



Remote Instructions for the Reading Inventory

Paulding County School District - Accountability & Assessment Department

Guidance for Remote Administration of the Reading Inventory For Caregivers

What is the Reading Inventory?

The Reading Inventory, or RI, is a computer-based assessment designed to evaluate students' reading ability and monitor their reading progress. The RI measures reading growth on the Lexile Framework for students in Grades K to 12 who have shown a mastery of foundational literacy skills. The Lexile score allows students to be matched to books that correspond to their demonstrated reading level.

Preparing Students

- Ensure that all students are well rested prior to taking the Reading Inventory.
- Encourage students to stay relaxed and focused throughout the assessment. This is just one way to assess their reading knowledge.

Environment

- Choose an area with minimal distractions and noise before they begin.
- Students are not allowed to use a dictionary, thesaurus, or other online computer-based tools.

General Instructions

- Please do not help your student during their assessment.
- Students are expected to read all test content materials on their own, without assistance. If they ask for help, encourage them to do their best.
- Do not read any portion of the assessment to or for the student.
- Make sure students work independently throughout the test.

Reading Inventory Tips

- Students can use up to three "skips" without penalty. If your student is struggling with a question, you can remind them they can skip it. This will not affect their score.
- The assessment generally takes about 30 minutes to complete. If students need to exit before completing the RI, they can press the Escape (esc) key. Their progress will be saved, so they can pick up exactly where they left off the next time they log in.
- When students in Kindergarten through Grade 2 log into the RI, they have the option to take the initial Foundational Reading Assessment (FRA) or the RI. **Teachers should inform students which assessment you should start with.** Students in Grades 3-12 should go directly to the RI. If you selected the wrong assessment icon, please contact your teacher.



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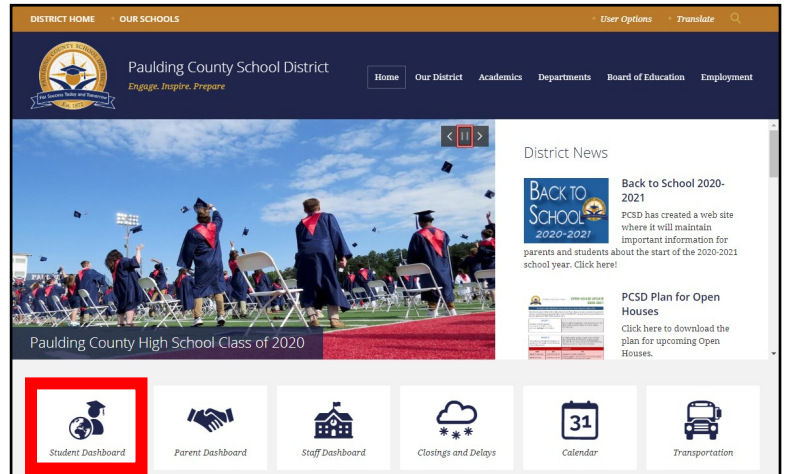
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Accessing the Reading Inventory

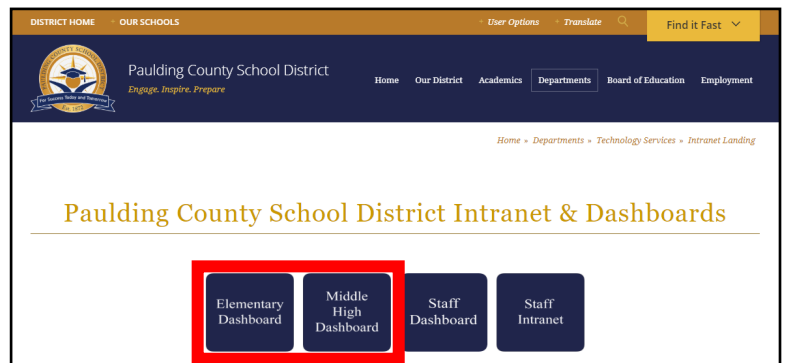
Students enrolled in the Reading Inventory can access the assessment by using the directions shown on the following pages. If you need any assistance with your username or password, please contact your teacher. If you encounter any issues with accessing or using the platform, you should also contact your teacher.

Using your Internet browser, navigate to the Paulding County School District's website at www.paulding.k12.ga.us.

On the district's homepage, find and click on the **Student Dashboard** icon (shown at right).

