

PhonicsPath

User Manual

Version 1.2 · Updated May 2026

Everything you need to run PhonicsPath — for practice owners, clinicians, parents, and the kids who do the practising.

Need help? Email support@phonicspath.app.

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FOR: ALL

1. Welcome & getting started

What PhonicsPath is, who it's for, and how to find your way around.

PhonicsPath is a structured phonics practice platform built for Australian speech pathologists and the families they support. Clinicians design programs, children practise between sessions on a fun kid-friendly portal, and parents stay in the loop with progress updates and clinician notes.

What's new in v1.2

Real email invites for clinicians and parents, a child-only PIN portal at /child/login, parent recording uploads, a real-time notifications bell, downloadable PDF reports, the redesigned activity Library browser, and a fully-stocked /demo clinic that resets nightly. All four roles now have dedicated sections in this manual.

This manual walks through every screen you will use, in the order you will use it. If something doesn't match what you see on screen, check Troubleshooting & FAQ at the bottom of the sidebar — most surprises have a one-line fix.

The four portals

PhonicsPath has four separate portals. Each one is tailored to a specific role and you only ever see the one that matches your account. You don't need to remember the URLs — after sign-in you're sent to the correct portal automatically.

Portal	URL	Who it's for	Main jobs
Admin	/admin	Practice owners	Clients, programs, billing, team, reports.
Clinician	/clinician	Speech pathologists	Reviewing recordings, sending feedback, building activities.
Parent	/parent	Families	Starting daily practice, reading messages, tracking progress.
Kid	/child	Children	Tapping through the path, recording words, earning stars.

Signing in for the first time

Every account begins with an emailed invite. The invite link is single-use and expires after 7 days — if it has expired, ask whoever invited you to resend it from their portal.

- 1 Open the invite email titled 'Welcome to PhonicsPath' (check the spam folder if you can't find it).
- 2 Tap or click the 'Accept invite' button. This opens PhonicsPath in your default browser.

- 3 Set a password. Minimum 8 characters with at least one letter and one number. We recommend a passphrase such as 'sunset-river-42'.
- 4 Confirm the password and click 'Create account'.
- 5 You'll land on the portal that matches your role. Take a moment to bookmark the page in your browser — you'll come back daily.
- 6 Optional: install PhonicsPath as a home-screen app. On iOS tap Share → 'Add to Home Screen'. On Android tap the three-dot menu → 'Install app'.

Forgot your password?

Click 'Forgot password?' on the sign-in screen, enter your email, and we'll send a secure reset link. The link expires after 1 hour. If it doesn't arrive within 5 minutes, check spam, then try again — sometimes mail providers throttle the first attempt.

Finding your way around

All four portals share the same general layout: a left sidebar for navigation, a top bar for your profile and notifications, and the main content area. The Help Center icon (book) is always in the top right or in the footer — click it from anywhere to come back to this manual.

The 14-day free trial

New practices start on a 14-day free trial of the Growth plan. No credit card is required to begin. A countdown banner sits at the top of the admin portal showing days remaining. You can upgrade at any time from Billing — the trial ends automatically if you don't, and your data is preserved for 30 days while you decide.

Need a longer trial?

Practices doing structured evaluation can request a 30-day extension by emailing support@phonicspath.app from the practice owner's address.

2. Admin dashboard tour

What the practice overview shows and where every menu item leads.

The admin overview at /admin is your daily home. It surfaces the things that need attention today — recordings waiting on review, clients due for a check-in, billing alerts — and gives you one click into every other screen.

The header

The thin top bar always shows your practice name on the left, current trial / plan status in the centre, and your profile avatar on the right. Click the avatar for quick links to your profile, switching practices (if you belong to more than one), and signing out.

The overview cards

- Active clients — total currently assigned to a clinician. Click to jump to the Clients list.
- Programs in progress — clients whose program has at least one activity completed this week.
- Pending reviews — recordings uploaded by children that nobody has scored yet. This is the queue your clinicians work from.
- Weekly recordings — total uploaded in the last 7 days, with a sparkline showing the trend.
- Trial / plan status — days remaining and a one-click 'Upgrade' button if you're on trial.

The left sidebar

Item	What it does	When you'll use it
Overview	Snapshot of practice activity.	Every morning.
Clients	Add, edit, archive client records.	When onboarding or discharging a child.
Programs	Build and assign structured phonics plans.	After onboarding and at each program review.
Library	Browse built-in and custom activities.	When designing programs or refreshing tasks.
Reviews	Listen to and score child recordings.	Daily — most clinicians do a 15-minute pass.
Reports	Per-client weekly progress and adaptive difficulty.	Before sessions or family check-ins.
Team	Invite clinicians and manage roles.	When hiring or changing access.
Billing	Subscription, invoices, payment method.	End of month or when changing plan.

