Phonics Inventory™
Software Manual

July 2020

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Overview

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

HMH Central

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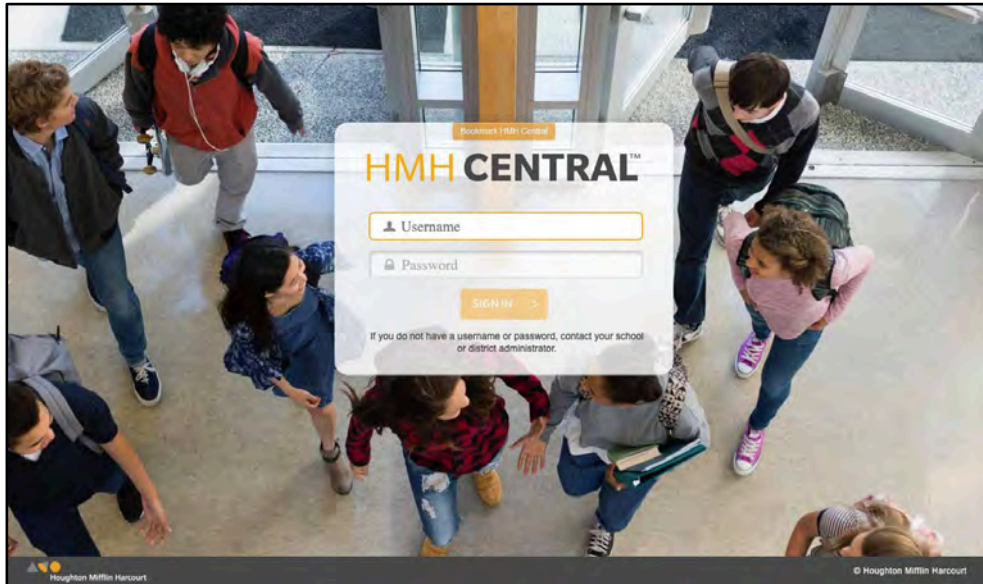

Once students are enrolled in *Phonics Inventory*, they may log in to the program through the HMH Central login screen (the URL is available from the school or district administrator) using their SAM usernames and passwords. To open HMH Central, open the workstation's browser program and use the HMH Central bookmark.
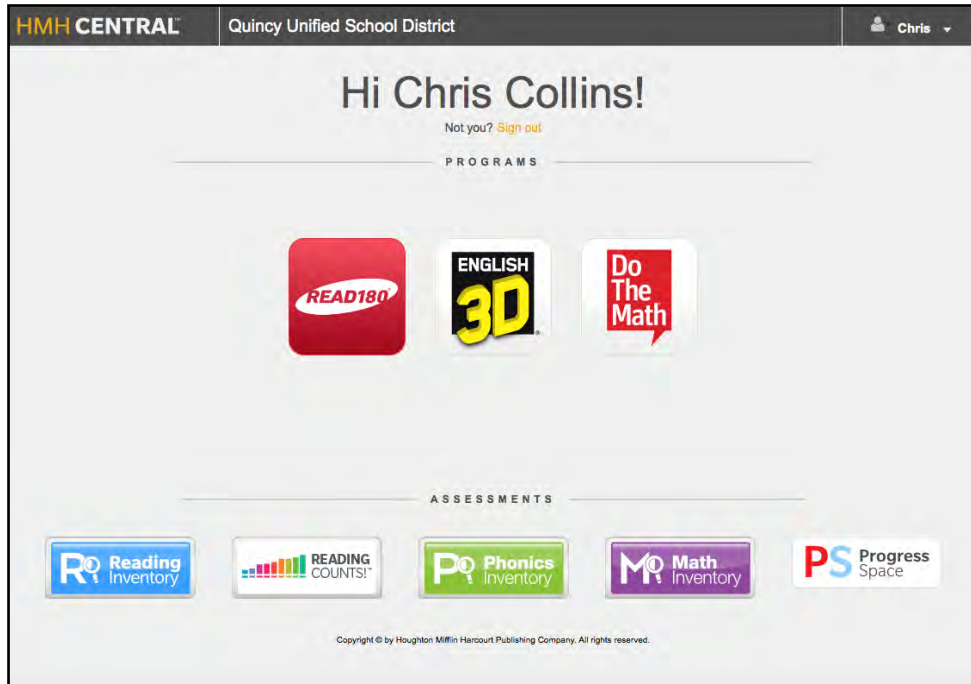
The HMH Gateway screen displays icons for all products installed on the SAM Server that the student is enrolled in.

