

## **PDTOOLKIT FOR WORDS THEIR WAY® AND VOCABULARY THEIR WAY® SERIES**

*Words Their Way 5e, Words Their Way 6e, Words Their Way for PreK-K 1e, Words Their Way with English Learners 2e, Vocabulary Their Way 2e*

|  |               |
|--|---------------|
| <b>Overview</b>                        | <b>p. 1</b>   |
| <b>Search and Filter Functionality</b> | <b>p. 2</b>   |
| <b>Assessments</b>                     | <b>p. 3</b>   |
| <b>Class Creation</b>                  | <b>p. 3</b>   |
| <b>Class Management</b>                | <b>p. 3-5</b> |
| <b>Assessing Students</b>              | <b>p. 5-6</b> |
| <b>Sorts</b>                           | <b>p. 7</b>   |
| <b>Interactive Sorts</b>               | <b>p. 7-8</b> |
| <b>Custom Sort Tool</b>                | <b>p. 8-9</b> |
| <b>Games</b>                           | <b>p. 9</b>   |
| <b>Videos</b>                          | <b>p. 9</b>   |
| <b>Additional Resources</b>            | <b>p. 9</b>   |

---

### **Overview**

The PDToolkit is organized into five sections:

1. **Assessments**. Downloadable inventories and feature guides as well as interactive classroom composites help you monitor students' development throughout the year.
2. **Sorts**. Word sorts from each of the five word study developmental stages are pre-loaded for users to either print to use in the classroom or work with on the website in an interactive manner.
3. **Games**. Games from each of the five word study developmental stages are pre-loaded and printable. Most games are intended for in-class use.
4. **Videos**. Classroom footage brings you into the classrooms of teachers using word study at different stages of development.
5. **Additional Resources**. Downloadable materials including in-depth sorts instructions and blank templates for a variety of sorts and games.

## Search and Filter Functionality

In each section of PDToolkit, you can search for specific items by:

1. Entering a title or description in the search field and clicking "Go."  
To clear your search, delete the text and click "Go" again.

### Search

Optional:

Keywords, Titles, and Descriptions

 

2. Choosing one of several Categories to narrow your search results.  
Notice each time you select a category your results refresh.

### Category

- Spelling Inventories
- Spell Checks and  
Monitoring Forms
- Emergent Assessments
- Vocabulary Assessments
- Other Assessments

3. Adding an item to your Favorites. To do this, select the star next to the title. The yellow highlighted star means the item has been added to your Favorites. To remove an item from your Favorites, click the star again.



**General Instructions for Administering the Inventories**

## **Assessments**

The Assessment section has two components: Assessment Materials and the Online Assessment Tool.

The **Assessment Materials** include printable PDF resources such as spelling inventories, progress monitoring and goal setting charts, emergent assessments, blank feature guides, and error guides for Elementary, Primary, and Upper-Level Spelling Inventories.

The **Online Assessment Tool** is a database that enables you to gauge your students' stages through spelling inventories, error guides, and feature guides. The tool enables you to track students and classes and enter results of spelling inventories into the online Class Manager. Based on the results of the inventories, the tool will suggest appropriate stages for students and groups that should work together.

### *Class Creation*

In order to assess students using the Online Assessment Tool, you must first create a class.

1. In the Assessments section, click the Create a New Class button on the left of the screen.
2. On the next screen, follow the instructions for Steps 1-4 to add your class name, school, grade level, and start/end dates. Also complete Step 6 to choose the inventories you will be using to assess students.
3. To add students to your class, either:
  - a. Upload a CSV file in Step 5, using the template and instructions provided. (Note that because this is a Comma Separate Values [CSV] file, your student names cannot be in "Last, First" format.)
  - b. Add students manually in Step 7.
4. Click "Save" in Step 8. This brings you to your class page, where each of the students you added should appear as their own row in a table.

### *Class Management*

You can access this page anytime by clicking Manage My Classes on the Assessments page. At the top of the screen, under Actions, you can perform the following tasks:

1. **Edit** lets you edit your class information and roster.
2. **Delete** lets you remove a class.
3. **Classroom Composite** lets you view the detailed scores of your assessments, organized by inventory and date and broken down by individual student score.
4. **Groups** allows you to sort students into groups based on their developmental stages.

The class page includes two tables: one for unassessed students and one for assessed students. When you first create a class, all students will be listed in the **Unassessed Students** table.

| Unassessed Students   | Group   | Take assessment        |
|---|---------|------------------------|
| <b>Student: Blaine</b><br>Actions:<br><a href="#">Edit</a><br><a href="#">Delete</a>  | --      | <a href="#">Assess</a> |
| <b>Student: Autumn</b><br>Actions:<br><a href="#">Edit</a><br><a href="#">Delete</a>  | Group 1 | <a href="#">Assess</a> |
| <b>Student: Allison</b><br>Actions:<br><a href="#">Edit</a><br><a href="#">Delete</a> | Group 1 | <a href="#">Assess</a> |

You will have three actions available for each student in the Unassessed Students table:

1. **Edit** lets you edit the student's name, group, or developmental stage as well as add notes.
2. **Delete** lets you remove a student from your class roster.
3. **Assess**, in the leftmost column, allows you to assess a student using one of the inventories you selected during class creation. This is addressed below under "Assessing Students."

