

Teacher Guide

Everything you need to set up Word Labs, run it in your classroom, and get the most out of the teacher dashboard. This guide is also available as a printable document — use your browser's Print function or press Ctrl+P / Cmd+P.

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| 1. Getting Started

Creating your teacher account

- 1 Go to Teacher Sign Up (or click **Create Account** on the login page).
- 2 Enter your email address, a password, and your school name.
- 3 Check your inbox for a confirmation email and click the link to verify your account.
- 4 Once verified, sign in at Teacher Login. You will be redirected to the onboarding flow if this is your first time.

Tip: Word Labs is free during early access — full features for 12 months, no credit card required.

Creating your first class

- 1 After signing in, go to Class Setup.
- 2 Click **Create Class** and enter a class name (e.g. "5/6 Blue").
- 3 A unique 6-character class code is generated automatically. Students will use this code to find their class when logging in.

Adding students

You can add students in two ways:

Option A: Add manually

- 1 In the **Manage** tab of your class, type a student's first name and click **Add Student**.
- 2 Each student is assigned a unique 3-character code automatically.
- 3 Repeat for each student.

Option B: Import from CSV

- 1 Prepare a CSV file with one column of student first names (one name per row).
- 2 In the **Create** tab (or per-class in the **Manage** tab), click **Import from CSV**.

- 3 Select your file. A preview of parsed names will appear for you to confirm before importing.
- 4 Click **Import**. All students are added in a single batch.

Privacy note: Only use first names. Word Labs does not collect or store surnames, email addresses, dates of birth, or photographs. This ensures compliance with Australian Privacy Principles for children's data.

Printing login cards

- 1 In **Class Setup**, open your class and click **Print Login Cards**.
- 2 A printable sheet opens showing each student's name, their unique 3-character code, the class code, and the website URL.
- 3 Print the sheet (formatted for A4, 3 columns per page) and cut out individual cards to distribute.

Tip: You can also display the login information on your classroom screen. The printed cards include a QR code that students can scan on tablets.

| 2. How Students Log In

Students do not need email addresses or passwords. The login process is designed for young learners (ages 9-12):

- 1 Students visit the Word Labs website on any device with a browser.
- 2 On the home page, they enter the **class code** (the 6-character code shown in Class Setup).
- 3 They select their **name** from the class list.
- 4 They type their **3-character student code** (shown on their login card).
- 5 Once logged in, they see their scientist character, quarks balance, daily challenges, and all available activities.

The session is stored in the browser. Students stay logged in until they close the browser or click **Log Out**. If they switch devices, they just log in again — all progress is saved to the server.

Tip: Bookmark the site or add it to the home screen on classroom tablets for one-tap access. No app download is needed.

3. Activities Overview

Word Labs includes 13 activities across three domains of spelling knowledge: **phonological**, **orthographic**, and **morphological**. Each activity is designed to develop a specific skill that transfers to real spelling and vocabulary use.

Round-based word count

Most activities let students choose how many words they want to practise per round — 10, 15, 20, 25, or 30. After completing the round, a results screen shows their accuracy and offers to play again or try a different game. This gives every activity a natural end point and encourages students to explore a variety of games.

For timed activities with a fuel bar (Mission Mode, Meaning Match-Up, Breakdown Blitz), completing the word count is the win condition — students need to answer all the words before the fuel runs out.



Morpheme Builder

Drag and drop prefix, base, and suffix tiles to construct real words. Builds understanding of how morphemes combine.

Morphological



Mission Mode

Select the correct prefix or suffix to complete a word with a target meaning. Fuel bar drains over time for added challenge.

Morphological



Meaning Match-Up

Match prefixes, suffixes, and bases to their definitions. Consolidates morpheme meaning knowledge.

Morphological



Breakdown Blitz

Type the prefix, base, and suffix of a given word under time pressure. Tests morphological analysis speed.

Morphological



Speed Builder

Construct words from morpheme tiles against a countdown timer. Three difficulty levels: easy, medium, and hard.

Morphological



Flashcards

Flip through morpheme meaning cards for study and recall. Self-paced revision of prefixes and suffixes.

Morphological



Root Lab

Investigate word roots and etymology across language families. Explore how Latin and Greek roots connect words.

Morphological & Etymological



Phoneme Splitter

Segment words into individual phonemes, including digraphs and consonant clusters. Three levels: Starter, Level Up, Challenge.

Phonological



Syllable Splitter

Break multisyllabic words into syllables. Sorted by difficulty: 2, 3, and 4+ syllable words.

Phonological



Sound Sorter

Identify the correct grapheme for a target phoneme within a word. Develops grapheme-phoneme correspondence knowledge.

Orthographic



Homophone Hunter

Choose the correct homophone for a given sentence context. 24 standard groups plus 12 extension groups.