To open the *Phonics Inventory* Login screen, click the *Phonics Inventory* icon at the bottom of the screen.
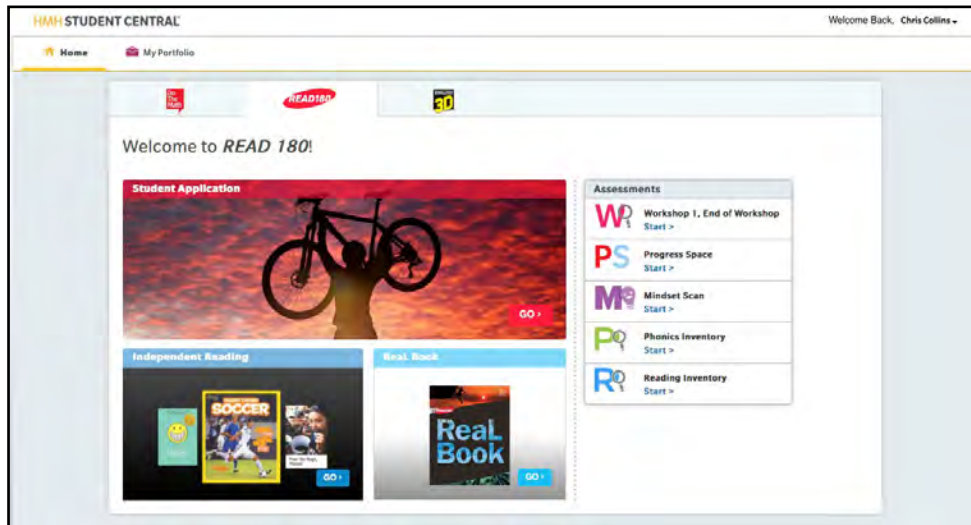
Students who log in to *Phonics Inventory* through the Gateway or HMH Student Central do not have to log into the program and go directly to the Practice screen (*page 8*).

### *Phonics Inventory* Login Screen
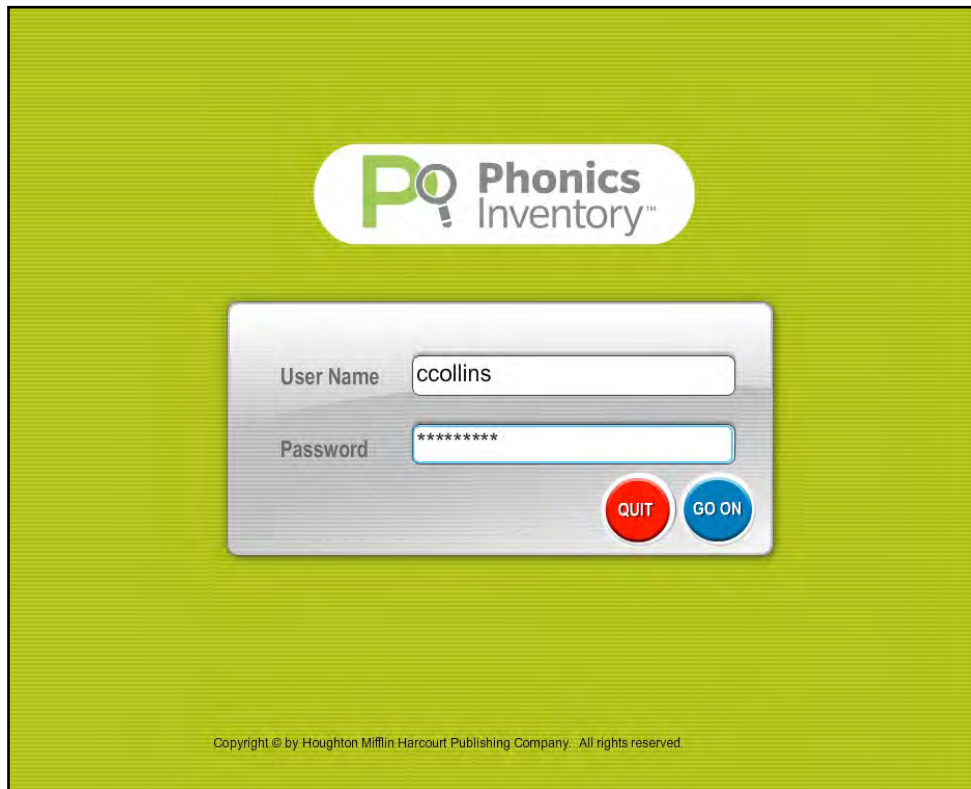
To log in to *Phonics Inventory*, students:

