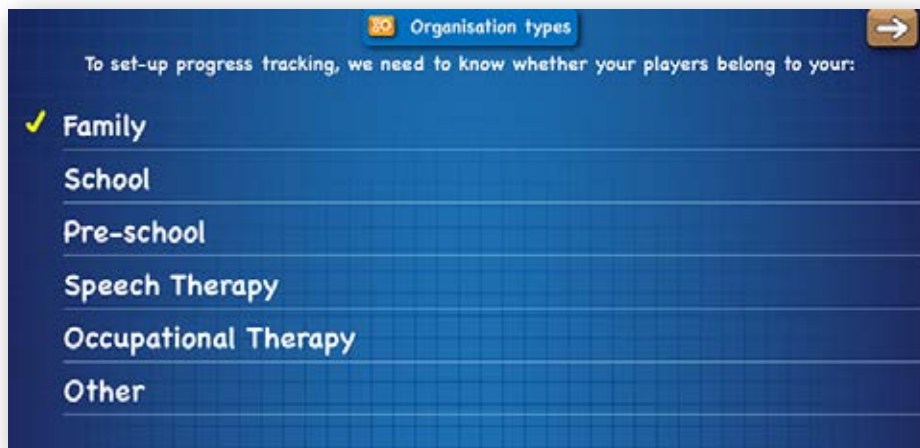


3.2 Sign up via an app

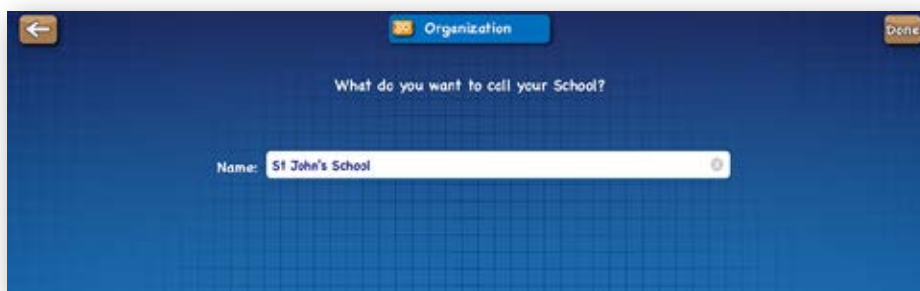
A confirmation page will be displayed.



After selecting 'Continue' you will be asked to choose your organization type unless you have already joined an organization.



And finally provide a name for your organization.



4. Log in

You can log in either via an App or the website. In fact you can log in via an App and then access the website via your *i-device*. However, it is easier to use the website via a browser on a monitor. Having logged in, you will be able to manage your account, including setting up children and changing settings.

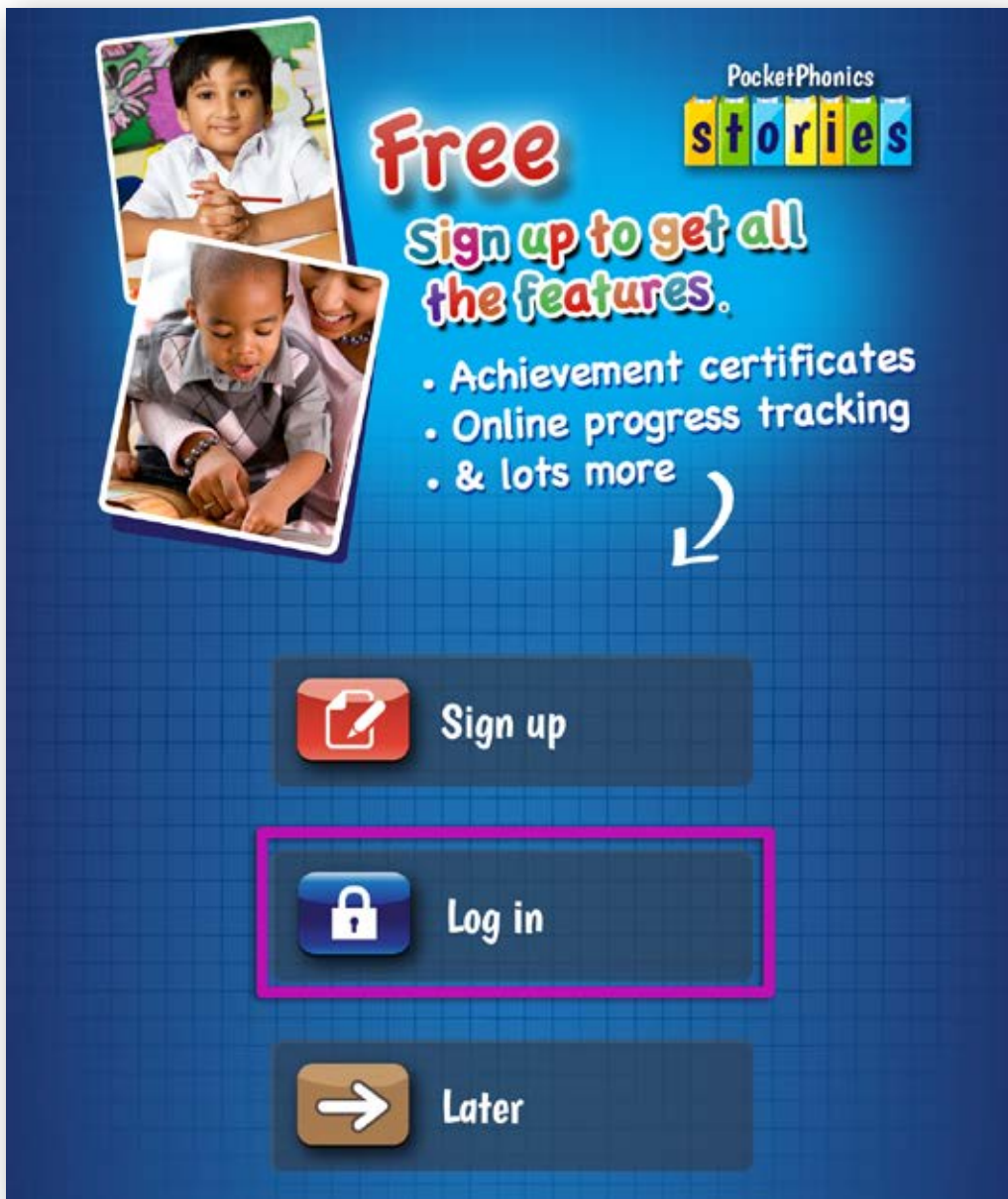
Logging in via a browser allows you to manage your organization/school, manage groups, track progress and send invites.



4.1 Log in via an app

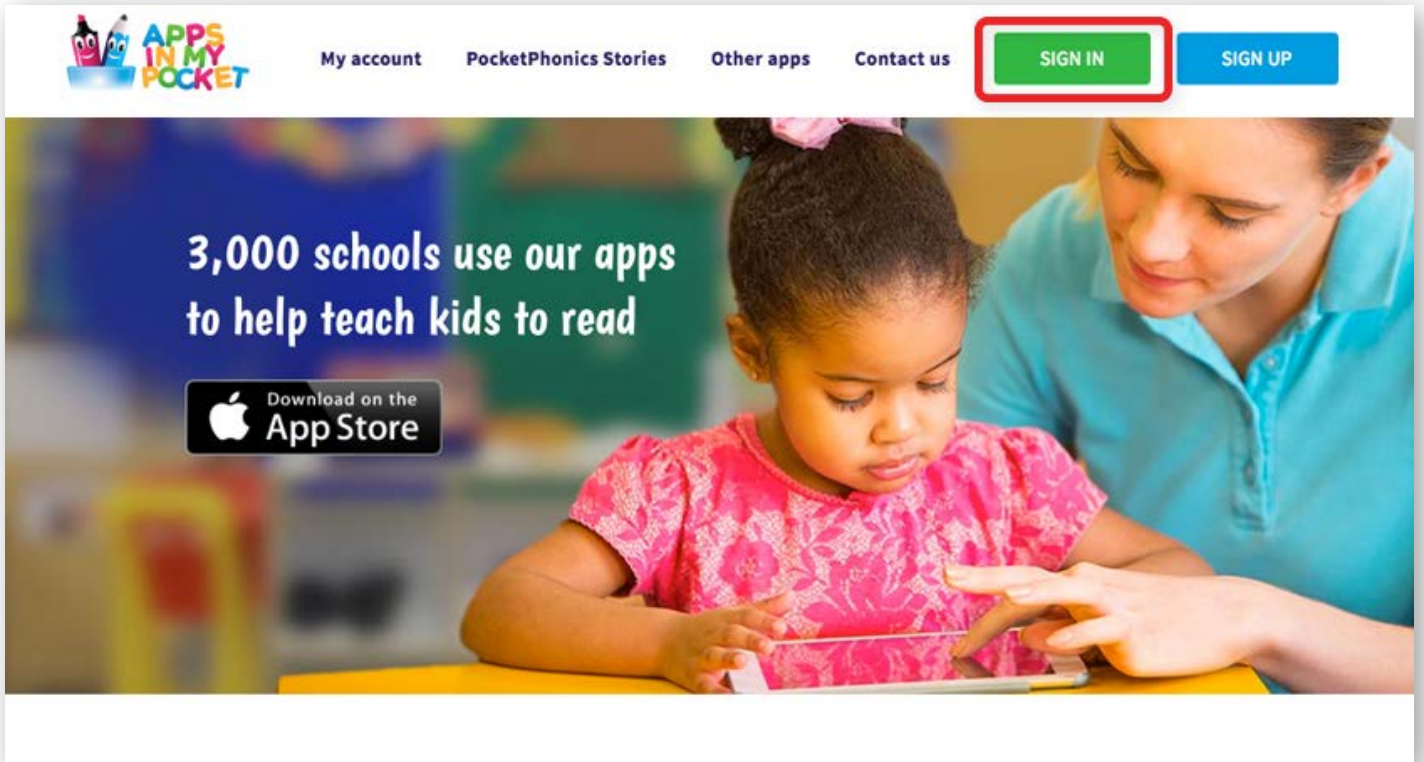
To log in via an app, having launched the app, select the 'Log in' option. Then enter your email address and password.

The Apps default to using 'auto-login', so once you have logged in once on a device you will not need to log in again. However, if you want to be forced to log in each time then there is a setting you can change. This setting is available via the 'Parentzone' option.



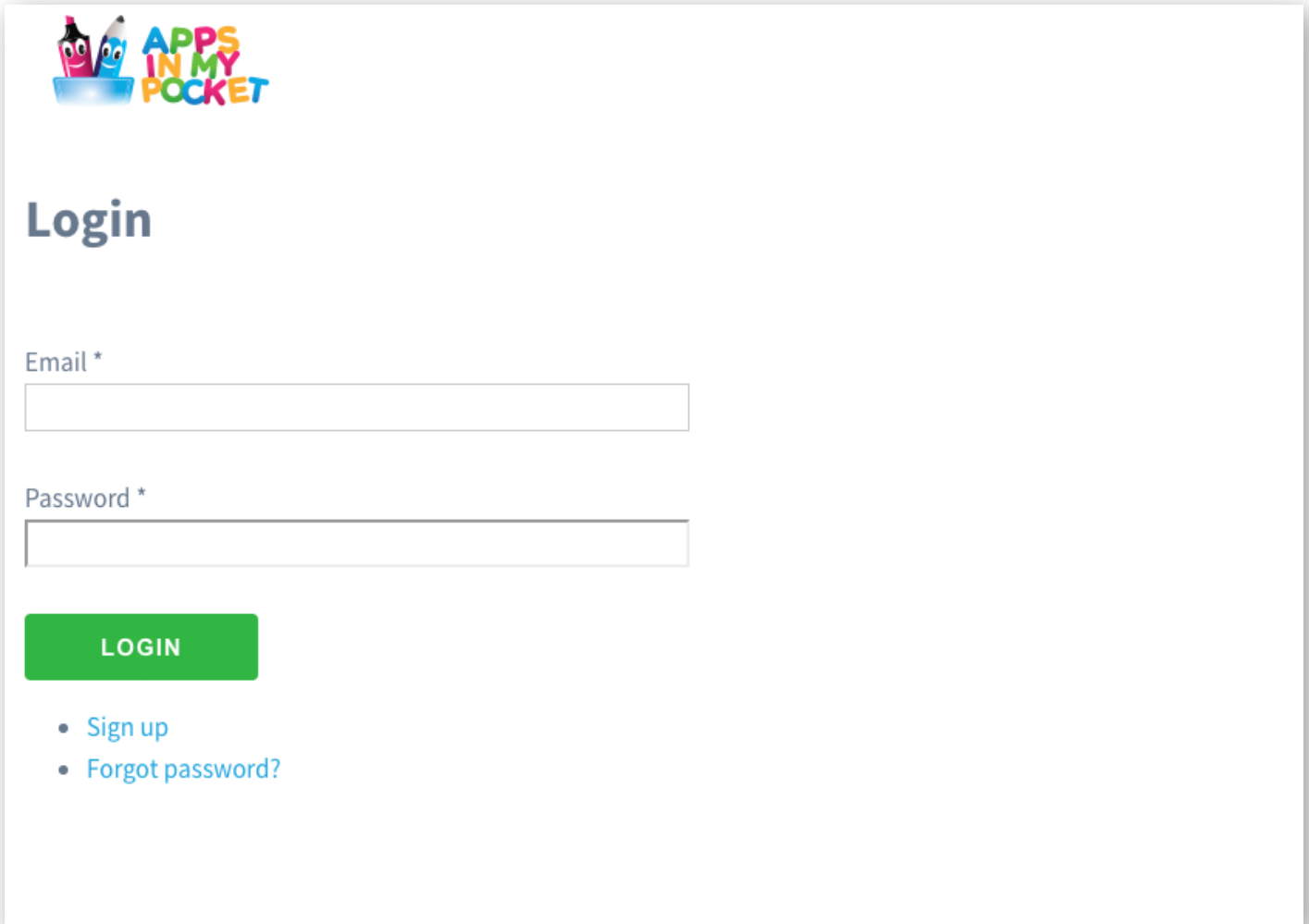
4.2 Log in via the website


Open appsinmypocket.com in a browser and select the green 'Sign in' button.



4.2 Log in via the website

On the 'Login' page enter your 'Email' address and 'Password'. And then select the 'Login' button.





Login

Email *

Password *

[LOGIN](#)

- [Sign up](#)
- [Forgot password?](#)

Note: If you have not yet signed up then you can do so by clicking on the 'Sign up' link. And if you have forgotten your password then click on the 'Forgot password?' link.

Once logged in you can manage your organization(s), or if you have not yet set up an organization then follow the steps in section 11.



5. Getting in touch

Taking the time to send a bug report or give feedback really helps us to improve our apps. We regularly add new features suggested by teachers and parents.

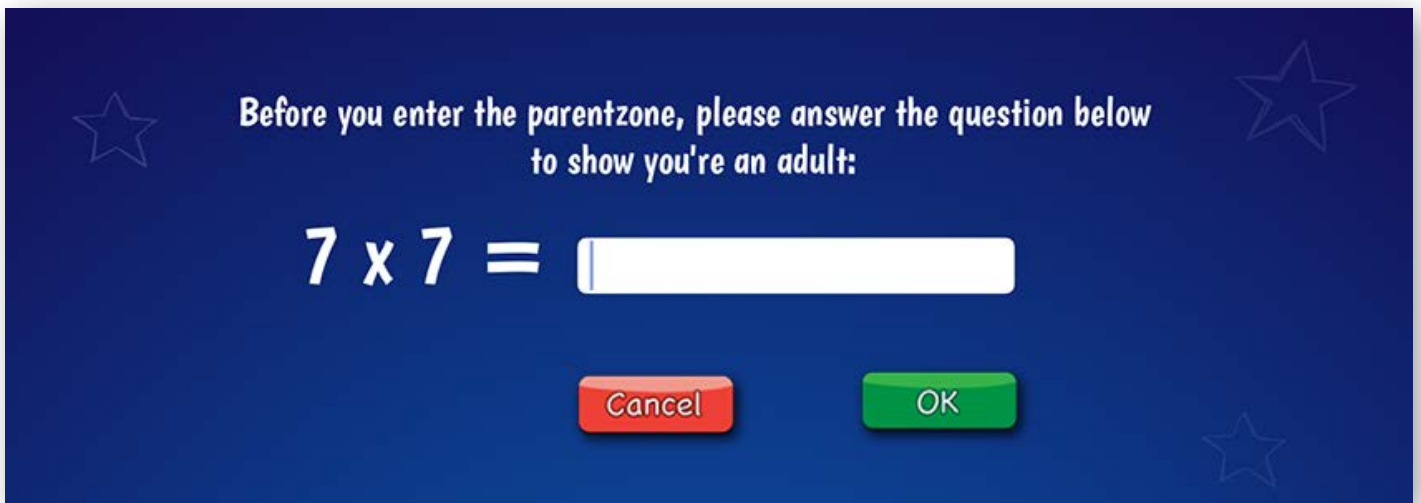
Sending a bug report from within an app also sends detailed diagnostic information which is often vital to fix the issue. If you can't send a bug report from within an app, please send an email to support@appsinmypocket.com

