

## Spellzone – Single User Guide

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**This guide will provide the information required to support your use of Spellzone.**

## What is Spellzone?

Spellzone is an online English spelling resource used by students aged seven to adult. Spellzone is adaptable for all abilities and is suitable for students with literacy difficulties, dyslexia and those learning English as a foreign language. It is also very useful for those who want to improve or practice specific spellings for a school topic, work project or exam. Spellzone includes:

### Spelling Ability Test

- Measures spelling ability.
  - Provides a baseline 'Spellzone Score'.
  - Creates a personal 'Course Pathway'.
  - Automatically retests and updates according to new learning.
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### Starter Course

- Suitable for students aged seven to adult.
  - Entry level resource in eight units.
  - Teaches basic phonic spelling rules using multi-sensory activities and tests.
  - Pre-loaded word lists including the top 100 high-frequency words.
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### Main Course

- Suitable for students aged nine to adult.
  - A complete teaching course.
  - Basic, Intermediate and Advanced levels in 36 units.
  - Teaches all English spelling rules and includes:
    - 'Rule breakers'.
    - Basic concepts such as vowels, consonants, syllables, prefixes and suffixes.
    - Teaching text includes definitions, sentence context and learning tips.
  - Interactive spelling tests to check understanding.
  - Results seen instantly with 'traffic lights' code to keep learning on track.
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### Word Lists

There are 1,000s of word lists available on Spellzone including course lists, vocabulary lists and user created lists. All word lists, including those created by students, can be:

- Used with:
  - *Look, Say, Cover, Write, Check* - one of the best ways to learn spellings.
  - *Listen and Spell* - test learning using audio.
  - Spelling games - a fun way to reinforce learning.
  - Printable worksheets - for off-line activities and study.
- Translated into 92 languages

## What will I need to do?

Spellzone is available for use on school or work computers, home computers and mobile devices.

To log into Spellzone you will need the username and password that you created when setting up your account.

Go to the following website: <https://www.spellzone.com>

Click on the Log in button at the top right of the screen and enter your username and password.

**NOTE: Spellzone usernames and passwords are case sensitive.**

### **I have forgotten my login details!**

If you cannot remember your login details, please do not contact Spellzone as they are unable to access these. You can click on *Forgotten your log in details?* (found on the login page), enter the email address which was used to create your account and you will be sent a link to reset your details.

Note: if you make multiple attempts to login using incorrect details you will be locked out for half an hour.

When you log into Spellzone for the first time, you will be prompted to take the Spelling Ability Test\*. On completion of the test, you will be provided with a baseline Spellzone Score and a personal 'Course Pathway' which shows the Spellzone course units to be completed (see Spelling Ability Test and Course Pathway Notes below). The test is repeated at key points and the score and pathway updated according to progress made.

In addition to the Spelling Ability Test and course units you may wish to use the Spellzone word lists.

Links to all Spellzone word lists can be found by clicking on the 'Word Lists' link. Spellzone also builds bespoke 'My Difficult Words' list for you as you work through the Spellzone course units.

\* If you prefer to work on specific Spellzone course units rather than using the Spelling Ability Test and Course Pathway, you can turn off your Course Pathway on your 'My Spellzone' page. You will then be able to choose any Spellzone unit by clicking on the 'Spelling Course' link.

## Can I view my activity and results?

All activity and results are stored securely on-line. You can view your results by logging into Spellzone and clicking on '**My results**'.

## Spellzone technical requirements

Spellzone is an on-line resource and can be used on any internet connected PC, laptop or mobile device. We recommend the use of headphones, especially when taking the Spelling Ability Test.

### Choice of browser

For best performance, we recommend:

[Google Chrome](#), version 40+

You can also use Internet Explorer version 9.0+, Firefox version 3.5+, Opera 10.5+ or Safari 4.0+.

Some features of Spellzone may not work on older versions of these browsers.

### Sound in Spellzone

Sound features in Spellzone use HTML5 audio and occasionally HTML5 speech synthesis.

**Test your browser will work with Spellzone voice facilities here:**

[https://www.spellzone.com/pages/help/faqs\\_technical.cfm](https://www.spellzone.com/pages/help/faqs_technical.cfm)

### Using a mobile

On mobile browsers sound will not play automatically and you always need to click on the icon to play the sound. On the Spelling Ability Test on a mobile you will need to click on the icon to play each sound.

