



*Phonics Inventory*<sup>TM</sup>  
Software Manual

For use with *Phonics Inventory* v3.x or later  
and Student Achievement Manager v3.x or later



Houghton Mifflin Harcourt.  
*Professional Services*

## Table of Contents

<b>Overview .....</b>	<b>3</b>
<i>Phonics Inventory Settings .....</i>	<i>3</i>
Student Accessibility.....	4
<b>Logging In.....</b>	<b>5</b>
Student Access Screen .....	5
Logging In to <i>Phonics Inventory</i> from HMH Student Central .....	7
<i>Phonics Inventory</i> Login Screen .....	8
<b>Practice .....</b>	<b>9</b>
<b>Letter Names .....</b>	<b>10</b>
<b>Sight Words.....</b>	<b>11</b>
<b>Nonsense Words.....</b>	<b>12</b>
<b>Technical Support.....</b>	<b>13</b>

## Overview

*Phonics Inventory*, formerly Scholastic Phonics Inventory, tests basic letter recognition, sight word knowledge, and decoding skills to determine whether students would benefit from explicit instruction in decoding and word recognition. *Phonics Inventory* consists of three equivalent forms, allowing teachers to administer the test at the beginning, middle, and end of the school year with different content each time the student takes the test. It is recommended that *Phonics Inventory* be administered no more than three times per year, as more frequent testing is unlikely to measure meaningful growth.

The test should take students between 8 to 12 minutes to complete, though there is no time limit. A *Phonics Inventory* test contains the following sections:

1. Practice Test: 11 items
2. Letter Names: 11 items
3. Sight Words: 30 items
4. Nonsense Words: 30 items

## *Phonics Inventory* Settings

Teachers and administrators may change students' settings in Student Achievement Manager (SAM) so that students who require Spanish-language support hear the instructions in Spanish instead of English. They may also change students' settings so that students are measured only on accuracy, rather than accuracy and speed.

**NOTE:** Speed should only be disabled for students who are unable to manipulate a mouse efficiently due to motor impairments or other issues.

To learn how to enroll students, change students' program settings, or access reports, see [SAM Settings and Reports for Phonics Inventory](#).

## **Student Accessibility**

*Phonics Inventory* provides accessibility features that can enable some visually impaired students to use the application. The contrast setting, for example, will help a student who has trouble reading black text on a white background.

*Phonics Inventory* requires students to view images and videos, speak into a microphone, and use a mouse. Students who have difficulty with these requirements will need assistance when using the program.

*Phonics Inventory* does not provide textual equivalence to bitmap-rendered content. Students who are dependent on a braille or text-to-speech device will be unable to use the application. Also, though closed captions are available for the hearing-impaired, the application does not provide a description of the video, nor does it provide the closed-caption text in text format (it is only available as a display).

Browser-based accessibility features, such as screen and font magnifiers, are not tested by Houghton Mifflin Harcourt and may not be compatible with *Phonics Inventory*. Even in cases when the features may work with the program, the input focus is not set to allow students using screen magnifiers to follow the onscreen changes. Similarly, changing display settings may render the program unusable. Students needing to see larger text should use an external screen magnifier rather than changing display settings or using a feature of the browser program.

Mac OS X and Windows operating systems, as well as Internet Explorer, Firefox, and Safari browser programs, offer a range of accessibility features that may enable users with disabilities to, among other things, perform basic navigation with a keyboard instead of a mouse by using the tab key.