To send a bug report or give feedback, select **Parentzone** on the home screen,

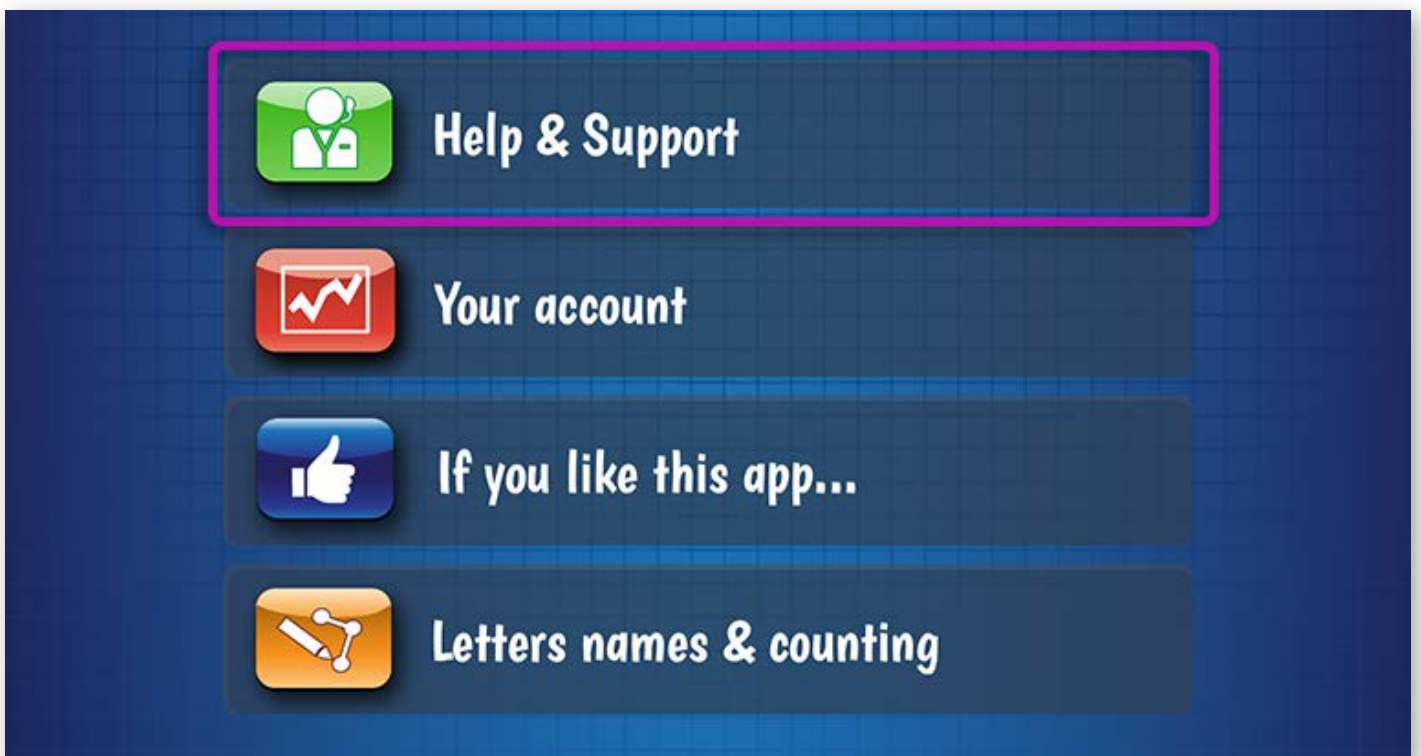


5. Getting in touch

pass the adult test to protect against children deleting data,

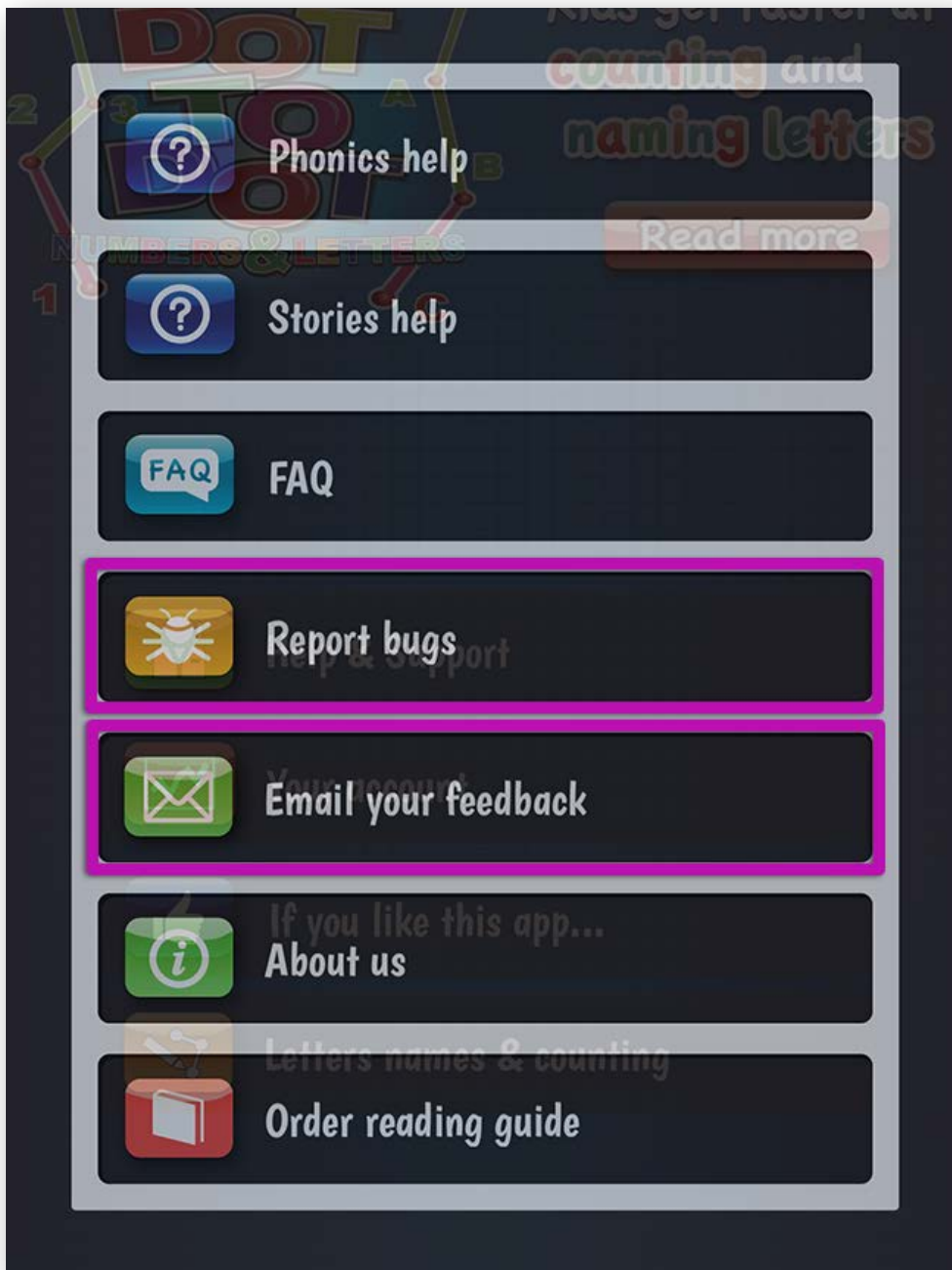


select **Help & Support**,



5. Getting in touch

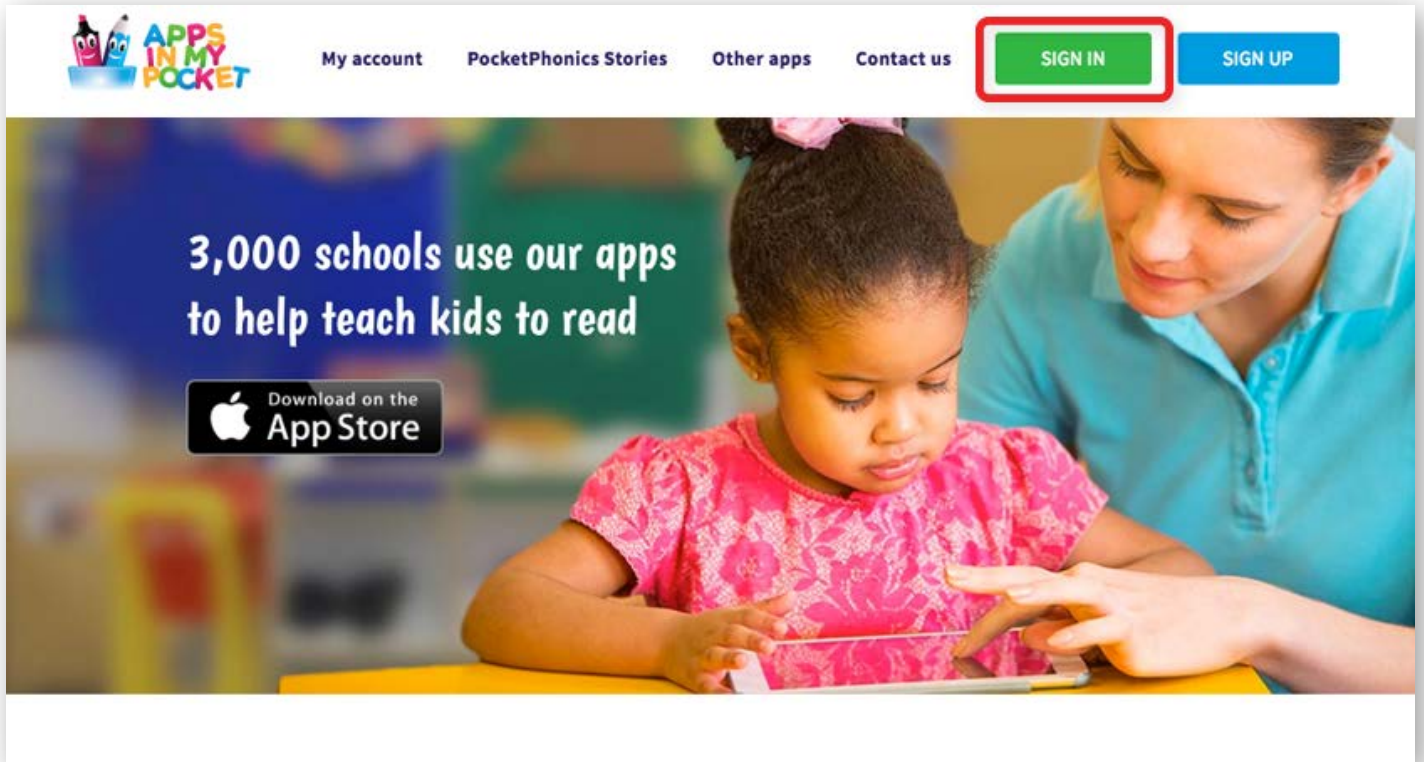
select **Report bugs** or **Email your feedback** then follow the instructions on screen.



6. Before you start

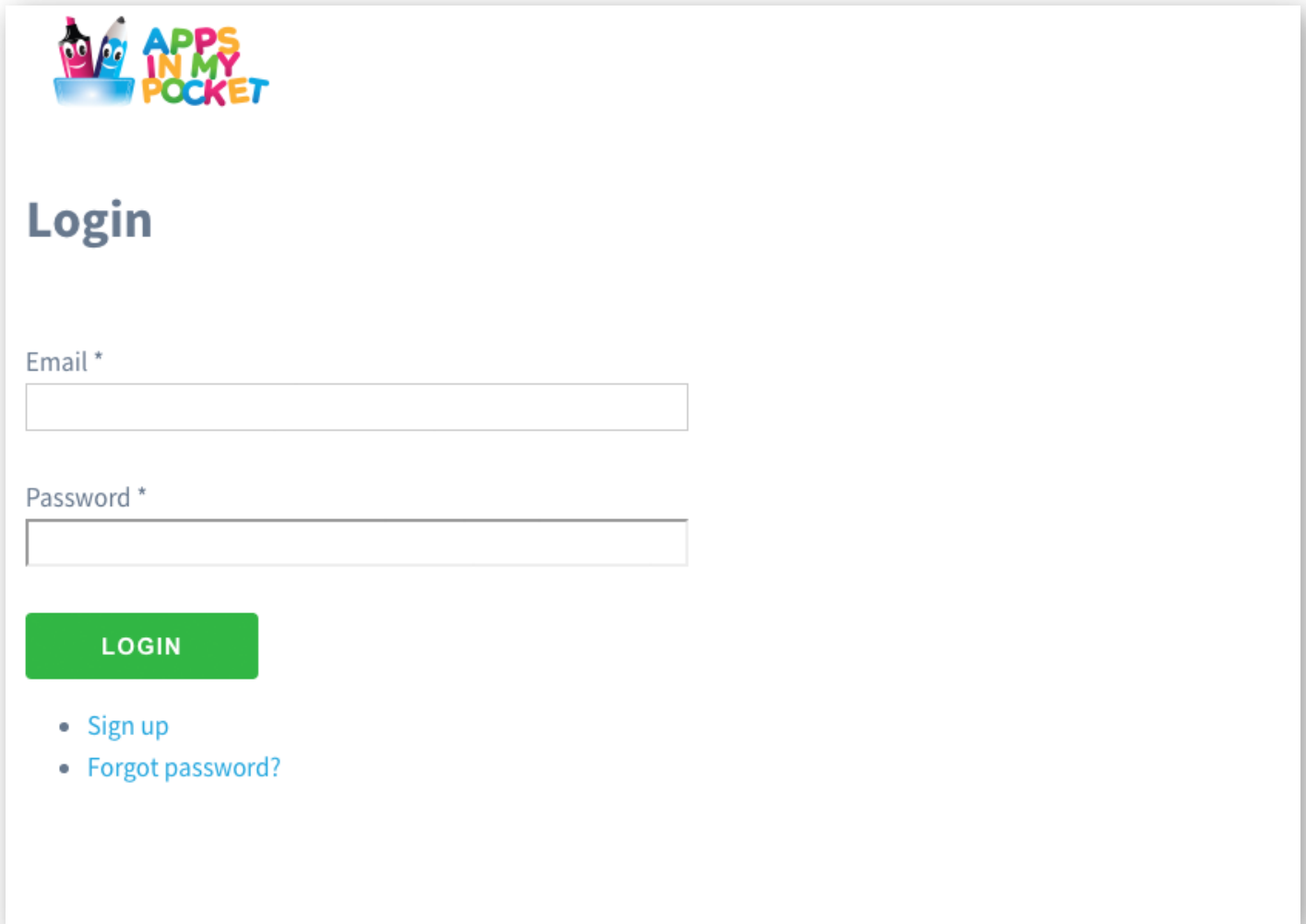
Before you can track the progress of any child, you will need to login. If you haven't signed up to progress tracking yet, then please refer to section 11 – Set up your school.


Open appsinmypocket.com in a browser and select the green 'Sign in' button.



6. Before you start

On the 'Login' page enter your 'Email' address and 'Password'. And then select the 'Login' button.





Login

Email *

Password *

[LOGIN](#)

- [Sign up](#)
- [Forgot password?](#)

Once logged in you will have access to all your organizations, groups and players.

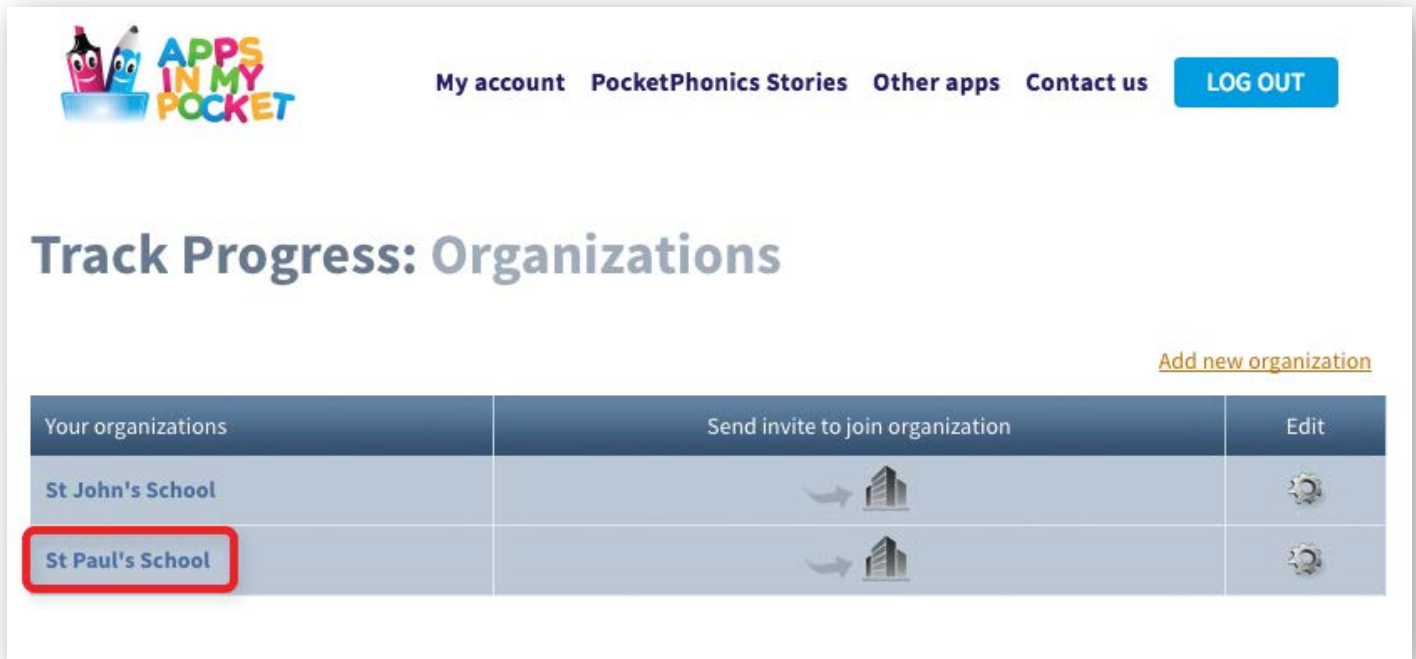
- An **organization** can be a school, a family, a preschool, speech therapy or occupational therapy.
- **Groups** might be classes in a school, special reading groups etc.
- **Players** will typically be a child and do not have access to the website.

Note that groups are optional, so your organization may be shown as a list of players.



6. Before you start





You will now see a list of the organizations you have access to. If you have more than one organization, then click on link (circled in red below).



APPS IN MY POCKET My account PocketPhonics Stories Other apps Contact us LOG OUT

Track Progress: Organizations

[Add new organization](#)

Your organizations	Send invite to join organization	Edit
St John's School		
St Paul's School		

Organization without groups

Players (children) are shown as a list in alphabetical order. Click on a player to see the player page.



APPS IN MY POCKET My account PocketPhonics Stories Other apps Contact us LOG OUT

St Paul's School

[Add new player](#)

Letter sounds Books Numbers Alphabet Admin

Name	Age	Last played	Currently working on...		
			Sound group	Writing score	Recognise score
Carol Turner 	N/A	01 Mar 2016	n,p,a,t,i,s	☆☆☆☆	☆☆☆☆
Paul Smith 	N/A	24 Feb 2016	t,a,n,s,i,p	☆☆☆☆	☆☆☆☆



6. Before you start

Organization with groups

If your organization is divided into one or more groups, then you choose a group from the group menu (circled in purple below).

By default, All players are shown in the group menu.

Click on a player to see the player page.

APPS IN MY POCKET

My account PocketPhonics Stories Other apps Contact us LOG OUT

St Paul's School

All players

Letter sounds Books Numbers Alphabet Admin [Add new player](#)

Name	Age	Last played	Currently working on...		
			Sound group	Writing score	Recognise score
Carol Turner	N/A	01 Mar 2016	n,p,a,t,i,s	☆☆☆	☆☆☆
Paul Smith	N/A	24 Feb 2016	t,a,n,s,i,p	☆☆☆	☆☆☆

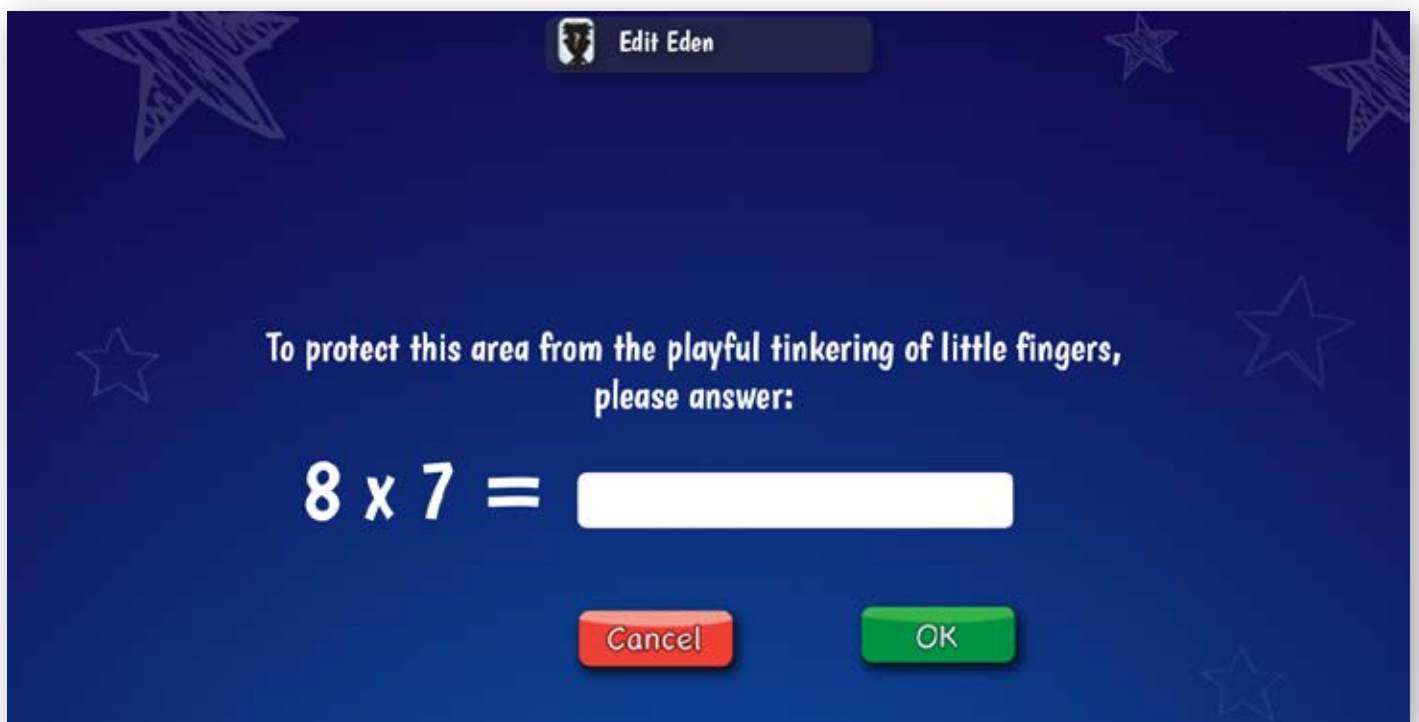


7. Choosing groups via an app

To switch to another group, touch the cogs button on the players home screen.

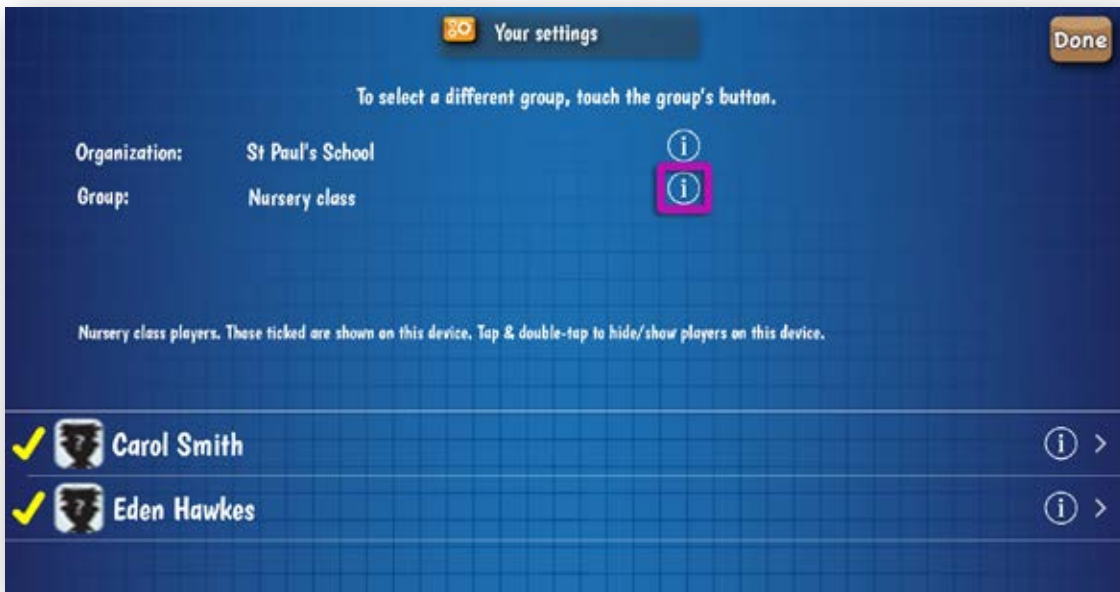


Pass the adult test to protect against children deleting data,

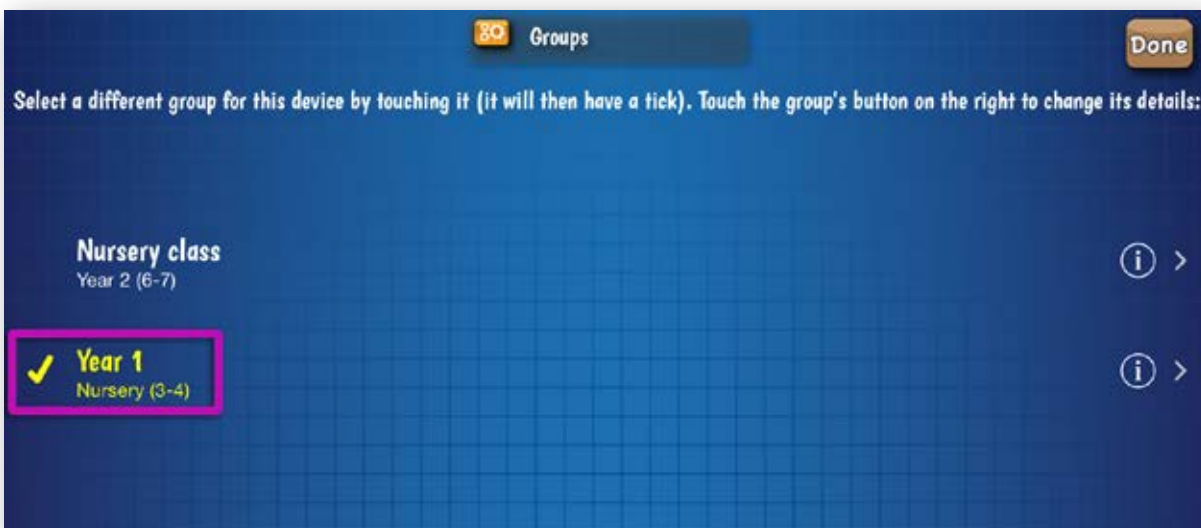


7. Choosing groups via an app

touch the ⓘ next to the currently selected group (in this case *Nursery class*).



From the list of groups, touch your desired group. Your selected group is shown by a yellow tick and text. Touch the Done button in the top right of screen.

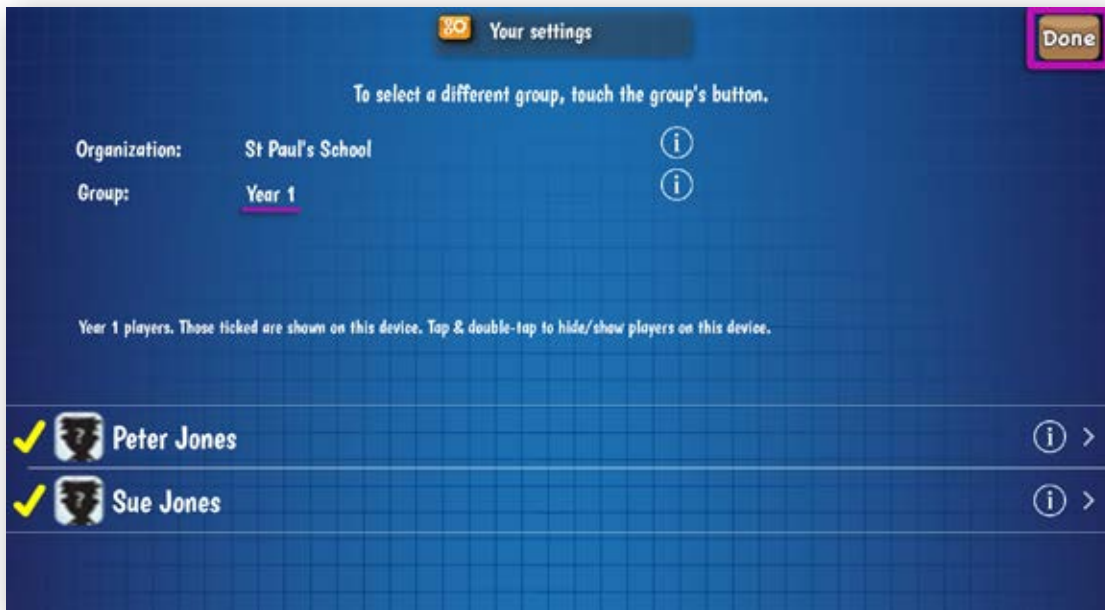


Note: To select a group in another organization, touch the ⓘ beside the currently selected organization to show a list of other organizations. Touch your desired organization (indicated by a yellow tick and text), touch **Done** and you will return to same screen as above, but with your newly selected organization.