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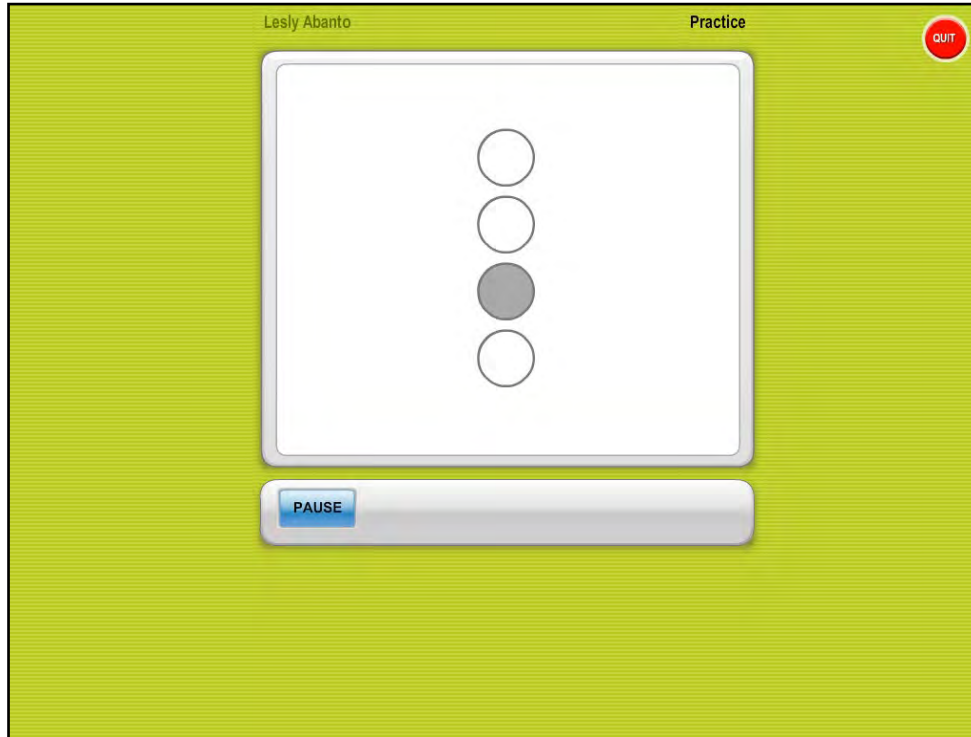
Students may click Pause to temporarily halt the test and Play to resume the test. Students may Pause only once in this section of the test.