Once you have assessed a student, they will be moved into the **Assessed Students** table. This table includes information on the student's estimated developmental stage, group, the inventory used, the date of assessment, and their raw score.

| Assessed Students   | Estimated stage  | Group   | Inventory                           | Date         | Score |
|---|--|---------|-------------------------------------|--------------|-------|
| <b>Student: Michael</b><br>Actions:<br><a href="#">Edit</a><br><a href="#">Delete</a><br><a href="#">Assess</a><br><a href="#">Reassess</a><br><a href="#">Export</a><br><a href="#">View Notes</a> | Letter Name - Alphabetic / Late to Within Word Pattern Stage / Early | --      | Upper-Level Spelling Inventory (6e) | October 2015 | 0/68  |
| <b>Student: Megan</b><br>Actions:<br><a href="#">Edit</a><br><a href="#">Delete</a><br><a href="#">Assess</a><br><a href="#">Reassess</a><br><a href="#">Export</a><br><a href="#">View Notes</a>   | Within Word Pattern Stage / Early to Middle                          | Group 3 | Primary Spelling Inventory (6e)     | October 2015 | 19/56 |

The table has one row per student, per assessment. For example, if you assess each student 1 time, the table will include 1 row per student. If you assess each student 2 times, there will be 2 rows per student, one for each assessment. *Any actions taken on a row in the table will take into account the student and the assessment indicated in that row.*

There are several actions available beneath each student name:

1. **Edit** lets you edit the student's name, group, or developmental stage as well as add notes.
2. **Delete** lets you remove a student from your class roster.
3. **Assess** lets you perform a new assessment for the student. This will add a new row to the table for this assessment and date.
4. **Reassess** lets you re-assess a student. It will update the current row of the table, keeping the assessment and date.
5. **Export** downloads a PDF document of the current student's assessment breakdown, including their overall score and the features they answered correctly and incorrectly.
6. **View Notes** opens a window displaying any notes taken during that particular assessment.

### *Assessing Students*

Once you have created a class, you are able to use the Online Assessment Tool to assess your students. To do this:

1. Click Assess in one of two places: the rightmost column of the Unassessed Students table, or under Actions for a particular student name in the Assessed Students table.
2. Select the Inventory and Date for the assessment. Class and Student will already be selected based on where you clicked the Assess button.

## Add New Assessment

**Class:**

Test 10/16 ▼

**Student:**

Blaine ▼

**Inventory:**

Primary Spelling Inventory (6e) ▼

**Date:**

October 2015 ▼

Tablet View

Worksheet View

3. Choose whether to assess the student in Tablet view:

### Primary Spelling Inventory (6e) Assessment for Blaine

Student's Name: Blaine  
 Class: Test 10/16  
 Grade: Third

Notes:

| Word  | Initial Consonants         | Final Consonants           | Short Vowels               | Feature Points | Spelled Correctly        |
|-------|----------------------------|----------------------------|----------------------------|----------------|--------------------------|
| 1.fan | f <input type="checkbox"/> | n <input type="checkbox"/> | a <input type="checkbox"/> | 0/3            | <input type="checkbox"/> |

| Word | Initial Consonants | Final Consonants | Short Vowels | Feature Points | Spelled Correctly |
|------|--------------------|------------------|--------------|----------------|-------------------|
|------|--------------------|------------------|--------------|----------------|-------------------|

Next Word

Or Worksheet view:

### Primary Spelling Inventory (6e) Assessment for Blaine

Student's Name: Blaine  
 Class: Test 10/16  
 Grade: Third

Notes:

| SPELLING STAGES | Emergent                   |                            | Letter Name - Alphabetic   |          |        |                              | Within Word Pattern |                   | Syllables and Affixes |                   |                          |  |
|-----------------|----------------------------|----------------------------|----------------------------|----------|--------|------------------------------|---------------------|-------------------|-----------------------|-------------------|--------------------------|--|
|                 | Late                       |                            | Early                      |          | Middle | Late                         | Early               |                   | Middle                | Late              | Early                    |  |
|                 | Initial Consonants         | Final Consonants           | Short Vowels               | Digraphs | Blends | Common Long Vowels           | Other Vowels        | Inflected Endings | Feature Points        | Spelled Correctly |                          |  |
| 1.fan           | f <input type="checkbox"/> | n <input type="checkbox"/> | a <input type="checkbox"/> |          |        |                              |                     |                   |                       | 0/3               | <input type="checkbox"/> |  |
| 2.pet           | p <input type="checkbox"/> | t <input type="checkbox"/> | e <input type="checkbox"/> |          |        |                              |                     |                   |                       | 0/3               | <input type="checkbox"/> |  |
| 3.dig           | d <input type="checkbox"/> | g <input type="checkbox"/> | i <input type="checkbox"/> |          |        |                              |                     |                   |                       | 0/3               | <input type="checkbox"/> |  |
| 4.rob           | r <input type="checkbox"/> | b <input type="checkbox"/> | o <input type="checkbox"/> |          |        |                              |                     |                   |                       | 0/3               | <input type="checkbox"/> |  |
| 5.hope          | h <input type="checkbox"/> | p <input type="checkbox"/> |                            |          |        | o-e <input type="checkbox"/> |                     |                   |                       | 0/3               | <input type="checkbox"/> |  |
| 6.wait          | w <input type="checkbox"/> | t <input type="checkbox"/> |                            |          |        | ai <input type="checkbox"/>  |                     |                   |                       | 0/3               | <input type="checkbox"/> |  |

- Complete the assessment, clicking the checkboxes for the features and words the student spelled correctly. Add any Notes in the notes box provided.
- At the end of the assessment, click Save.
- On the assessment summary screen, you can either Reassess, Export the summary screen as a PDF, or return to your class roster.

After assessing a student, they will be assigned a developmental stage based on their score and the inventory used in the assessment. You may use this developmental stage to help assign students to groups in the Groups feature. Reassessing a student will assign them to a new stage based on their most recent score.

## Sorts

The Sorts section has three components:

1. Static PDF sorts that can be printed for in-class use.
2. Interactive Sorts available for completion on a desktop/tablet.
3. Custom Sorts Tool that allows you to customize a sort that relates to the most appropriate developmental stage for your students. You can save your sorts to use at a later time and have the opportunity to edit them at any future point. The sorts you create can be printed or used online.

### *Interactive Sorts*

To complete an interactive sort:

1. Click on any interactive sort, indicated by the label "Interactive Sort." (Any item on the Sorts page not labeled as an interactive sort will open as a printable PDF and is not interactive.)
2. At the introductory screen, you can print the sort, export it for use on another LMS, or press Start to complete the sort on the computer.

### Rhyme with Three categories



3. Click Start to select between two modes: Practice or Test. Practice mode allows the user to receive immediate feedback, while Test mode allows the users to submit their answers before receiving feedback.



4. Drag all words or images to their matching categories. Depending on what play mode you've chosen, feedback will be delivered accordingly. Some sorts also include audio to aid in student completion; to access the audio, hover over the bottom right corner of an item and click the audio button that appears.

### Rhyme with Three categories

CARDS LEFT: 9      TIME ELAPSED: 00:44

| bell  | key   | cry   |
|---|---|---|
|  |  |   |
|  |  |  |



### Custom Sort Tool

To create a personalized sort:

1. Click Create a New Sort button on the left side of the screen within the Sorts section.
2. Complete Steps 1-5 for the sort you'd like to create.
3. In Step 6, you'll add the Headers (categories) for the sort. You can have up to 4 categories per sort. The words and/or images that belong to each category (i.e. the items to be sorted) are added in Step 7. (Words 1 corresponds to your first Header, Words 2 to the second Header, etc.)
4. Steps 6 and 7 allow you to optionally add images. To do this:
  - a. Start typing a word or phrase into the right column. As you type, a list of available images will appear beneath the box.
  - b. Click on one of these to add the image to your sort.
  - c. You may view the full list of available images by clicking "Sort Images" in the top right of the screen.
  - d. If an image does not exist already, you may optionally add one yourself. Simply click "Add a Sort Image" in the top right of the screen, title your image, and choose a file to upload.

5. When you are finished adding words and/or images to your custom sort, you can click Preview in Step 8 to see an image of what your sort will look like. When you are satisfied, click Save to create the sort.

Once you've created a sort, click on Manage My Sorts on the Sorts page to view all the sorts you've created. Under Actions you may Edit or Delete a custom sort, and clicking on the sort title will allow you to perform all the actions of the pre-built interactive sorts (Practice mode, Test mode, Print, and export to an LMS).

### **Games**

Games from each of the five word study development stages are pre-loaded and printable for in class use. Descriptions for selected games are provided under the asset title. Those without descriptions serve as templates.

### **Videos**

The Video section includes over forty videos that relate to the five developmental stages. These videos show teachers discussing and demonstrating practices such as assessment, classroom organization, monitoring progress, small group instruction, whole class instruction, word study activities, and word study intervention. Along with helpful descriptions, related artifacts accompany many videos. These artifacts open in a separate window so you can refer to them while you watch the video.

### **Additional Resources**

The Additional Resources section provides you with many downloadable materials including in-depth sorts instructions and blank templates for a variety of sorts and games.