Orthographic & Morphological



Word Spectrum

Explore synonyms, antonyms, and shades of meaning by arranging words along a gradient from weak to strong.

Vocabulary



The Refinery

Arrange words along a cline from Tier 1 (everyday) to Tier 3 (specialist) vocabulary. Two modes: Fill the Gap and Full Cline.

Vocabulary & Register

Difficulty and progression

Several activities offer built-in difficulty tiers that students can select:

- **Phoneme Splitter:** Starter (CVC words), Level Up (blends and digraphs), Challenge (complex multisyllabic words).

- **Syllable Splitter:** 2-syllable, 3-syllable, and 4+ syllable words.
- **Speed Builder:** Easy (60s), Medium (45s), and Hard (30s) timer presets.
- **The Refinery:** Fill the Gap (one word to place, supported) and Full Cline (arrange all words, independent).
- **Mission Mode:** Adjustable fuel drain speed and penalty settings.

Rewards and motivation

Students earn **quarks** (in-game currency) and **XP** (experience points) for correct answers. They can spend quarks in the **Scientist Shop** to customise their scientist character with lab coats, hats, face accessories, dance moves, and particle effects. Badges are awarded for milestones like streaks, total answers, and activity completion.

Students receive **3 daily challenges** (easy, medium, hard) plus a **weekly challenge**, each targeting a random activity. Completing challenges earns bonus quarks and XP. A **daily play streak** tracks consecutive days of 10+ minutes of play, with streak badges at 3, 7, 14, and 30 days. **Variety bonuses** reward students who try different games each week, and **bonus days** (Wednesdays, Saturdays, and Sundays) give 2x XP and 1.5x quarks.

Low-stim mode

If you have students who are overwhelmed by sounds, animations, or visual effects, you can enable **low-stim mode** for the whole class from the dashboard settings strip. This turns off all sounds, particle effects, scientist reactions, streak flames, leaderboards, and gamification notifications. All game mechanics and progress tracking continue normally — the experience is simply calmer. Toggle it on or off at any time without affecting student data.

EALD support

Word Labs supports students learning English as an Additional Language or Dialect. From Class Setup, activate EALD mode per student and select their home language from **48 available languages**. Students will see a “Show in [language]” button across all activities to reveal translations, plus audio pronunciation in both English and their home language. The English content always comes first — the home language is available as a scaffold, not a replacement.

Spelling Check-In Sets

From the **Class Spelling Sets** tab on the dashboard, you can create spelling check-in word lists, assign students, and track their accuracy word by word on a heatmap. Use **Generate**

Breakdowns to run AI analysis so words feed into game activities automatically. You can also run a **Spelling Check-In** — an audio dictation test where students hear each word spoken aloud and type it, with instant marking and per-word accuracy tracking on the dashboard.

| 4. Using the Dashboard

The Teacher Dashboard gives you real-time visibility into every student's progress. Access it from the navigation bar after signing in.

Selecting a class

If you have multiple classes, the dashboard opens with a class selector. Choose a class to load its data. You can switch classes at any time using the **Switch Class** link in the top corner.

Reading the heatmap

Each activity has its own tab on the dashboard. When you select a tab, you see a heatmap table with:

- **Rows:** One row per student.
- **Columns:** One column per category within that activity (e.g. each morpheme for Mission Mode, each difficulty level for Phoneme Splitter).
- **Cells:** Colour-coded by accuracy — green (80%+), amber (60-79%), red (below 60%), or grey (not attempted).

Hover over any cell to see the exact score (e.g. "14/18 correct, 78%").

Intervention flags

When a student scores below **70% accuracy** in a specific category after **3 or more attempts**, an intervention flag is automatically raised. Flagged cells are highlighted on the heatmap so you can see at a glance which students need targeted support and in which specific skill area.

Use intervention flags to form small groups. For example, if three students are all flagging on the suffix **-tion**, pull them together for a focused mini-lesson, then assign a custom word list targeting that pattern.

Student profiles

Click any student's name on the heatmap to open their **individual profile**. The profile shows:

- Overall accuracy across all activities.

- Activity-by-activity breakdown of scores.
- Last active date and time.
- Total quarks, XP, badges earned, and current scientist outfit.
- Extension Mode status (if enabled).

Class summary

The summary view (shown at the top of each activity tab) includes:

- Average accuracy across the class for that activity.
- Most-played and least-played categories.
- Number of students with intervention flags.

Exporting data to CSV

Click the **Export CSV** button on the dashboard to download a spreadsheet of all student progress data for the selected class. This is useful for:

- Parent-teacher conference reports.
- End-of-term progress summaries.
- Sharing data with learning support teams.

Sending rewards

From the dashboard, you can send rewards directly to individual students. Open the reward modal from a student's row to send:

- **Quarks** — in-game currency they can spend in the shop.
- **XP** — experience points that increase their level.
- **Visual effects** — special particle effects for their scientist.
- **Badges** — special achievement badges.
- **Shop items** — outfit pieces for their scientist character.