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.
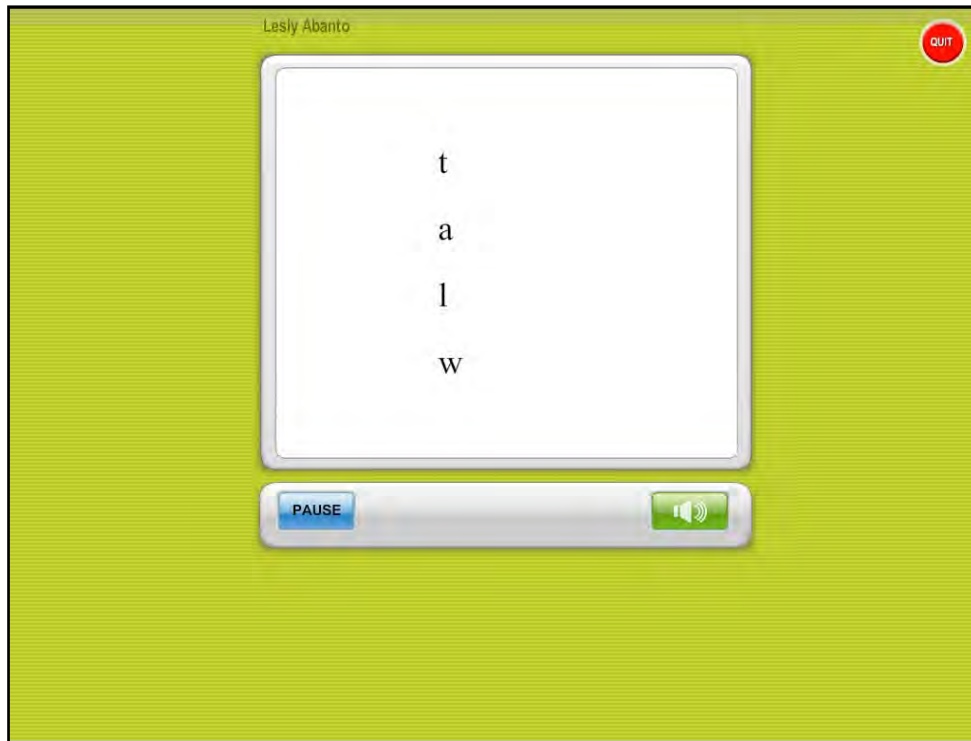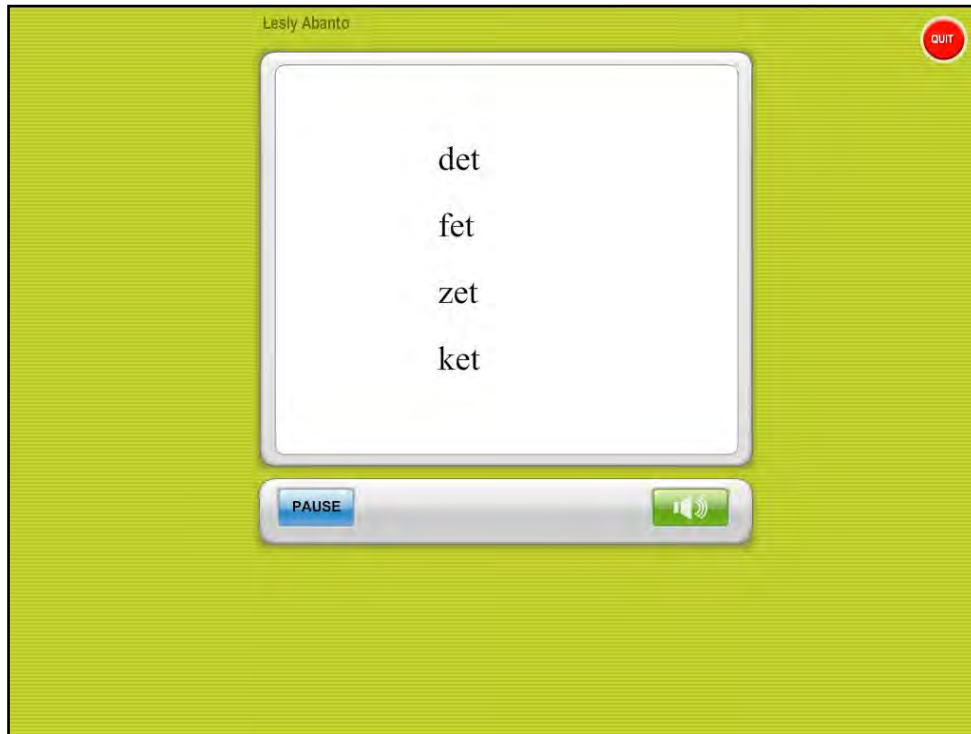

Students may click Pause to temporarily halt the test and Play to resume the test. Students may Pause only once in this section of the test. Students may click the speaker icon to hear a letter name again.