Item	What it does	When you'll use it
Settings	Practice name, logo, contact details, data export.	Initial setup and on rebrand.
Help Center	This manual.	When something is unclear.

Collapse the sidebar

Click the chevron at the bottom of the sidebar to collapse it to icons only — handy on smaller laptops.

3. Managing clients

Create client records, invite parents, edit details, archive, and re-activate.

A 'client' in PhonicsPath is one child receiving therapy. Each client has a profile, an assigned clinician, a program, and (optionally) a linked parent account that lets the family see progress and run home practice.

Adding a new client

- 1 From the sidebar, click Clients. The list opens with a search box and a 'New client' button in the top right.
- 2 Click 'New client'. A side drawer opens with the new-client form.
- 3 Enter the child's first name. Last name is optional — many practices use first-name-only for privacy.
- 4 Enter the child's date of birth. PhonicsPath uses age to suggest age-appropriate words and graphics.
- 5 Pick the assigned clinician from the dropdown. They will see the client appear in their portal immediately.
- 6 Add any clinician-only notes (allergies, communication style, anything that matters during sessions). Visible to clinicians but never to parents.
- 7 Optional: add a parent's email under 'Invite parent'. They'll receive a welcome email with their own sign-in link. You can add this later if you don't have it yet.
- 8 Click 'Create client'. You'll land on the client detail page where you can attach a program straight away.

The client detail page

Each client has a detail page with five tabs: Overview, Program, Recordings, Reports, and Notes. The Overview tab also surfaces two quick-access panels: Parent Access (invite or copy a parent invite link) and Child PIN (set or rotate the 4-digit PIN the child uses at /child/login). See the 'Invites, sign-in & access' section for the full flow.

Editing a client

- 1 Open the client from the list.
- 2 Click 'Edit' in the top right of the Overview tab.
- 3 Change name, DOB, assigned clinician, or notes. Parent email can be added or replaced here too.
- 4 Click 'Save'. Updates take effect immediately for anyone with access to that client.

Archiving (discharging) a client

Archive a client when therapy ends. Their full history — recordings, scores, reports, notes — is preserved, but they no longer appear in active queues, and the parent account loses access to start new practice.

- 1 Open the client.
- 2 Click the three-dot menu (top right) → 'Archive client'.
- 3 Confirm. The client moves to the Archived tab on the Clients list.
- 4 If you ever need them back, open the Archived tab, click the client, and choose 'Re-activate'.

Deletion is permanent

Archive is reversible; deletion is not. Only practice owners can permanently delete a client, and we keep a 30-day soft-delete window before purge. Use Archive in 99% of cases.

Privacy

Children's identifiers are kept separate from clinical content where possible. All data is stored on Australian infrastructure with row-level security so clinicians only see clients they're assigned to.

4. Building programs

Design a structured phonics plan with goals, target phonemes, and a sequenced activity list.

A program is the clinician-defined plan for a single client. It has a clear goal, a list of target phonemes, and a sequence of activities the child will work through in order. PhonicsPath then adapts difficulty session by session based on the child's scores.

Anatomy of a program

- Name — short label both clinician and parent will see.
- Goal — one or two plain-language sentences describing what success looks like.
- Target phonemes — the sounds in scope. You can mix multiple if the child is working broadly.
- Activities — the ordered list of practice tasks pulled from the Library.
- Schedule — the recommended cadence (e.g. 10 minutes daily). Drives parent reminders.

Creating a program from scratch

- 1 From the sidebar click Programs.
- 2 Click 'New program' in the top right.
- 3 Give the program a clear, descriptive name. Use the format 'Goal — Child' (e.g. 'R blends — Hugo') so it's easy to find later.
- 4 Write the goal in plain language. This is shown to the parent verbatim, so avoid jargon. 'Hugo will produce /r/ in initial position with 80% accuracy in single words.' is good.
- 5 Pick target phonemes from the dropdown. You can select multiple by clicking each one.
- 6 Set a recommended schedule. Most practices use 10 minutes/day, 5 days/week.
- 7 Click 'Add activity' to open the Library picker. Filter by phoneme to narrow the list.
- 8 Click activities to add them to the program. They appear in the right-hand panel in the order added.
- 9 Drag activities by the handle to reorder. The child will work through them top-to-bottom.
- 10 Click 'Save program'.
- 11 From the program detail page, click 'Assign to client', pick the child, and confirm. The path is generated and visible in the kid portal within seconds.

Duplicating an existing program

If you already have a program that works for a similar child, duplicating saves time.