## Logging In

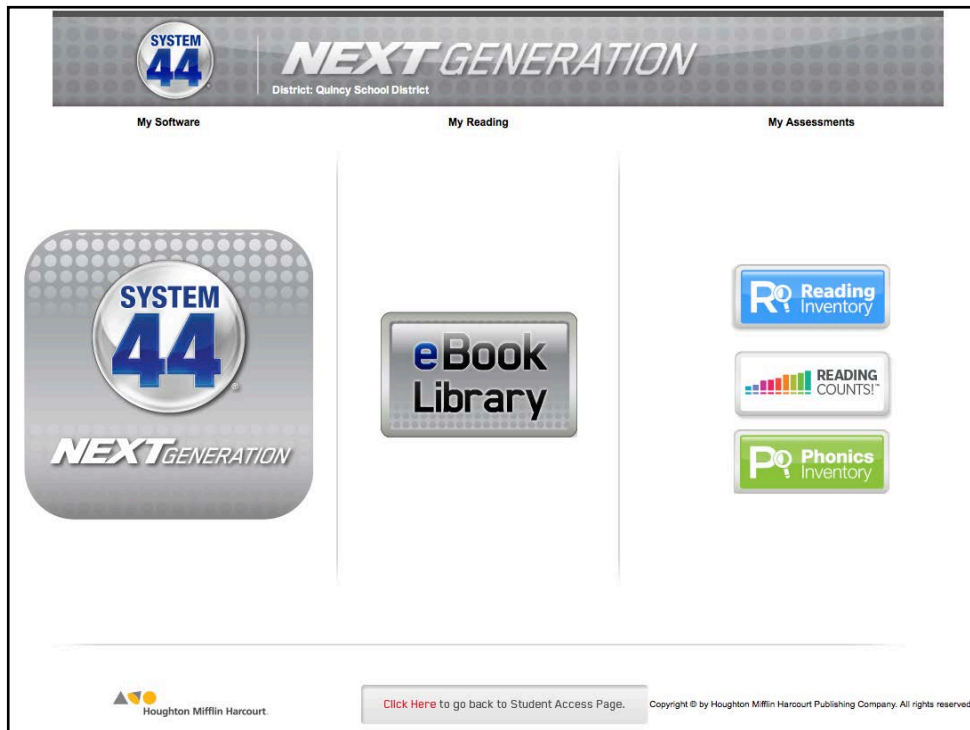
### Student Access Screen

Students are enrolled in *Phonics Inventory* through SAM. See [Enrolling and Managing Students In Student Achievement Manager](#) for detailed instructions on enrolling students.

Once students are enrolled in SAM and *Phonics Inventory*, they may log in to *Phonics Inventory* through the Student Access screen. To open the Student Access screen, open the workstation's browser program and use the Student Access screen bookmark (see the [Phonics Inventory Installation Guide](#) for help with bookmarking the Student Access screen).

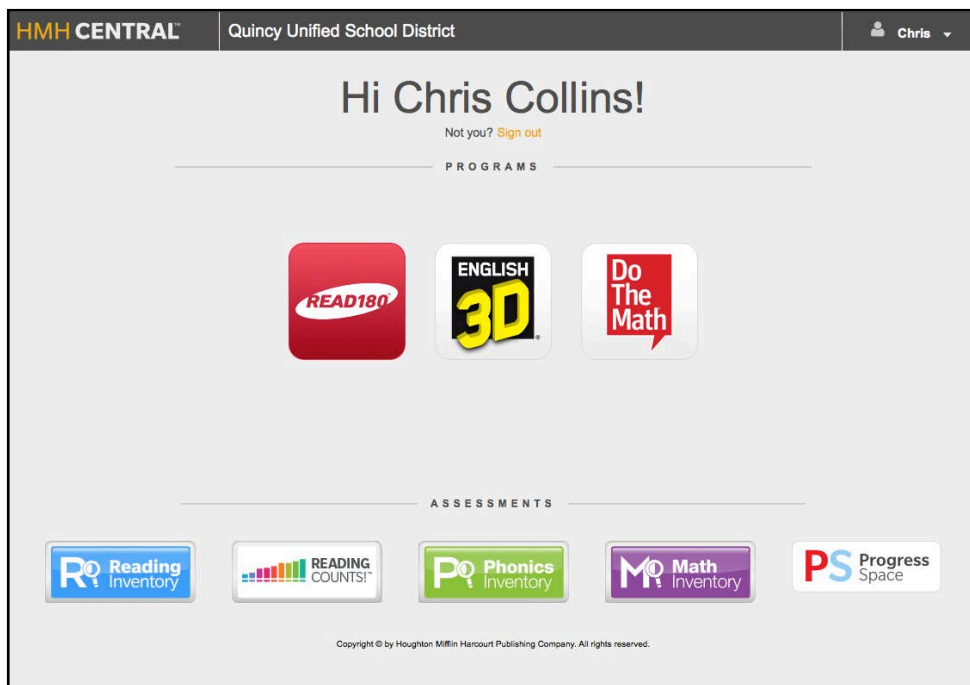


The Student Access screen displays icons for all products installed on the server. To open Phonics Inventory Login screen, click the *Phonics Inventory* icon at the bottom of the screen. Students may also go to the *Phonics Inventory* Login screen through the *System 44* or *System 44* Next Generation suite access screen. If the student is enrolled in *System 44* or *System 44* Next Generation, click the appropriate icon to open the access screen for the suite.