### Games

The Spellzone games are built in HTML5. If your games do not work then [check that JavaScript is enabled](#).

If JavaScript is enabled and you still cannot play the games, please check that your browser version is up to date. Note that we recommend using [Google Chrome](#).

## Auto-Correction, Check Spelling and Predictive Text

To get the most out of Spellzone we suggest that you disable the *Auto-Correction*, *Check Spelling* and *Predictive Text* features when using any smart device such as an iPad, iPhone or Android.

Please see your device user manual for instructions.

## Spelling Ability Test and Course Pathway Notes

### The Spelling Ability Test is used to:

- Provide a starting point for students in the Spellzone spelling course.
- Provide a tailored course individually for a student (their **Course Pathway**) which will include the Spellzone Starter Course (if required) and Main Course.
- Find specific gaps in a student's spelling ability.
- Document student achievements and provide evidenced progress.
- Identify units that students should repeat.

### Method of testing

The Spelling Ability Test is a series of words randomly drawn from three lists and getting progressively more difficult. Each word relates to a particular unit, with at least two words representing every unit.

Once a student gets a set percentage of questions incorrect in any part of the test, the test will finish and they will be presented with the results. This varies at different stages of the test but normally around 2 to 3 questions incorrect out of 10 will cause the test to finish.

### Spelling Ability Test Results

Results of The Spelling Ability Test are given in two ways:

- As a percentage score.
- As a Course Pathway. This will indicate both the point at which they should start the Spellzone course and any individual units which should be studied.

**NOTES:** The Spelling Ability Test will give a general indication of spelling ability though the test is not intended to give an indication of spelling age.

Teachers and parents should be mindful that it is not possible to build in safe guards to prevent students referencing a dictionary or other aids in order to enter the correct spelling of a test word.

### How to turn Spelling Ability Test ON and OFF?

The default for NEW student logins is ON.

The Spelling Ability Tests for each student can be turned ON and OFF at any time by teachers and administrators in the admin area. Teachers, Administrators and single users can turn it on for their own login in 'My details'

### **NOTE: The Spelling Ability Test and Course Pathway are linked**

If a student has a Course Pathway and the auto testing is disabled, then the Course Pathway is removed. All previous test results are retained in the student's results but a Course Pathway is not visible to the student until the auto-testing is re-activated.

### **How long does the Spelling Ability Test take?**

The Spelling Ability Test can take anywhere between 1 minute and 15 minutes depending on the ability of each student. There are 110 questions in the full test and to answer all questions correctly takes approximately 15 minutes.

### **How often is the Spelling Ability Test taken?**

Students cannot take the Spelling Ability Test at any time they feel like it. They can only access the test when at certain points mentioned below\*.

A student is provided with a link to the Spelling Ability Test:

- The first time of logging into an account or the first login after the test has been set as automatic for the first time.
- After every 8 units that are completed.

The algorithm deciding if a Spelling Ability Test is due at a certain point in the course will apply the test immediately when the user reaches key points in the course – as outlined above.

For users who haven't previously done the Spelling Ability Test it is applied at the given key point regardless of what Spellzone units they have previously studied.

*\*Single Users, Teacher and Administrators can reset the test at any time.*

#### **NOTE:**

Students are given the chance to start-again at any stage of a Spelling Ability Test, for example if they become distracted or know they have made some errors. This choice will take the student back to the beginning of the test and will delete the answers given previously regardless if they were correct or incorrect.

The student will be informed if the Spelling Ability Test was not completed. If not completed, the test will continue from the last point the student reached.

It may be possible for a student to find the Spelling Ability Test through front end areas of Spellzone and via external links.

## Advertising on Spellzone

Spellzone is used by schools, colleges, individuals, families and homeschoolers across the world. In order to keep prices low and to support the continued development of Spellzone, we accept some advertising via Google AdSense.

The advertising is only visible to those who are NOT logged into Spellzone. When a Spellzone subscription is purchased (or during a school trial), NO advertising will appear when users are logged in.

Spellzone is committed to being a responsible member of the educational community. Care has been taken not to include any inappropriate material and the Spellzone resources do **NOT** contain content of a sexual or violent nature.

If you notice an advertisement that you feel is offensive or inappropriate, please [inform Spellzone](#) and include the name and web site address (URL) of the company that is advertising.

Spellzone would like to remind parents and teachers that children using the Internet should be supervised. For more information, be sure to read the Spellzone [Terms and Conditions](#).