# *Phonics Inventory*
# for iPad®
# Guide

For use with *Phonics Inventory* version 3.x or later,
*System 44*® Next Generation version 3.x or later,
and Student Achievement Manager version 3.x or later

**Houghton Mifflin Harcourt.**
*Professional Services*

# Table of Contents

# 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 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.

To learn how to enroll students, change students' program settings, or access reports, see **SAM Settings and Reports for Phonics Inventory** at the *Phonics Inventory* Product Support website (*page 12*).

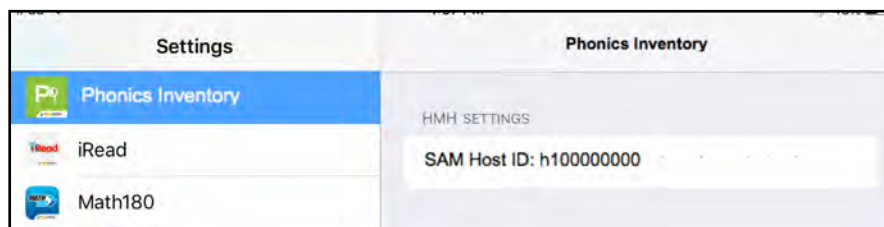## Downloading and Configuring *Phonics Inventory* on the iPad

To download and access *Phonics Inventory* on the iPad, districts and users must meet the following requirements:

- iPad 2 or later
- iOS 7 or later
- Headphones recommended (available separately)

When the requirements are met, download the *Phonics Inventory* app from the App Store.

Prior to opening the app, tap the **Settings** icon on the iPad Home screen.

Tap the **Phonics Inventory** link from the Settings menu.

In the Site ID field, enter the host ID if the district's SAM Server is hosted. The host ID is the number that starts with h1 followed by eight digits in the SAM Server URL:

- SAM Server URL: http://h100000000.[server name]
- Host ID: h100000000

If the district SAM Server is locally installed, enter the server URL in the Site ID field:

- http://[SAM Server Name or IP Address]:55880

SAM Server URL information is also available from the district SAM administrator.
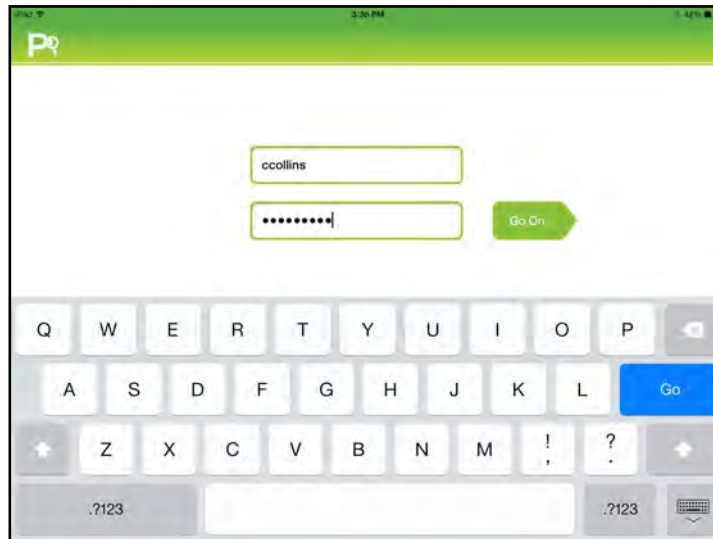
Press the **Home** button to return to the iPad Home screen. Tap the app to open it and move to the *Phonics Inventory* Login screen (*page 5*).

## Guided Access

Guided Access is an iOS function that allows users to modify their device settings. Teachers and administrators may use Guided Access to control which iPad functions and buttons are enabled or disabled for student use. For more information on accessing and using Guided Access, see the ***iPad User Guide*** available at www.apple.com.
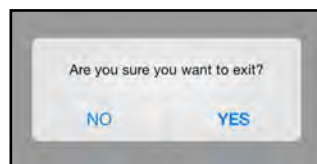
## Logging In

Tapping the *Phonics Inventory* app from the Home screen opens the *Phonics Inventory* Login screen.