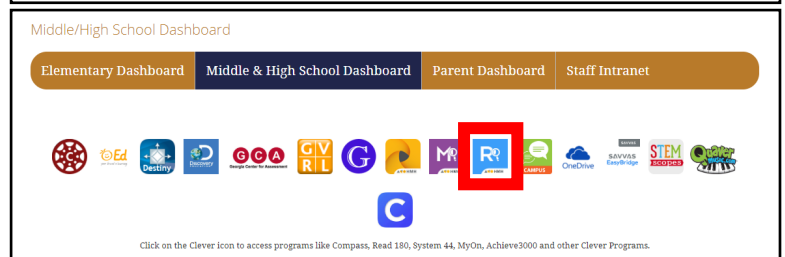
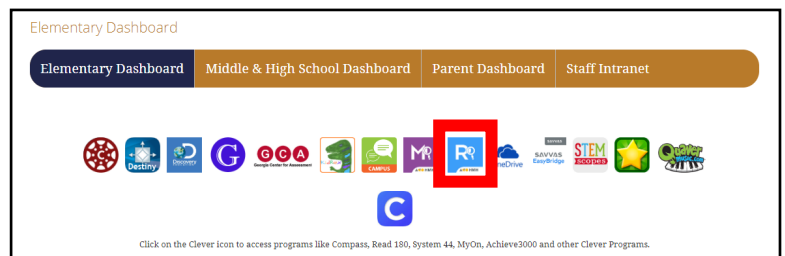


On the Intranet and Dashboards page, click on either the **Elementary Dashboard** or **Middle/High Dashboard** depending on the student's grade level (shown at right).



Although the overall icons slightly differ on the Elementary and Middle/High Dashboards, the **Reading Inventory icon** looks the same on both.

Click on the **RI icon** (shown at right).





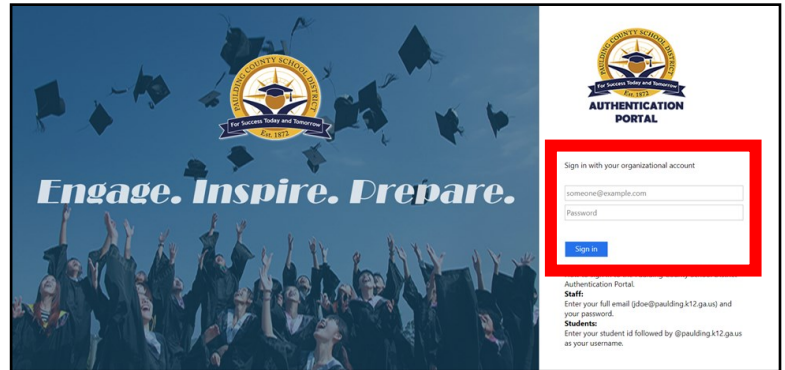
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After clicking on the RI icon, a **login screen** should appear (shown at right).

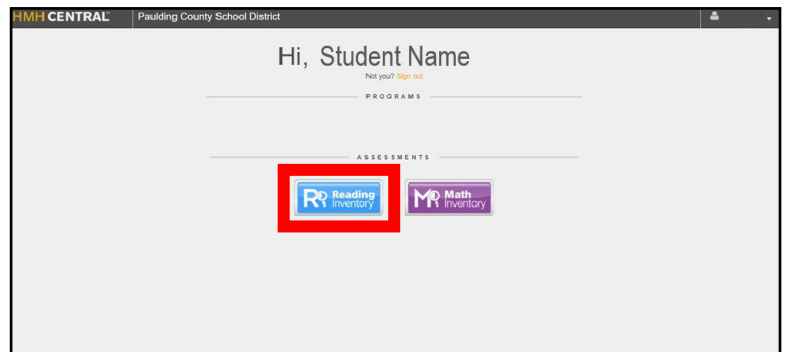
Students will need to enter their student ID number followed by *@paulding.k12.ga.us* as their **username**.

The **password** is the same as the one students use to log into Canvas or a school-based computer.



After signing in, students should see the HMH Central Welcome screen that includes a **personal greeting**.

To complete the RI, please click on the **Reading Inventor icon** (shown at right).



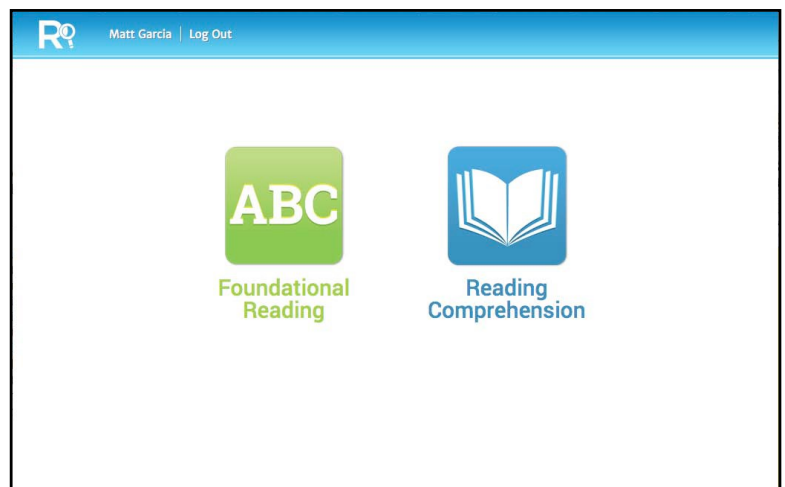
For more information on proceeding with the Reading Inventory, please use the following pages. For more information on using the Math Inventory, please refer to the "Remote Instructions for the Math Inventory" document.