7. Choosing groups via an app

You will see your newly selected group and the players within that group. Touch Done when the correct group and players are shown.



You are now back at the players home screen within your new group.



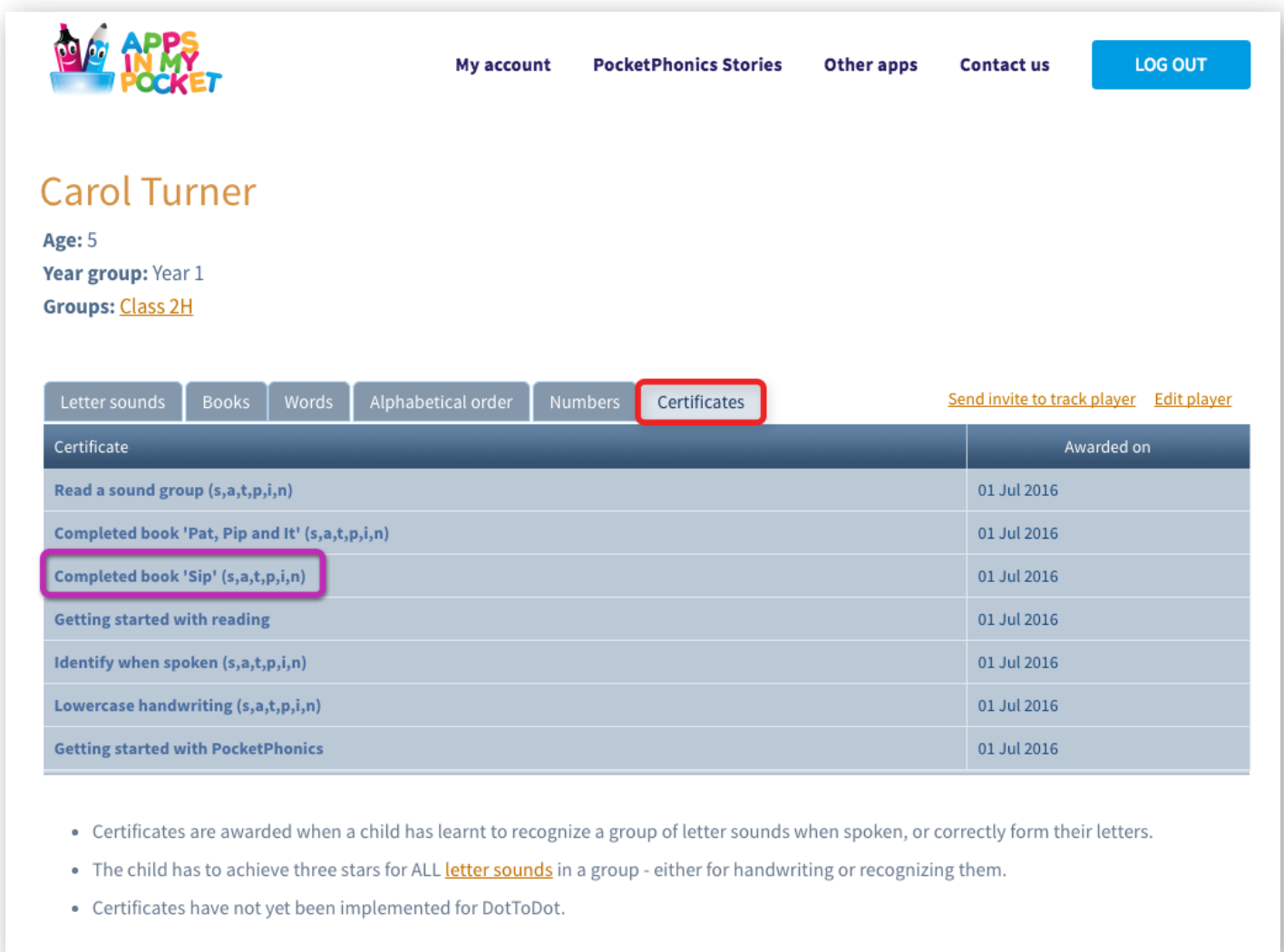
8. Certificates

PocketPhonics and PocketPhonics Stories motivate kids by emailing teachers/parents a link to a printable, collectable certificate every time a tracked child reaches a learning goal.

To view a player's certificates, you must login and then navigate to a player's page. See section 6 – Before you start – if you need help doing this.

On a player's page, click on the Certificates tab (circled in red below) to view a list of all achieved certificates.

Click on a specific certificate (circled in purple below) to view, print, download or share certificates (via Twitter or Facebook).



The screenshot shows the PocketPhonics website interface. At the top, there is a navigation bar with the logo 'APPS IN MY POCKET' on the left and links for 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a 'LOG OUT' button. Below the navigation bar, the user's name 'Carol Turner' is displayed, along with their age (5), year group (Year 1), and group (Class 2H). A horizontal menu contains tabs for 'Letter sounds', 'Books', 'Words', 'Alphabetical order', 'Numbers', and 'Certificates', with the 'Certificates' tab highlighted in red. To the right of the menu are links for 'Send invite to track player' and 'Edit player'. Below the menu is a table of certificates with two columns: 'Certificate' and 'Awarded on'. The table lists several certificates, with the 'Completed book 'Sip' (s,a,t,p,i,n)' row highlighted in purple. Below the table, there is a list of bullet points explaining the certificate criteria.

My account PocketPhonics Stories Other apps Contact us LOG OUT

Carol Turner

Age: 5
Year group: Year 1
Groups: [Class 2H](#)

Letter sounds Books Words Alphabetical order Numbers **Certificates** [Send invite to track player](#) [Edit player](#)

Certificate	Awarded on
Read a sound group (s,a,t,p,i,n)	01 Jul 2016
Completed book 'Pat, Pip and It' (s,a,t,p,i,n)	01 Jul 2016
Completed book 'Sip' (s,a,t,p,i,n)	01 Jul 2016
Getting started with reading	01 Jul 2016
Identify when spoken (s,a,t,p,i,n)	01 Jul 2016
Lowercase handwriting (s,a,t,p,i,n)	01 Jul 2016
Getting started with PocketPhonics	01 Jul 2016

- Certificates are awarded when a child has learnt to recognize a group of letter sounds when spoken, or correctly form their letters.
- The child has to achieve three stars for ALL [letter sounds](#) in a group - either for handwriting or recognizing them.
- Certificates have not yet been implemented for DotToDot.



9. Weekly reports

Each week, an email is sent to teachers/parents with a link to a weekly report showing progress for tracked children.

Progress is shown for Writing letters, Letter sounds, Alphabetical order, Counting and Reading and is separated by class.

The data is updated once a week just before the emails are sent out.

To view the weekly report via the website, you must be logged in. See section 6 – Before you start – if you need help doing this.

Choose the 'Weekly report' option from the 'My account' menu.

The screenshot shows the 'My account' menu for 'St Paul's School'. The menu is open, displaying various options. The 'Weekly report' option is highlighted with a red box. The interface includes a navigation bar with 'My account', 'PocketPhonics Stories', 'Other apps', and 'Contact us', along with a 'LOG OUT' button. The main content area shows the school name 'St Paul's School', a class selector set to 'Class 2H', and tabs for 'Letter sounds', 'Books', 'Numbers', and 'Alphabetical order'. A table lists students: Carol Turner (Age 5) and Paul Smith (Age N/A). A 'Currently working on...' section shows progress for 'Writing score' and 'Recognise score', both with three stars. The 'Weekly report' option is highlighted in the 'My account' dropdown menu.

Name	Age	Writing score	Recognise score
Carol Turner	5	☆☆☆	☆☆☆
Paul Smith	N/A	☆☆☆	☆☆☆



9. Weekly reports

Click the Download button (circled in red below) to download a CSV file of the latest progress.

Click on a specific child (circled in purple below) to view a more detailed view of that child.

The screenshot shows the 'Player Progress' interface for St Paul's School. At the top, there is a header with the 'APPS IN MY POCKET' logo and the title 'Player Progress'. Below this, a 'Weekly Report' section indicates the date '3 July 2016' and the school name 'St Paul's School'. A notification box states: 'New PocketPhonics Stories contains 42 storybooks for early readers. Watch the video now'. The main content area greets 'Hello Paul Jones,' and provides a progress report for the last week using 'PocketPhonics and DotToDot numbers & letters'. It includes a link to 'invite them' if others should receive the email. Three buttons are visible: 'View organization', 'Send invite', and 'Download' (circled in red). Below this, a 'Class 2H' section has a 'View Class 2H' button. The bottom part of the screenshot shows a table for 'Writing letters' with columns for 'Name', 'Progress', and 'Working on'. The table lists two children: Carol Turner and Paul Smith. Carol Turner's row is circled in purple, and her progress bar is full green. Paul Smith's row has a partially full green progress bar. The 'Working on' column for both shows the text 'sat pin'.

Weekly Report: 3 July 2016 St Paul's School

New *PocketPhonics Stories* contains 42 storybooks for early readers.
[Watch the video now](#)

Hello Paul Jones,

Player(s) progress report for last week using [PocketPhonics](#) and [DotToDot numbers & letters](#).

If you want others to receive this email you need to [invite them](#).

[View organization](#) [Send invite](#) [Download](#)

Class 2H [View Class 2H](#)

Writing letters

Completed previously Completed last week Started

Name	Progress	Working on
Carol Turner	<div style="width: 100%; height: 10px; background-color: green;"></div>	sat pin
Paul Smith	<div style="width: 75%; height: 10px; background-color: green;"></div>	sat pin



10. Book reading

It is possible to see an overview of book reading for a selected group. To see the overview, you must be logged in. See section 6 – Before you start – if you need help doing this.

Choose the required group (circled in red below), then choose *Books* tab (circled in purple below). There are three options for book reading (circled in green below):

- 1) **Last Read** shows just the progress for the book a child is currently reading.
- 2) **Book overview** shows the progress of all reading, separated by books.
- 3) **Players yet to start** shows any children that have to yet to start reading a book.

My account PocketPhonics Stories Other apps Contact us LOG OUT

St Paul's School

Class 2H

Letter sounds **Books** Numbers Alphabet Admin

[Edit group](#) [Delete group](#) [Manage players in group](#) [Add new player](#)

Last Read | Books overview | Players yet to start

New PocketPhonics Stories contains 43 storybooks for early readers. [Watch the video now](#)

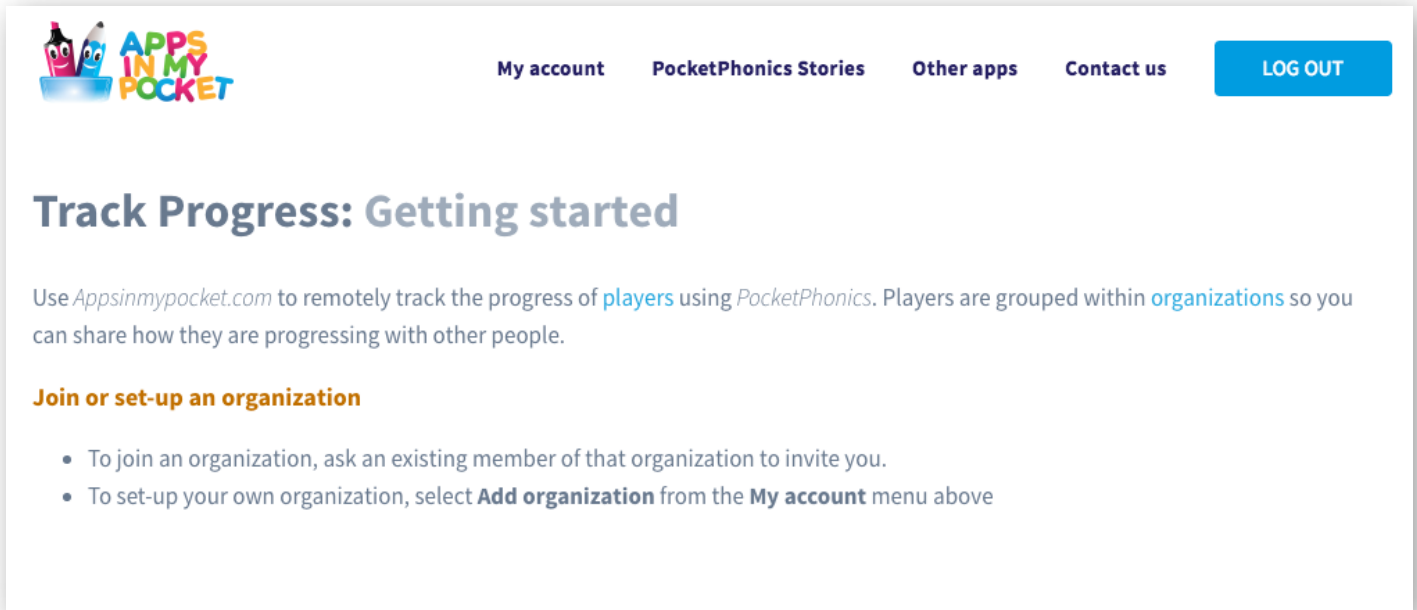
■ Completed previously
 ■ Completed last week
 ■ Started

Name	Age	Last read							Reading progress
		Date	Last book	Pages read	Time spent on reading	Time spent on quiz	Rating	% of words learnt	
Carol Turner	5	01 Mar 12:26	Pit	3	less than 5 seconds	half a minute	☆☆☆	100.0%	<div style="width: 100%; height: 10px; background-color: green;"></div>
Paul Smith	N/A	20 May 13:48	Kim	3	less than 20 seconds	1 minute	☆☆☆	91.7%	<div style="width: 91.7%; height: 10px; background-color: green;"></div>



11. Set Up Your school

Once you have logged in, if you haven't yet set up an organization then you will see the following page:



Track Progress: Getting started

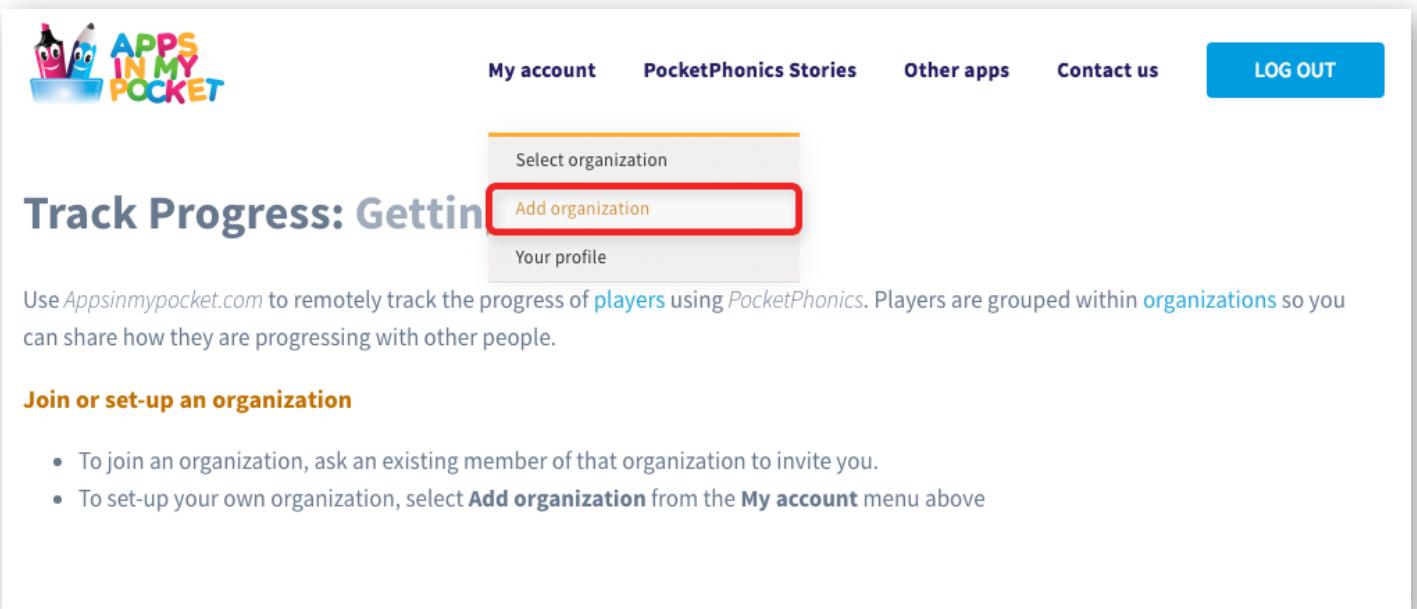
Use *Apps in my pocket.com* to remotely track the progress of **players** using *PocketPhonics*. Players are grouped within **organizations** so you can share how they are progressing with other people.

Join or set-up an organization

- To join an organization, ask an existing member of that organization to invite you.
- To set-up your own organization, select **Add organization** from the **My account** menu above

From here you can set up your school.

First select the 'Add Organization' option from 'My account' menu.



Track Progress: Getting started

Use *Apps in my pocket.com* to remotely track the progress of **players** using *PocketPhonics*. Players are grouped within **organizations** so you can share how they are progressing with other people.

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- To join an organization, ask an existing member of that organization to invite you.
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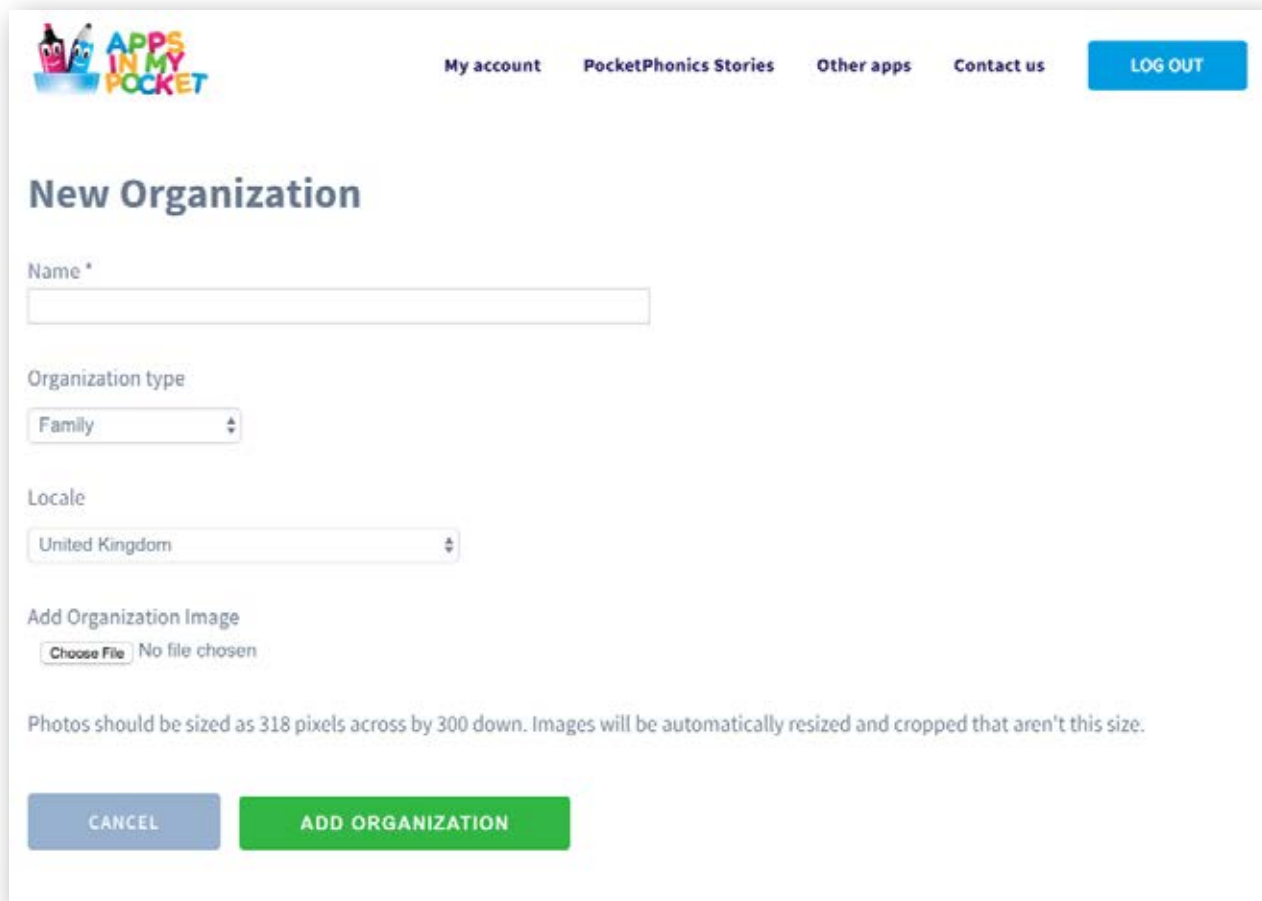


11. Set Up Your school

Next fill in the form that describes your organization by completing:

- the name by which you want your school to be referred to
- the type of organization
- the country the school is in

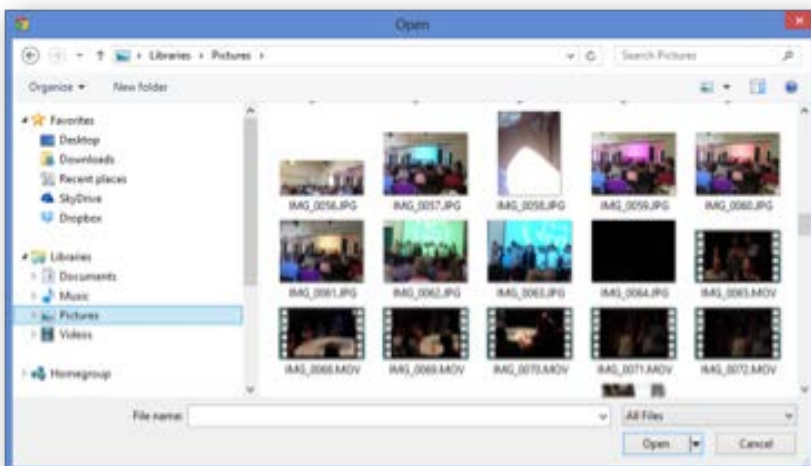
Having filled in the form, select the 'Add organization' button.



The screenshot shows the 'New Organization' form in the Apps in My Pocket interface. At the top left is the 'APPS IN MY POCKET' logo. The navigation menu includes 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a 'LOG OUT' button. The form has the following fields:

- Name ***: A text input field.
- Organization type**: A dropdown menu currently set to 'Family'.
- Locale**: A dropdown menu currently set to 'United Kingdom'.
- Add Organization Image**: A section with a 'Choose File' button and the text 'No file chosen'.

Below the form, there is a note: 'Photos should be sized as 318 pixels across by 300 down. Images will be automatically resized and cropped that aren't this size.' At the bottom are two buttons: 'CANCEL' and 'ADD ORGANIZATION'.





You can also add a picture of your school if you wish. This can be any format and size: Apps in My Pocket will resize the picture as necessary. To add a picture select the 'Choose File' button and then use your local file explorer to choose the picture you want.



11. Set Up Your school

You will now see a list of the organizations you have access to. It should include the one you have just added:

The screenshot shows the user interface for 'APPS IN MY POCKET'. At the top left is the logo. The top navigation bar includes 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a blue 'LOG OUT' button. A green notification bar states 'Organisation successfully created'. Below this is the heading 'Track Progress: Organizations' and a link 'Add new organization'. A table lists the organizations:

Your organizations	Send invite to join organization	Edit
St Paul's School		

Now you have created your school, you may wish to organize it into groups (section 12). This will allow Apps in My Pocket to generate reports based on those separate groups and allow you to manage who can see the progress of which children.