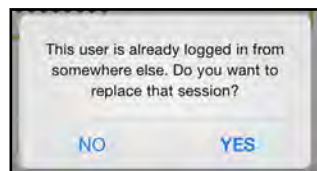Type in the SAM username and password and tap **Go On**.

## Logging Out

Students may log out of *Phonics Inventory* anytime by tapping the **Log Out** link on the *Phonics Inventory* screen (*page 6*). When students tap **Log Out**, they see this message:



Tap **Yes** to exit *Phonics Inventory*, or tap **No** to continue with the software.

After logging out, students who log back in see this message:
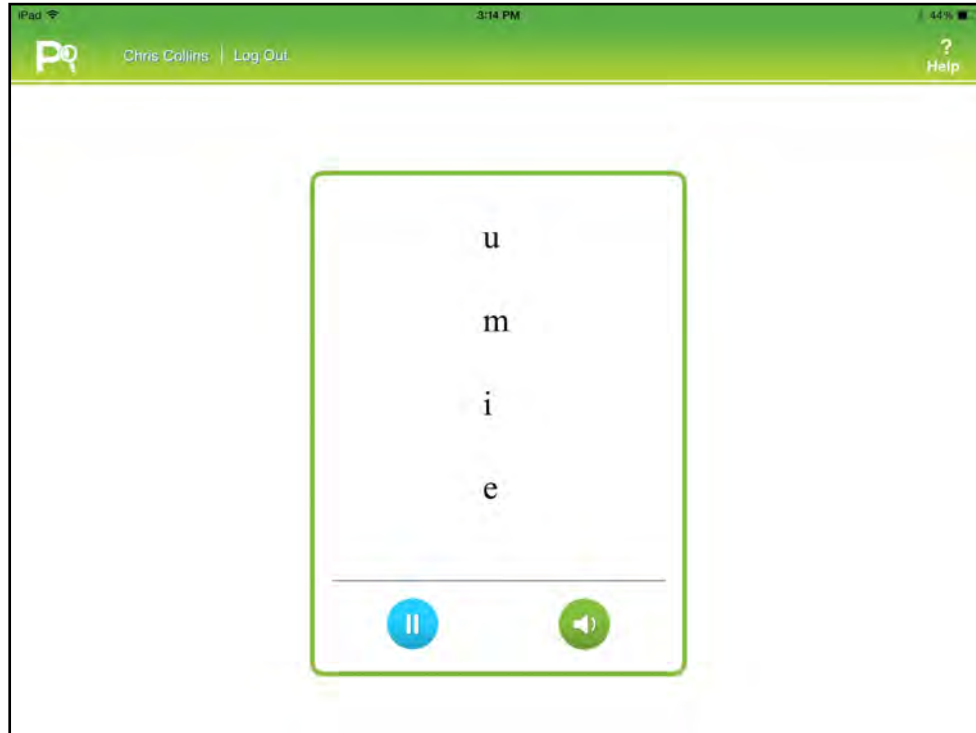


Tapping **Yes** allows students to continue from the point where they logged out from the test. Tapping **No** allows students to begin a new *Phonics Inventory* test.

# Taking a *Phonics Inventory* Test

*Phonics Inventory* consists of three sections and a practice section. Each section is viewed on the main *Phonics Inventory* screen.
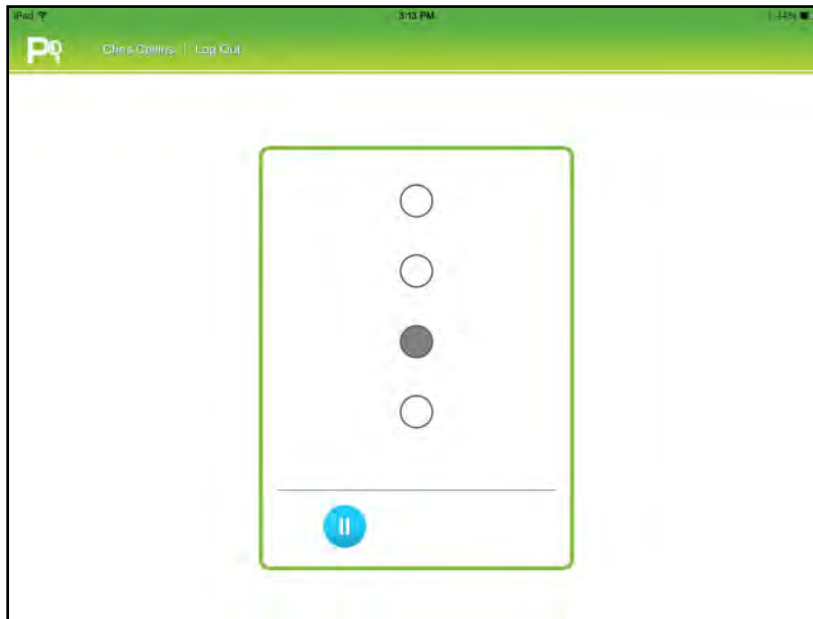
## The *Phonics Inventory* Screen



