



SAM
Settings and Reports
for
*Phonics Inventory*TM

July 2020

Table of Contents

Overview.....	3
<i>Phonics Inventory</i> and Student Achievement Manager	3
The Portfolio Tab	3
Student Achievement Manager Manuals	3
Enrolling Students in <i>Phonics Inventory</i>.....	4
<i>Phonics Inventory</i> Program Settings	6
Usage Summary	7
Running and Using Reports	8
The Reports Index	8
Filtering the Reports List.....	9
Running Reports.....	9
Viewing Report Descriptions	11
Using the Customization Menu	11
Using the Demographic Filter	12
Sorting Columns	12
Printing and Saving Reports.....	12
<i>Phonics Inventory</i> Reports	13
Screening and Placement Report	13
Summary Progress Report	14
Student Progress Report.....	15
District/School Status Report.....	16
District/School Growth Report	17
Technical Support.....	18

Overview

Phonics Inventory and Student Achievement Manager

Phonics Inventory tests students’ basic letter recognition, sight word knowledge, and decoding skills. Teachers and administrators may use the Student Achievement Manager (SAM) to customize students’ learning experiences, keep track of their progress, and monitor their performance in the software. Teachers may also use SAM to view and print reports.

With the tools in SAM, teachers may:

- Enroll students in programs and change settings for students and classes
- Customize students’ learning experience and track their progress
- Monitor student performance in the software
- View and print reports

The Portfolio Tab



Districts with Next Generation programs installed on their servers will see a fifth SAM tab, the Portfolio tab. Only teachers with students enrolled in Next Generation are able to access the functions on the Portfolio tab. For information on using the Portfolio tab, see [SAM Settings and Reports](#) manual for the program.

Student Achievement Manager Manuals

For information on using the *Phonics Inventory* software, see [Phonics Inventory Software Manual](#). For other reference issues, see the chart below. All manuals are available at the [Phonics Inventory Product Support](#) website.

For information on:	See:
Using the <i>Phonics Inventory</i> software	Phonics Inventory Software Manual
Getting started in SAM and setting up accounts at the district and school levels	Getting Started With Student Achievement Manager
Adding and enrolling students in SAM	Enrolling and Managing Students Using Student Achievement Manager
SAM Resources	Using Resources in Student Achievement Manager
Using Hosting Services and managing SAM functions and data	Hosting Services User’s Guide and Data Management Manual

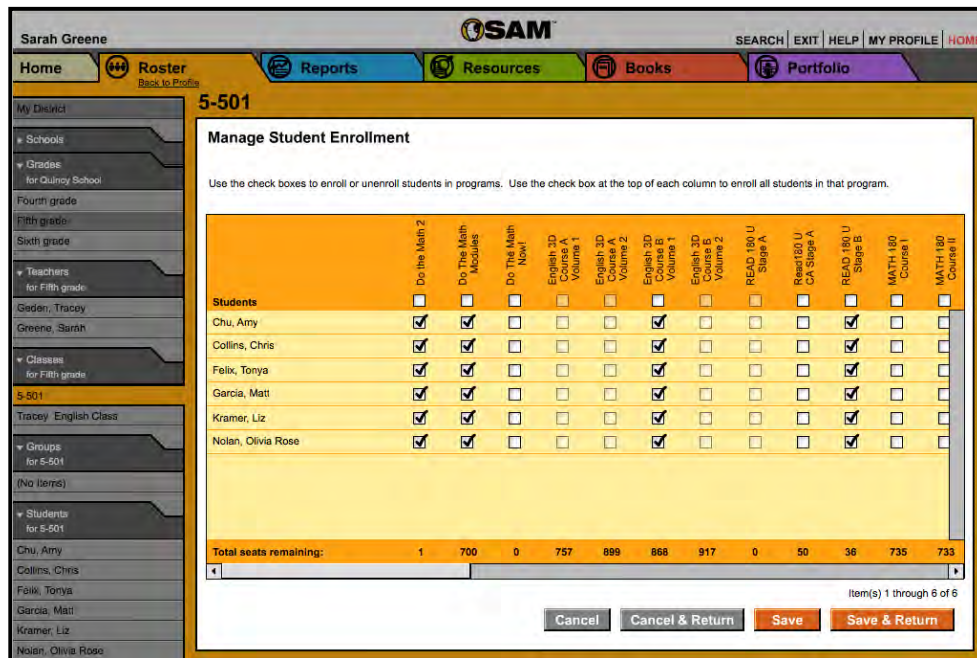
Enrolling Students in *Phonics Inventory*

Students are enrolled in *Phonics Inventory* through SAM. If students have been enrolled and have profiles in SAM, teachers may enroll students in the programs and use the *Phonics Inventory* Program Settings to individualize the software for students. To add students to SAM and create student profiles, see [Enrolling and Managing Students Using Student Achievement Manager](#).