5. Custom Word Lists

Custom word lists let you target specific spelling patterns, vocabulary from a class text, or individual students' error patterns. Lists feed directly into **Breakdown Blitz**, **Syllable Splitter**, **Phoneme Splitter**, **Sound Sorter**, **Mission Mode**, and **Meaning Match-Up** (6 games total).

Creating a word list

- 1 Go to the **Dashboard** and click the **Word Lists** button.
- 2 Click **Create New List** and give it a name (e.g. "Week 3 Spelling Words" or "-tion/-sion focus").
- 3 Type up to 30 words into the input field. You can enter them comma-separated or one per line.
- 4 Click **Analyse with AI**. The AI will automatically generate morpheme breakdowns, syllable splits, phoneme splits, and contextual clues for each word. Misspelled words are auto-corrected.
- 5 Review the preview table. Edit any entries if needed.
- 6 Click **Save** to create the list.

Tip: You do not need any linguistics knowledge to create word lists. The AI handles morpheme analysis, syllable division, and phoneme segmentation for you. Just type the words your students need to practise.

Priority settings

Each word list has a **priority setting** that controls how it interacts with the built-in word bank in games:

- **Mixed** — Custom words are shuffled together with built-in words. Students get a varied mix.
- **Custom First** — Students work through the custom list first, then move on to built-in words if they finish.
- **Custom Only** — Only the custom words appear. Built-in words are replaced entirely. Best for focused intervention sessions.

You can change the priority at any time by clicking the colour-coded priority button on the list card.

Assigning to specific students

By default, a word list is available to all students in the class. To target specific students:

- 1 Open the word list from the Word Lists panel.
- 2 Click **Assign Students**.
- 3 Select the individual students who should receive this list.
- 4 Only assigned students will see the custom words in their activities.

This is ideal for differentiation — you can create separate lists for intervention groups, extension students, or students working on different curriculum units.

| 6. Extension Mode

Extension Mode provides genuinely harder content for students who need more challenge. It is not just "more of the same" — it introduces different, more advanced material.

What changes in Extension Mode

- **Morpheme Builder & Mission Mode:** Expanded pool including Latin and Greek derivational morphemes, assimilated prefixes, and low-frequency academic bases.
- **Phoneme Splitter & Sound Sorter:** Less common grapheme-phoneme correspondences and multisyllabic words.
- **Word Spectrum:** Academic and technical vocabulary pairs instead of everyday words.
- **The Refinery:** Abstract academic language clines.
- **Homophone Hunter:** 12 additional extension homophone groups.

How to enable it

- 1 Go to Class Setup.
- 2 Find the student in the Manage tab.
- 3 Click the microscope toggle beside their name to activate Extension Mode.

Extension Mode is invisible to the student — they see the same interface but with harder content. It requires no extra preparation from the teacher and directly supports provision for High Potential and Gifted Education (HPGE).

| 7. Support Mode

Support Mode provides extra scaffolding for students who need additional help. It adjusts game difficulty and adds visual and strategic hints without changing the content itself.

What changes in Support Mode

- **Fuel bar:** Drains at half speed. Correct answers refill 1.5x more. Wrong answer penalties are halved.
- **Speed Builder:** 50% more time per round.
- **Multi-choice games:** Show 2 options instead of 3–4.
- **Visual scaffolds:** Phoneme and syllable count badges, colour-coded tiles, and part count hints.
- **Need Advice button:** Appears below the scientist character. First tap gives a general strategy hint. Second tap gives a specific clue about the current question. Each hint has a speaker icon for text-to-speech.

How to enable it

- 1 Go to Class Setup or the Dashboard summary table.
- 2 Find the student and click the **SUP** badge next to their name.
- 3 When active, the badge turns teal. Click again to turn it off.

Student self-serve

Students can also turn on Support Mode themselves during gameplay using a toggle on the game page. This is temporary (stored in the browser session) and resets when they log out. If a teacher has enabled Support Mode for a student, the student cannot disable it — the teacher setting always takes priority.

Support Mode works alongside Extension Mode and Low-Stim Mode — they can all be active at the same time for the same student.

| 8. Account Management

All account settings are managed from the Account page, accessible from the dashboard navigation.

Adding another teacher (job-share)

If you share a class with a colleague, you can invite them to your school account so you both see the same classes, students, and dashboard data.

- 1 Go to **Account Settings**.
- 2 Find the **Your Team** section.
- 3 Copy the **invite code** shown there and share it with your colleague.
- 4 Your colleague creates a Word Labs account and pastes the invite code into the *Invite code* field on the sign-up page.
- 5 Once they sign up, they'll automatically join your school account and see all your classes.