You can now add children to the groups/organization (section 13) and then invite parents/guardians to follow their child's progress or other teachers to follow the progress of the children (section 19).



11. Set Up Your school

Schools with 1-2-1 iPad deployments

If your school is in the wonderful position of having one iPad per student then set-up your classes as groups on the website (section 12). Once you have added each child to their class, configure the iPads for a class by selecting the group for that class (section 7). You can then edit this configuration to hide all the other students in the class, leaving only the student showing who uses this iPad (section 17).

Schools that share a group of iPads within a class

If you share iPads within a class then your first step is to set-up your classes as groups on the website (section 12). Once you have added each student to their class, configure the iPads for a class by selecting the group for that class (section 7). All the children in the class will now be listed on the home screen (first screen) of the app, so each child can pick their name. You can add a photo of each child to their name.

It will not matter which of the iPads you give to a child in your class, the app will continue on from where they left off on their last iPad. Note that this does depend on your iPads having had internet access when they were used, or the app having been started up subsequently somewhere with Internet access.

Schools that share a group of iPads across classes

If you share iPads across classes then your first step is to set-up your classes as groups on the website (section 12). Once you have added each student to their class, the iPads are ready to use. When you take them into a particular class, you need to simply select the right group (section 7). The app will then list the children in that class.

It will not matter which of the iPads you give to a child in your class, the app will continue on from where they left off on their last iPad. Note that this does depend on your iPads having had internet access when they were used, or the app having been started up subsequently somewhere with Internet access.



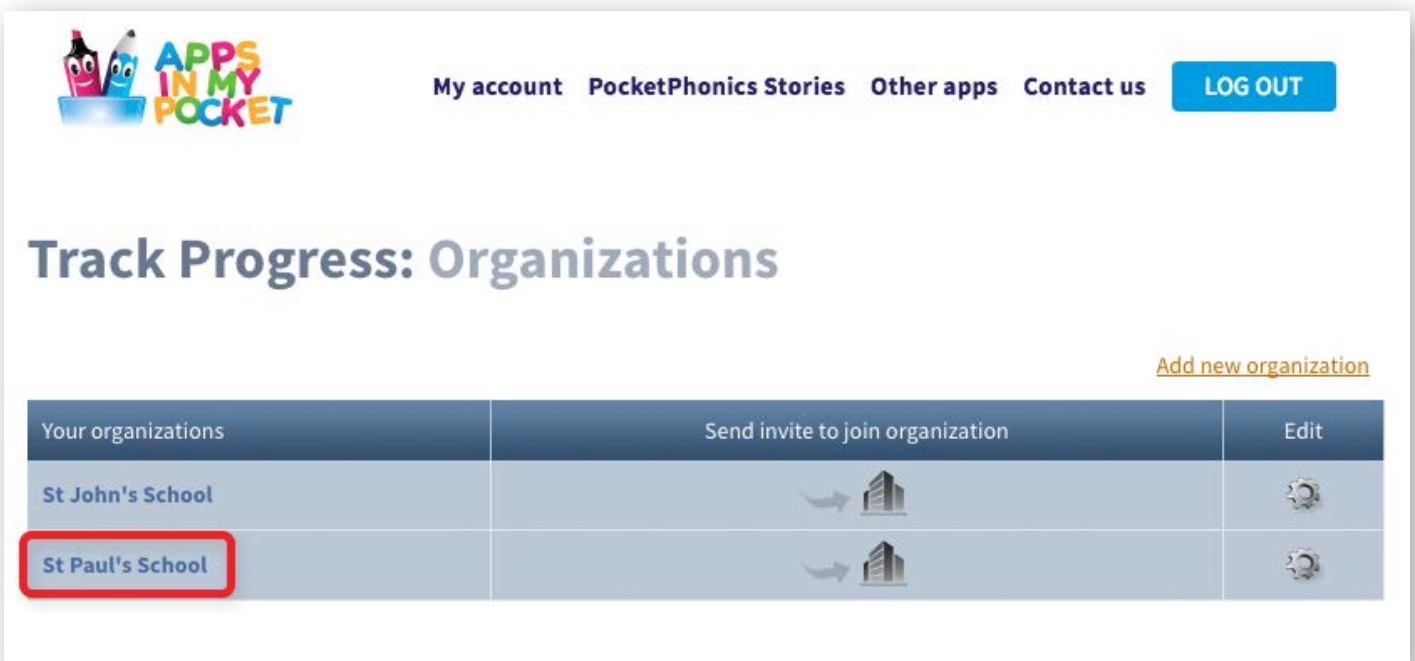
12. Creating Groups

Apps in My Pocket supports the notion of groups. Groups might be classes in a school, special reading groups etc. The idea of groups is to allow you to review progress across everyone in that group. So you can see what they've learnt, what lessons they've been trying and how much time they've spent using the app.

Additionally, Apps in My Pocket delivers weekly reports by email, to all registered users and invitees. These show progress organized by groups to again help you to see how children are progressing and help you choose whether further direction or congratulations are appropriate.

Once you've logged in (section 4) and set up a school (section 11) you can create groups. There are two ways to set up groups. One is via the 'Bulk Upload of children as described in section 15. The other, as explained here, is done directly via the website.







Step 1: If you have access to more than one school then choose the organization that you wish to add groups to.



My account PocketPhonics Stories Other apps Contact us LOG OUT

Track Progress: Organizations

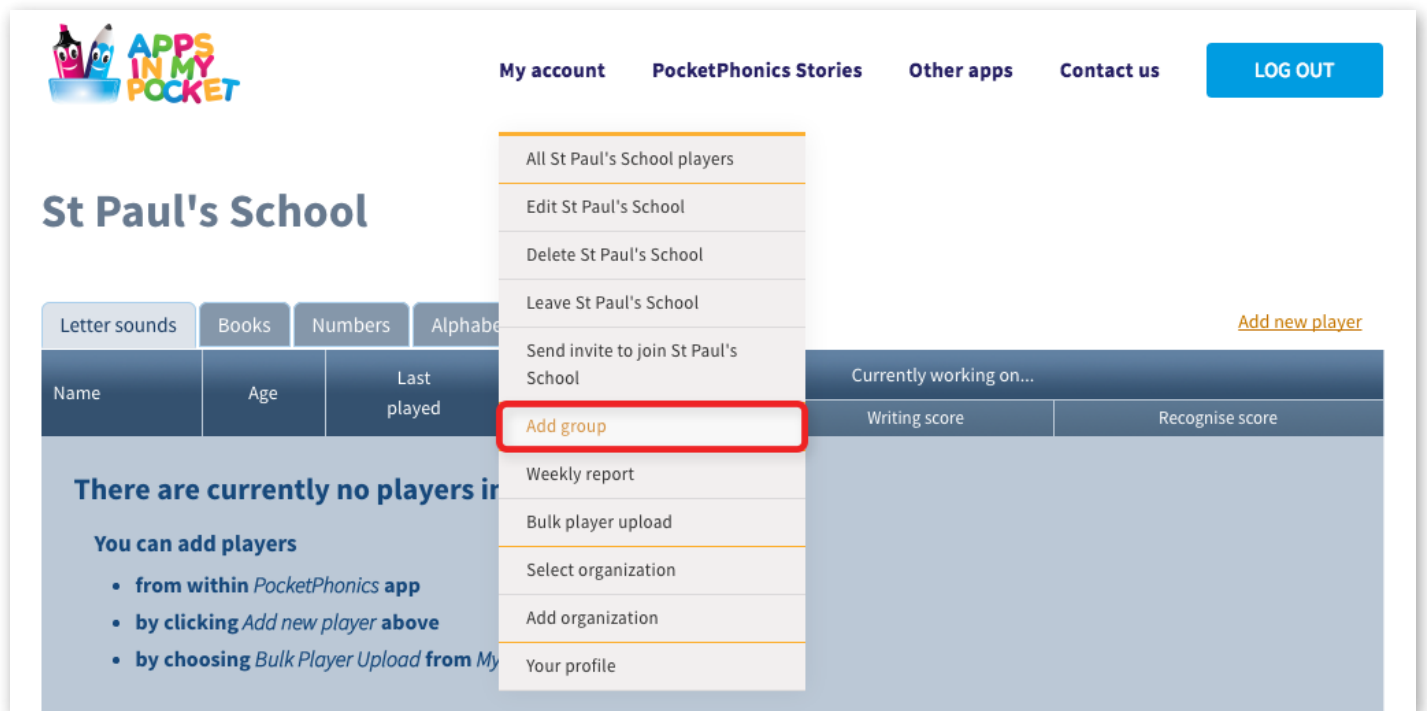
[Add new organization](#)

Your organizations	Send invite to join organization	Edit
St John's School	 	
St Paul's School	 	



12. Creating Groups

Step 2: From the 'My account' menu titled with the school's name, select the 'Add group' option.

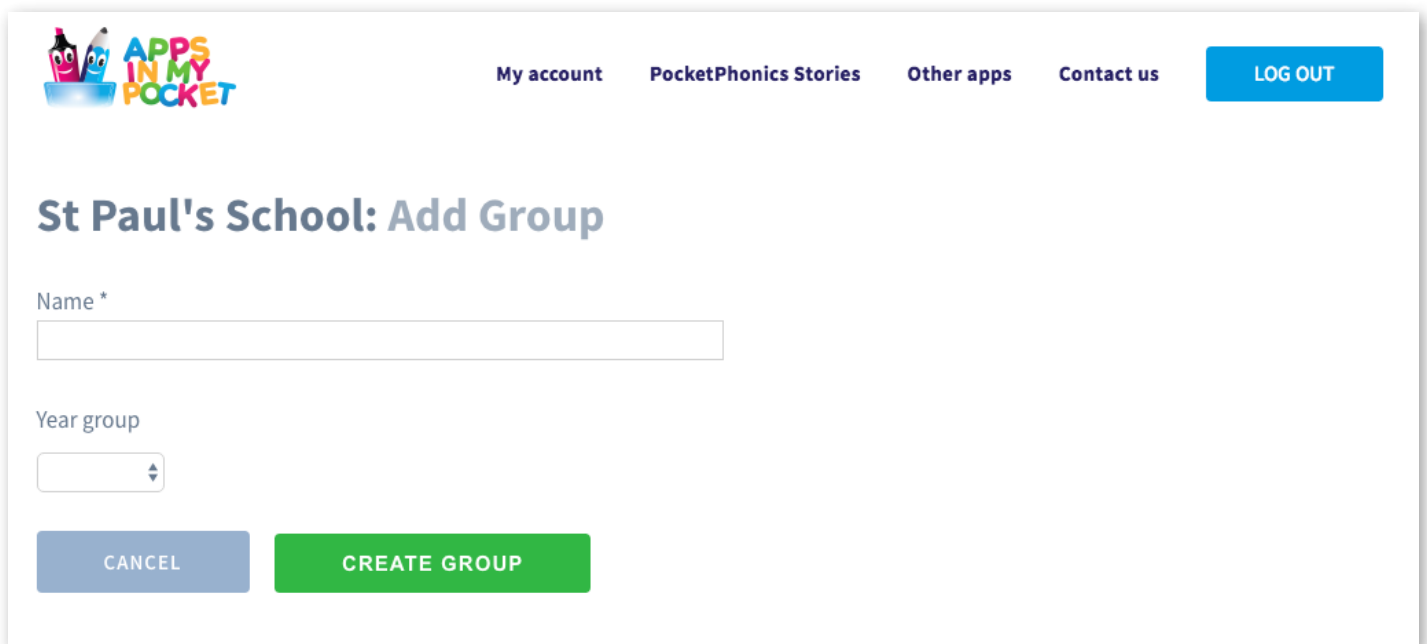


The screenshot shows the 'My account' menu for 'St Paul's School'. The menu is open, displaying various options. The 'Add group' option is highlighted with a red rectangle. The menu items are: All St Paul's School players, Edit St Paul's School, Delete St Paul's School, Leave St Paul's School, Send invite to join St Paul's School, Add group (highlighted), Weekly report, Bulk player upload, Select organization, Add organization, and Your profile. The background shows the 'St Paul's School' dashboard with a table of players and a 'There are currently no players in this group' message.

The following page will appear.

Step 3: Enter the name of the group in the 'Name' field. It is optional to select a 'Year group'.

Step 4: Select the 'Create group' button.



The screenshot shows the 'St Paul's School: Add Group' form. The form has a 'Name *' field and a 'Year group' dropdown menu. Below the form are two buttons: 'CANCEL' and 'CREATE GROUP'.



12. Creating Groups

A page listing all of the Groups in your school, including the one you have just created, is now displayed. You can begin adding children to this group (section 14) using the 'Add players to group' link.

The screenshot shows the 'APPS IN MY POCKET' app interface. At the top, there is a navigation bar with the app logo on the left and links for 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a 'LOG OUT' button. Below the navigation bar, a green banner displays the message 'Group was successfully created.' The main content area is titled 'St Paul's School' and features a dropdown menu set to 'Class 2H'. Below the dropdown are several tabs: 'Letter sounds', 'Books', 'Numbers', 'Alphabet', and 'Admin'. To the right of these tabs are four links: 'Edit group', 'Delete group', 'Add players to group' (which is highlighted with a purple box), and 'Add new player'. Below the links is a table with columns for 'Name', 'Age', 'Last played', and 'Currently working on...'. The 'Currently working on...' column is further divided into 'Sound group', 'Writing score', and 'Recognise score'.

After your groups have been set up, you can switch easily between groups within the app – see section 7.



13. Importing children

If you have used either of the apps on multiple devices prior to signing up, then each instance of a child on a device will be imported for Progress Tracking. This means that some children may be duplicated for Progress Tracking.

However, when you import children from a device, it will ask if you want to import all of them or delete all of them. It is quite common though for people to want to import some, but not all of the children.

Therefore it is best to either:

- before importing, remove children from devices so that no child exists on more than one device (see section 13.1)
- after importing, remove duplicate instances of a child via appsinmypocket.com (see section 13.2)

It is deliberately a slightly awkward process deleting children from the website, because the website is designed to avoid you accidentally deleting players. Unfortunately, once you have deleted a player from the app prior to import, it is gone for good.

The safest option is to delete players after they have been imported, but it is more cumbersome. If you accidentally delete a player, what you might lose is the player's history of what they have learnt eg. their letter sounds.

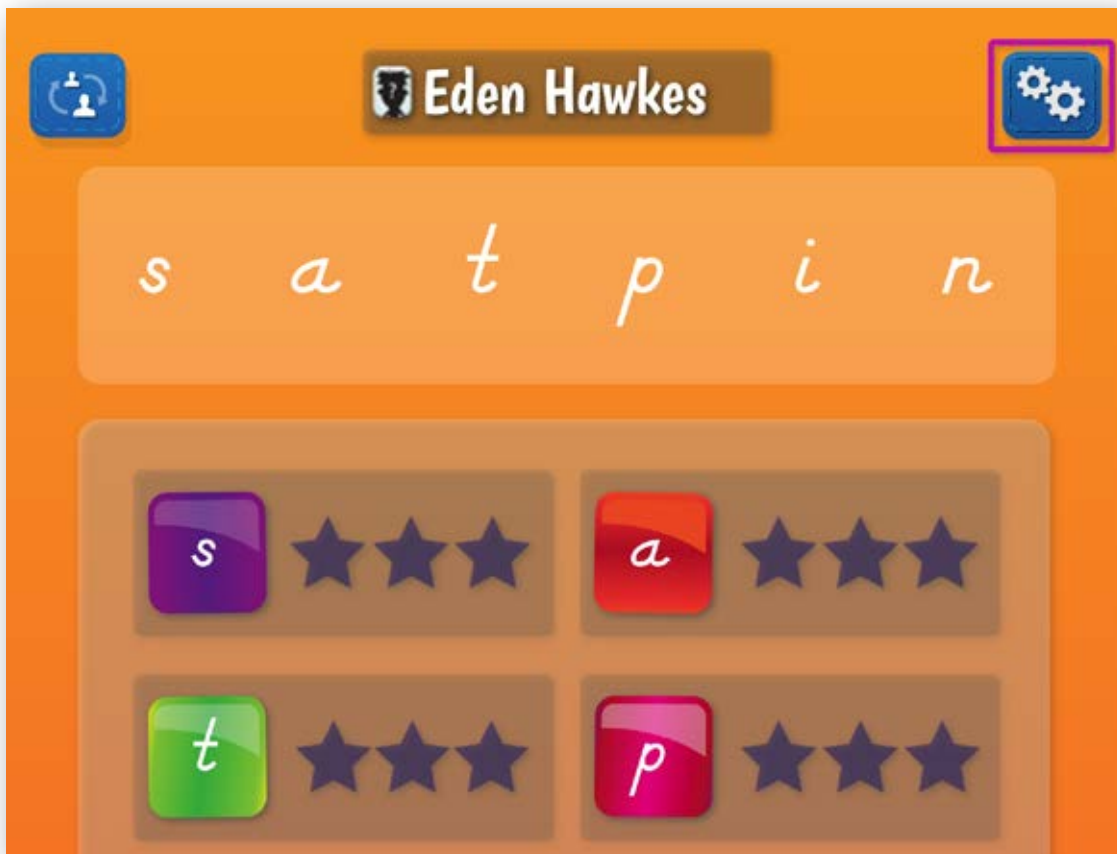


13.1 Remove a child via an app

To remove a child from an app, choose the child on the app's home screen (its first screen),

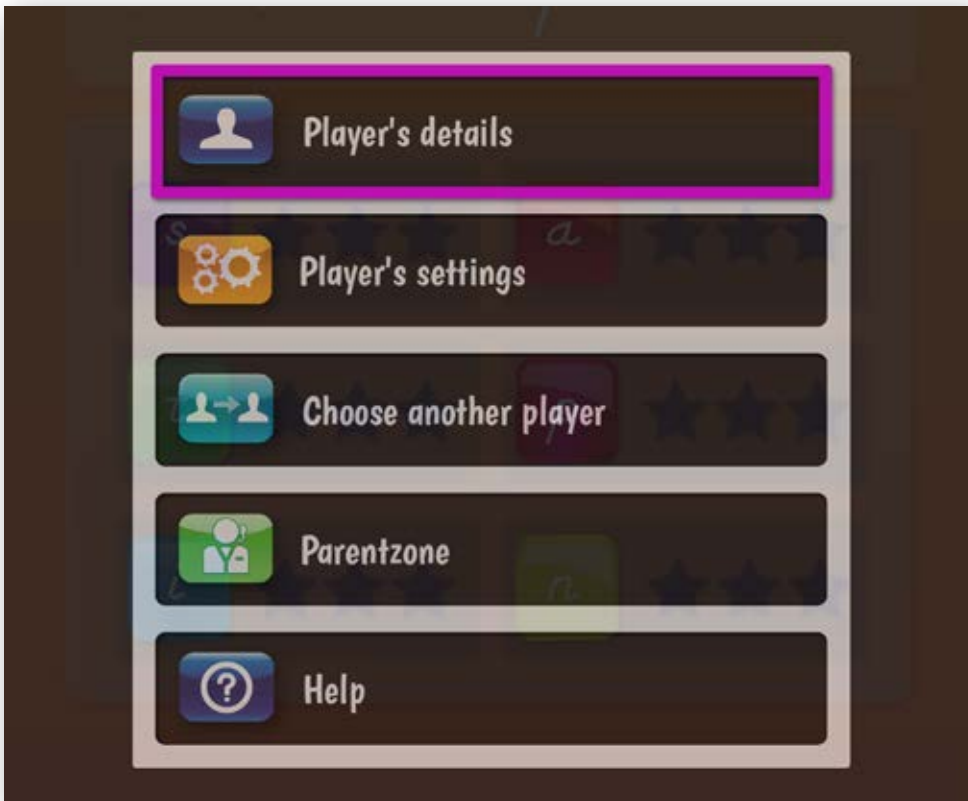


when the next screen appears, touch the menu button in the top right-hand corner,

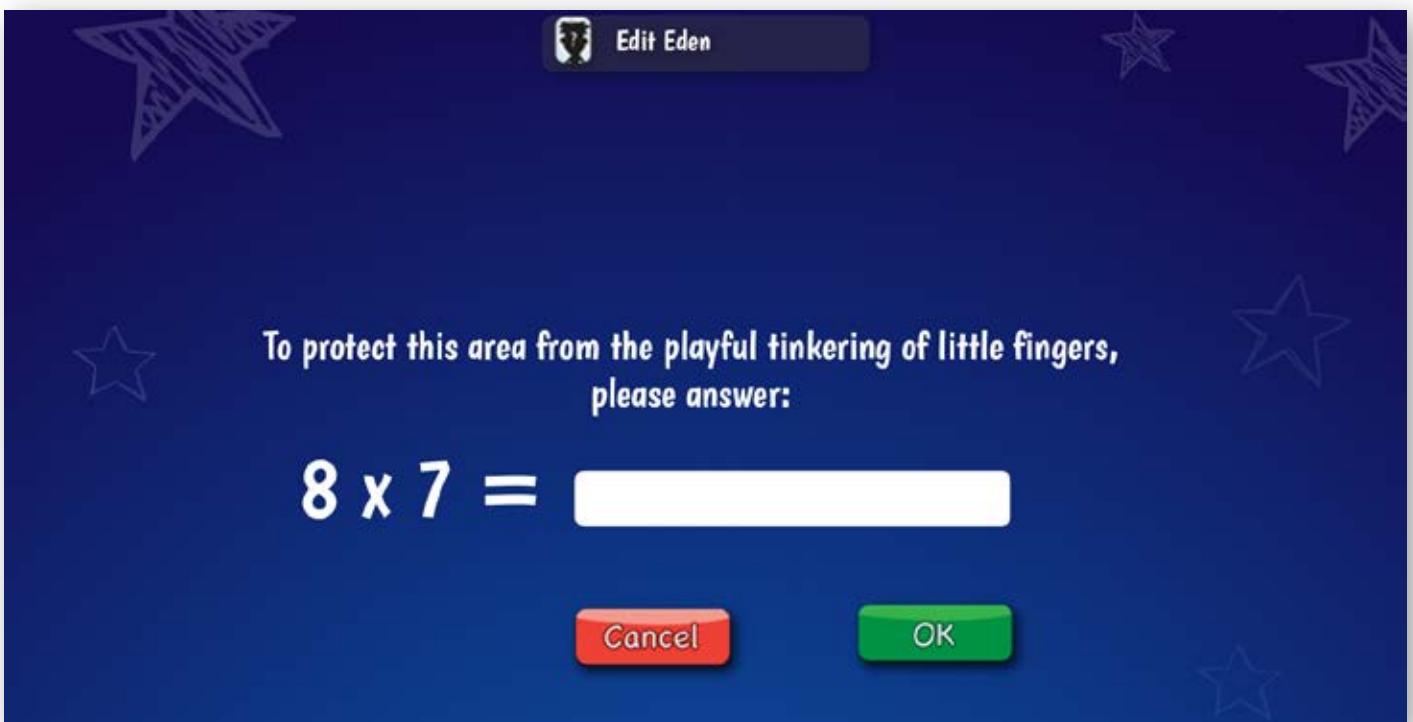


13.1 Remove a child via an app

select the 'player's details' option from the menu,



pass the adult test to protect against children deleting data,



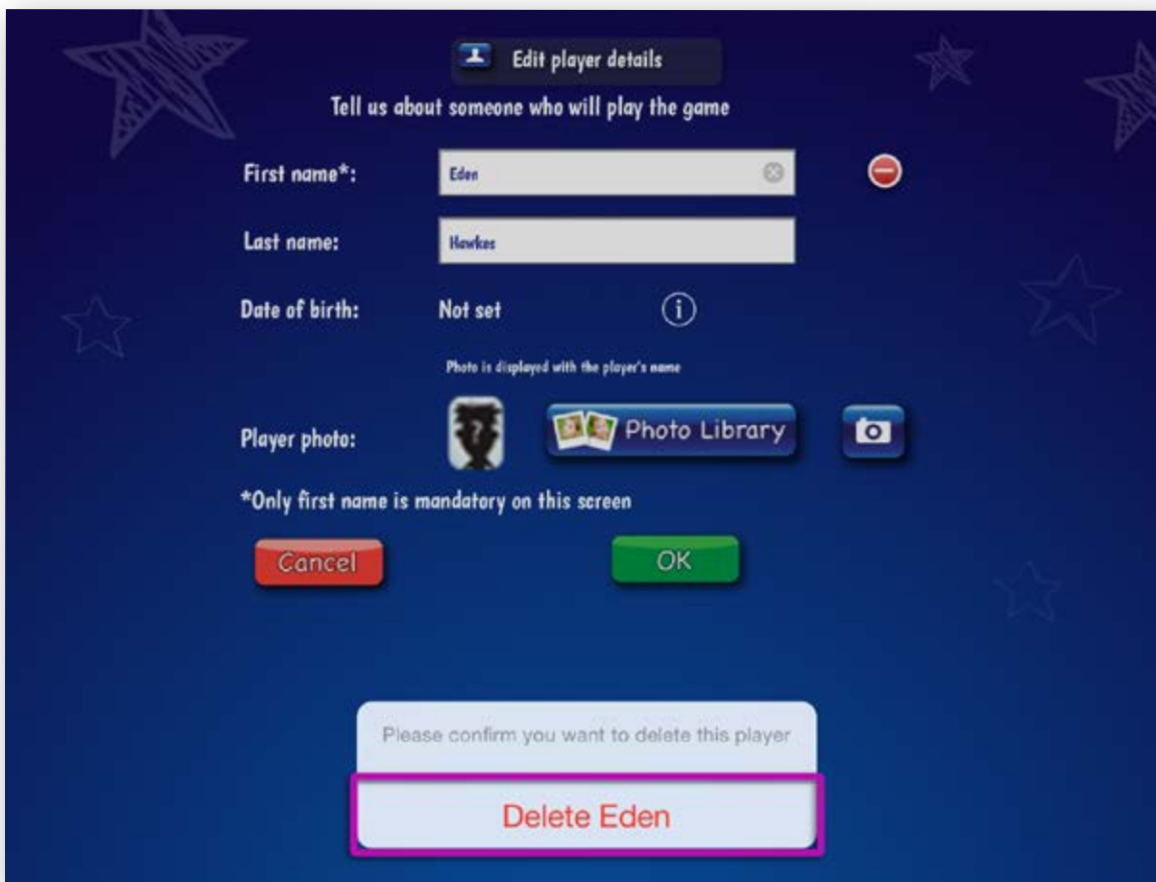
13.1 Remove a child via an app

a new screen will appear. Just to the right of the child's name, top right of the page, there is a red circle with a white bar. Click on this symbol to delete the child from the device.