The Reading Inventory

When students in Kindergarten through Grade 2 log into the RI, they will see two choices: the initial **Foundational Reading Assessment** or the **Reading Comprehension Assessment**. *Teachers will inform students which assessment you should start with.* If you selected the wrong one, please contact your teacher.

Students in **Kindergarten to Grade 2** will complete the FRA and should **not** proceed to the Reading Comprehension Assessment *unless they have been told to do so by their teacher*. Students in **Grades 3 through 12** move directly to the Reading Comprehension Assessment upon login.

Following the selection of the FRA (an option for Kindergarten-Grade 2 only) or the RI, all students will be guided through a **practice portion** of the test, to assess their understanding of audio instructions. The practice portion is not scored.

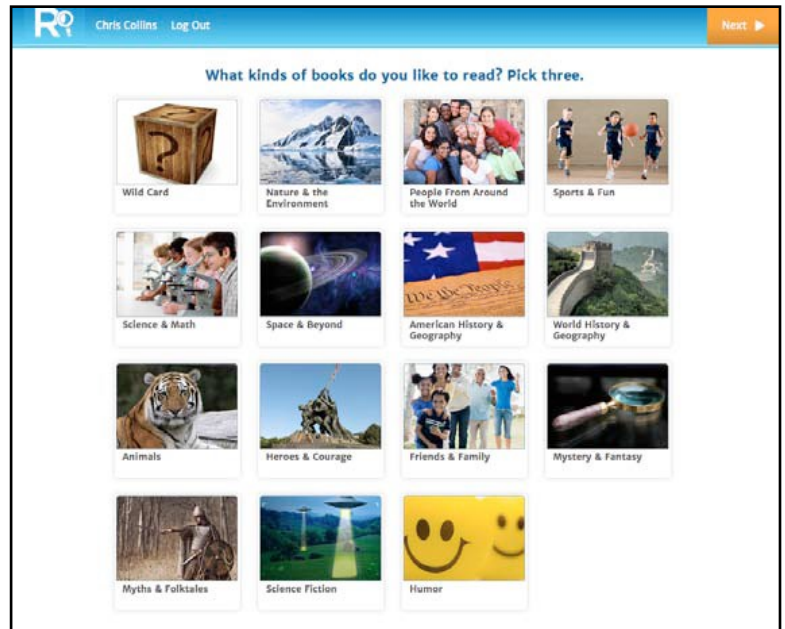




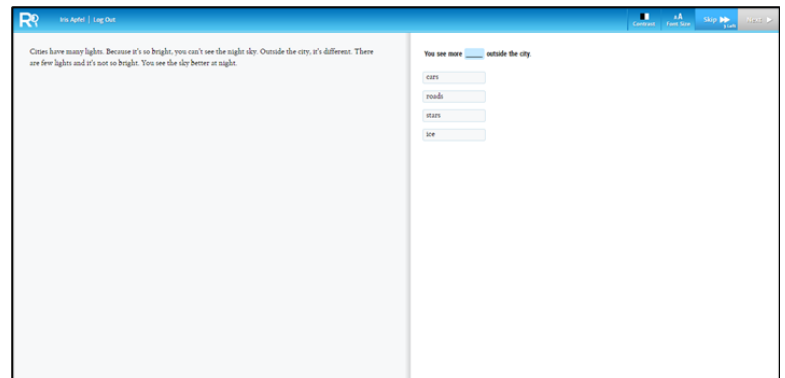
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For students in grade 3 – 12 taking their first Reading Inventory test, they will be asked to **choose three topics** they're interested in, as shown in the image on the right. These preferences will be used to **recommend books** within their Lexile level at the end of the test.



The assessment consists of **multiple-choice questions** based on reading passages. It is an **adaptive assessment**, unique to each student based on their answer choices. Most students will complete their assessment in **about 30 minutes**.



After completing the assessment, students in grades 3 – 12 receive a **Lexile score** that reflects their reading level, as well as a recommended reading list based on their score.



For additional help with using the Reading Inventory platform, you can view a brief video tutorial:

[Reading Inventory Student Video Tutorial - Reading Comprehension Assessment](#)