- 1 Open the program.
- 2 Click the three-dot menu → 'Duplicate'.
- 3 PhonicsPath opens a copy with '— copy' on the end of the name. Rename, tweak, save.

Updating a program mid-therapy

You can edit a live program at any time. Existing recordings are preserved; only future activities follow the new plan.

- 1 Open the program from the client's Program tab.
- 2 Click 'Edit'.
- 3 Add, remove, or reorder activities. Update the goal if it has shifted.
- 4 Click 'Save'. The next time the child opens the kid portal they'll see the new path.

Adaptive difficulty

PhonicsPath automatically adjusts target word difficulty based on the child's recent scores. You don't need to swap activities every week — let the system raise or lower difficulty within each activity. The current level shows on the Reports page.

5. Activity library

Browse, filter, customise, and create the activities children practise on the path.

The Library is where every reusable activity lives. PhonicsPath ships with a curated starter set of 200+ activities covering common Australian English phonemes; you can also build your own and share them across the practice.

Finding an activity

- 1 From the sidebar click Library.
- 2 Use the filters at the top: phoneme, position (initial / medial / final), and template type.
- 3 Hover any activity card to preview the first few target words.
- 4 Click an activity to open its detail view with the full word list, model audio, and image.

Activity templates

Template	What the child sees	Best for
Word list	A list of target words to read and record one by one.	Articulation drilling on a known phoneme.
Audio prompt	A model word played aloud, then a record button.	Imitation practice for younger or pre-literate children.
Picture match	An image with three word choices; the child picks then records.	Phonological awareness and minimal pairs.
Sentence frame	A carrier sentence with the target word slotted in (e.g. 'I see a ____').	Generalising sounds into connected speech.

Creating a custom activity

- 1 From the Library, click 'Create activity' in the top right.
- 2 Pick a template. The form changes to match what the template needs.
- 3 Give the activity a clear name including the phoneme (e.g. 'Initial /s/ — animals').
- 4 Tag the target phoneme(s). This drives the filters when other clinicians search.
- 5 Type or paste the target words, one per line. PhonicsPath validates them against an Australian English dictionary and warns if a word might not contain the chosen phoneme.
- 6 Optional: upload one image (PNG or JPG, square, max 1 MB) for picture-match templates.
- 7 Optional: record a model audio prompt. Click the microphone, speak slowly and clearly in a quiet room, click stop, then preview. Re-record until happy.
- 8 Set difficulty: Easy / Medium / Hard. PhonicsPath's adaptive engine uses this as a starting point.

- 9 Click 'Save'. The activity is now visible to every clinician in your practice.

Editing or retiring an activity

- 1 Open the activity from the Library.
- 2 Click 'Edit' to change words, audio, or difficulty. Changes apply to every program that uses the activity.
- 3 To retire, click the three-dot menu → 'Archive'. Archived activities stay attached to existing programs but no longer appear in the picker.

Audio quality matters

Children imitate exactly what they hear. Record model prompts in a quiet room, hold the device 15–20 cm from your mouth, and speak slowly with exaggerated articulation. Background hum or echo significantly lowers the AI's pronunciation scoring accuracy.

6. Team management

Invite clinicians, assign roles, change access, and remove team members.

Team is where practice owners manage who can sign in, what they can do, and which clients they see.

Inviting a clinician

- 1 From the sidebar click Team.
- 2 Click 'Invite clinician' in the top right.
- 3 Enter their work email address. Personal addresses work too but practice email is recommended for audit trails.
- 4 Choose a role: Clinician or Practice owner.
- 5 Optional: pre-assign clients by ticking the boxes in the client picker. You can also do this later from each client's detail page.
- 6 Click 'Send invite'. PhonicsPath sends a real branded email from `noreply@phonicspath.app` — replies route to `support@phonicspath.app`. The link is valid for 7 days.
- 7 The new clinician appears in the team list with a 'Pending' badge until they accept. Click their row to copy the invite link directly (handy if email is delayed) or to resend a fresh invite.

Roles and permissions

Role	Can do	Cannot do
Clinician	Review recordings, view reports, create activities, edit assigned clients, send parent messages.	Change billing, invite team, edit practice settings, see clients they're not assigned to.
Practice owner	Everything a clinician can, plus billing, team management, practice settings, and access to every client.	Nothing within the practice — practice owners have full access.

Changing a role

- 1 On the Team page, click the team member.
- 2 Click 'Edit' next to their role.
- 3 Pick the new role and confirm. Changes take effect on their next page load — no need for them to sign out and back in.

Removing a team member

- 1 Click the team member.
- 2 Click the three-dot menu → 'Remove from practice'.

- 3 Reassign their clients to another clinician when prompted. Confirm.
- 4 Their access ends immediately. Past notes and reviews remain attributed to them in the audit log.