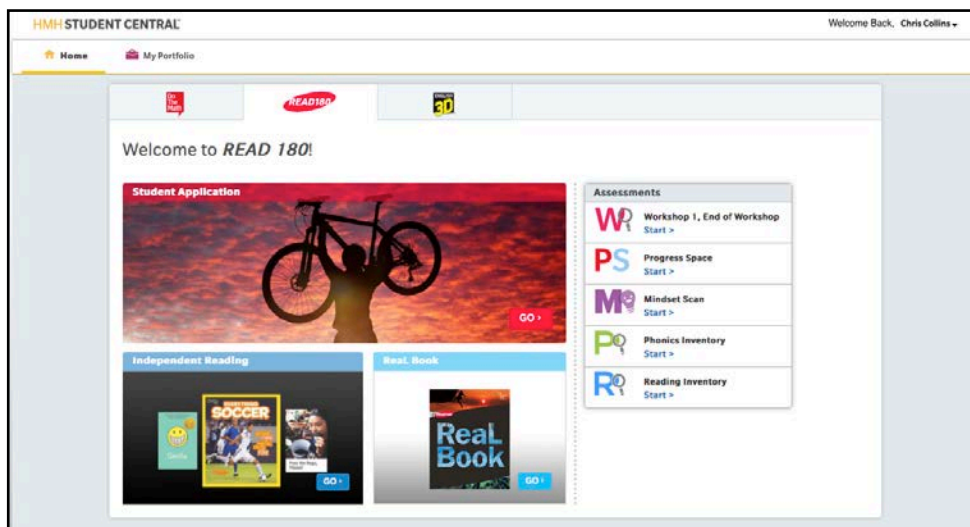


Click the *Phonics Inventory* icon to open the *Phonics Inventory* Login screen.