The screenshot shows the 'Edit player details' screen. At the top, there is a title bar with a person icon and the text 'Edit player details'. Below this is the instruction 'Tell us about someone who will play the game'. The form contains the following fields: 'First name*' with the value 'Eden', 'Last name' with the value 'Hawkes', and 'Date of birth' with the value 'Not set'. There is an information icon next to the date of birth field. Below the form, there is a 'Player photo' section with a placeholder icon, a 'Photo Library' button, and a camera icon. At the bottom, there are 'Cancel' and 'OK' buttons. A red circle with a white bar is highlighted next to the 'First name' field.

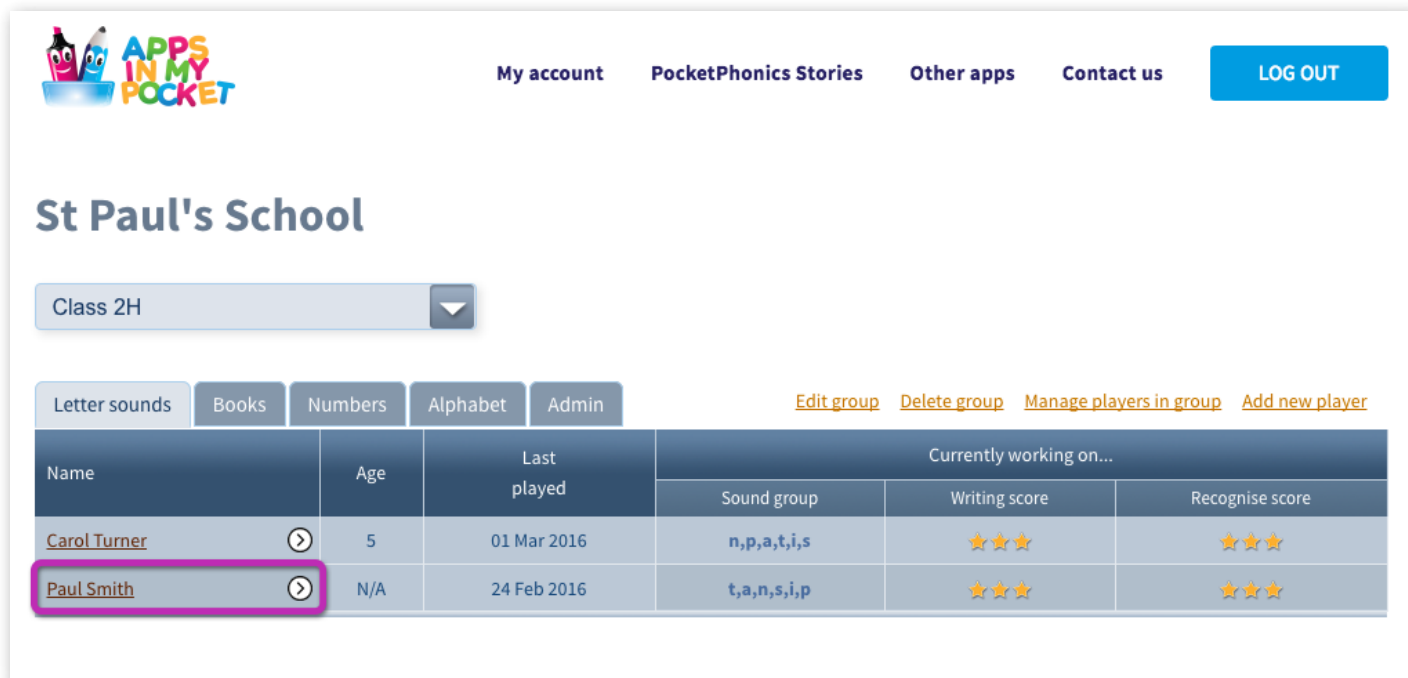
a red text button will appear to confirm deletion of the player. Click outside this area to cancel.



The screenshot shows the 'Edit player details' screen with a confirmation dialog box. The dialog box contains the text 'Please confirm you want to delete this player' and a red button labeled 'Delete Eden'. The 'Cancel' and 'OK' buttons from the previous screen are still visible. A red circle with a white bar is highlighted next to the 'First name' field.

13.2 Remove a child via website

You may have multiple instances of the same child appearing for your school in Progress Tracking on the website. To remove an instance of a child first ensure the child is not in any groups. Do this by choosing to edit the child,



APPS IN MY POCKET

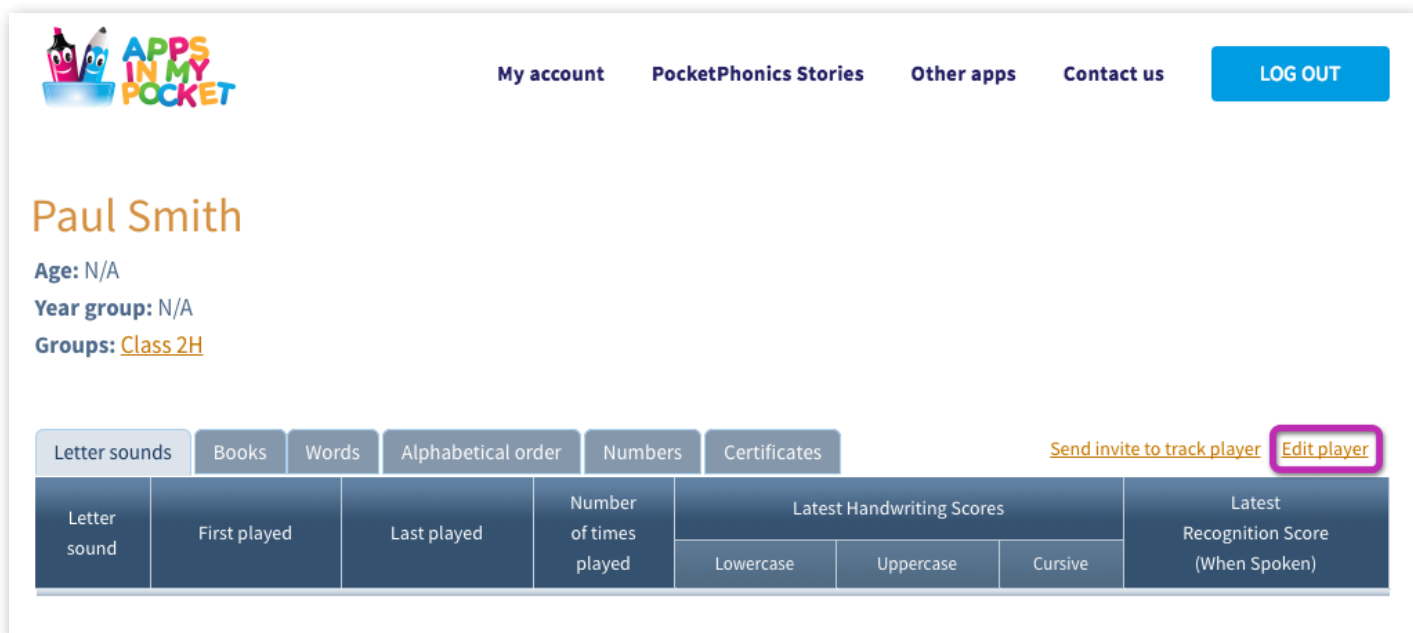
My account PocketPhonics Stories Other apps Contact us LOG OUT

St Paul's School

Class 2H

Letter sounds Books Numbers Alphabet Admin [Edit group](#) [Delete group](#) [Manage players in group](#) [Add new player](#)

Name	Age	Last played	Currently working on...		
			Sound group	Writing score	Recognise score
Carol Turner >	5	01 Mar 2016	n,p,a,t,i,s	☆☆☆	☆☆☆
Paul Smith >	N/A	24 Feb 2016	t,a,n,s,i,p	☆☆☆	☆☆☆



APPS IN MY POCKET

My account PocketPhonics Stories Other apps Contact us LOG OUT

Paul Smith

Age: N/A
Year group: N/A
Groups: [Class 2H](#)


Letter sounds Books Words Alphabetical order Numbers Certificates [Send invite to track player](#) **[Edit player](#)**

Letter sound	First played	Last played	Number of times played	Latest Handwriting Scores			Latest Recognition Score (When Spoken)
				Lowercase	Uppercase	Cursive	



13.2 Remove a child via website

then removing any ticks for them against groups, and saving the changes by selecting the 'Update Player' button.

My account PocketPhonics Stories Other apps Contact us LOG OUT

Paul Smith: Edit player

First name *

Last name

Date of birth

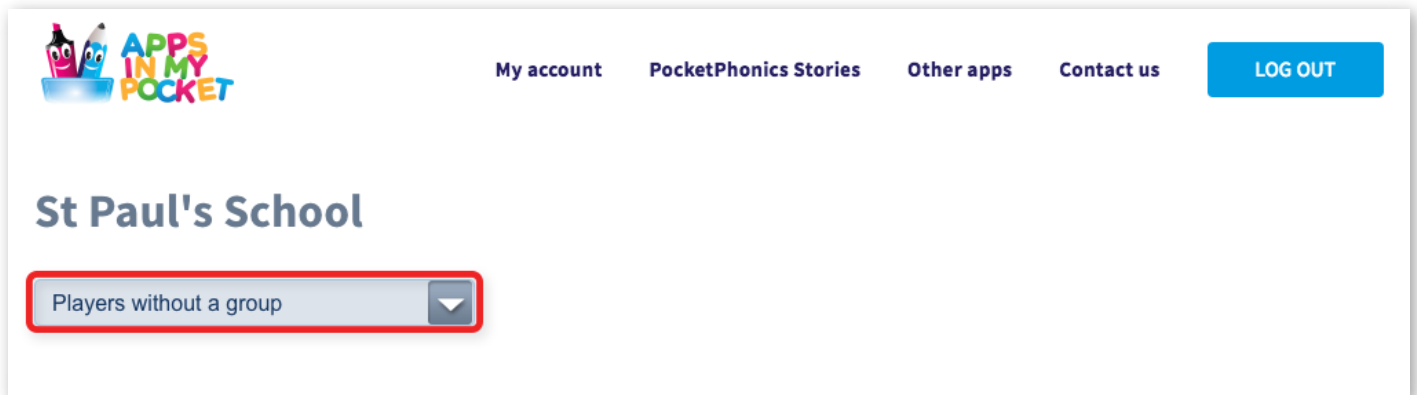
Year group

Add Player Image

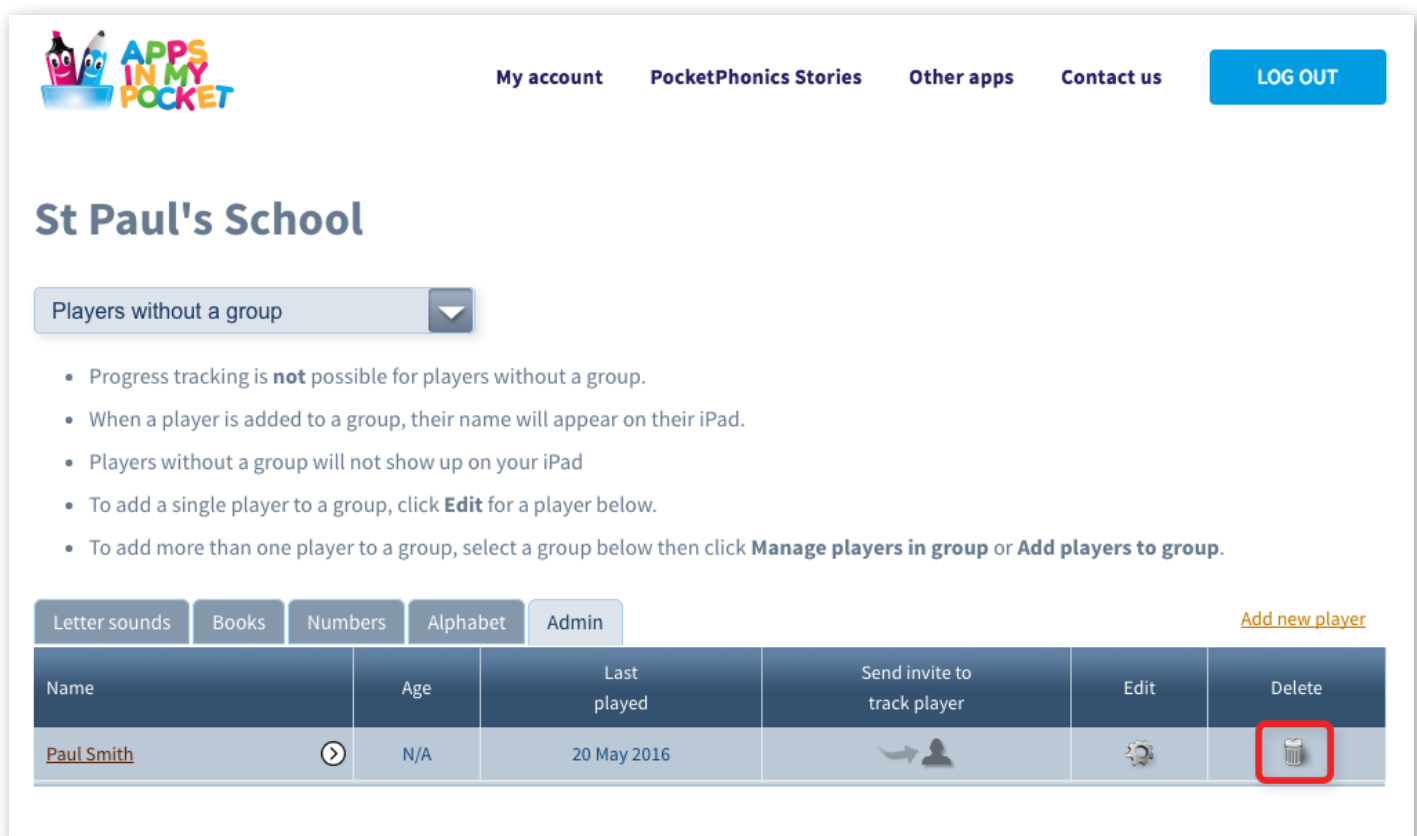
 No file chosen Class 2H

13.2 Remove a child via website

Once the child has been removed from any groups, the child can now be removed. Firstly, select the school the child is in. Next select the 'Players without a group' option and then select the 'Admin' tab. Each of the children now listed can be deleted separately by selecting the trash can in the rightmost column, titled 'Delete', of the table.



The screenshot shows the top navigation bar with the 'APPS IN MY POCKET' logo, 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a 'LOG OUT' button. Below the navigation is the school name 'St Paul's School'. A dropdown menu is open, showing 'Players without a group' selected, which is highlighted with a red rectangular box.



The screenshot shows the same page as above, but with the 'Admin' tab selected in the navigation bar. Below the navigation is the school name 'St Paul's School'. A dropdown menu is open, showing 'Players without a group' selected. Below the dropdown is a list of instructions:

- Progress tracking is **not** possible for players without a group.
- When a player is added to a group, their name will appear on their iPad.
- Players without a group will not show up on your iPad
- To add a single player to a group, click **Edit** for a player below.
- To add more than one player to a group, select a group below then click **Manage players in group** or **Add players to group**.

Below the instructions is a navigation bar with tabs: 'Letter sounds', 'Books', 'Numbers', 'Alphabet', and 'Admin'. The 'Admin' tab is selected. To the right of the tabs is a link 'Add new player'. Below the navigation bar is a table with the following columns: 'Name', 'Age', 'Last played', 'Send invite to track player', 'Edit', and 'Delete'. The table contains one row for 'Paul Smith' with a right arrow icon in the 'Name' column, 'N/A' in the 'Age' column, '20 May 2016' in the 'Last played' column, an arrow and person icon in the 'Send invite to track player' column, a gear icon in the 'Edit' column, and a trash can icon in the 'Delete' column. The trash can icon is highlighted with a red rectangular box.

Name	Age	Last played	Send invite to track player	Edit	Delete
Paul Smith >	N/A	20 May 2016			



14. Add children – one at a time – to a School

To add children to your school one at a time, log in to the website and then select the school's name on the 'Organizations' page. Alternatively, choose 'Select organization' from the 'My account' menu.

My account PocketPhonics Stories Other apps Contact us LOG OUT

Track Progress: Organizations

[Add new organization](#)

Your organizations	Send invite to join organization	Edit
St John's School		
St Paul's School		

OR

Select the 'All Players' option from the 'My account' menu under your school's name:

My account PocketPhonics Stories Other apps Contact us LOG OUT

St Paul's School

All players

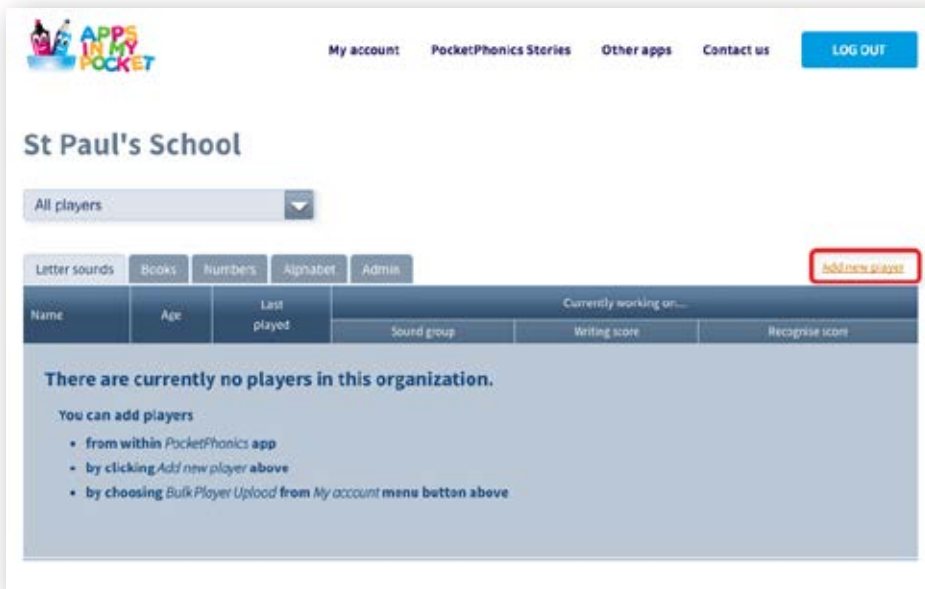
[Add new player](#)

Name	Age	Send invite to track player	Edit	Delete
Carol Turner	5			
Paul Smith	N/A			
Paul Smith	N/A			



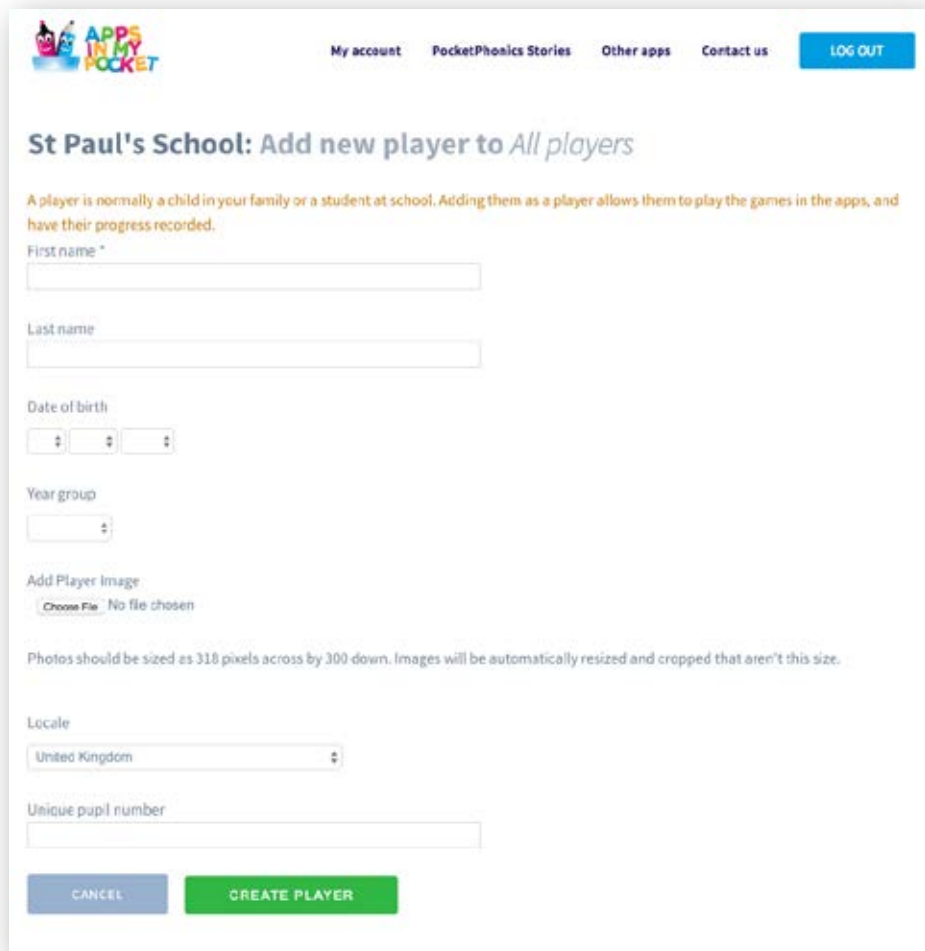
14. Add children – one at a time – to a School

(Whichever route you've taken) you will now see the following page. Select the 'Add new player' option ...