Plan limits

Each plan has a maximum number of clinician seats. If you hit the cap, the 'Invite clinician' button is disabled — upgrade from Billing or remove an inactive clinician.

7. Billing & subscription

Plans, payment method, invoices, changing tier, failed payments, and cancellation.

Plan tiers at a glance

Plan	Best for	Active clients	Clinician seats	Notes
Trial	First 14 days	Unlimited	Unlimited	All Growth features. No card required.
Starter	Solo clinicians	Up to 15	1	Email support.
Growth	Small practices	Up to 60	5	Email + chat support.
Practice	Multi-clinician practices	Unlimited	Unlimited	Priority support, SSO on request.

Adding a payment method

- 1 From the sidebar click Billing.
- 2 Click 'Add payment method' (or 'Manage billing portal' if a card already exists).
- 3 A secure Stripe-hosted window opens. PhonicsPath never touches or stores your card details directly.
- 4 Enter the card number, expiry, CVC, and billing address. Australian and most international cards are accepted.
- 5 Click 'Save'. The window closes and you'll see the card listed under Payment method.

Upgrading or downgrading a plan

- 1 On the Billing page click 'Change plan'.
- 2 Pick the new tier. The summary on the right shows the prorated change for the rest of the current billing month.
- 3 Confirm in the secure checkout window.
- 4 The new plan is active immediately. Higher limits unlock straight away; lower limits only kick in at the next billing cycle so nothing breaks for current clients.

Downgrading below current usage

If your active client count is above the new plan's limit, you'll be asked to archive clients first. PhonicsPath never silently locks active children out of practice.

Invoices

Past invoices are listed at the bottom of the Billing page, newest first. Click any line to download a PDF (suitable for accounting submission).

Updating payment details or billing email

- 1 Click 'Manage billing portal' on the Billing page.
- 2 In the secure portal, update the card on file or change the email that receives invoices.
- 3 Close the portal — changes are saved automatically.

Failed payment

If a renewal charge fails (expired card, insufficient funds), we email the practice owner immediately and retry the charge automatically every 2 days for 7 days. The practice continues to work normally during this grace period. After 7 unsuccessful days the practice is suspended and a final email is sent.

- 1 Open Billing → 'Manage billing portal'.
- 2 Update the payment method.
- 3 Click 'Pay now' on the failed invoice to retry the charge immediately.

Cancelling

- 1 On the Billing page click 'Cancel subscription'.
- 2 Confirm the cancellation reason (helps us improve).
- 3 Your plan continues until the end of the current billing period.
- 4 After that, the practice enters a 30-day read-only window. Sign in, export your data, or re-subscribe at any time during that window.
- 5 After 30 days, all data is permanently deleted.

8. Practice settings & profile

Practice details, logo, your personal profile, and exporting practice data.

Updating practice details

- 1 From the sidebar click Settings.
- 2 Edit the practice name, contact email, or phone number.
- 3 Click 'Save changes'. Updates appear in the sidebar header within seconds and on the parent portal on the next page load.

Uploading a logo

- 1 On Settings find the Logo section (right column).
- 2 Click 'Upload' and pick a square PNG, JPG, or SVG. Max 2 MB.
- 3 Crop with the on-screen tool if needed and click 'Save'.
- 4 The logo appears in the parent portal header and on PDF exports. It does not appear in the kid portal — that uses PhonicsPath's child-friendly mascot to keep the experience consistent for children moving between practices.

Logo recommendations

A 512x512 PNG with a transparent background looks best. Wide rectangular logos get cropped to a square — make a square version specifically for PhonicsPath.

Your personal profile

- 1 Click your avatar (top right) → 'Profile'.
- 2 Edit your display name, contact email, or change your password.
- 3 Optional: upload a profile photo. Parents see this on messages you send so they recognise who's communicating.
- 4 Click 'Save'.

Exporting practice data

Practice owners can request a full export of every client, program, recording, and report at any time — useful for audits, supervision, or research.

- 1 On Settings scroll to 'Data export'.
- 2 Click 'Request export'. Choose what to include: clients, recordings (audio files), reports.
- 3 Confirm. We email a download link to the practice owner within 24 hours. The link expires after 7 days.

9. Reviewing child recordings

Daily Reviews queue: listen, score, leave feedback, and clear the backlog efficiently.

Each time a child records a target word in the kid portal — or a parent records audio from the parent portal — the audio appears in your Reviews queue with an automatic AI pronunciation score (1–5 stars). Parent uploads carry a small 'Parent' badge so you know the context. Your job is to confirm or override the score and optionally leave a short note for the parent or your future self.