### Logging In to *Phonics Inventory* from HMH Student Central

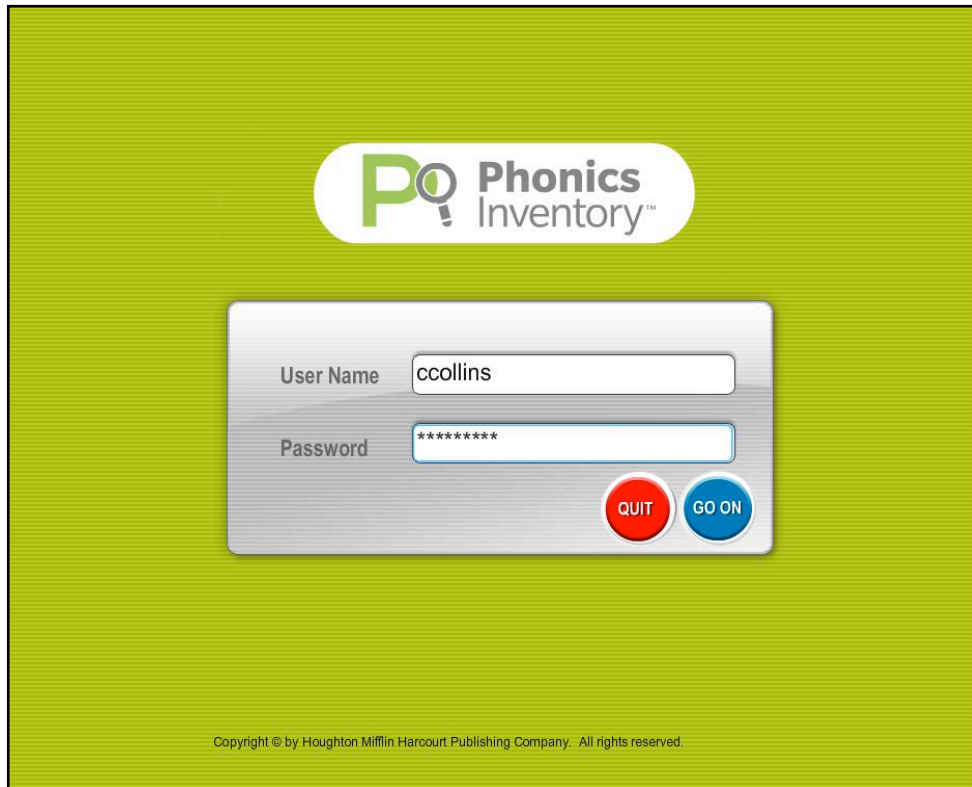


Students using HMH Student Central may log in to *Phonics Inventory* from the HMH Gateway (above) or their home page in HMH Student Central (below).



Students who log in to *Phonics Inventory* through the Gateway or HMH Student Central do not have to log into the program and go directly to the Practice section (page 9)

## **Phonics Inventory Login Screen**



To log in to *Phonics Inventory*, students:

1. Enter their username and password.
2. Click **Go On**.

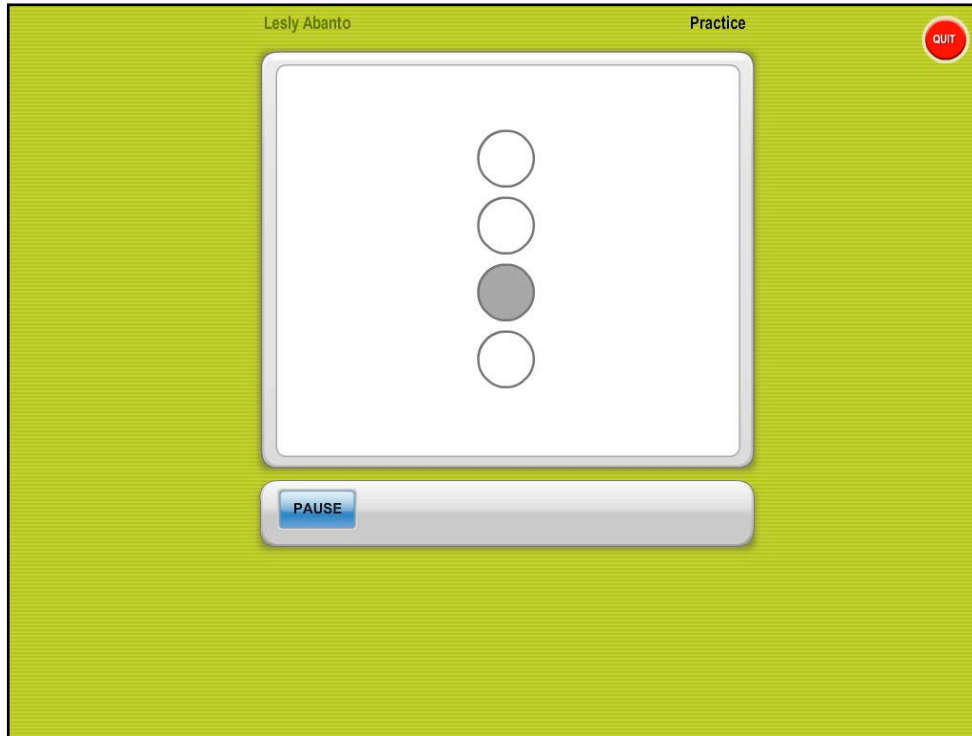
If students are beginning a *Phonics Inventory* test, they go to the Practice test. If students have previously started but not finished a *Phonics Inventory* test, they go to the first screen of the section where they left off.



## Practice

The Practice test ensures that students are able to hear the instructions and use the mouse effectively. It also familiarizes students with the format of the test. These items do not factor into students' measures.

Students see a screen with four circles, one of which is shaded gray. Audio instructions ask students to click the circle that is different as fast as they can.