The screenshot shows the 'St Paul's School' dashboard. At the top, there is a navigation bar with 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a 'LOG OUT' button. Below the navigation bar, the school name 'St Paul's School' is displayed. A dropdown menu shows 'All players'. Below this, there are tabs for 'Letter sounds', 'Books', 'Numbers', 'Alphabet', and 'Admins'. A red box highlights the 'Add new player' button. Below the tabs, there is a table with columns: 'Name', 'Age', 'Last played', 'Sound group', 'Writing score', and 'Recognise score'. The table is currently empty, and a message states: 'There are currently no players in this organization.' Below this message, it says 'You can add players' and lists three options: 'from within PocketPhonics app', 'by clicking Add new player above', and 'by choosing Bulk Player Upload from My account menu button above'.

and the following form will appear:

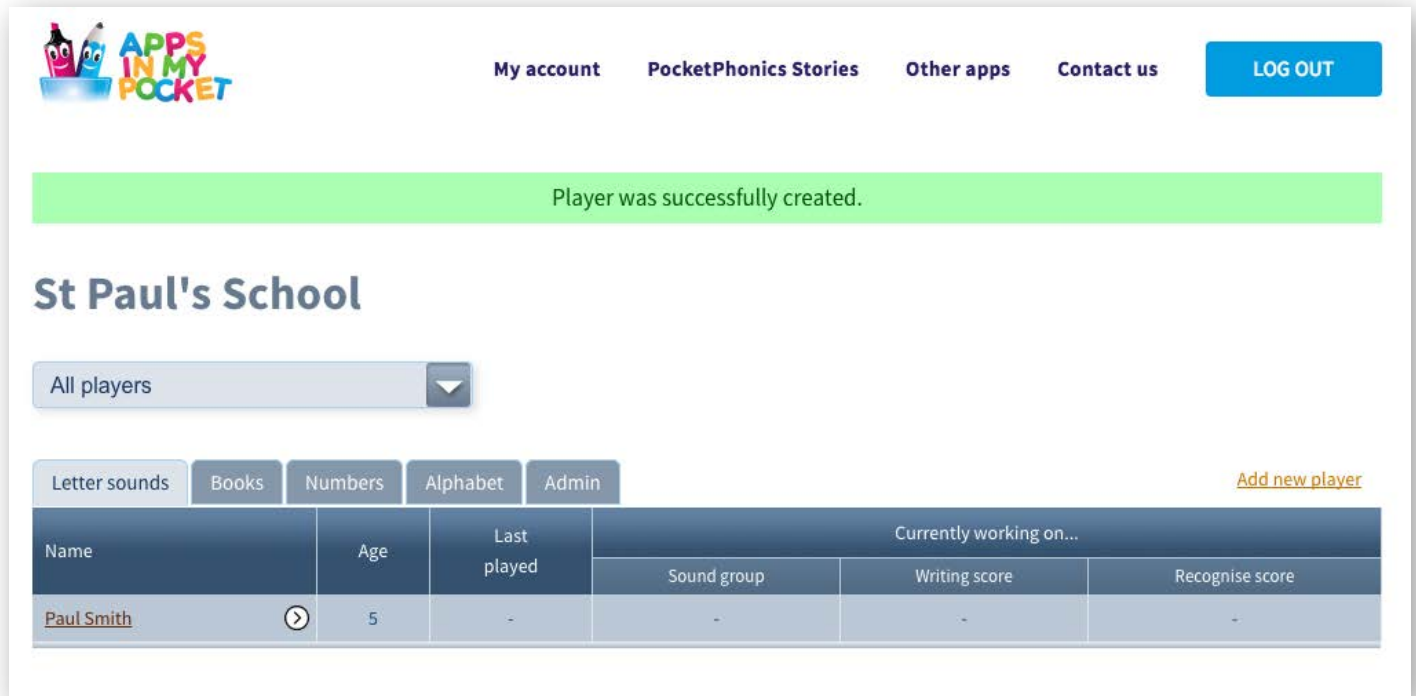


The screenshot shows the 'Add new player' form for 'St Paul's School'. The form title is 'St Paul's School: Add new player to All players'. Below the title, there is a description: 'A player is normally a child in your family or a student at school. Adding them as a player allows them to play the games in the apps, and have their progress recorded.' The form fields are: 'First name *' (text input), 'Last name' (text input), 'Date of birth' (date picker), 'Year group' (dropdown menu), 'Add Player Image' (file upload button with 'Choose File' and 'No file chosen' text), 'Locale' (dropdown menu with 'United Kingdom' selected), and 'Unique pupil number' (text input). At the bottom, there are two buttons: 'CANCEL' and 'CREATE PLAYER'.



14. Add children – one at a time – to a School

Now add the details of the child. 'First name' is the only mandatory field, but the more information you provide the better. You can also add a picture of the child if you wish. Pictures can be in almost any file format and size. If necessary, Apps in My Pocket will re-size the picture. When you have completed the form, select the 'Create Player' button. The child will be put on the list of children for your chosen school:



APPS IN MY POCKET

My account PocketPhonics Stories Other apps Contact us LOG OUT

Player was successfully created.

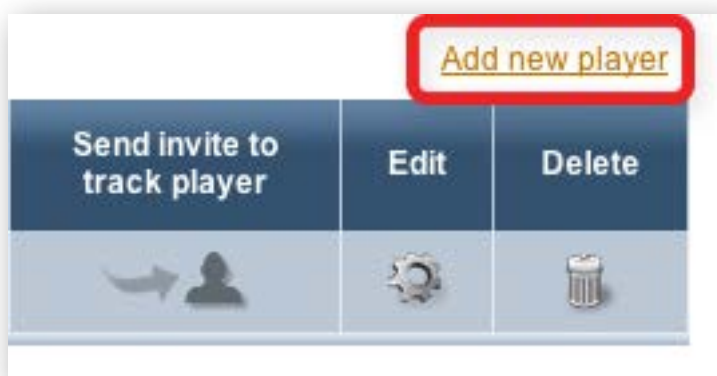
St Paul's School

All players

Letter sounds Books Numbers Alphabet Admin [Add new player](#)

Name	Age	Last played	Currently working on...		
			Sound group	Writing score	Recognise score
Paul Smith	5	-	-	-	-

You can add further children by selecting the 'Add new player' link and entering their details.



[Add new player](#)

Send invite to track player Edit Delete

➔ 👤 ⚙️ 🗑️

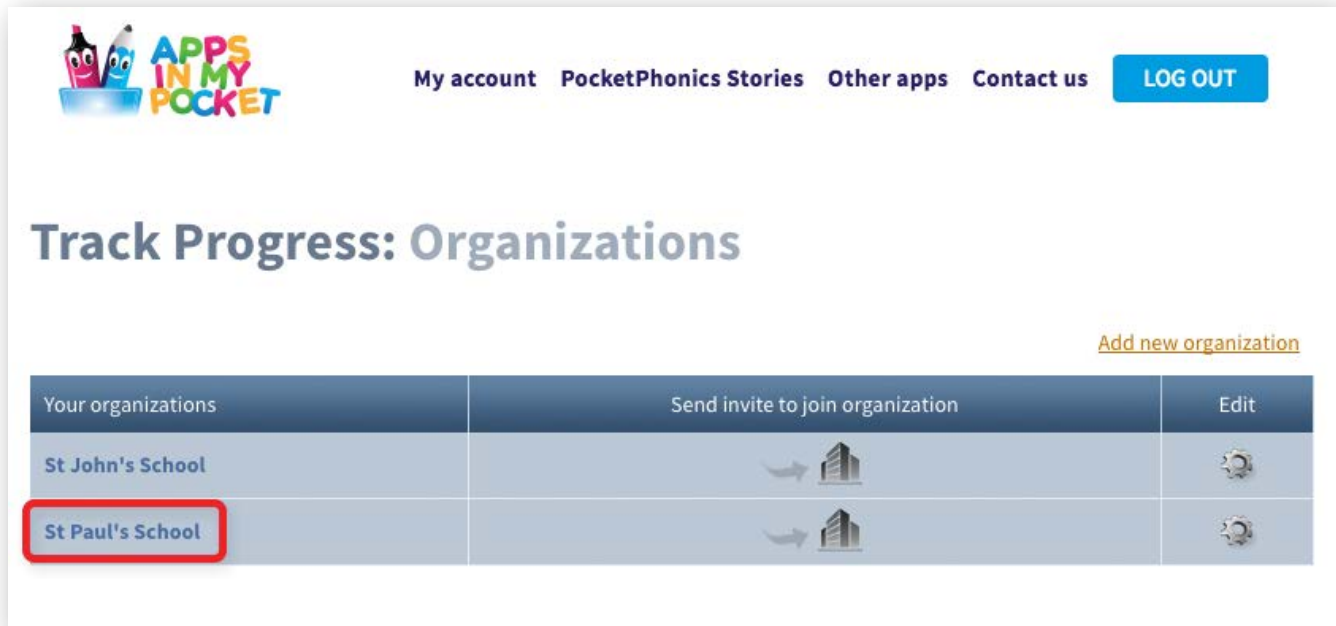


15. Add children – bulk upload – to a school

You may wish to upload lots of players / children, possibly a whole class or a number of groups of children. If so, then it might be easier and quicker for you to enter the children via an Excel spreadsheet.

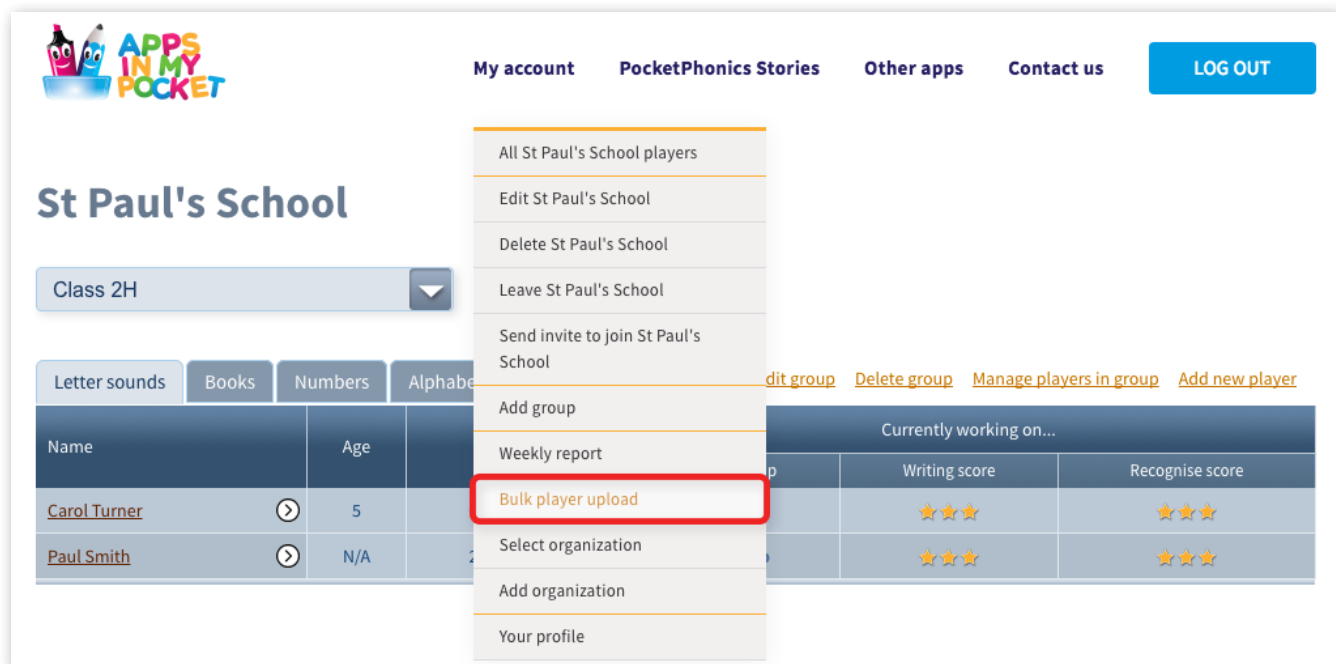
To do this you must be logged in (see section 4).

If you haven't already done so, select the school you wish to upload the children to, choosing 'Select organization' from the 'My account' menu, then choosing your school (circled in red).



The screenshot shows the 'Track Progress: Organizations' page. At the top, there is a navigation bar with 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a 'LOG OUT' button. Below the navigation bar, the page title 'Track Progress: Organizations' is displayed. A link 'Add new organization' is visible on the right. The main content area shows a table with columns: 'Your organizations', 'Send invite to join organization', and 'Edit'. The table lists two organizations: 'St John's School' and 'St Paul's School'. 'St Paul's School' is highlighted with a red box. The 'Send invite to join organization' column contains a house icon and a right-pointing arrow. The 'Edit' column contains a gear icon.

Next select the 'Bulk player upload' option from the 'My account' menu.

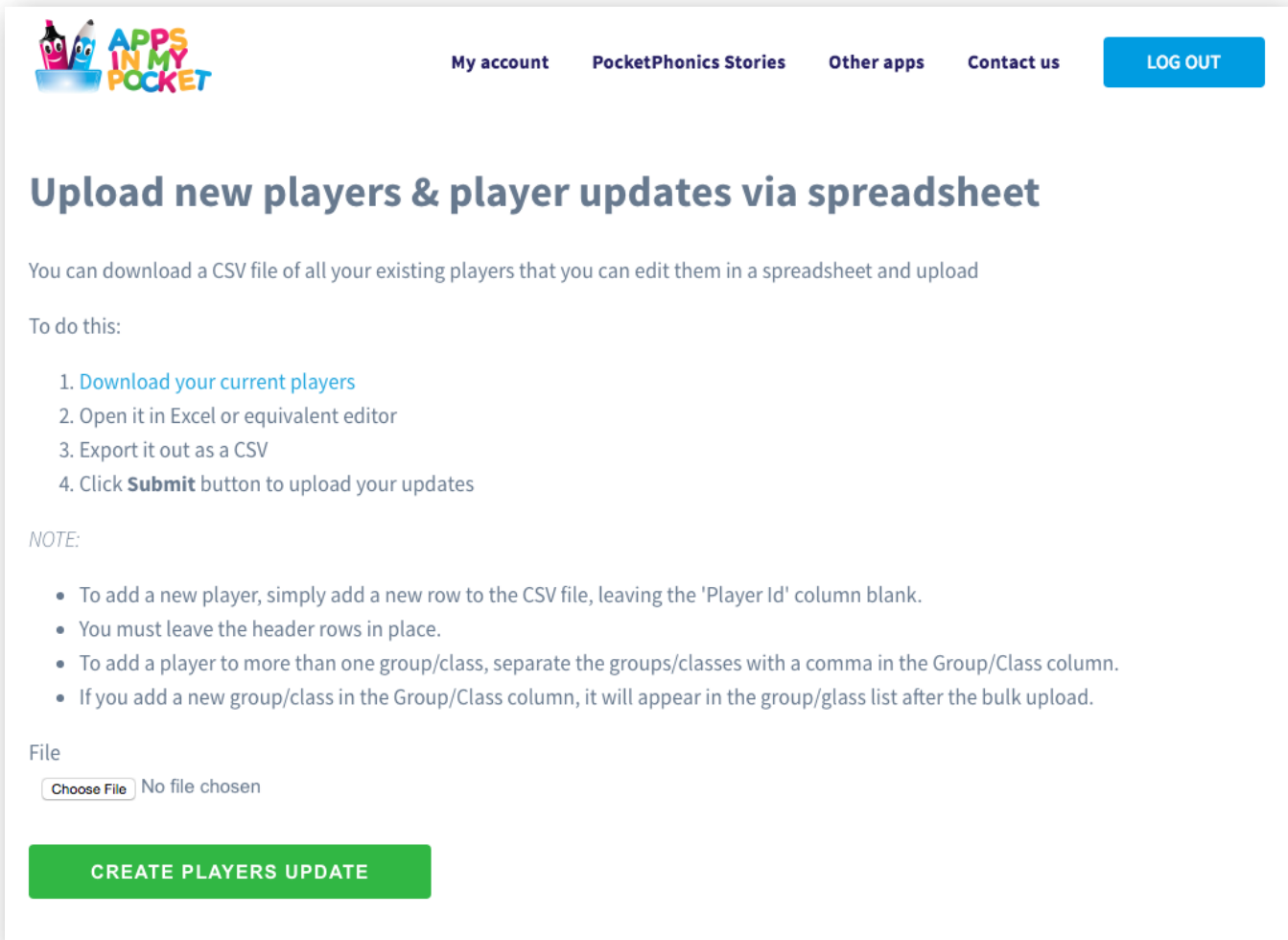


The screenshot shows the 'My account' menu for 'St Paul's School'. The 'My account' menu is open, showing options: 'All St Paul's School players', 'Edit St Paul's School', 'Delete St Paul's School', 'Leave St Paul's School', 'Send invite to join St Paul's School', 'Add group', 'Weekly report', 'Bulk player upload' (highlighted with a red box), 'Select organization', 'Add organization', and 'Your profile'. The background shows the 'St Paul's School' page with a 'Class 2H' dropdown menu. Below the dropdown, there are tabs for 'Letter sounds', 'Books', 'Numbers', and 'Alphabet'. A table of players is visible, with columns for 'Name', 'Age', 'Writing score', and 'Recognise score'. The table lists 'Carol Turner' (Age 5) and 'Paul Smith' (Age N/A). The 'Writing score' and 'Recognise score' columns show three stars for each player. A 'Currently working on...' section is also visible.



15. Add children – bulk upload – to a school

The following page will appear:



The screenshot shows a web interface for 'APPS IN MY POCKET'. At the top left is the logo. To the right are navigation links: 'My account', 'PocketPhonics Stories', 'Other apps', and 'Contact us'. A blue 'LOG OUT' button is in the top right corner. The main heading is 'Upload new players & player updates via spreadsheet'. Below it, a paragraph explains that users can download a CSV file of existing players, edit it in a spreadsheet, and upload it. A section titled 'To do this:' lists four steps: 1. Download your current players, 2. Open it in Excel or equivalent editor, 3. Export it out as a CSV, and 4. Click 'Submit' button to upload your updates. A 'NOTE:' section follows with four bullet points: • To add a new player, simply add a new row to the CSV file, leaving the 'Player Id' column blank. • You must leave the header rows in place. • To add a player to more than one group/class, separate the groups/classes with a comma in the Group/Class column. • If you add a new group/class in the Group/Class column, it will appear in the group/glass list after the bulk upload. Below the notes is a 'File' section with a 'Choose File' button and the text 'No file chosen'. At the bottom is a green button labeled 'CREATE PLAYERS UPDATE'.

Note: If there are already children / players in your organization and you wish to use the 'Bulk upload' facility to add more children then the instructions on the page above are slightly different (it will say 'Download your current players' rather than 'Download sample XLS file') and the spreadsheet you download will be populated with your existing children.

Upload new players & player updates via spreadsheet

You can download a CSV file of all your existing players that you can edit them in a spreadsheet and upload

To do this:

1. [Download your current players](#)
2. Open it in Excel or equivalent editor
3. Export it out as a CSV
4. Click **Submit** button to upload your updates



15. Add children – bulk upload – to a school

Download the sample spreadsheet by clicking on the link. Either type in, or copy and paste your student's data into this spreadsheet. Only this specially formatted spreadsheet can be uploaded into our system.

Upload new players via spreadsheet

You can use an Excel spreadsheet (.xlsx or .xls) to upload as many new players to **St Paul's School** as you wish in one go.

To do this:

1. **Download sample XLS file**
2. Fill it in, save as Excel file (.xls or .xlsx) and close
3. Upload Excel file using the button below.
4. Click **Submit** button

The sample looks like the following:

	A	B	C	D	E	F	G
1	Group/Class (OPTIONAL)	First Name (REQUIRED)	Last Name (OPTIONAL)	Date of Birth (OPTIONAL)	Age in years at end of academic year (OPTIONAL)	Parent's Email (OPTIONAL)	Unique Pupil Number (OPTIONAL)
2	2H	John	Doe	26-Jul-2006	11	doe@domain.com	
3	3M	Joe	Bloggs	3-Apr-2007	10	bloggs@domain.com	
4							
5		See 'Year Group example' tab below for help					
6		Player details will be added from row 2 and below, so please overwrite the example players (rows 2 and 3) and all red text					
7							

Organise the columns of your own data to match our sample and then use that data to copy/paste from rows 2 onwards into our sample spreadsheet, making sure you overwrite rows 2 to 7. If you choose to enter dates of birth then these must be in the format dd-Mmm-nnnn, for example 5-Nov-2006. The only column that **MUST** be completed is the 'First Name'; column (B). Other columns may be left blank, but we would encourage you to provide as much information as possible.

If you provide dates of birth then the child's age will be calculated automatically each birthday. Only if you don't provide their date of birth might you want to provide their age in years at the end of the academic year.

If you provide group names, such as class labels then these will be used to create groups for you.

If you provide 'Parent's Email' addresses then you will later be prompted by the website to send invites to those addresses, so that those parents can have the pleasure of following their children's progress via the website. As per the Barnes family below, if you need to invite more than one parent for a child, separate their parents' email addresses with a comma.

An example extract from a completed spreadsheet is shown below:

	A	B	C	D	E	F	G	H
Player ID	Group/Class (OPTIONAL)	First Name (REQUIRED)	Last Name (OPTIONAL)	Date of Birth (OPTIONAL)	Age in years at end of academic year (OPTIONAL)	Parents Email (OPTIONAL)	Unique Pupil Number (OPTIONAL)	
0C850C41E414F870E6DACA78A9A671F	Mrs. Elders Class	Ashy						N/A
9703002858128279E807DA9E4DACC7ED	Mrs. Elders Class	Aisin						N/A
785583167935AE2750889AADF8435F45	Mrs. Elders Class	Callie						N/A
09E52170658EC5C7320E9568027DA7C8A	Mrs. Elders Class	Chaste						N/A
E28D46C9FAC1CF93D78870B55D3CC25	Mrs. Elders Class	Cheloni						N/A
32F576103D22450CA858C77E7B51BE8	Mrs. Elders Class	Christopher						N/A
1C2C037DA3206A0D928C41E7283470663	Mrs. Elders Class	Felicity						N/A
EEF8C84794C38F42DA478D676038C55	Mrs. Elders Class	Gabriel						N/A
F558A126668F8175EC7208A61E21E70	Mrs. Elders Class	Geniel						N/A

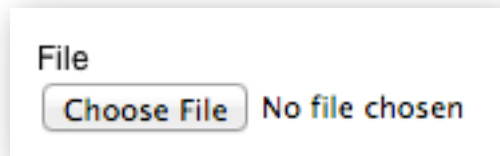


15. Add children – bulk upload – to a school

Once you have entered all the childrens' details on the sample spreadsheet, save the spreadsheet to your machine, using whatever file name you wish, providing it is saved as a .xls or .xlsx file.