Opening the queue

- 1 From the sidebar click Reviews.
- 2 The queue lists pending recordings, oldest-first by default. The badge on the menu shows how many are waiting.
- 3 Use filters at the top: by client, by phoneme, or by AI confidence. Low-confidence recordings are flagged with an amber dot — these are worth listening to first.

Reviewing a single recording

- 1 Click a recording. The detail panel opens with the waveform, target word, AI score, and the child's history on this phoneme.
- 2 Tap play (or press Space). Use the waveform to scrub if you want to re-listen to a specific moment.
- 3 Listen at least once before scoring. The AI is good but not perfect, especially for /r/ and /th/ in young Australian voices.
- 4 Pick a star rating (1 = no attempt, 5 = correct production). Click the star or use number keys 1–5 as a shortcut.
- 5 Optional: type a short note. Notes prefixed with 'Parent:' are shown to the parent; otherwise they're clinician-only.
- 6 Click 'Save & next' (or press Enter). The queue advances automatically.

Bulk actions

- Select multiple recordings with the checkboxes on the left.
- Choose 'Confirm AI score' to accept the AI's rating in one click — useful when the AI confidence is high across a batch.
- Choose 'Mark as needs re-record' to flag the recording for the child to redo (parent gets a notification).

Keyboard shortcuts

Key	Action
Space	Play / pause current recording

Key	Action
1–5	Set star rating
Enter	Save & next
J / K	Previous / next recording
N	Focus the note field

Bulk listening

Open Reviews on a tablet with headphones — most clinicians fly through a week's worth of recordings in one 20-minute sitting. The keyboard shortcuts make it feel like a card stack.

10. Reading the reports

Weekly progress, phoneme heatmaps, adaptive difficulty, and exporting branded PDFs.

Reports turn raw recordings into meaningful patterns. Open any client from Reports to see how they're tracking — week to week, phoneme by phoneme, and against their program goal.

Opening a client report

- 1 From the sidebar click Reports.
- 2 Pick the client from the list. Reports are grouped by clinician — you'll see the clients you're assigned to first.
- 3 The report opens with three cards stacked: weekly progress, phoneme heatmap, and adaptive difficulty.

What each card means

Card	Reading it	Watch for
Weekly progress	Average score across all recordings, per week.	Upward trend = generalisation. Flat for 3+ weeks = consider changing the activity mix.
Phoneme heatmap	Score distribution per target phoneme. Red = struggling, amber = developing, green = mastered.	Persistent red cells point to phonemes that need a different therapeutic approach, not just more practice.
Adaptive difficulty	The current difficulty level the system is serving (Easy / Medium / Hard).	Frequent oscillation usually means the activity is mixing phonemes the child has very different mastery on.

Date range and filtering

- 1 Use the date range picker (top right) to compare the last 7 days, 30 days, or a custom window.
- 2 Click any phoneme cell in the heatmap to filter the weekly progress chart to recordings of that phoneme only — useful for parent reports focused on one sound.

Exporting a report as PDF

- 1 On the report click 'Export PDF' (top right).
- 2 Pick the date range and which cards to include.
- 3 Click 'Generate'. The PDF downloads in a few seconds, branded with your practice logo.

Data freshness

Reports update within a minute of a new recording being scored. If you've just reviewed a batch and the report looks unchanged, refresh the page.

11. Parent portal: getting started

Accept your invite, run a daily session, read messages, and track progress.

The parent portal is your home for everything PhonicsPath related to your child. Daily home practice happens here, you'll see clinician notes here, and the kid portal opens from here.

Accepting your invite

- 1 Look for an email from your speech pathologist titled 'Welcome to PhonicsPath'. Check spam if you can't see it.
- 2 Tap 'Accept invite'. The link opens in your default browser.
- 3 Set a password — your email is already filled in. We recommend a passphrase like 'sunset-river-42' rather than a complex jumble.
- 4 You'll land on the family home with your child (or children) listed as cards.
- 5 Tip: bookmark the page or add it to your home screen. On iOS use Safari → Share → 'Add to Home Screen'. On Android, Chrome → menu → 'Install app'.

Daily practice flow

- 1 Open the parent portal at the time you've agreed with your clinician (most families do 10 minutes after school).
- 2 Tap your child's name to open their path.
- 3 Read any new clinician message at the top — it might point out what to focus on today.
- 4 Tap 'Start practice'. The screen switches to the kid portal — bigger buttons, simpler graphics.
- 5 Hand the device to your child, or sit with them if they're young. Encourage them but don't say the target word for them — the AI needs to hear them, not you.
- 6 When the path is complete, the screen returns to the parent view with a session summary: total recordings, average score, and stars earned.

Reading messages from your clinician

Notes left during reviews appear in Messages. They don't expire — scroll back any time to see what your clinician said about a particular session.