Each screen in *Phonics Inventory* shows the name of the student taking the test and one or more of these basic functions:

- **Help**: Tap **Help** button to hear the audio instructions for the section of the test the student is currently working on.

- **Speaker Icon**: Tap the speaker icon to hear the letter or word read aloud a second time.

- **Pause/Play Button**: Tap the Pause button to pause *Phonics Inventory*. Students may do this once per section. The Play button toggles to a Pause button when it is tapped. Tap the Play button to resume *Phonics Inventory*.

- **Log Out**: Tap **Log Out** to exit *Phonics Inventory*.
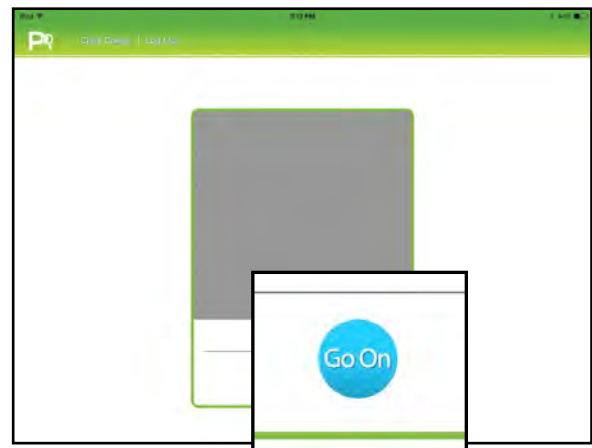
## The Practice Test

The Practice Test ensures that students are able to hear the instructions and use the mobile device effectively. It also familiarizes students with the format of the test. Items in the Practice Test do not factor into students' measures.



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

Tap the Pause button to pause *Phonics Inventory*. Students may do this once per section. The Play button toggles to a Pause button when it is tapped. Tap the Play button to resume *Phonics Inventory*.
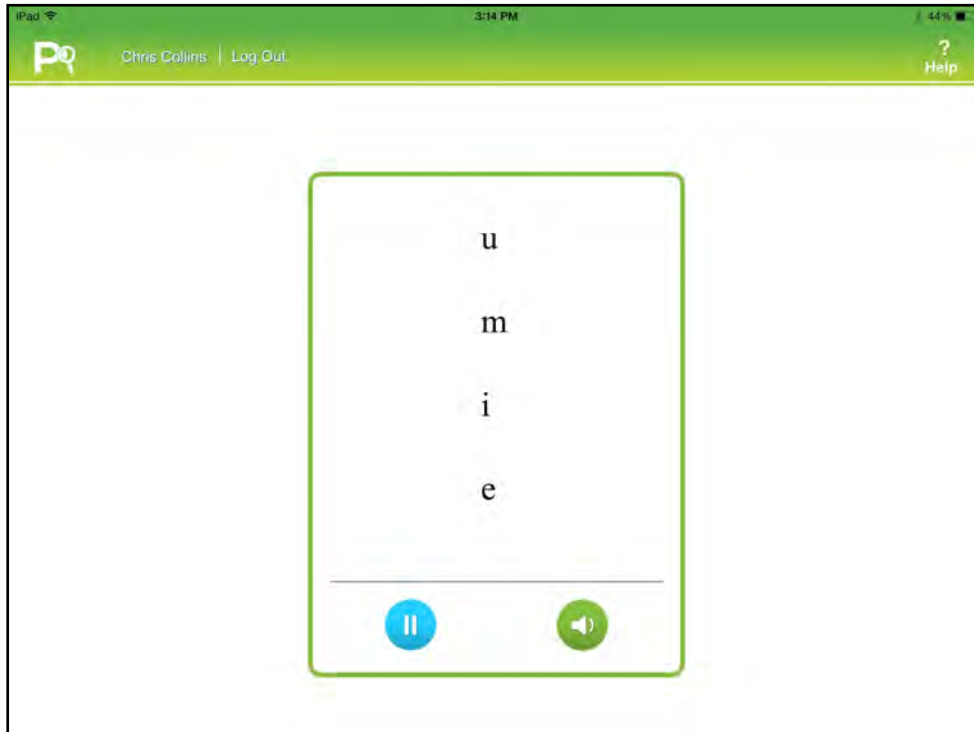