Once the spreadsheet has saved, close the spreadsheet and return to appsinmypocket.com.

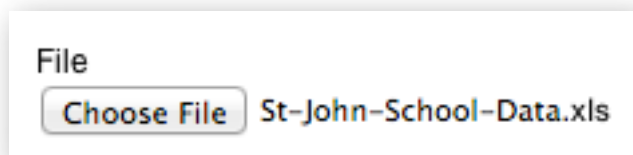
Now, select the 'Choose File' button:



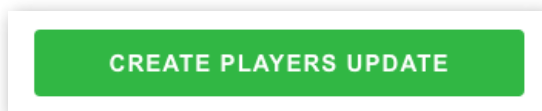
Note: If you already have a spreadsheet in the appropriate format then you can upload it without downloading the sample spreadsheet from the site.

The file explorer dialog box will open on your machine. Navigate to the appropriate folder and select the Excel file that you saved earlier.

Once this has uploaded the website page will change to show the name of the file:

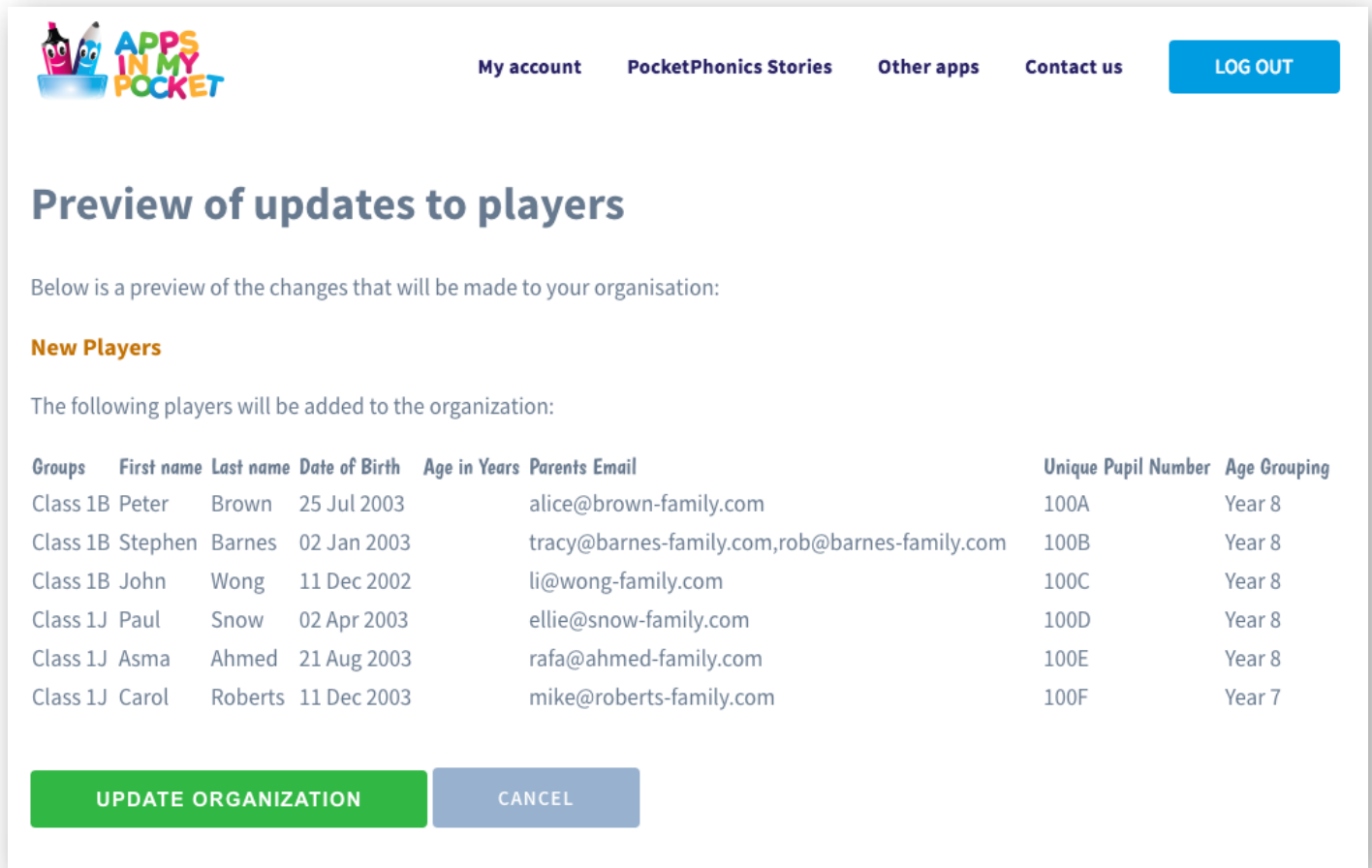


To complete the upload, select the 'Create Players update' button:



15. Add children – bulk upload – to a school

A page will be displayed showing the details you have provided. This is an opportunity to check that the details are correct before committing your updates. If you are happy with the details, select the 'Update organization' button. If you are not happy with the data and wish to amend it then: select the 'Cancel' link so that you can amend the data and upload it again.



APPS IN MY POCKET My account PocketPhonics Stories Other apps Contact us LOG OUT

Preview of updates to players

Below is a preview of the changes that will be made to your organisation:

New Players

The following players will be added to the organization:

Groups	First name	Last name	Date of Birth	Age in Years	Parents Email	Unique Pupil Number	Age Grouping
Class 1B	Peter	Brown	25 Jul 2003		alice@brown-family.com	100A	Year 8
Class 1B	Stephen	Barnes	02 Jan 2003		tracy@barnes-family.com,rob@barnes-family.com	100B	Year 8
Class 1B	John	Wong	11 Dec 2002		li@wong-family.com	100C	Year 8
Class 1J	Paul	Snow	02 Apr 2003		ellie@snow-family.com	100D	Year 8
Class 1J	Asma	Ahmed	21 Aug 2003		rafa@ahmed-family.com	100E	Year 8
Class 1J	Carol	Roberts	11 Dec 2003		mike@roberts-family.com	100F	Year 7

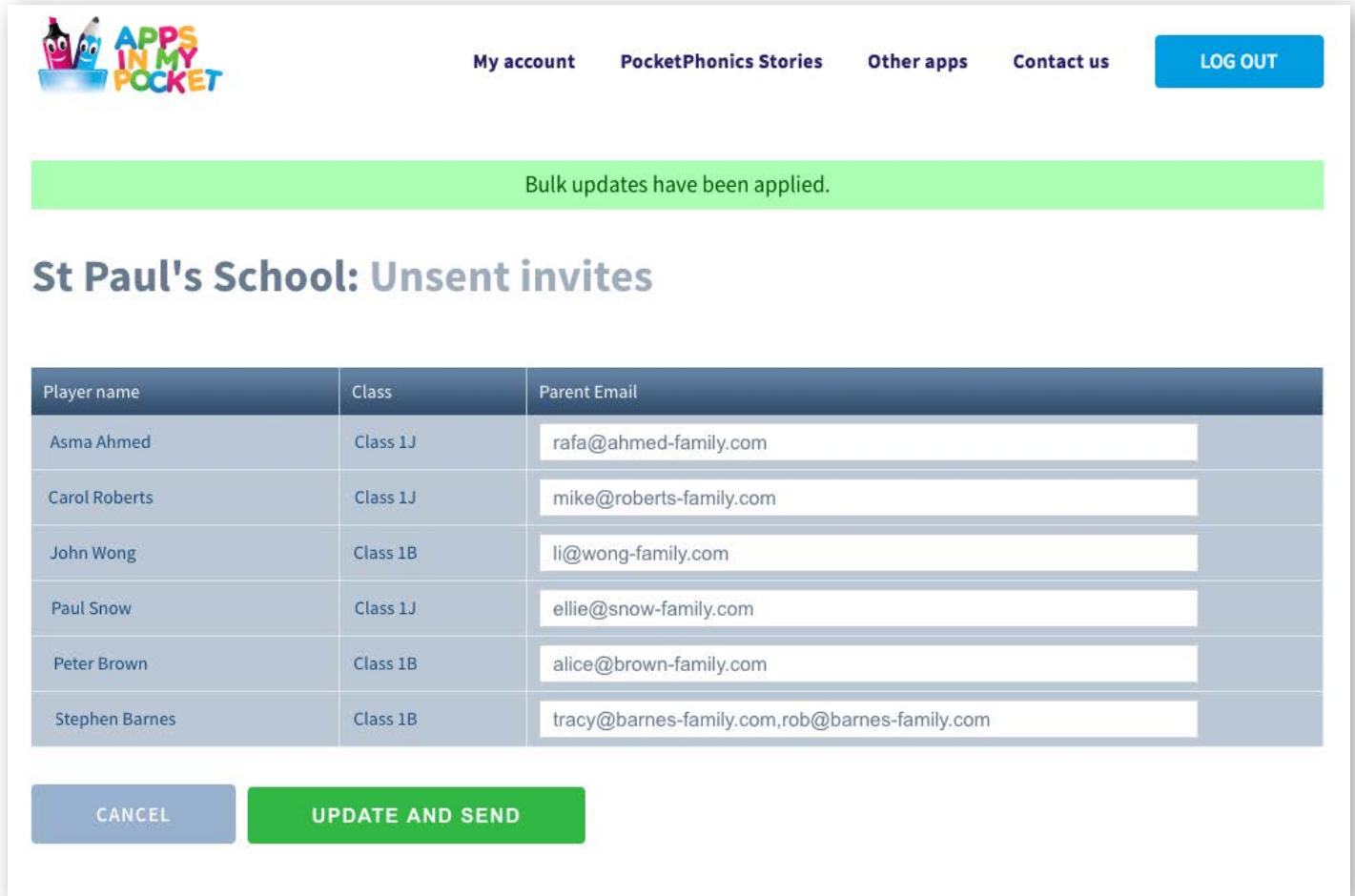
UPDATE ORGANIZATION CANCEL

As mentioned, it will set up the Groups that you have assigned each child to. So you can enter the children from all of your groups/classes in a single spreadsheet if you wish.



15. Add children – bulk upload – to a school

On selecting 'Update organization', Apps in My Pocket will give you a very easy way of using any email addresses you have provided to send invitations to those addressees to join the organization and track the progress of their child. This is covered in sections 18/19.



The screenshot shows the 'Apps in My Pocket' user interface. At the top left is the logo with two cartoon characters. Navigation links include 'My account', 'PocketPhonics Stories', 'Other apps', and 'Contact us'. A blue 'LOG OUT' button is on the right. A green banner displays the message 'Bulk updates have been applied.' Below this, the heading 'St Paul's School: Unsent invites' is shown. A table lists six players with their names, classes, and parent email addresses. At the bottom, there are two buttons: 'CANCEL' and 'UPDATE AND SEND'.

Player name	Class	Parent Email
Asma Ahmed	Class 1J	rafa@ahmed-family.com
Carol Roberts	Class 1J	mike@roberts-family.com
John Wong	Class 1B	li@wong-family.com
Paul Snow	Class 1J	ellie@snow-family.com
Peter Brown	Class 1B	alice@brown-family.com
Stephen Barnes	Class 1B	tracy@barnes-family.com,rob@barnes-family.com



15. Add children – bulk upload – to a school

If you choose not to send invitations at this time, then a new option will be added to your school's menu of options, allowing you to send the invites later.

The screenshot displays the 'St Paul's School' management page. At the top, there is a navigation bar with 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a 'LOG OUT' button. The main header includes the 'APPS IN MY POCKET' logo and the school name 'St Paul's School'. Below the header, there is a dropdown menu for 'All players' and a set of tabs for 'Letter sounds', 'Books', 'Numbers', and 'Alphabet'. A table lists the school's players, with columns for 'Name', 'Age', and 'Currently working on...'. The 'Currently working on...' section has sub-columns for 'Writing score' and 'Recognise score'. A dropdown menu is open over the table, showing options such as 'All St Paul's School players', 'Edit St Paul's School', 'Delete St Paul's School', 'Leave St Paul's School', 'Send invite to join St Paul's School', 'Add group', 'Weekly report', 'Bulk player upload', 'Unsent invites' (highlighted with a red box), 'Select organization', 'Add organization', and 'Your profile'. An 'Add new player' link is visible in the top right corner of the table area.

Name	Age	Currently working on...
Asma Ahmed	12	Writing score: -, Recognise score: -
Carol Roberts	12	Writing score: -, Recognise score: -
John Wong	13	Writing score: -, Recognise score: -
Paul Snow	13	Writing score: -, Recognise score: -
Peter Brown	12	Writing score: -, Recognise score: -
Stephen Barnes	13	Writing score: -, Recognise score: -



16. Adding more children to a school

You do not need to add all your children in one go. If children join your class or group you can add them at any time. For instance, if Peter Capaldi joins your group then you could add him using 'Add new player' functionality as explained in section 14. However, if your group grows by a few or lots of children you may wish to use the 'Bulk upload' functionality as described in section 15. The only difference would be that you will be prompted to download a spreadsheet that contains your existing children and then add the new children to that spreadsheet before uploading the updated spreadsheet. Otherwise the process is just the same as explained in section 15.

Upload new players & player updates via spreadsheet

You can download a CSV file of all your existing players that you can edit them in a spreadsheet and upload

To do this:

1. [Download your current players](#)
2. Open it in Excel or equivalent editor
3. Export it out as a CSV
4. Click **Submit** button to upload your updates



17. Hiding players on an iPad

If you have a selected a group of players, but only want one or two of them to actually use this iPad, you can hide the other players on this iPad.

To do this, tap the cogs button next to the name of the group on the app's home screen.

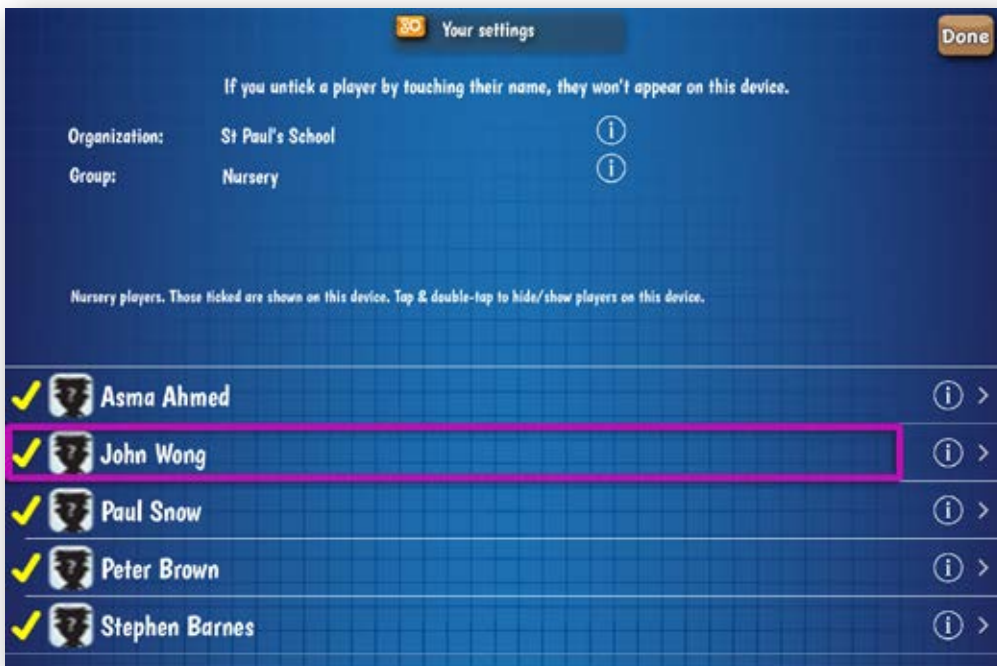


Pass the adult test to protect against children deleting data,

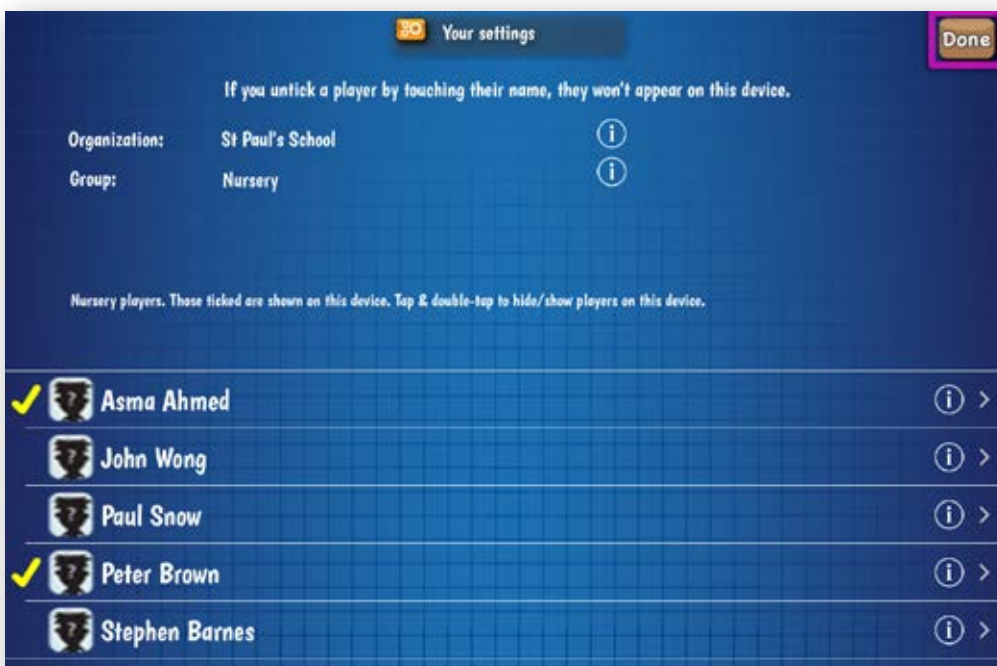


17. Hiding players on an iPad

and you then will see a screen that lists all the students in that group. Each student has a tick against them.



The tick indicates that they are visible on that iPad, if you tap the tick, you will hide the child on the home screen. If you tap again, the tick will return and the child will no longer be hidden. If you double tap a tick, you can hide all children and then just tap one or two children to unhide just those children.



17. Hiding players on an iPad

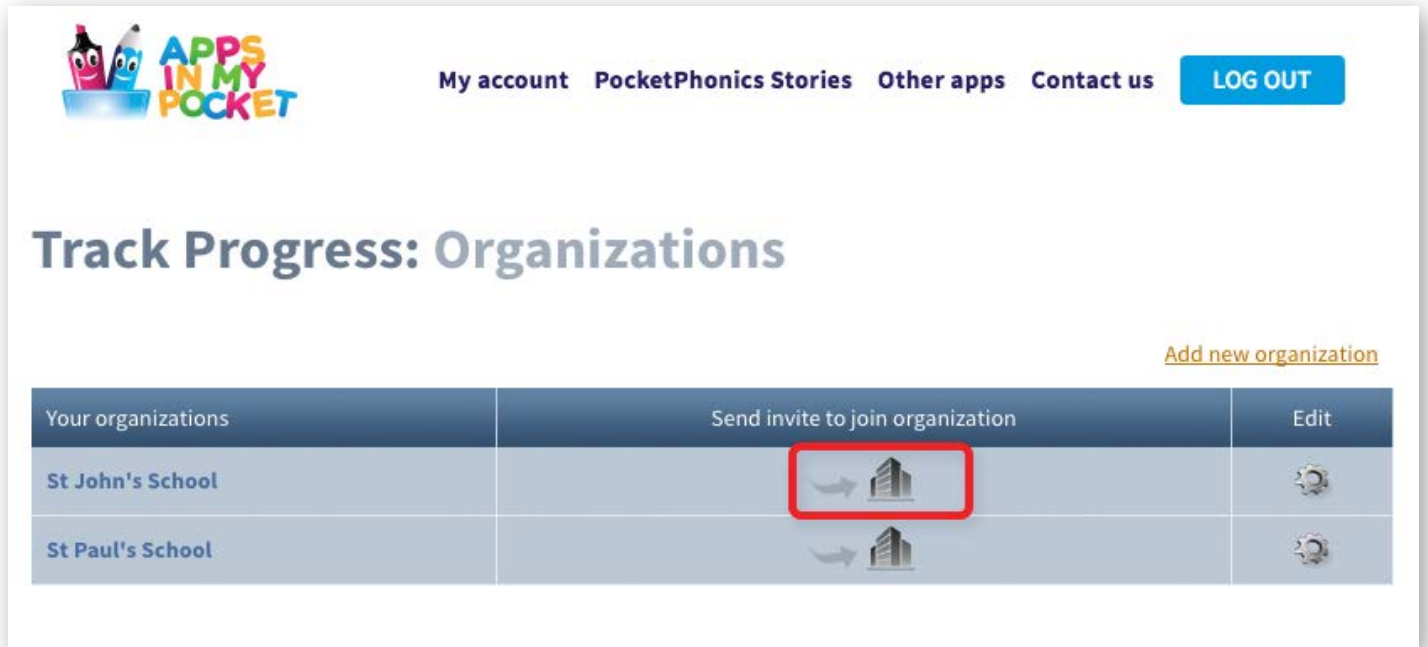
This is a simple way of configuring an iPad for a child in a 1-2-1 deployment or, as in this case, sharing between two children, Asma Ahmed and Peter Brown.

Note that although they are hidden from view on some iPads, the progress tracking on our website will continue to show collective progress for all children in their groups.







18. Inviting other members of staff

If you have set up a school, or have joined a school on appsinmypocket.com, then it is easy to invite other staff to join your school on appsinmypocket.com to track kids' progress. Log in to website (see section 4.2). A page like the one shown below will be displayed. All the organizations you are linked to will be shown.



The screenshot shows the 'Track Progress: Organizations' page. At the top left is the 'APPS IN MY POCKET' logo. To the right are navigation links: 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a blue 'LOG OUT' button. The main heading is 'Track Progress: Organizations'. Below the heading is a link 'Add new organization'. A table lists organizations with three columns: 'Your organizations', 'Send invite to join organization', and 'Edit'. The table contains two rows: 'St John's School' and 'St Paul's School'. In the 'Send invite to join organization' column for 'St John's School', there is a red box around a school icon with a right-pointing arrow. The 'Edit' column contains gear icons for each row.