The screenshot shows the SAM interface for Sarah Greene. The main content area displays the 'Profile for Greene, Sarah' with contact information and account type. Below this is the 'Usage Summary' section, which contains a table showing enrollment counts for various programs across two classes (5-501 and 5-502). The table includes a 'Teacher totals' row. At the bottom, there is a 'Programs' section with links for settings, assignments, portfolios, and certificates for several programs.

Class	Common Core Code X Course I	Common Core Code X Course II	Common Core Code X Course III	Do The Math Modules	Do The Math Now!	Equation Nation	FASTT Math	FASTT Math Next Generation	MATH 180 Course	MATH 180 Course II	READ 180 NG Stage A	READ 180 NG Stage B	READ 180 NG Stage C	READ 180
5-501	3	0	0	3	3	3	3	3	3	3	3	3	3	3
5-502	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Teacher totals	3	0	0	3	3	3	3	3	3	3	3	3	3	3

Check if students are enrolled in *Phonics Inventory* by checking the Usage Summary section on the class's Profile screen. Locate the number of students who are enrolled in each program at the bottom of the table.



To enroll students in *Phonics Inventory* from the class's Profile screen:

1. Click the **Manage Student Enrollment** link under Manage Roster in the upper right corner of the screen.
2. Use the checkboxes to enroll students in programs, or use the checkboxes at the top of the chart to enroll every student in the list at the same time.
3. Click **Save & Return** to save changes and return to the **Profile** screen. Click **Save** to save changes and remain on the Enrollment tab. Enroll additional students in *Phonics Inventory* by double-clicking another class or group in the SmartBar.

Teachers may also enroll students from their Profile screen or the student's Profile screen using the same method.

The **Manage Student Enrollment** link lists only those programs for which there are licenses. Check the Total Seats Remaining line to see how many licenses are available. Students may only be enrolled in *Phonics Inventory* if there are licenses available. An error message appears if there are not sufficient licenses available. Contact the district or school administrator if additional licenses are needed.

Phonics Inventory Program Settings



Teachers may adjust the Program Settings for *Phonics Inventory* to individualize the program experience for students, groups, or classes. Administrators may also adjust settings on the district, school, or grade level.

Use the settings to:

- Set students' audio instructions to play in Spanish instead of English
- Activate Accuracy-Only Scoring for students who are unable to manipulate the mouse efficiently

Programs	Settings	Assignments	Portfolio	Certificates
Read	Settings	Assignments	Portfolio	Certificates
System 44 Next Generation	Settings	Assignments	Portfolio	Certificates
Math Inventory	Settings	Grading Tools		
The Phonics Inventory	Settings			
Reading Counts!	Settings	Grading Tools		Certificates
The Reading Inventory	Settings	Grading Tools		
Expert 21	Settings	Grading Tools		

To adjust these settings from the class's Profile screen:

1. Double-click the class, group, or student name on the SmartBar. Administrators may choose any type of cohort from the SmartBar.
2. Click the **Settings** link next to the *Phonics Inventory* icon in the Programs menu, and then click the **Settings** tab.



Teacher Tip

Use the SmartBar to adjust settings for individual students, groups, or classes.