When students finish with a section, a **Go On** button appears. Tap **Go On** to move to the next section.

## Letter Names

The Letter Names section of the test measures students' letter recognition.

Students hear a letter read aloud, then tap that letter from a list of four choices by tapping it on the screen. *Phonics Inventory* measures how quickly and accurately students respond to each item.
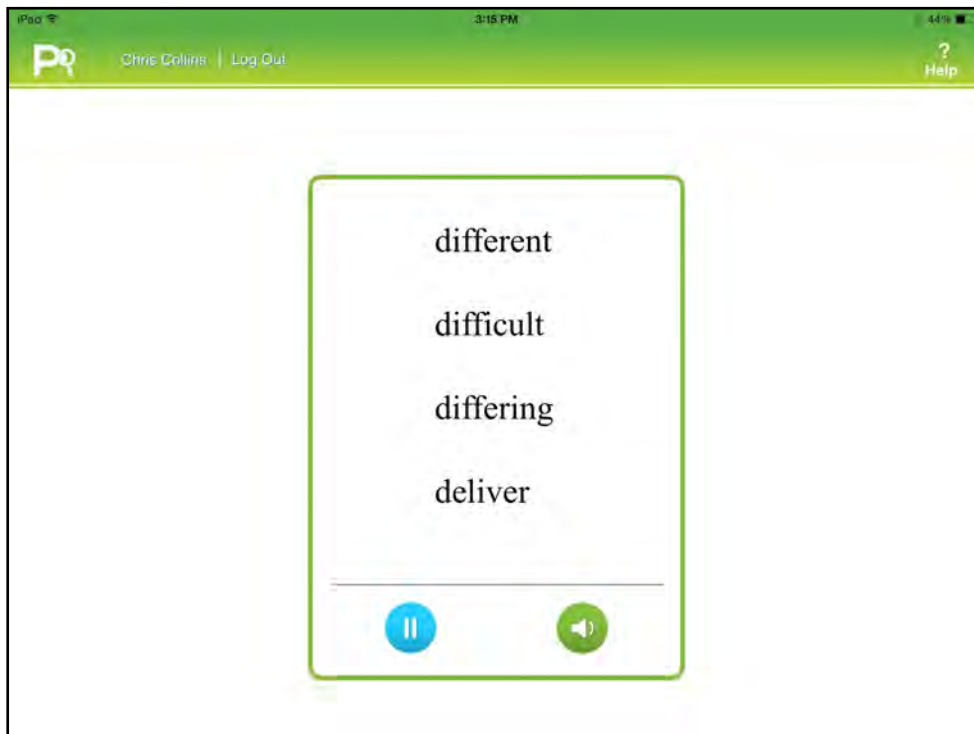


Tap the speaker icon to hear the letter read aloud a second time. Tap the Pause button to pause *Phonics Inventory*. Students may do this once per section. The Play button toggles to a Pause button when it is tapped. Tap the Play button to resume *Phonics Inventory*.

When students finish with the Letter Names section, a **Go On** button appears. Tap **Go On** to move to the Sight Words section.

