Phonics checks: Uploading results

Before starting

To access the Secure Data Portal, the school user requires an active **ESL** logon with the Secure Data Portal **School User** role assigned.

The **School User** role is assigned to a user by the school's **Delegated Authoriser** within the ESL application.

All schools should already have at least one existing user with **School User** access to the Secure Data Portal.

Steps to upload phonics check results via Secure Data Portal

- 1. Navigate to the Secure Data Portal login page: sdp.education.govt.nz/
- 2. The user will be presented with the following login Screen:

View in Te Reo Mãori Username Passphrase Forgotten username Forgotten passphrase Login Have feedback about the Education Sector Logon?		
Username Passphrase Forgotten username Forgotten passphrase Login Have feedback about the Education Sector Logon?	View in Te Reo Māori	
Passphrase	Username	
Forgotten username Forgotten passphrase Login Have feedback about the Education Sector Logon?	Passphrase	
Forgotten username Forgotten passphrase Login Have feedback about the Education Sector Logon?	•	
Login Have feedback about the Education Sector Logon?	Forgotten username Forgotten passphrase	
Have feedback about the Education Sector Logon?	Login	
	Have feedback about the Education Sector Logon?	

3. Enter user ID and Password then select the login button.





Te Kāwanatanga o Aotearoa New Zealand Government **4.** The user will be presented with the Secure Data Portal home screen:

MINISTRY OF EDUCATION TE TÄHUHU O TE MÄTAURANGA		Se	cure Data	Portal Log Out		
	Home	Current User				
	Download	User: oakesn1				
	History	Institution No: 1213				
	Thatory	Welcome to the Scho	ool Data Porta	al		
		Schools use the data portal to	send files securely	to the Ministry	of Education	n. Schools can use the data portal to send the following files:
		 School Roll Returns Dat Attendance Survey Schools planning and re Phonics Check files Other files as needed 	ta Files (.moe file) eport documents			
		Previously Uploaded	l Files			
		Below is a list of files you've pr	eviously uploaded.	You can click c	on the History	ry button in the menu bar to see the details of other files you've sent.
		File	File Type	Date	Time	User
		Phonics check result 001.xls	Phonics Check	2025-01-07	09:32:15	Nicholas
		Phonics check result 007.xls	Phonics Check	2025-01-07	09:31:45	Nicholas
		Phonics check result 006.xls	Phonics Check	2025-01-07	09:31:44	Nicholas
		How to send your Fil	le(s) to the Mi	inistry of F	ducation	in:
		1. Use the drop-down list(2. Click on the Choose File 3. Once you have selected 4. A message will show be 5. Log out of the Secure D	s) to select the File e buttons and find y d the file(s) you wan aneath the upload b Data Portal once you	Type(s) you wa rour file(s) on yo nt to send, click utton confirmin u have success	ont to send e. our computer on the Uploa g the upload fully uploade	a.g. moe file. ar. d was successful. d voor file(s).
		File Type Fil-	e Name			
		✓ C	hoose File No file	a chosen		Remove
		~ C	Choose File No file	e chosen		Remove
		~ C	Choose File No file	e chosen		Remove
		~ C	hoose File No file	e chosen		Remove
		~ C	Choose File No file	e chosen		Remove
		✓ C	hoose File No file	e chosen		Remove
		✓ C	hoose File No file	e chosen		Remove
		Upload File(s)				

5. To upload an individual phonics check result, select Phonics Check from the File Type dropdown:

How to	o send your File(s) to the	Ministry of Education	on:
1. Us 2. Cli 3. Or 4. A 1 5. Lo	e the drop-down list(s) to select the ck on the Choose File buttons and fi nee you have selected the file(s) you nessage will show beneath the uploa g out of the Secure Data Portal once	File Type(s) you want to send ind your file(s) on your comput want to send, click on the Upl ad button confirming the uploa a you have successfully upload	e.gmoe file. er. oad file(s) button. d was successful. ded your file(s).
File Type	e File Name		
	✓ Choose File No	o file chosen	Remove
		osen	Remove
Attenda	nce Survey		
Brightsp	bace	osen	Remove
School	Planning and Reporting	osen	Remove
RTLit C	ollection	osen	Remove
School	Roll Return	2000	Remove
Internat	ional Assessments Data Collection	55611	T/emove
Distance	e Learning Collection	osen	Remove
Detailed	Learning Support Roll Information		
ESOL fu	unding (CLOSED - Please wait until	OPEN)	

6. Click the 'Choose File' button:

How to condu	your File(s) to the Ministry of Educ	ation
How to seriu	your Flie(s) to the Ministry of Educa	ation.
1. Use the drop 2. Click on the I 3. Once you ha 4. A message w 5. Please log ou	-down list(s) to select the File Type(s) you want to se Browse button(s) and find your file(s) on your compu- ve selected the file(s) you want to send, click on the vill show beneath the upload button confirming the u ut once you successfully upload your file(s). We reco	end e.g. Attendance Survey. Iter. Upload file(s) button. pload was successful. pommend closing your browser.
File Type	File Name	
Phonics Check	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
Upload File(s)		