- 1 From the family home tap Messages.
- 2 Messages are grouped by date, newest first.
- 3 Tap a message to read the full note and see which recording it relates to. Some include audio playback so you can hear the example yourself.

Tracking progress

- 1 From the family home tap your child → 'Progress'.
- 2 You'll see a simple weekly chart of stars earned and the phonemes currently in focus.

3 Tap any chart for a closer look.

Quiet matters

Practice in a calm room with the device 15–30 cm from your child's mouth. Background noise (TV, dishwasher, traffic) lowers the AI's accuracy and makes it harder for your clinician to score recordings.

Missed days

Missing a day is fine. PhonicsPath keeps the path where your child left off — you'll never lose progress, and the system gently lowers difficulty after a long break so your child doesn't restart on the hardest words.

12. Kid portal: how the path works

What children see, recording flow, earning stars, and what to do if something goes wrong.

The kid portal is designed for children to use with light parent supervision. Big buttons, clear icons, almost no text. This section is written for parents to read alongside their child the first few times.

Opening the path

- 1 From the parent portal tap your child's name.
- 2 Tap the big green 'Start practice' button.
- 3 The path appears as a series of stepping stones across the screen. Each stone is one short activity.
- 4 Tap the first lit stone to begin. Stones unlock in order — finish one to open the next.

Recording a word

- 1 Tap the picture or word to hear the model word read aloud.
- 2 Tap the green microphone in the centre of the screen.
- 3 Wait for the small beep, then say the word once, clearly.
- 4 Tap the red stop button when finished. The recording plays back automatically so you can hear it.
- 5 If it sounds right, tap the green tick. If you want to try again, tap the red X to redo. There's no limit on retries.

Stars and rewards

Each completed task earns stars. Stars build up across the week towards a goal set by the clinician. The aim is consistency — five short days beats one long Sunday session.

- 1 star = task attempted.
- 2 stars = at least half the recordings scored 3 stars or higher.
- 3 stars = all recordings scored 3 stars or higher (a great session).

If something goes wrong

- Microphone doesn't work — check the browser permission (see Troubleshooting & FAQ).
- Recording sounds quiet — move the device closer to your child's mouth, around 15 cm away.
- Wrong word played — let the activity finish, then mention it to your clinician via Messages.
- Child wants to stop early — tap the home icon (top left). Progress is saved; they can resume next time.

Keep it short

Most children focus best for 8–12 minutes. If your child is yawning or fidgeting, end the session — a positive stop point matters more than finishing every stone.

FOR: ALL

13. Invites, sign-in & access

How clinicians, parents, and children get into the right portal — invites, PINs, and the demo clinic.

PhonicsPath has four ways into the system: an emailed invite (clinicians and parents), a 4-digit PIN (children), a one-click demo sign-in (anyone evaluating the platform), and the standard email + password screen for return visits. This section covers every one.

Clinician invites

- 1 A practice owner opens Team → 'Invite clinician' and enters the new clinician's email.
- 2 PhonicsPath sends an email from `noreply@phonicspath.app` titled 'Welcome to PhonicsPath'. Replies go to `support@phonicspath.app`.
- 3 The clinician clicks 'Accept invite'. The link opens `/invite/clinician/$token` and is valid for 7 days.
- 4 They set a password (min 8 characters, must include a letter and a number) and land directly on `/clinician`.
- 5 If the link has expired, the practice owner reopens Team, clicks the clinician's row, and chooses 'Resend invite' — a fresh 7-day token is generated.

Parent invites

- 1 From a client's detail page open the Parent Access panel and enter the parent's email.
- 2 PhonicsPath sends a tailored welcome email mentioning the child's first name.
- 3 The parent clicks 'Accept invite' (link path `/invite/parent/$token`, 7-day expiry), sets a password, and lands on `/parent`.
- 4 Need to invite a second parent? Add another email — both parents see the same children and messages but each has their own sign-in.
- 5 Lost the email? From the Parent Access panel click 'Copy invite link' and share it via SMS or another channel.

Child PIN portal

Children never sign in with email and password. Instead they use a 4-digit PIN at `/child/login`, or — more commonly — a parent hands them the device after the parent signs in. The PIN is set by the admin and shown to the parent on their portal.

- 1 An admin opens the client's detail page and uses the Child PIN panel to set or rotate a 4-digit PIN.
- 2 The PIN is shown to the linked parent on their family home page (under the child's card).
- 3 On a shared family device, the parent signs into `/parent`, opens the child's path, and taps 'Hand to [Child]'. The session pins to that child only — they cannot see siblings, messages, or settings until the parent unlocks it.
- 4 On a school or library device, open `/child/login`, type the PIN, and the path opens directly. No parent sign-in needed.