Usage Summary

Collins, Chris

Profile for Collins, Chris
 Grade: Fifth grade
 Username: ccollins

Usage Summary [Print Version](#)

The Phonics Inventory		
Number of Tests Taken	N/A	
Decoding Status	N/A	
Number of Tests Taken	4	
Decoding Status	Developing	
Date Of Last Test	06/17/2020	
Reading Counts!		
Total	[Bar Chart]	
Average Book Lexile	N/A	
Total Words Read	N/A	
Most Recent Quiz Date	N/A	
Most Recent Quiz Taken	N/A	

Programs

Program	Settings	Assignments	Portfolio	Certificates
READ 180 Next Generation	Settings	Assignments	Portfolio	Certificates
rSkills Tests Enterprise Edition	Settings	Grading Tools		
rSkills Tests: College & Career	Settings	Grading Tools	Portfolio	
System 44	Settings	Grading Tools		Certificates
iRead	Settings	Assignments	Portfolio	
System 44 Next Generation	Settings	Assignments	Portfolio	Certificates
Math Inventory	Settings	Grading Tools		
The Phonics Inventory	Settings			

The Usage Summary screen provides a quick snapshot of a student’s performance on *Phonics Inventory*. It displays the number of tests the student has taken, the date of the student’s last test, and the student’s Decoding Status. To access a student’s Usage Summary screen, double-click the student’s name in the SmartBar, and then click the **Phonics Inventory** bar.

Running and Using Reports

When students work in SAM-based technology programs, SAM automatically collects and saves students' data. To access the *Phonics Inventory* data reports in SAM, click the **Reports** icon on the SAM Home screen or the Reports tab at the top of any screen in SAM. Reports provide data-driven information on student, class, and group progress in a variety of formats, including charts, graphs, and tables. They help monitor student progress, check software usage, plan instruction, and diagnose student needs.

Depending on their permission settings in SAM, teachers may have access to different report options. For example, teachers may only run reports for classes, groups, and students assigned to them; however, if they have administrator permissions they may run reports on the school or district level.

The Reports Index

Name	Type	Date Last Run
The Phonics Inventory		
<input type="radio"/> District/School Growth Report	Progress Monitoring	12/09/15
<input type="radio"/> District/School Status Report	Management	
<input type="radio"/> Screening and Placement Report	Diagnostic	12/09/15
<input type="radio"/> Student Progress Report	Progress Monitoring	12/09/15
<input type="radio"/> Summary Progress Report	Progress Monitoring	12/09/15
Reading Counts!		
The Reading Inventory		
<input type="radio"/> District/School Proficiency Report	Progress Monitoring	
<input type="radio"/> Foundational Reading Report	Progress Monitoring	
<input type="radio"/> Foundational Reading Subtest Report	Performance Snapshot	
<input type="radio"/> Growth Goals Report	Progress Monitoring	
<input type="radio"/> Growth Report	Progress Monitoring	
<input type="radio"/> Instructional Planning Report	Management	
<input type="radio"/> Parent Report - English	School-to-Home	
<input type="radio"/> Parent Report - Spanish	School-to-Home	
<input type="radio"/> Parent Report II - English	School-to-Home	
<input type="radio"/> Parent Report II - Spanish	School-to-Home	

The Reports Index lists the available reports for a SmartBar selection. Access the Reports Index by clicking the **Reports** icon on the SAM Home screen or the Reports tab at the top of any screen. Select a school, grade, teacher, class, or student to see the reports for each in the Index.

Filtering the Reports List

At the top of the Reports Index, the Show pull-down menu provides four options for filtering reports:

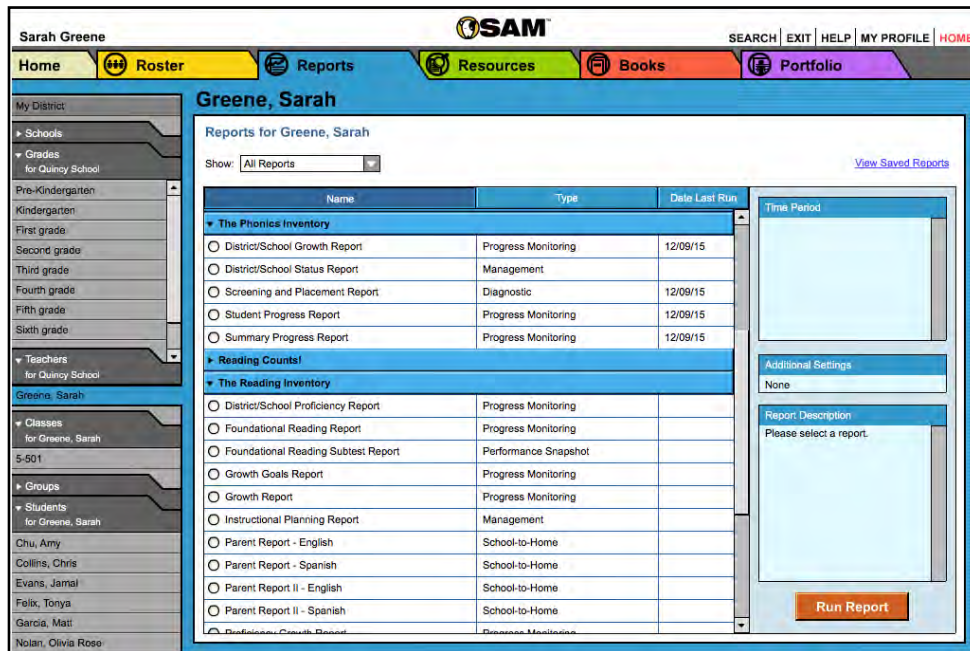
- **All Reports:** Shows the complete list of reports available
- **Multi-Classroom Reports:** Shows reports that include data collected across several classrooms or schools
- **Classroom Reports:** Shows reports for students in one or more classes
- **Student Reports:** Shows reports for individual students

Click the column headings to sort the Reports Index. Double-clicking a student, group, class, teacher, grade, school, or district (depending on your account) in the SmartBar from the Reports Index shows the recommended reports for that selection.

Running Reports

SAM reports may be filtered by type and time period. To run a report:

1. Click the Reports tab from any screen in SAM or the **Reports** button on the SAM Home screen to show the Reports Index.
2. Double-click a name in the SmartBar to select the student, group, class, teacher, grade, school, or district for which to run a report.
3. The Reports Index lists each program the school is using and the recommended reports to run for the SmartBar selection. By default, All Reports is selected and all bars are open; clicking the bar closes that program's list. Under the *Phonics Inventory* bar in the Reports Index is a list of all the *Phonics Inventory* reports available to the SmartBar selection.
4. Select a report by clicking the button next to the name of the report. Depending on the report, change the time period by making a selection in the Time Period menu on the right side of the screen. The recommended time period is the default setting.
5. Click **Run Report** to display the report on-screen.

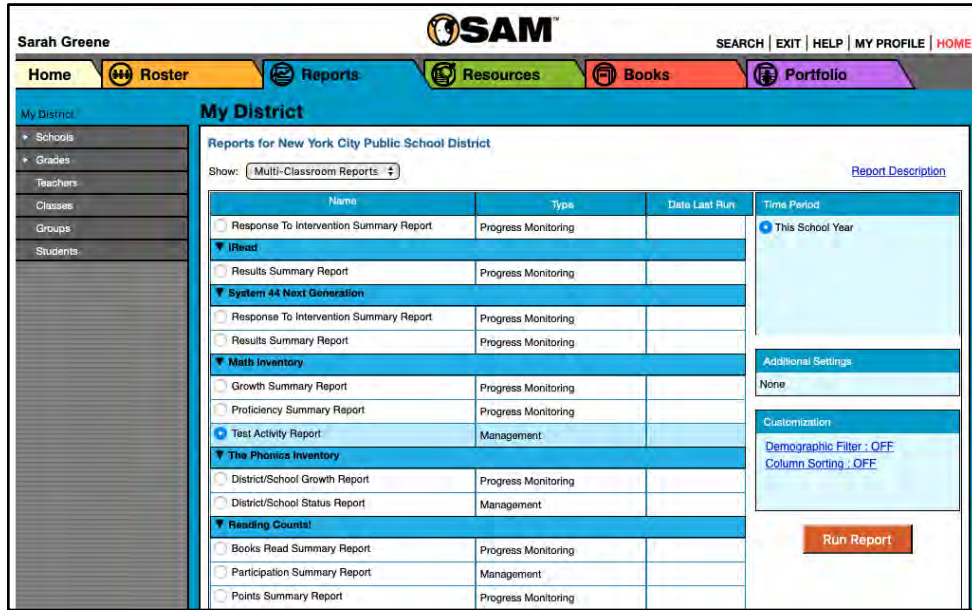


To run the same report for another time period, or to change the time period:

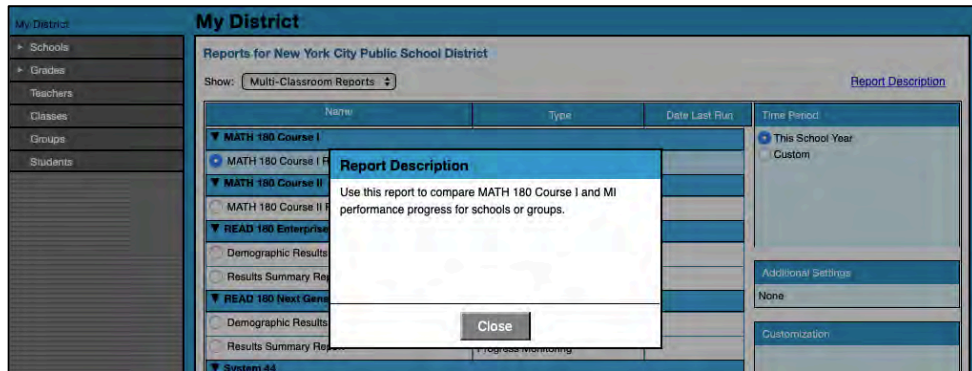
1. Click the **Time Period** link and use the calendar tool to customize a new time period for which you would like to rerun the report.
2. Click **Run Report** to run the same report for the new time period.

To run a report for a different SmartBar selection from the Reports Index, double-click the desired profile on the SmartBar. The report will run for the new selection, if applicable. Some reports are valid for multiple SmartBar selections and others are not. Thus, running a student report and double-clicking a class name on the SmartBar does not run the report but returns the user to the Reports Index.

Viewing Report Descriptions



From the Reports Index, click the **Report Description** link to view the report description.



Click **Close** to close the description.

Using the Customization Menu

When a report is selected, the Customization menu appears on the right side of the Report Index. The menu lists the available functions for that report; not all reports will have the same options



Using the Demographic Filter

From the Customization menu, click the **Demographic Filter** link to open the Filter.

Use the Demographic Filter to filter reports by one or more of the demographic categories. Choosing more than one category generates more specific reports. The Demographic Filter focuses reports based on demographic categories:

- **AYP Criteria:** Makes distinctions between students with economic disadvantages, gifted and talented students, students with limited English proficiency, students with disabilities, and migrant students
- **Gender:** Filters reports by gender
- **Ethnicity:** Filters reports by Asian, American Indian/Alaskan Native, Pacific Islander, Black/African American, Hispanic, and White/Caucasian ethnicities
- **Grade:** Filters reports by grade
- **Products:** Filters reports by product
- **District Grouping:** Filters by district grouping

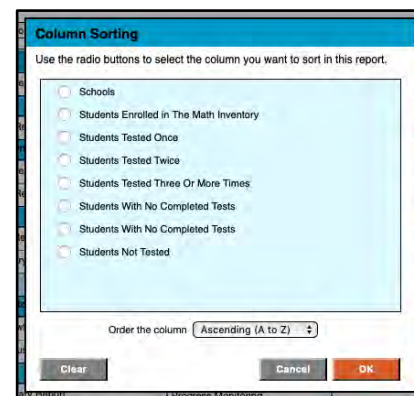


When the filters are selected, click **OK**. To clear selections without running the report, click **Clear**. Click **Run Report** from the Report Index to run the report with the settings in the Demographic Filter. The Demographic Filter will clear once the report generates successfully.

Sorting Columns

From the Report Index, click the **Column Sorting** link in the Customization box to view the sorting options.

Use the menu in the Column Sorting window to select how the report should be sorted, then select whether to display the data in ascending or descending order. Only one parameter may be selected at a time. Click **OK** when finished, then click **Run Report** to run the report with the columns sorted. The filter will clear once the report generates successfully.



Printing and Saving Reports

Reports open as PDFs in a browser window. Use the browser functionality to save the PDF report to the computer or print the report. .

Phonics Inventory Reports

SAM automatically saves each student's work in *Phonics Inventory*. Administrators and teachers may click **Reports** on the SAM Home screen or the Reports tab at the top of any SAM screen to access this information.