7. A browser window will open. Select your phonics check file then select the **Open** button:

C Oper	ı						
$\leftarrow \rightarrow$	· · ↑ · · > This PC > Documents > p	honics upload			ٽ ^ب	Search phonics upload	
Organ	ize • New folder					•	
<u> </u>	Name	Status	Date modified	Туре	Size		
1	Phonics check result 001.xls	\odot	7/01/2025 9:03 am	Microsoft Excel 97-2	19 KB		
	Phonics check result 002.xls	Ø	7/01/2025 9:03 am	Microsoft Excel 97-2	19 KB		
	Phonics check result 003.xls	\odot	7/01/2025 9:03 am	Microsoft Excel 97-2	19 KB		
	Phonics check result 004.xls	\odot	7/01/2025 9:04 am	Microsoft Excel 97-2	19 KB		
	Phonics check result 005.xls	\odot	7/01/2025 9:04 am	Microsoft Excel 97-2	19 KB		
1	Phonics check result 006.xls	\odot	7/01/2025 9:11 am	Microsoft Excel 97-2	19 KB		
	Phonics check result 007.xls	\odot	7/01/2025 9:29 am	Microsoft Excel 97-2	19 KB		
	File name: Phonics check result	001.xls			~	All files (*.*)	~
					Upload from mobile	Open C	ancel
		File Type	File Name				
		Phonics Check	Choose File N	o file chosen	Remove		
		Phonics Check	Choose File N Choose File N	o file chosen o file chosen	Remove Remove		
		Phonics Check	Choose File N Choose File N Choose File N Choose File N	o file chosen o file chosen o file chosen	Remove Remove		
		Phonics Check	Choose File N	o file chosen o file chosen o file chosen o file chosen	Remove Remove Remove		
			Choose File N	o file chosen o file chosen o file chosen o file chosen o file chosen	Remove Remove Remove Remove		
			Choose File N	o file chosen o file chosen o file chosen o file chosen o file chosen o file chosen	Remove Remove Remove Remove Remove		
			Choose File N Choose File N	o file chosen o file chosen o file chosen o file chosen o file chosen o file chosen o file chosen	Remove Remove Remove Remove Remove		
		Phonics Check	Choose File N Choose File N	o file chosen o file chosen o file chosen o file chosen o file chosen o file chosen o file chosen	RemoveRemoveRemoveRemoveRemoveRemoveRemove		

8. Review and confirm that the file selected is correct, then select the **Upload File(s)** button:

How to send y	our Fil	e(s) to tl	ne Ministry of Education:	
1. Use the drop-o 2. Click on the Cl 3. Once you have 4. A message wil 5. Log out of the	lown list(s noose File e selected l show be Secure Da) to select the buttons an the file(s) y neath the up ata Portal of	he File Type(s) you want to send e.g. d find your file(s) on your computer. ou want to send, click on the Upload bload button confirming the upload wa nce you have successfully uploaded y	.moe file. file(s) button. as successful. rour file(s).
File Type	File	e Name		
Phonics Check	✓ C	hoose File	Phonics check result 001.xls	Remove
	~ C	hoose File	No file chosen	Remove
	✓ C	hoose File	No file chosen	Remove
	✓ C	hoose File	No file chosen	Remove
	~ C	hoose File	No file chosen	Remove
	✓ C	hoose File	No file chosen	Remove
	✓ Cl	hoose File	No file chosen	Remove
Upload File(s)				

9. Once the upload has processed, a confirmation message will be displayed:

	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	Choose File No file chosen	Remove
	✓ Choose File No file chosen	Remove
	Choose File No file chosen	Remove
Upload File(s)		

Uploading multiple files

It is possible to upload up to seven separate phonics checks files in one transaction

by selecting **Phonics Check** in multiple dropdown boxes then selecting files as outlined.

How to send ye	our File(s) to the Ministry of Education:	
 Use the drop-d Click on the Ch Once you have A message will Log out of the S 	own list(s) to select the File Type(s) you want to send e.g. noose File buttons and find your file(s) on your computer. a selected the file(s) you want to send, click on the Upload show beneath the upload button confirming the upload wa Secure Data Portal once you have successfully uploaded y	.moe file. file(s) button. as successful. /our file(s).
File Type	File Name	
Phonics Check	Choose File Phonics check result 001.xls	Remove
Phonics Check	Choose File Phonics check result 002.xls	Remove
Phonics Check	Choose File Phonics check result 003.xls	Remove
Phonics Check	Choose File Phonics check result 004.xls	Remove
Phonics Check	Choose File Phonics check result 005.xls	Remove
Phonics Check	Choose File Phonics check result 006.xls	Remove
Phonics Check	Choose File Phonics check result 007.xls	Remove

Review upload history

To review a list of previous uploads made by your school, select the **History** button. This will display a list of file names and additional details:

MINISTRY OF EDUCATION TE TÂHUHU O TE MÂTAURANGA		Se	cure Data	Portal Log Out			
	Home	Current User					
	Download	User: oakesn1					
	History	Institution No: 1213					
	inotory	Previous Files					
		File	File Type	Date	Time	User	
		Phonics check result 001.xls	↑ Phonics Check	2025-01-07	09:32:15	Nicholas	
		Phonics check result 007.xls	↑ Phonics Check	2025-01-07	09:31:45	Nicholas	
		Phonics check result 006.xls	↑ Phonics Check	2025-01-07	09:31:44	Nicholas	
		Phonics check result 005.xls	↑ Phonics Check	2025-01-07	09:31:44	Nicholas	
		Phonics check result 004.xls	↑ Phonics Check	2025-01-07	09:31:44	Nicholas	
		Phonics check result 003.xls	↑ Phonics Check	2025-01-07	09:31:43	Nicholas	
		Phonics check result 002.xls	↑ Phonics Check	2025-01-07	09:31:43	Nicholas	
		Phonics check result 001.xls	↑ Phonics Check	2025-01-07	09:31:43	Nicholas	
		Phonics Test.xlsx	↑ Phonics Check	2024-11-27	21:24:18	Nicholas	
		Phonics Test.xlsx	† Phonics Check	2024-11-27	20:43:02	Nicholas	
		Phonics Test.xlsx	Phonics Check	2024-11-27	20:43:01	Nicholas	

Further support

You can get further support on the phonics checks by emailing **phonics.check@education.govt.nz**.