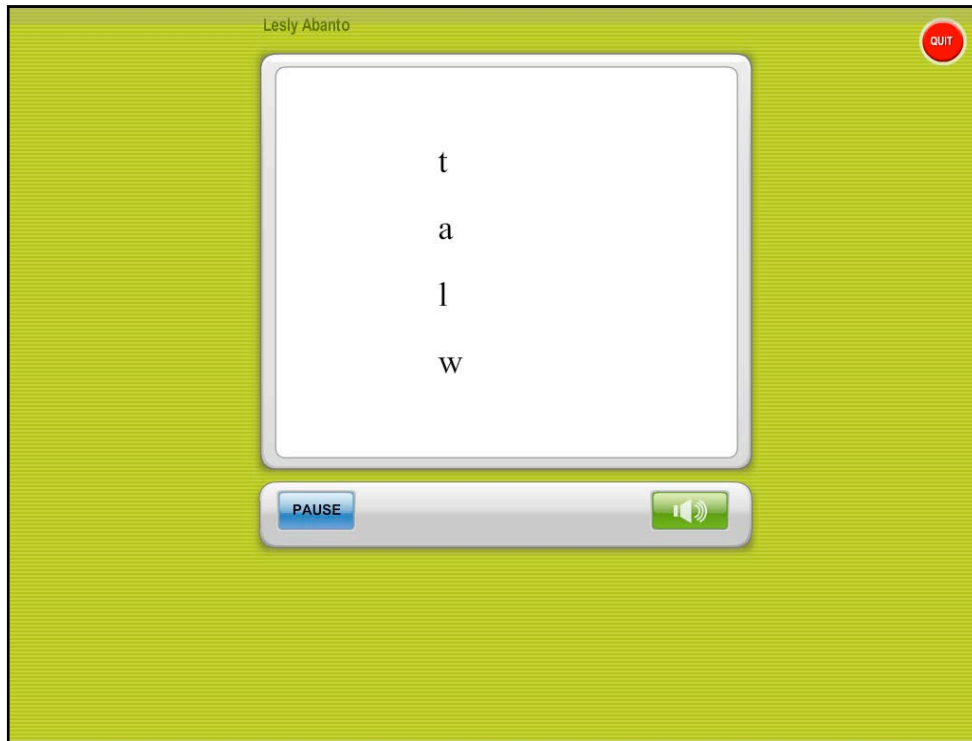


Students may click Pause to temporarily halt the test and Play to resume the test. Students may Pause only once in this section of the test.

## Letter Names

The Letter Names test measures students' letter recognition.

Students hear a letter name and use the mouse to select the corresponding letter from a list of four choices. *Phonics Inventory* measures how quickly and accurately students respond to each item.