Screening and Placement Report

Screening and Placement Report

TEACHER: SARAH GREENE

School: Quincey School
Grade: 5

Time Period: 09/08/15 – 06/24/16

STUDENT	DATE OF PHONICS INVENTORY PLACEMENT TEST	% ACCURATE AND FLUENT ON PHONICS INVENTORY SUBTESTS					PHONICS INVENTORY FLUENCY SCORE	PHONICS INVENTORY DECODING STATUS	READING INVENTORY SCORE (LEILE [®])
		LETTER NAMES ACCURACY	SIGHT WORDS ACCURACY	SIGHT WORDS FLUENCY	NONSENSE WORDS ACCURACY	NONSENSE WORDS FLUENCY			
Chu, Amy	12/11/15	36%	57%	50%	60%	57%	32	Advancing Decoder	108
Collins, Chris	02/23/15	73%	83%	N/A	83%	N/A	50*	Advancing Decoder	N/A
Evans, Jamal	02/23/15	0%	0%	N/A	0%	N/A	0*	Pre-Decoder	N/A
Felix, Tonya	02/24/15	100%	37%	30%	37%	30%	18	Developing Decoder	N/A
Garcia, Matt	02/23/15	100%	37%	33%	37%	33%	20	Developing Decoder	N/A

PHONICS INVENTORY FLUENCY SCORE	DECODING STATUS	RECOMMENDED INSTRUCTION AND PLACEMENT
0 – 10	Pre-Decoder	Phonemic awareness, letter names, letter-sound correspondences
0 – 10	Beginning Decoder	Foundational phonics
11 – 22	Developing Decoder	Targeted phonics remediation
23 – 80	Advancing Decoder	Vocabulary, comprehension, fluency

* Student received accommodations during this test administration.

Using This Report
Purpose: This report details the performance of a class or group on The Phonics Inventory placement test.
Follow-Up: Use The Phonics Inventory results and other evaluation data to place each student into an appropriate intervention. If you are using HM/H programs, Pre- and Beginning Decoders are recommended for Series 1 of System 44, Developing Decoders are recommended for Series 4 of System 44, and Advancing Decoders are recommended for READ 180.

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Page 1 of 1
Printed on: 12/16/15

Report Type: Diagnostic

Purpose: This report details the performance of a class or group of students on the *Phonics Inventory* test.

Follow-Up: Use the *Phonics Inventory* results and other evaluation data to place each student into an appropriate intervention.

SmartBar Selection: Group, Class, Teacher, Grade

Summary Progress Report

PROGRESS MONITORING

Summary Progress Report

TEACHER: SARAH GREENE

School: Quincy School
Grade: 5

Time Period: 09/08/15 – 06/24/16

STUDENT	LAST THREE TESTS IN SELECTED TIME PERIOD								
	TEST 1			TEST 2			TEST 3		
	TEST DATE	PHONICS INVENTORY FLUENCY SCORE	PHONICS INVENTORY DECODING STATUS	TEST DATE	PHONICS INVENTORY FLUENCY SCORE	PHONICS INVENTORY DECODING STATUS	TEST DATE	PHONICS INVENTORY FLUENCY SCORE	PHONICS INVENTORY DECODING STATUS
Chu, Amy	12/11/15	32	Advancing	N/A	N/A	N/A	N/A	N/A	N/A
Collins, Chris	02/23/15	50*	Advancing	N/A	N/A	N/A	N/A	N/A	N/A
Evans, Jamal	02/23/15	0*	Pre-Decoder	N/A	N/A	N/A	N/A	N/A	N/A
Felix, Tonya	02/24/15	18	Developing	N/A	N/A	N/A	N/A	N/A	N/A
Garcia, Matt	02/23/15	20	Developing	N/A	N/A	N/A	N/A	N/A	N/A

PHONICS INVENTORY FLUENCY SCORE	DECODING STATUS	RECOMMENDED INSTRUCTION AND PLACEMENT
0 – 10	Pre-Decoder	Phonemic awareness, letter names, letter-sound correspondence
0 – 10	Beginning Decoder	Foundational phonics
11 – 22	Developing Decoder	Targeted phonics remediation
23 – 60	Advancing Decoder	Vocabulary, comprehension, fluency

* Student received accommodations during this test administration.

