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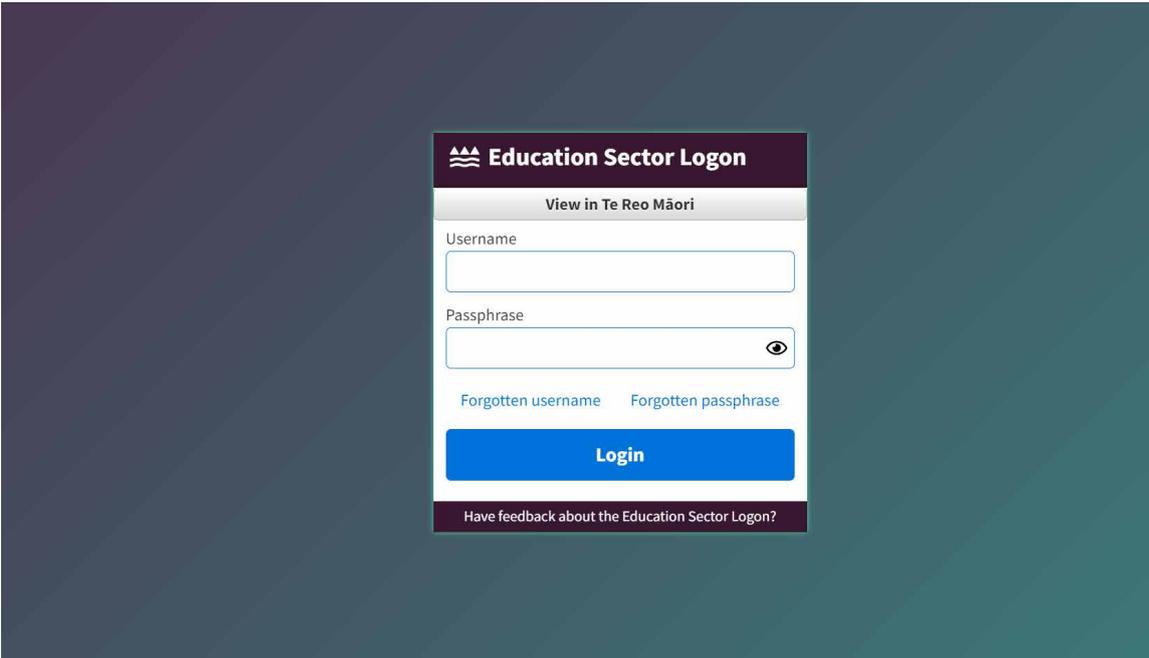
3. Enter user ID and Password then select the login button.

4. The user will be presented with the Secure Data Portal home screen:

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

6. Click the 'Choose File' button:

How to send your File(s) to the Ministry of Education:

1. Use the drop-down list(s) to select the File Type(s) you want to send e.g. Attendance Survey.
2. Click on the Browse button(s) and find your file(s) on your computer.
3. Once you have selected the file(s) you want to send, click on the Upload file(s) button.
4. A message will show beneath the upload button confirming the upload was successful.
5. Please log out once you successfully upload your file(s). We recommend 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:

Welcome to the School Data Portal

Open

. > This PC > Documents > phonics upload   Search phonics upload

Organize ▾   New folder

Name	Status	Date modified	Type	Size
Phonics check result 001.xls	⊘	7/01/2025 9:03 am	Microsoft Excel 97-2...	19 KB
Phonics check result 002.xls	⊘	7/01/2025 9:03 am	Microsoft Excel 97-2...	19 KB
Phonics check result 003.xls	⊘	7/01/2025 9:03 am	Microsoft Excel 97-2...	19 KB
Phonics check result 004.xls	⊘	7/01/2025 9:04 am	Microsoft Excel 97-2...	19 KB
Phonics check result 005.xls	⊘	7/01/2025 9:04 am	Microsoft Excel 97-2...	19 KB
Phonics check result 006.xls	⊘	7/01/2025 9:11 am	Microsoft Excel 97-2...	19 KB
Phonics check result 007.xls	⊘	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   Cancel

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)

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

How to send your File(s) to the Ministry of Education:

1. Use the drop-down list(s) to select the File Type(s) you want to send e.g. .moe file.
2. Click on the Choose File buttons and find your file(s) on your computer.
3. Once you have selected the file(s) you want to send, click on the Upload file(s) button.
4. A message will show beneath the upload button confirming the upload was successful.
5. Log out of the Secure Data Portal once you have successfully uploaded your file(s).

File Type		File Name	
Phonics Check ▾	Choose File	Phonics check result 001.xls	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)

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

File Type		File Name	
▾	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)

File Phonics check result 001.xls uploaded successfully.

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 your File(s) to the Ministry of Education:

1. Use the drop-down list(s) to select the File Type(s) you want to send e.g. .moe file.
2. Click on the Choose File buttons and find your file(s) on your computer.
3. Once you have selected the file(s) you want to send, click on the Upload file(s) button.
4. A message will show beneath the upload button confirming the upload was successful.
5. Log out of the Secure Data Portal once you have successfully uploaded your 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:

Secure Data Portal

MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Log Out

Home
Download
History

Current User
User: oakesn1
Institution No: 1213

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**.