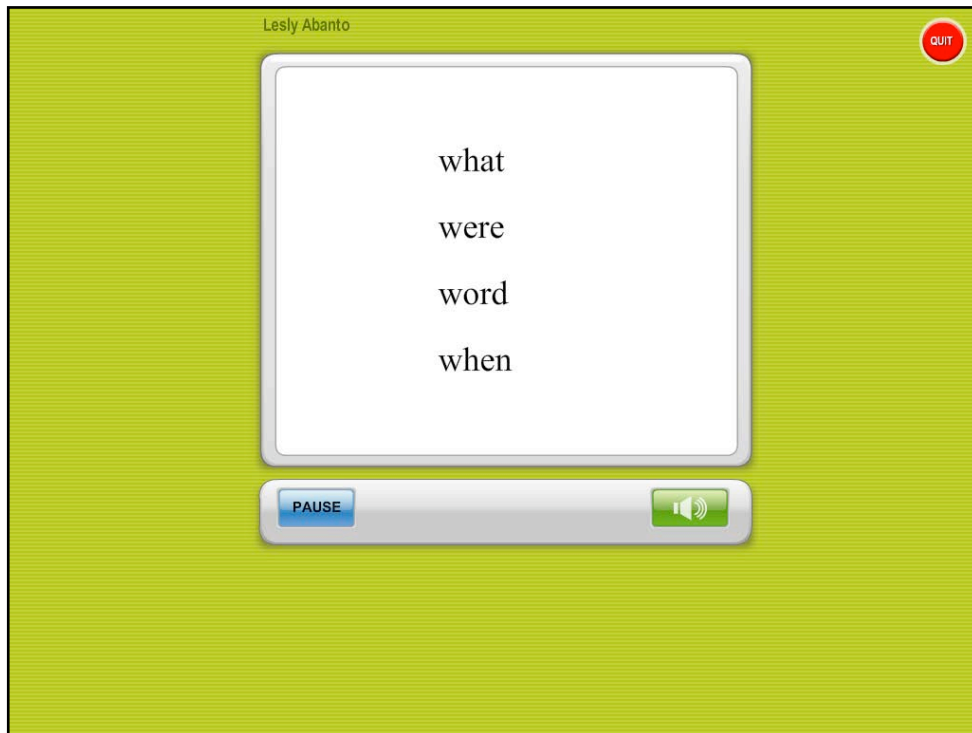


Students may click Pause to temporarily halt the test and Play to resume the test. Students may Pause only once in this section of the test. Students may click the speaker icon to hear a letter name again.

## Sight Words

The Sight Words test measures students' recognition of high-frequency sight words.

There are two types of items in this test. In some items, students hear a word and must use the mouse to select the corresponding word from a list of four words. In other items, students hear a word and must select the correct spelling from a list of four spellings. *Phonics Inventory* measures both the accuracy and speed of students' responses.

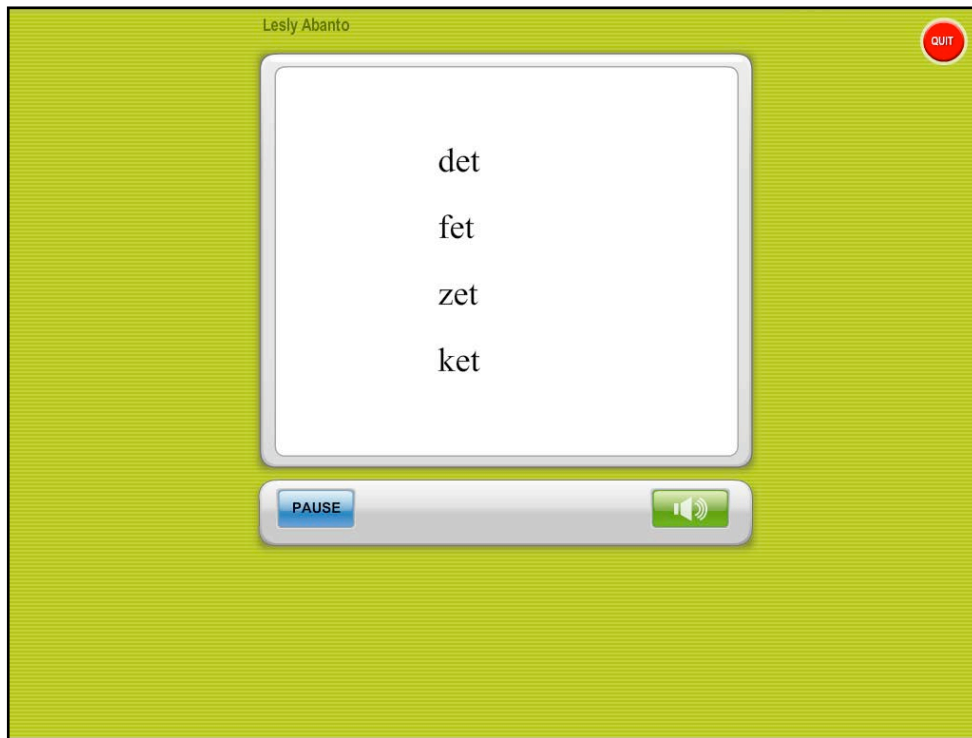


Students may click Pause to temporarily halt the test and Play to resume the test. Students may Pause only once in this section of the test. Students may click the speaker icon to hear a sight word again.

## Nonsense Words

The Nonsense Words test measures students' decoding skills. Nonsense words are used to prevent students from recognizing words by memory.