Using This Report
Purpose: This report shows changes in performance and progress on The Phonics Inventory over time.
Follow-Up: Use The Phonics Inventory results and other evaluation data to monitor student response to intervention and inform grouping.

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Page 1 of 1
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Report Type: Progress Monitoring

Purpose: This report shows changes in performance and progress on *Phonics Inventory* over time for a class or group of students.

Follow-Up: Use the *Phonics Inventory* results and other evaluation data to monitor student response to intervention and inform grouping.

SmartBar Selection: Group, Class

Student Progress Report

PROGRESS MONITORING

Student Progress Report

STUDENT: COLLINS, CHRIS

Grade: 2

Time Period: 09/01/14 – 06/30/16

TEST DATE	PERCENT ACCURATE AND FLUENT ON PHONICS INVENTORY SUBTESTS					PHONICS INVENTORY FLUENCY SCORE	PHONICS INVENTORY DECODING STATUS
	LETTER NAMES ACCURACY	SIGHT WORDS ACCURACY	SIGHT WORDS FLUENCY	NONSENSE WORDS ACCURACY	NONSENSE WORDS FLUENCY		
02/23/15	73%	83%	N/A	83%	N/A	50*	Advancing

PHONICS INVENTORY FLUENCY SCORE	DECODING STATUS	RECOMMENDED INSTRUCTION AND PLACEMENT
0 – 10	Pre-Decoder	Phonemic awareness, letter names, letter-sound correspondence
0 – 10	Beginning Decoder	Foundational phonics
11 – 22	Developing Decoder	Targeted phonics remediation
23 – 60	Advancing Decoder	Vocabulary, comprehension, fluency

* Student received accommodations during this test administration.

Using This Report
Purpose: This report shows detailed performance data and progress on The Phonics Inventory over time for an individual student.
Follow-Up: Use The Phonics Inventory results and other evaluation data to monitor student progress and customize instructional plans.

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Page 1 of 1

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Report Type: Progress Monitoring

Purpose: This report shows detailed performance data and progress on *Phonics Inventory* over time for an individual student.

Follow-Up: Use *Phonics Inventory* results and other evaluation data to monitor student progress and customize instructional plans.

SmartBar Selection: Student

District/School Status Report

District/School Status Report
SCHOOL: QUINCY SCHOOL

MANAGEMENT

Time Period: 09/08/15 – 08/24/16

Total Schools: 125
Total Students Tested: 23

Quincy School (23 total students)

PHONICS INVENTORY DECODING STATUS	STUDENTS	PERCENTAGE OF STUDENTS
Pre- or Beginning Decoder	5	22% <div style="width: 22%; background-color: #4f81bd; height: 10px; display: inline-block;"></div>
Developing Decoder	8	35% <div style="width: 35%; background-color: #4f81bd; height: 10px; display: inline-block;"></div>
Advancing Decoder	10	43% <div style="width: 43%; background-color: #4f81bd; height: 10px; display: inline-block;"></div>

GRADE: 3 (16 total students)

PHONICS INVENTORY DECODING STATUS	STUDENTS	PERCENTAGE OF STUDENTS
Pre- or Beginning Decoder	4	25% <div style="width: 25%; background-color: #4f81bd; height: 10px; display: inline-block;"></div>
Developing Decoder	7	44% <div style="width: 44%; background-color: #4f81bd; height: 10px; display: inline-block;"></div>
Advancing Decoder	5	31% <div style="width: 31%; background-color: #4f81bd; height: 10px; display: inline-block;"></div>

Using This Report

Purpose: This report allows administrators to review student performance on The Phonics Inventory on a district- or school-wide basis.

Follow-Up: Evaluate the need for reading intervention and allocate resources accordingly. If you are using HMH programs, Pre-, Beginning, and Developing Decoders are candidates for System 44; Advancing Decoders are candidates for READ 180.

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Report Type: Management

Purpose: This report allows administrators to review student performance on a district or school-wide basis.

Follow-Up: Evaluate the need for reading intervention and allocate resources accordingly. If you are using *System 44* with *READ 180*, Pre-, Beginning, and Developing Decoders are candidates for *System 44*; Advancing Decoders are candidates for *READ 180*.