## Sight Words

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

There are two types of items in this section. In some items, students hear a word read and must tap 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 by tapping on it. *Phonics Inventory* measures both the accuracy and speed of students' responses.
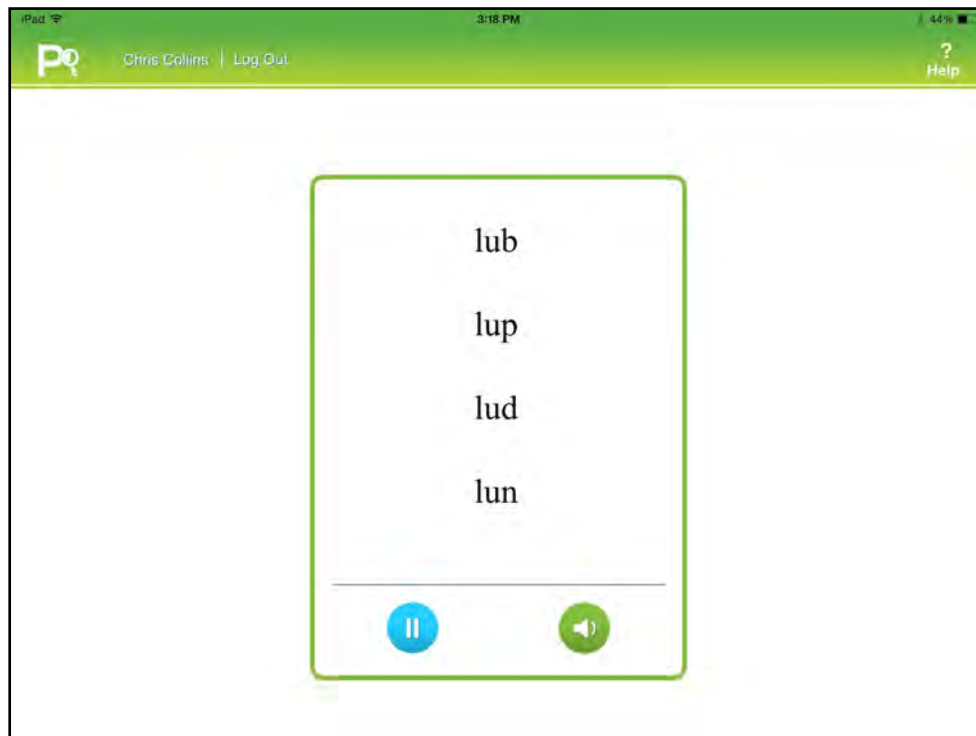


Tap the speaker icon to hear the word read aloud a second time. Tap the Pause button to pause *Phonics Inventory*. Students may do this once per section. The Play button toggles to a Pause button when it is tapped. Tap the Play button to resume *Phonics Inventory*.

When students finish with the Sight Words section, a **Go On** button appears. Tap **Go On** to move to the Nonsense Words section.

## Nonsense Words

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

Students hear a nonsense word and must 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.
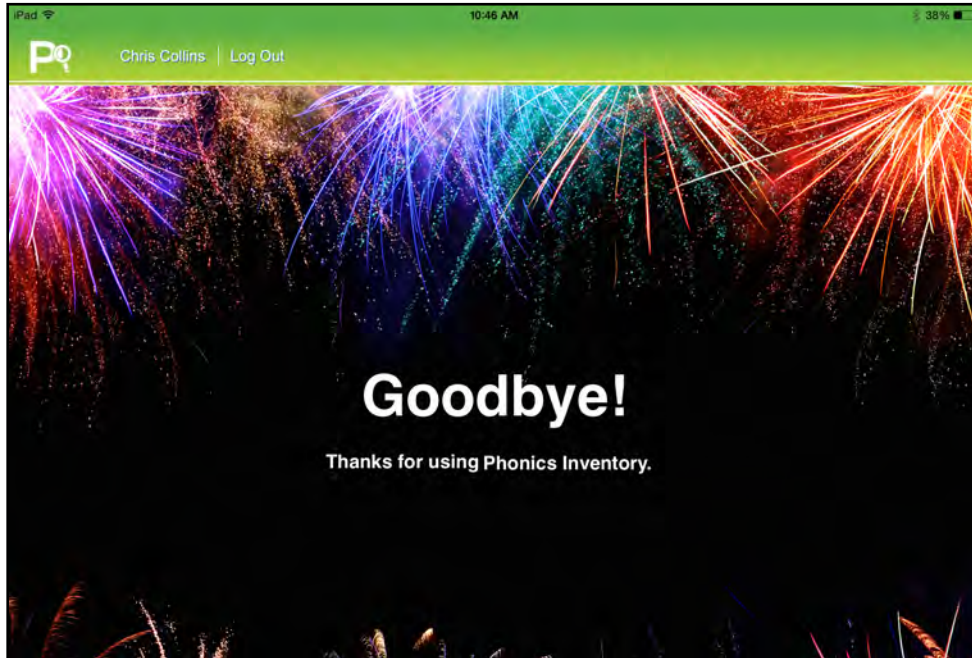