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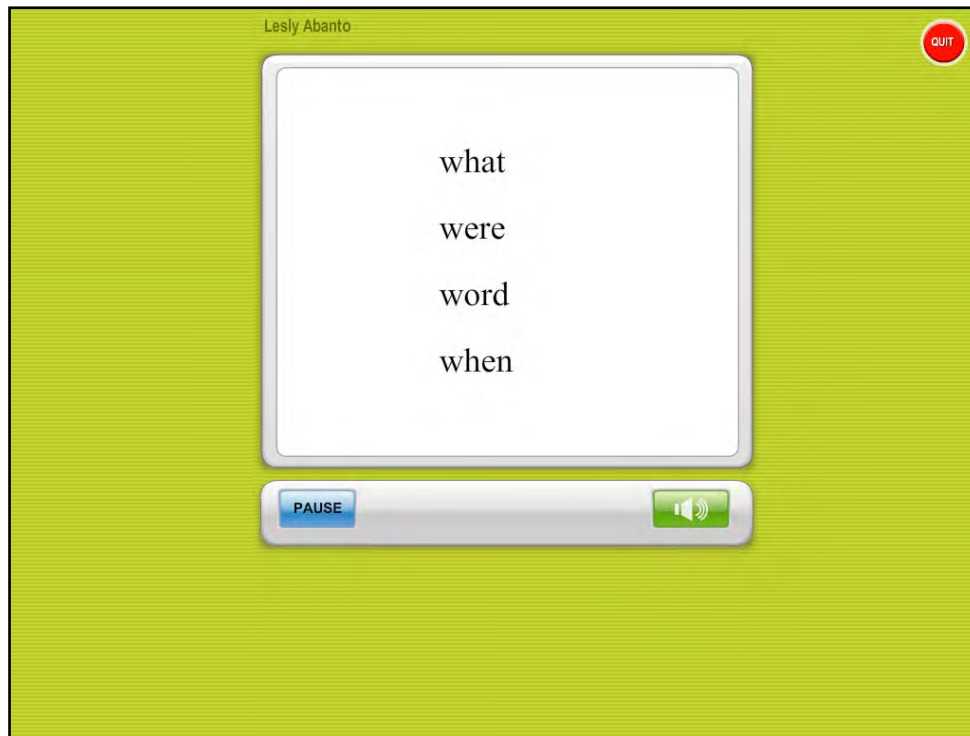
Students may click Pause to temporarily halt the test and Play to resume the test. Students may Pause only once in this section of the test. Students may click the speaker icon to hear a sight word again.

Nonsense Words

The Nonsense Words test measures students' decoding skills. Nonsense words are used to prevent students from recognizing words by memory.
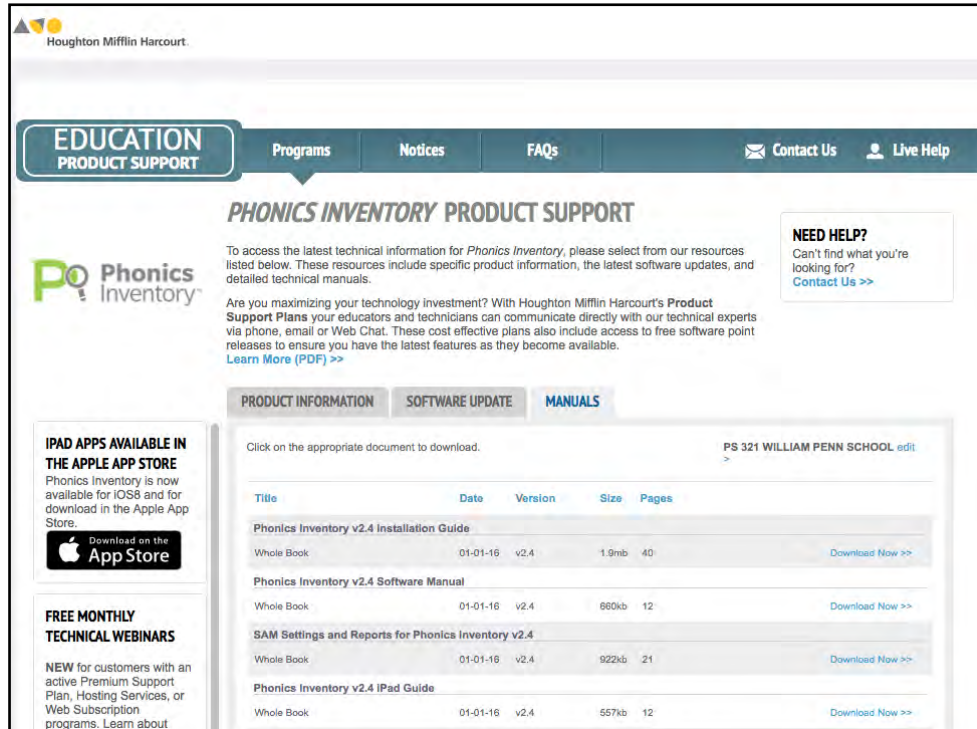
Students hear a nonsense word and must use the mouse to select the corresponding word from a list of four choices, all of which are nonsense words. *Phonics Inventory* measures both the accuracy and speed of students' responses.

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 website at hmhco.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 customer service to speak to a Houghton Mifflin Harcourt technical support representative at 1-800-283-5974 or visit the *Phonics Inventory* Help Center 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.