- 5 Forgot or compromised PIN? The admin clicks 'Generate new PIN' on the panel — the old one stops working immediately.

PINs are not passwords

PINs are short by design so children can type them. Treat them like a house key — change them whenever a device is lost or a child stops in the program.

The live demo clinic

Anyone can try PhonicsPath without setting up an account by visiting /demo. The page shows four cards — Admin, Clinician, Parent, Child — and a single click signs you in as that role using the shared demo password DemoPath!2026 (or PIN 1234 for the child).

- Demo data lives in the 'Sunrise Speech Clinic' workspace and includes 5 sample children with weeks of history.
- Anything you change in the demo is wiped and reseeded automatically every night at 14:00 UTC (midnight AEST). Don't store anything you want to keep.
- Demo accounts cannot upgrade billing or change the practice email — Settings shows a banner explaining the restriction.
- Real practices are isolated from the demo workspace; nothing you do in /demo can affect a paid customer's data.

FOR: ALL

14. Notifications, parent uploads & report export

The bell icon in every portal, parent-recorded audio uploads, and downloading branded PDF reports.

The notifications bell

Every portal has a bell icon in the top-right header. A small dot indicates unread notifications. Click it to open a drawer showing the most recent activity for your role, newest first.

- Admins see new client recordings, billing alerts, and team activity.
 - Clinicians see new recordings in their queue, parent messages, and reassignments.
 - Parents see new clinician messages, new badges or milestones earned by their child, and re-record requests.
- 1 Click the bell to open the drawer.
 - 2 Tap any notification to jump straight to the relevant screen — the recording, message, or report.
 - 3 Click 'Mark all as read' to clear the dot. Notifications stream in real-time so the bell updates without a refresh.

Parent recording uploads

Parents can record short audio clips themselves and send them to the clinician — useful for capturing speech outside structured practice (e.g. a spontaneous attempt at the dinner table).

- 1 On the parent path page open the 'Send a recording' card.
- 2 Tap the microphone, say or have your child say the word, and tap stop.
- 3 Optionally type a short note for the clinician (what was happening, why you're sending it).
- 4 Tap 'Upload'. The clinician sees it in their Reviews queue tagged 'Parent upload', and an AI score is generated automatically.

Where it shows up

Parent uploads appear in the same Reviews queue as child path recordings, with a small 'Parent' badge so the clinician knows the context. They count toward the weekly recording total but not toward the child's star streak.

Exporting a client report as PDF

- 1 Open the client's report from /admin/reports or the client detail page.
- 2 Click 'Download PDF' in the top-right.
- 3 A new tab opens at /admin/reports/\$clientId/print with a print-optimised layout — practice logo, weekly progress, phoneme heatmap, adaptive difficulty, and the date range you had selected.

- 4** Use the browser's print dialog (Ctrl/Cmd+P) and choose 'Save as PDF'. Modern Chrome, Edge, and Safari all produce a clean single-document PDF.
- 5** Send to the family email or attach to the clinical record. The PDF is branded with your practice logo if one has been uploaded in Settings.

15. Browsing the activity library

The new accordion view of stages, units, and word lists — and how to find a specific phoneme fast.

The activity library at /admin/library now opens as a structured accordion: stages on the left, units inside each stage, and the word/sentence lists inside each unit. This complements the flat search you'll use when assembling a program.

Layout

- Stage — broad developmental band (e.g. 'CVC words', 'Consonant blends', 'Connected speech').
- Unit — a focused group within the stage targeting one or two phonemes (e.g. 'Initial /s/').
- Activity card — the practice task with its template type, target word list, and any blending/segmenting or short story content.

Finding what you need

- 1 Click any stage to expand it. Stages are ordered roughly by typical developmental sequence — easier on top.
- 2 Click a unit inside the stage to expand the activity cards.
- 3 Use the search box at the top to filter by phoneme, position, or activity name. Search reaches into word lists too — typing 'sun' surfaces every activity that includes that target word.
- 4 Click 'Add to program' on any card to drop it into a program you're currently editing.

Story activities

Stage 4+ units include short stories that target a phoneme in connected text. Open the activity card for the full text plus comprehension prompts you can read with the child.

FOR: ALL

16. Troubleshooting & FAQ

Step-by-step fixes for the issues we see most often.

The microphone isn't working

Browsers ask for microphone permission the first time PhonicsPath tries to record. If you accidentally clicked Block, the recording button stays greyed out.

- 1 Click the lock or info icon in the address bar (left of the URL).
- 2 Find the 'Microphone' setting and change it from Block to Allow.
- 3 Refresh the page. The microphone button should now be green.
- 4 On iOS Safari: open Settings → Safari → Microphone and make sure it's set to Ask or Allow. Then return to PhonicsPath and refresh.
- 5 On Android Chrome: tap the lock icon → Permissions → Microphone → Allow.