Tap the speaker icon to hear the word read aloud a second time. Tap the Pause button to pause *Phonics Inventory*. Students may do this once per section. The Play button toggles to a Pause button when it is tapped. Tap the Play button to resume *Phonics Inventory*.

When students finish with the Nonsense Words section, a **Go On** button appears. Tap **Go On** to finish the test.

## Finishing the Test

When students finish the last question in the Nonsense Words section, they tap **Go On** to finish the test.
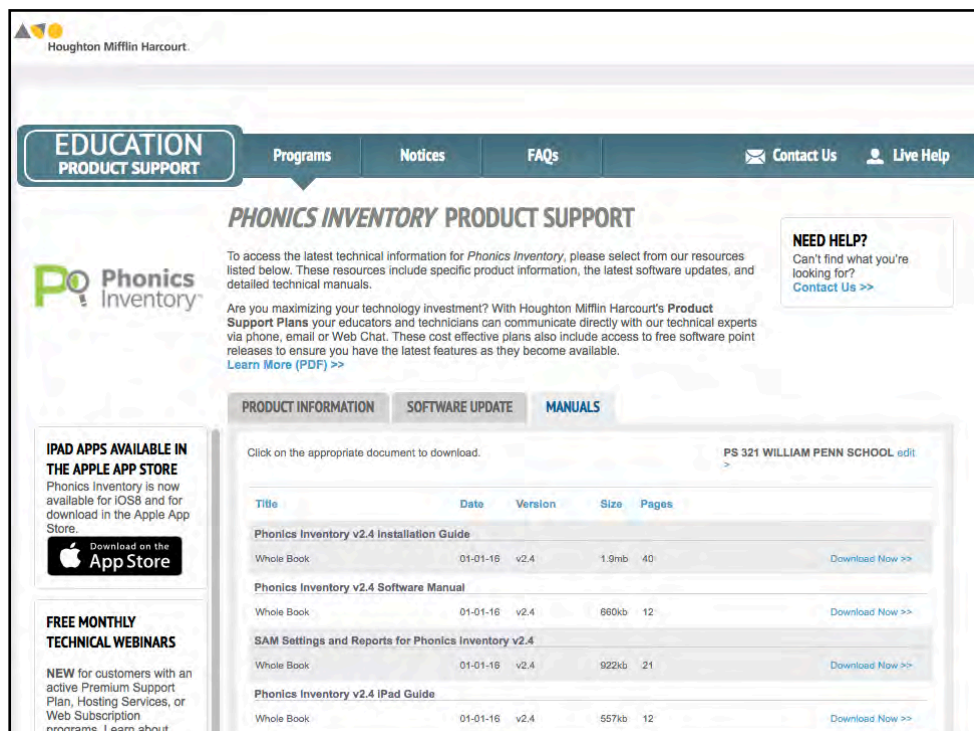


When students tap **Go On** from the Nonsense Words section, they see this screen, which indicates that they have finished the test.

Students' *Phonics Inventory* results are reported in SAM and used to determine where students should begin in *System 44*. To learn more about students' *Phonics Inventory* data reporting in SAM, see **SAM Settings and Reports for Phonics Inventory** at the *Phonics Inventory* Product Support website (*page 12*).

# 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.

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