Your organizations	Send invite to join organization	Edit
St John's School		
St Paul's School		



18. Inviting other members of staff

In the column titled 'Send invite to join organization', Select the school that you would like other(s) to track. A page similar to the one below will appear:

A page similar to the one below will appear:

APPS IN MY POCKET My account PocketPhonics Stories Other apps Contact us LOG OUT

Send invite to join: St Paul's School

You have two options: Click below to choose option, then enter email and click **SEND INVITE** button

Invite to track organization

You can invite someone to join **St Paul's School**. This allows them to track the progress of **ALL** **1** players in **St Paul's School**. [More](#)

Email of person to invite to track **St Paul's School**

2

CANCEL SEND INVITE **3**

OR

Invite to track player

You can invite someone to track the progress of an **individual player**. They will not be able to track the progress of anyone else in **St Paul's School**. [More](#)

Choose individual player to track from **St Paul's School**

Carol Turner

Email of person to invite to track player

CANCEL SEND INVITE

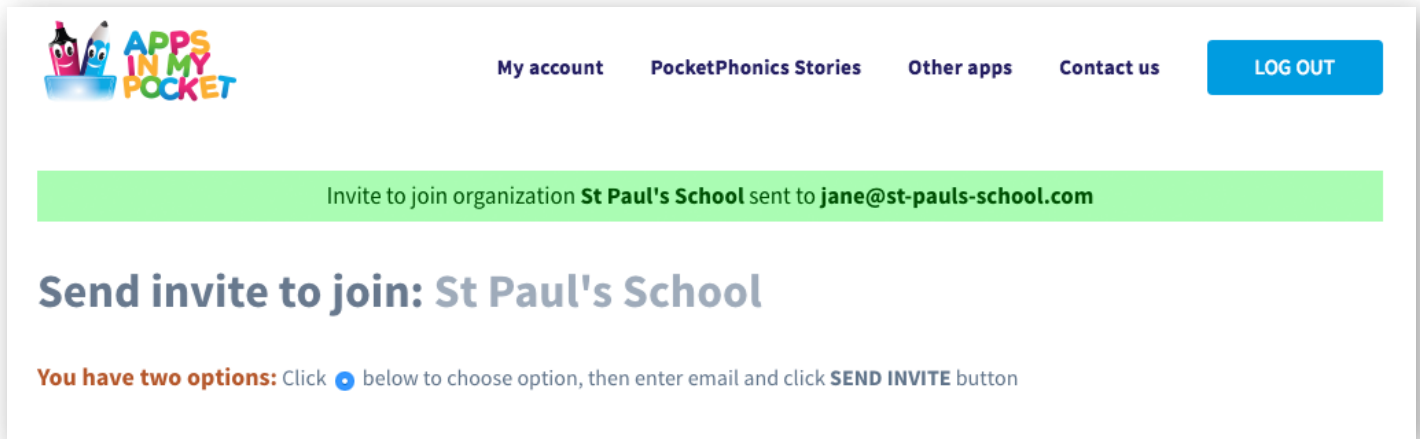
You can now choose whether to send invites to a person to track all of the children in the school or particular children.

To send an invite to someone to track the whole school (1) make sure the radio button in the 'Invite to track organization' box is selected, (2) enter an email address in the field labelled 'Email of person to invite to track *St Paul's School*', (3) select the 'Send invite' button.



18. Inviting other members of staff

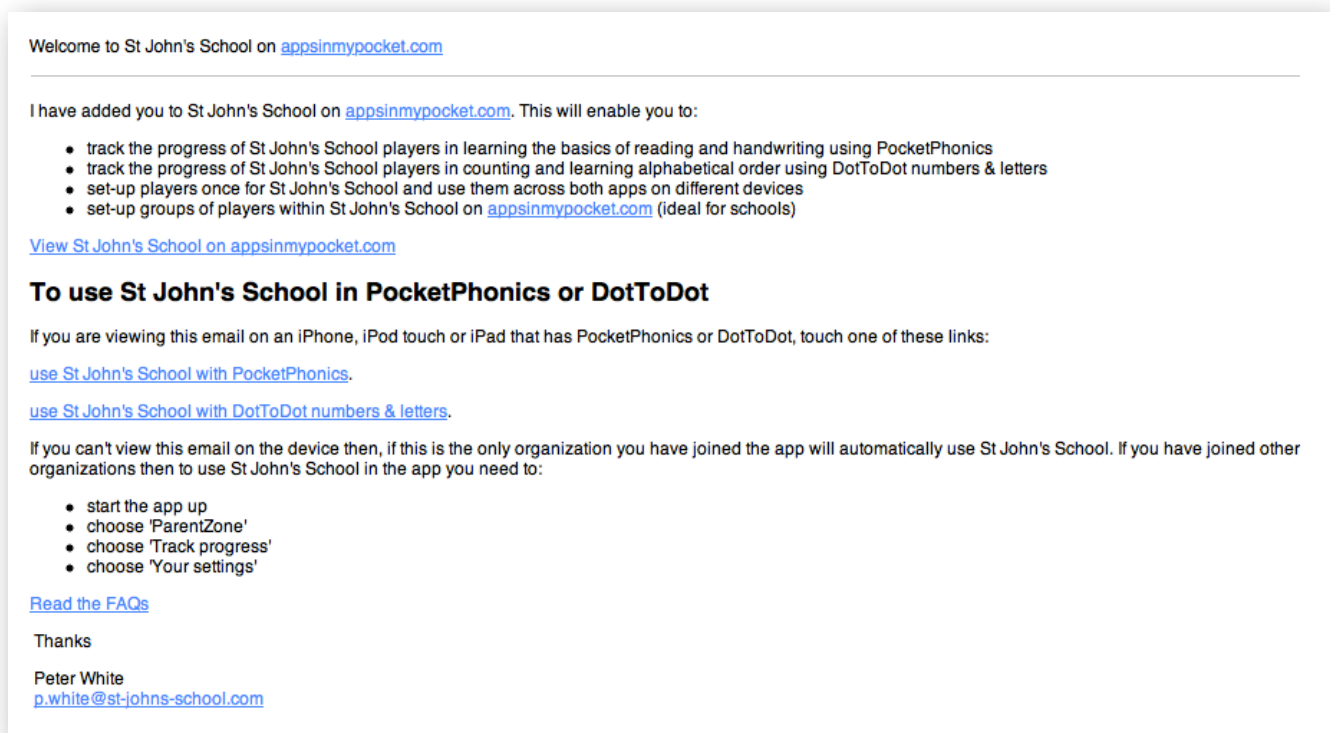
A confirmation will appear towards the top of the page and an email will be sent to the email address you provided.



The screenshot shows the top navigation bar with the logo 'APPS IN MY POCKET' on the left and links for 'My account', 'PocketPhonics Stories', 'Other apps', 'Contact us', and a 'LOG OUT' button. Below the navigation bar, a green banner displays the text: 'Invite to join organization **St Paul's School** sent to jane@st-pauls-school.com'. The main heading reads 'Send invite to join: St Paul's School'. Below this, a note states: 'You have two options: Click below to choose option, then enter email and click **SEND INVITE** button'.

The email that will be sent will depend upon whether the person invited is a registered user or not.

1) When sending an invite to a registered user, the new organization is automatically added to their organization list. The email that will be sent will look similar to the following:



The screenshot shows an email invitation. It begins with 'Welcome to St John's School on appsinmypocket.com'. The main body of the email states: 'I have added you to St John's School on appsinmypocket.com. This will enable you to:' followed by a bulleted list of features: track progress of St John's School players in learning the basics of reading and handwriting using PocketPhonics; track the progress of St John's School players in counting and learning alphabetical order using DotToDot numbers & letters; set-up players once for St John's School and use them across both apps on different devices; and set-up groups of players within St John's School on appsinmypocket.com (ideal for schools). A link is provided to 'View St John's School on appsinmypocket.com'. The email then has a section titled 'To use St John's School in PocketPhonics or DotToDot' and provides instructions for mobile devices: 'If you are viewing this email on an iPhone, iPod touch or iPad that has PocketPhonics or DotToDot, touch one of these links: [use St John's School with PocketPhonics.](#) [use St John's School with DotToDot numbers & letters.](#)'. It also includes instructions for desktop viewing: 'If you can't view this email on the device then, if this is the only organization you have joined the app will automatically use St John's School. If you have joined other organizations then to use St John's School in the app you need to:' followed by a bulleted list: start the app up; choose 'ParentZone'; choose 'Track progress'; and choose 'Your settings'. The email concludes with 'Read the FAQs', 'Thanks', and the sender's name 'Peter White' with the email address p.white@st-johns-school.com.



18. Inviting other members of staff

2) When sending an invite to a new user, the new organization is only added to their organization list if they register and accept the invite. The email that will be sent in this case will look similar to the following:

You have been invited to join St John's School on appsinmypocket.com

please join me in St John's School on appsinmypocket.com. This will enable you to:

- track the progress of St John's School players in learning the basics of reading and handwriting using PocketPhonics
- track the progress of St John's School players in counting and learning alphabetical order using DotToDot numbers & letters
- set-up players once for St John's School and use them across both apps on different devices
- set-up groups of players within St John's School on appsinmypocket.com (ideal for schools)

Don't forget to use jane@st-johns-school.com when accepting this invitation.

[Accept the invite to join St John's School on appsinmypocket.com](https://appsinmypocket.com)

To use St John's School in PocketPhonics or DotToDot

If you have one of the apps, to capture progress from it, join via that app. View this email on the device and then:

- [Join via PocketPhonics](#)
- [Join via DotToDot numbers & letters](#)

Note if you have both apps on a device then once you have joined the organization via one app, the other app will also know about it.

[Read the FAQs](#)

Thanks

Peter White

p.white@st-johns-school.com



19. Inviting parents to track their kids' progress

To invite someone to track one, or a few named children, (1) select the 'Invite to track player' option, (2) select the child from the drop-down list that shows the children in the selected school, (3) enter email address of person to be invited and (4) select the 'Send invite' button.

APPS IN MY POCKET My account PocketPhonics Stories Other apps Contact us LOG OUT

Send invite to join: St Paul's School

You have two options: Click below to choose option, then enter email and click **SEND INVITE** button

Invite to track organization

You can invite someone to join **St Paul's School**. This allows them to track the progress of **ALL** players in **St Paul's School**. [More](#)

Email of person to invite to track **St Paul's School**

OR

Invite to track player

You can invite someone to track the progress of an **individual player**. They will not be able to track the progress of anyone else in **St Paul's School**. [More](#)

1

Choose individual player to track from **St Paul's School**

2 Carol Turner
 Paul Smith

Email of person to invite to track player

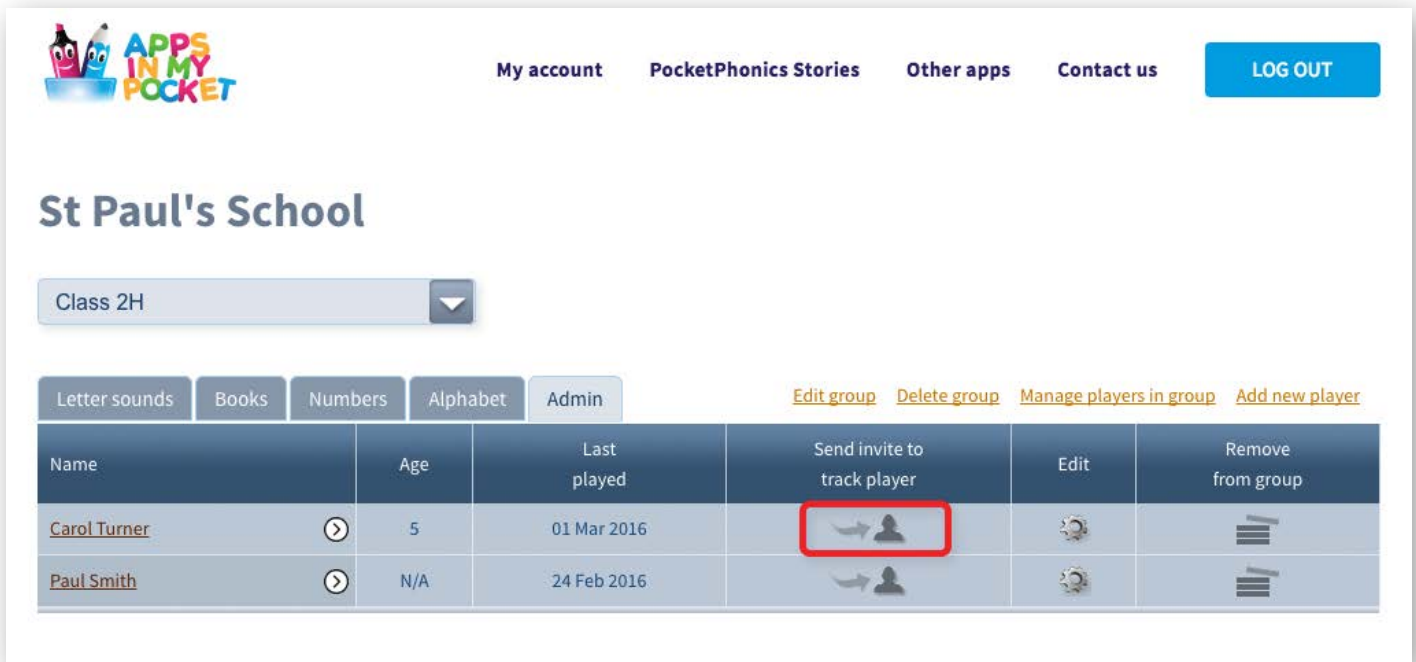
3

4



19. Inviting parents to track their kids' progress

Another route for sending invitations is: having logged in and selected the appropriate school, select the option 'Send invite to track player' which is next to each child.



APPS IN MY POCKET






My account PocketPhonics Stories Other apps Contact us LOG OUT

St Paul's School

Class 2H

Letter sounds Books Numbers Alphabet Admin

[Edit group](#) [Delete group](#) [Manage players in group](#) [Add new player](#)

Name	Age	Last played	Send invite to track player	Edit	Remove from group
Carol Turner	5	01 Mar 2016			
Paul Smith	N/A	24 Feb 2016			

Your choices are then the same as described above.



Appendix 1: Letter Sounds and words for PocketPhonics Stories

Lesson	Letter Sounds	Phonically decodable words
Letter sound group 1		
Lesson 1	s, a, t	at, sat
Lesson 2	p	pat, sap, tap
Lesson 3	i	pit, pip, is, it, sit, sits, its, sip
Lesson 4	n	in, nap, pin, an, ant
Letter sound group 2		
Lesson 5	m	am, stamp, mat, man
Lesson 6	d	and, did, sad, damp, sand, stand, dad, mad
Lesson 7	g	pig, gap
Lesson 8	o	not, on, pond, spot, got, dog, stop
Lesson 9	c	camp, cat, picnic, can, panic
Lesson 10	k	kid, kit
Letter sound group 3		
Lesson 11	ck	pick, tick, pack
Lesson 12	e	set, dentist, get, ten, tent
Lesson 13	u	must, sun, cut, up, us, upset
Lesson 14	r	run, rat, red, ran, rock, rest
Lesson 15	h	hug, him, hen, had, hat, hot, hop
Lesson 16	b	bed, bat, beg, but, crab, big, back, sobs, bad, best, bus, bag, band, grab



Appendix 1: Letter Sounds and words for PocketPhonics Stories

Lesson	Letter Sounds	Phonically decodable words
Letter sound group 4		
Lesson 17	f	fat, if, fan, from
Lesson 18	ff	off, puff
Lesson 19	l	help, black
Lesson 20	ll	tell, still, fill, fell
Lesson 21	ss	kiss
Lesson 22	j	jam, jab, just, jump, jug
Letter sound group 5		
Lesson 23	v	van
Lesson 24	w	went, will, well, web
Lesson 25	x	six
Lesson 26	y	yes
Lesson 27	z	zip
Lesson 28	zz	buzz
Letter sound group 6		
Lesson 29	qu	quit
Lesson 30	ch	much, chat
Lesson 31	sh	wish, shop
Lesson 32	th	thank, thin
Lesson 33	th	then, that, with, them, this
Lesson 34		



Appendix 1: Letter Sounds and words for PocketPhonics Stories

Lesson	Letter Sounds	Phonically decodable words
Letter sound group 7		
Lesson 35	ai	pain
Lesson 36	ee	keep, sleep, three, queen, green, see, bee, tree
Lesson 37	igh	night, right
Lesson 38	oa	boat, coat
Lesson 39	oo	good, took
Lesson 40	oo	moo, too, boot, zoo
Letter sound group 8		
Lesson 41	ar	arm, dark, farm, car
Lesson 42	or	for
Lesson 43	ur	fur
Lesson 44	ow	how, now, cow
Lesson 45	oi	coin
Lesson 46	ear	rear, ear, hear, year, near, fear
Letter sound group 9		
Lesson 47	air	fair, pair, air, hair
Lesson 48	si	his, arms, nails
Lesson 49	er	her
Lesson 50	ou	out
Lesson 51	ue	blue
Lesson 52		



Appendix 1: Letter Sounds and words for PocketPhonics Stories

Lesson	Letter Sounds	Phonically decodable words
Letter sound group 10		
Lesson 53	oy	boy
Lesson 54	wh	when
Lesson 55	ir	girl
Lesson 56	ph	elephant
Lesson 57	ie	tie
Lesson 58	ew	new
Letter sound group 11		
Lesson 59	ea	read, each, eat, clean
Lesson 60	aw	paw, saw
Lesson 61	oe	goes, toe
Lesson 62	au, or ii	author
Lesson 63	o iii	do
Letter sound group 12		
Lesson 64	a iv	waving, a
Lesson 65	a v	about, away, agree
Lesson 66	e vi	the, children
Lesson 67	e vii	me, he, we
Lesson 68	f viii	of
Lesson 69	i ix	I, kind, hi



Appendix 1: Letter Sounds and words for PocketPhonics Stories

- i s Often at end of words, the grapheme 's' makes the sound (phoneme) /z/
- ii or In *author*, the grapheme 'or' makes the sound (phoneme) /er/.
- iii o In *do*, the the grapheme 'o' makes the sound (phoneme) /oo/.
- iv a In *waving*, the the grapheme 'a' makes the sound (phoneme) /ai/.
- v a In *about*, the the grapheme 'a' makes the sound (phoneme) /u/.
- vi e In *the*, the the grapheme 'e' makes the sound (phoneme) /u/.
- vii e In *me*, the the grapheme 'e' makes the sound (phoneme) /ee/.
- viii f In *of*, the the grapheme 'f' makes the sound (phoneme) /v/.
- ix i In *hi*, the the grapheme 'i' makes the sound (phoneme) /igh/.



Appendix 2: Storybook summaries

There are storybooks for each of the 12 groups of letter sounds. Note that some letters make different sounds in different words, thus some letters appear in several groups below.

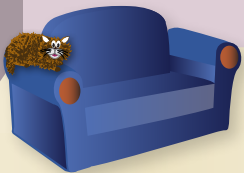
S A T P I N

Sip



Introducing two characters, Pat and Pip, as they have a cool drink in the park with a friend.

Nap



Pat and Pip rest on the sofa with a friend.



S A T P I N (continued)

Sit



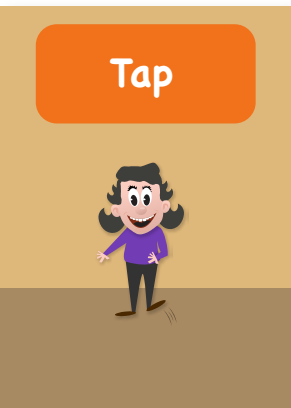
Pat and Pip have a cool drink in the park with a friend.

Pit



Pat and Pip dig in a pit with a friend.

Tap



Pat and Pip have a dance with a friend.



M D G O C K

Sam



Introducing Sam, who has an accident in the kitchen.

The pond



Animal adventures by the pond.

Kim



Introducing the character Kim, as she spends time with her pet dog and mum/ mom.



M D G O C K (continued)

Camp



A boy is at camp when the weather takes a turn for the worst.

Dad is mad



Dad spots a pig, then the story builds into a more complex sentence.

A cat sat



A cat is sat on a mat, then the story builds into a more complex sentence.



CK E U R H B

Dentist



Kim and Sam visit the dentist for the first time.

Panic at a picnic



Sam, Kim, Grandma and Grandad take a trip to the beach and get a surprise.

The band



Sam and Kim go to their local park to see a music concert.



F FF L LL SS J



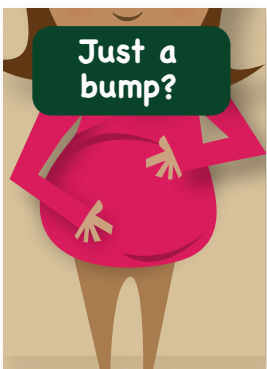
An animal fantasy adventure featuring a race up the hill between a slug and a frog. Who will win?



Introducing Bob the dog, as he goes for a walk in the park with Kim and Sam.



Sam and Kim go to the park with their Dad and youthful Grandma.

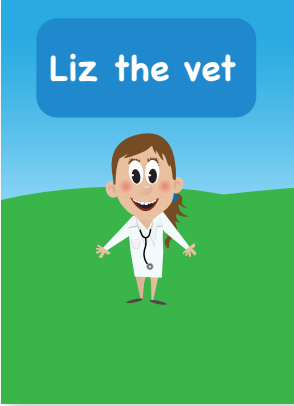


Sam and Kim can't understand the fuss over the birth of a new baby.



V W X Y Z ZZ

Liz the vet



Liz the vet stops for a lunch at her favourite beauty spot, but gets more than she bargained for.

Cat in a box



Introducing the character Rob, as his cat Tim has an accident.

Fun at camp



Sam and Kim go camping with their parents. Although not all goes to plan, they still have a memorable time.



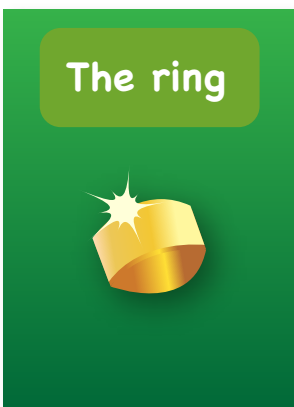
QU CH SH TH TH NG



Sam and Kim help Grandma after she returns from the shops in the rain.



Sam and Kim have a eventful day out with their grandparents at the harbour.



Rob, Sam and Kim dress up in a medieval adventure in their garden/yard, but they are one person short.



AI EE IGH OA OO OO

Hush, Bob!



Sam and Kim plan a secret midnight snack, but Bob their dog has other ideas.

Deep in the woods at night



Bob the dog and Tim the cat go on a late night adventure.

The man in the coat and hat



Sam and Kim go on a trip to the zoo, but make an unexpected discovery.



AR OR UR OW OI EAR

Shark!



Sam and Kim go to a water slide park, playing tricks on each other.

Art in the sand



Sam's and Kim's artistic talents making sandcastles attract interest.

Howling Bob



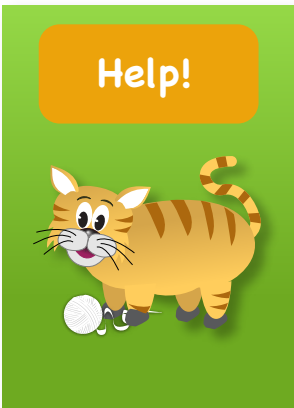
Friends Rob and Sam go jogging in the park with Bob the dog, but he soon gets distracted.



AIR S ER OU UE AY



An animal fantasy adventure as a chimpanzee and owl play chess in the jungle.



Tim the cat has a sleep after lunch and becomes a superhero, at least until he wakes up.

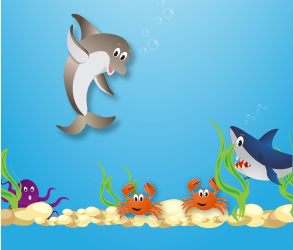


Sam has a special invitation to see how an airport is run.



OY WH IR PH IE EW

Zog the dolphin



An animal fantasy adventure as Zog the dolphin plays with his friends in the sea.

Alf the bee



Sam and Kim's magical adventure as they talk to Alf the bee in their garden/ yard.

Dressing up



It's Rob's birthday, so Sam and Kim join him for a fancy dress picnic party in the garden/yard.



EA AW OE AU OR O



Kim goes to sleep in her bed, but her doll Jill goes on a magical pirate adventure.



Rob, Kim and Tim the cat are playing at home, when Sam and Bob arrive. Then the full house gets another surprise guest.



After eating a cheese sandwich late at night, Sam has some magical dreams.



A A E E F I



Sam and Kim try to get passed Bob the guard dog, so they can eat some cupcakes before they are supposed to.



Sam and Kim spot a hot air balloon, but then help out as it makes an unexpected landing.



How some of the stories looked to a bird.

End of this document