Note: Both teachers have full access to all classes on the account. The invite code is unique to your school and can be reused to add more teachers if needed.

Changing your password

- 1 Go to **Account**.
- 2 Under **Change Password**, enter your new password and confirm it.
- 3 Click **Update Password**.

Updating your school name

Your school name can be edited directly on the Account page. This name appears on login cards and printed materials.

Subscription management

Your current plan status is displayed on the Account page with a colour-coded badge. From here you can:

- See your subscription renewal date.
- Click **Manage Subscription** to open the Stripe Customer Portal, where you can update payment details, view invoices, or cancel your subscription.
- Upgrade from a trial to a paid plan via the pricing page or dashboard upgrade banner.

Deleting a class

Deleting a class permanently removes all students, their progress data, and any custom word lists associated with that class. This action cannot be undone. To delete a class:

- 1 Go to **Class Setup**.
- 2 Open the class you want to delete.
- 3 Click **Delete Class** and confirm the deletion.

Deleting your account

You can permanently delete your account and all associated data from the Account page. This requires double confirmation. Deletion removes:

- Your teacher account and login credentials.
- Your school record.
- All classes, students, and progress data.
- All custom word lists and shop items.

Important: Account deletion is permanent and cannot be reversed. Export any data you need (via the CSV export on the dashboard) before deleting.

| 9. Troubleshooting FAQ

A student says they can't log in

Check the following: (1) The student is entering the correct **class code** — it is case-sensitive and 6 characters long. (2) Their name appears in the class list in Class Setup. (3) They are typing their **3-character student code** correctly. If the code has been lost, you can see all student codes in Class Setup under the Manage tab. You can also reprint login cards.

Student progress is not showing on the dashboard

Dashboard data updates in real time, but you may need to **refresh the page** to see the latest results. If a student has just started an activity, their data will appear after they answer at least one question. Also check that you have selected the correct class from the class selector.

I forgot my teacher password

On the Teacher Login page, click **Forgot Password**. Enter your email address and you will receive a password reset link. Check your spam folder if it does not arrive within a few minutes.

The site is not loading or shows an error

Word Labs requires an internet connection. If you see a "No internet connection" banner, check your Wi-Fi or network. Try refreshing the page. If the problem persists, try a different browser or clear your browser cache. If you are on a school network, check with your IT team that the domain is not blocked.

A student's scientist character or quarks disappeared

Scientist data is stored on the server, not in the browser. If a student logs in and sees a reset character, they may have logged in under the wrong name or class code. Check that they selected the correct class and name. Their data will still be intact under their correct login.

Custom word lists are not appearing in student activities

Check that: (1) The word list is saved (not just in preview). (2) The games selected for the list include the activity the student is playing. (3) If the list is assigned to specific students,

the student in question is in the assigned group. (4) The student has refreshed or restarted the activity since the list was created.

I want to move a student to a different class

Currently, students cannot be moved between classes directly. You would need to add the student to the new class (they will get a new student code) and delete them from the old class. Note that progress data from the old class will be lost. Export their data via CSV first if you need to keep a record.

The AI word analysis is not working

The AI analysis feature requires an active internet connection and may take a few seconds to process up to 30 words. If it fails, try again with fewer words. If the problem persists, you can save word lists without AI analysis and the words will still appear in games (without auto-generated clues).

Can students use Word Labs on tablets and phones?

Yes. Word Labs is a web application that works in any modern browser on any device — iPads, Chromebooks, Android tablets, laptops, and desktops. No app download is required. For the best experience on smaller screens, we recommend landscape orientation on tablets.

| 10. Support & Contact

General support

For any questions about using Word Labs in your classroom, setting up classes, or interpreting dashboard data:

- **Email:** nick@wordlabs.app
- **Response time:** We aim to respond as quickly as possible during school days (Monday to Friday, Australian Eastern Time).

Reporting a bug or technical issue

If something is not working as expected, please email nick@wordlabs.app with:

- A description of what happened.
- The device and browser you were using.
- A screenshot if possible.

You can also use the in-app **Feedback** form (linked from the landing page footer) to report issues directly.

Reporting a security or privacy concern

If you believe there is a security vulnerability or a privacy issue affecting student data, please report it immediately to nick@wordlabs.app with the subject line "**Security Report**". These reports are treated with the highest priority and will be acknowledged within 24 hours.

Word Labs complies with the Australian Privacy Act 1988 and the Notifiable Data Breaches scheme. For full details, see our [Privacy Policy](#) and [School Data Handling Agreement](#).

Useful links

- [About Word Labs](#) — research base, curriculum alignment, and activity details.
- [Pricing](#) — plans, trial information, and school quotes.
- [Privacy Policy](#) — what data is collected and how it is protected.
- [Terms of Service](#) — subscription terms and acceptable use.

- School Data Handling Agreement — for IT and privacy officers.