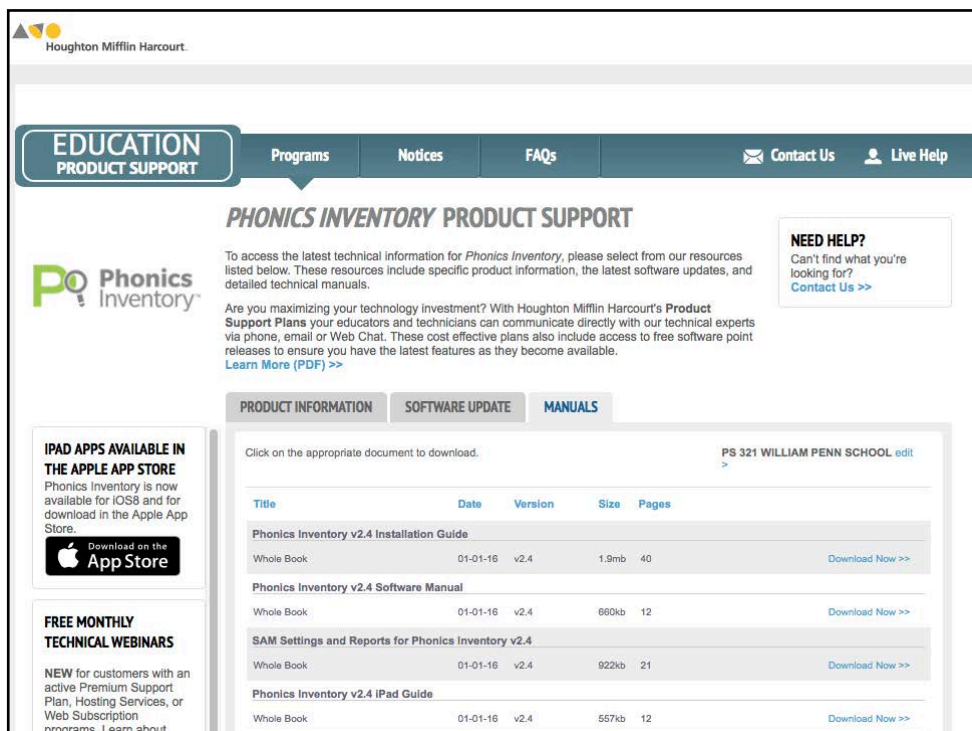
Students hear a nonsense word and must use the mouse to select the corresponding word from a list of four choices, all of which are nonsense words. *Phonics Inventory* measures both the accuracy and speed of students' responses.



Students may click Pause to temporarily halt the test and Play to resume the test. Students may Pause only once in this section of the test. Students may click the speaker icon to hear a nonsense word again.

## Technical Support

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



The screenshot shows the 'Phonics Inventory Product Support' page. At the top, there is a navigation bar with 'EDUCATION PRODUCT SUPPORT' and links for 'Programs', 'Notices', 'FAQs', 'Contact Us', and 'Live Help'. The main content area features the Phonics Inventory logo and a 'NEED HELP?' section with a 'Contact Us >>' link. Below this, there are tabs for 'PRODUCT INFORMATION', 'SOFTWARE UPDATE', and 'MANUALS'. A table lists various documents for download, including installation guides, software manuals, and iPad guides, with columns for Title, Date, Version, Size, and Pages. On the left side, there are promotional banners for iPad apps available on the App Store and free monthly technical webinars.

Title	Date	Version	Size	Pages	
<b>Phonics Inventory v2.4 Installation Guide</b>					
Whole Book	01-01-16	v2.4	1.9mb	40	<a href="#">Download Now &gt;&gt;</a>
<b>Phonics Inventory v2.4 Software Manual</b>					
Whole Book	01-01-16	v2.4	860kb	12	<a href="#">Download Now &gt;&gt;</a>
<b>SAM Settings and Reports for Phonics Inventory v2.4</b>					
Whole Book	01-01-16	v2.4	922kb	21	<a href="#">Download Now &gt;&gt;</a>
<b>Phonics Inventory v2.4 iPad Guide</b>					
Whole Book	01-01-16	v2.4	557kb	12	<a href="#">Download Now &gt;&gt;</a>

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 customer service to speak to a Houghton Mifflin Harcourt technical support representative at 1-800-283-5974.

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