SmartBar Selection: District, School

District/School Growth Report

District/School Growth Report

SCHOOL: QUINCY SCHOOL

PROGRESS MONITORING

Time Period: 09/08/15 – 06/24/16

Total Schools: 1
Total Students Tested: 23

Quincy School (23 total students)

PHONICS INVENTORY DECODING STATUS	FIRST TEST IN TIME PERIOD		LAST TEST IN TIME PERIOD	
	STUDENTS	PERCENTAGE OF STUDENTS	STUDENTS	PERCENTAGE OF STUDENTS
Advancing Decoder	10	43%	0	0%
Developing Decoder	8	35%	0	0%
Pre- or Beginning Decoder	5	22%	0	0%

Using This Report

Purpose: This report shows changes in student performance and progress on The Phonics Inventory over time by district, school, or class.

Follow-Up: Identify groups that are not showing adequate growth and may require additional support or resources.

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Page 1 of 3

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Report Type: Progress Monitoring

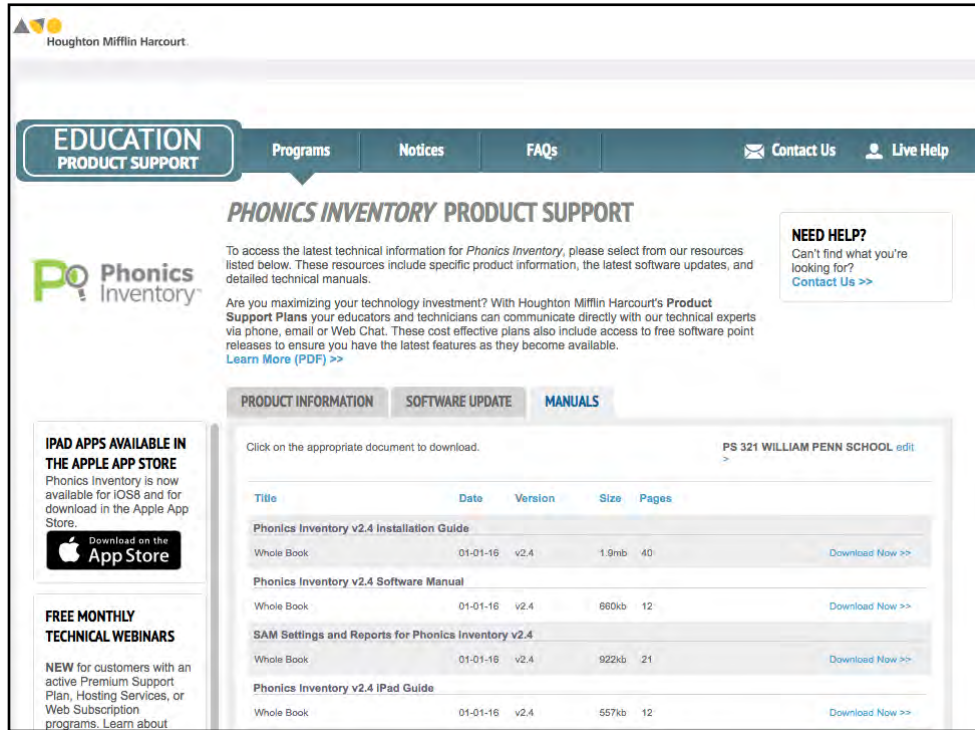
Purpose: This report shows changes in student performance and progress on *Phonics Inventory* over time by district, school, grade, or class.

Follow-Up: Identify groups that are not showing adequate growth and may require additional support or resources.

SmartBar Selection: District, School, Grade, Class

Technical Support

For questions or other support needs, visit the [Phonics Inventory Product Support](http://hnhco.com/pi/productsupport) website at hnhco.com/pi/productsupport.



At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding *Phonics Inventory*, contact Technical Support at 1-800-283-5974 or visit the [Phonics Inventory Help Center](http://downloads.hmlt.hmco.com/Help/PhonicsInventory/#t=Phonics_Inventory_Help.htm) at http://downloads.hmlt.hmco.com/Help/PhonicsInventory/#t=Phonics_Inventory_Help.htm

For specific questions about using SAM with *Phonics Inventory*, click **Help** in the Quick Links along the top of any screen in SAM.