A recording I just made is missing

- 1 Wait 30 seconds — slow connections can take that long to upload.
- 2 Refresh the page.
- 3 If it's still missing, ask the child to redo the recording. Failed uploads are rare but happen on flaky Wi-Fi.

I forgot my password

- 1 On the sign-in screen click 'Forgot password?'
- 2 Enter the email you signed up with.
- 3 Check your inbox for a reset link (and check spam if it's not there within 5 minutes).
- 4 The link expires after 1 hour. Click it, set a new password, and sign in.

A billing payment failed

- 1 Open Billing in the admin portal.
- 2 Click 'Manage billing portal' to update the card on file.
- 3 Click 'Pay now' on the failed invoice line to retry the charge immediately.
- 4 Automatic retries continue for 7 days; the practice keeps working as normal during that grace period.

Quick FAQ

Q. Which browsers are supported?

Latest Chrome, Edge, Safari, and Firefox on desktop. Safari and Chrome on iOS and Android. Internet Explorer and very old browser versions are not supported.

Q. Can my child use PhonicsPath without me in the room?

Technically yes, but we strongly recommend an adult sits nearby for the first few sessions to model the recording flow and reassure the child. Once they have the rhythm they can usually run sessions independently.

Q. Does it work offline?

No. PhonicsPath needs a live internet connection because recordings are scored on our servers. A short connection drop is fine — recordings made offline are queued and sent when the connection comes back.

Q. How do I switch the child between two devices?

There's nothing to switch. Sign in to the parent portal on the new device and the child's path picks up exactly where it left off.

Q. Can two parents share an account?

Yes. Each parent gets their own sign-in but they see the same children and messages. Ask your clinician to send a second invite to the other parent's email.

Q. How do I export my practice data?

Practice owners go to Settings → 'Data export' → 'Request export'. We email a download link within 24 hours.

Q. How do I delete my account?

Email support@phonicspath.app from the address on the account. We confirm via reply, then delete within 30 days. Practice owners need to cancel the subscription first to avoid further charges.

FOR: ALL

17. Glossary

Plain-language definitions of the key terms used across PhonicsPath.

Term	Meaning
Phoneme	A single unit of sound in a word — for example /s/, /th/, /r/. Phonemes are written between slashes to distinguish them from letters.
Target word	A word picked specifically because it contains a phoneme the child is working on.
Initial / medial / final position	Where in the word the target phoneme sits — at the start (sun), the middle (basket), or the end (bus).
Program	The structured plan a clinician builds for a single client: a goal, target phonemes, and an ordered list of activities.
Activity	One reusable practice task — usually a small list of target words sharing a phoneme, optionally with audio or images.
Path	The visual sequence of activities a child sees in the kid portal.
Adaptive difficulty	Automatic adjustment of word difficulty (Easy / Medium / Hard) based on the child's recent scores.
Practice owner	The admin role with full access — billing, team, settings, every client. Usually the practice principal.
Clinician	A speech pathologist with access to assigned clients only.
Review	A clinician confirming or correcting the AI's pronunciation score on a child's recording.
AI score	The 1–5 star rating PhonicsPath generates automatically for each recording before a clinician reviews it.
Heatmap	The grid on the report that visualises score distribution per phoneme — red, amber, green.

FOR: ALL

18. Privacy & data

Where your data lives, how it's protected, and how to export or delete it.

Where your data lives

All practice data, child profiles, recordings, and reports are stored on Australian-hosted infrastructure. Database access is protected by row-level security so clinicians can only ever see clients they're assigned to.

Audio recordings

Recordings sit in private storage with time-limited signed URLs. Even if a link leaks, it expires within minutes. Recordings are sent to our transcription provider for the sole purpose of generating a pronunciation score. They are never used to train third-party models.

What clinicians can see

- Clinicians see only the clients assigned to them.
- Practice owners see every client in the practice.
- No clinician outside your practice ever sees any of your data.
- Children's identifiers (last names, DOBs) are kept separate from clinical content where possible.

Exporting your data

- 1 Practice owners: Settings → Data export → 'Request export'.
- 2 Parents: contact your clinician, who can request an export on your child's behalf.
- 3 We email a download link within 24 hours. The link expires after 7 days.

Deleting your data

Cancelling a subscription puts the practice into a 30-day read-only window. After 30 days all data is permanently deleted. Parents can request earlier deletion of their child's data by emailing support@phonicspath.app.

[Read the full policy](#)

The complete privacy policy is at [/privacy](#) and the terms of service at [/terms](#).