

Kurzweil 3000™ for Macintosh

Version 4.6

Web License Guide

Kurzweil 3000™ for Macintosh® Web License Edition Notices

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Web License Overview, Set Up and Management

The information in this guide is arranged into the following main topics:

- [*Kurzweil 3000 for Web License Overview*](#) on page 2.
- [*Logging in to VPORT*](#) on page 4.
- [*Setting Up School Staff \(District Administrator\)*](#) on page 5.
- [*Setting Up and Managing Teachers and Classes \(Principals\)*](#) on page 8.
- [*Setting Up and Managing Students \(Teachers\)*](#) on page 11.
- [*Installing, Starting and Logging in to Web License Client Software*](#) on page 15.

Kurzweil 3000 for Web License Overview

Licenses for Using Kurzweil 3000 Over the Internet

The Kurzweil 3000 Web License product offers convenient, secure Kurzweil 3000 license check in/out through the Web.

Unlike Network Edition licenses, the storage and management of which are on the local network, Web licenses are stored and managed by Cambium Learning and delivered to users over the Internet.

In addition to placing less of a burden on a school's technology team, Web Licensing allows users to access licenses and run Kurzweil 3000 from any computer on which the Kurzweil 3000 Web License Client software is installed, and from anywhere on the Internet.

Powered by VPORT® Data Management System

At the heart of the Kurzweil 3000 Web License product is the Voyager Passport (VPORT) Data Management system from Cambium Learning.

It provides:

- An interface for setting up, managing and administering the licenses across multiple levels of users throughout the organization.
- Behind-the-scenes tracking of users and product licenses.

There are three main VPORT user levels that Kurzweil 3000 uses: District Administrator, who can set up school staff such as Principal and link them to a school, and Teacher and link them to classes. Principal who can set up school staff such as Teacher and link them to classes. And the Teacher, who can access, set up and manage student accounts.

Roaming Preferences

Once set, Kurzweil 3000 personal preferences, such as reading voice and reading speed, are maintained allowing you to work on Macintosh to Macintosh without having to reset options. (Kurzweil 3000 Macintosh settings are not valid in Kurzweil 3000 Windows systems and vice versa.)

How Does Web License Work?

Once your organization completes the Web License product purchase, and schools and authorized District Administrator users have been set up, the general steps for setting up Web Licensing are as follows; the person responsible for the task(s) is in parentheses.

(District Administrator - this could be an IT professional or school administrator)

- Set up school staff/users, such as Principals and Teachers in VPORT. See [Logging in to VPORT](#) on page 4.

(Principal)

- Create Classes and add Teachers in VPORT. See [Setting Up and Managing Teachers and Classes \(Principals\)](#) on page 8.

(Teacher)

- Add Students to Classes in VPORT. See [Setting Up and Managing Students \(Teachers\)](#) on page 11.

(Any end-user: Administrator, Teacher, Parent or Student)

- Install Web License Client software. See [Installing, Starting and Logging in to Web License Client Software](#) on page 15.

Teachers and students are ready to log in to Web-license Client computer and use Kurzweil 3000 from the Web.

Web License System Requirements

Minimum G3 processor, running Mac OSX 10.4 (Tiger) to 10.6 (Snow Leopard).

Minimum 128 MB RAM (512MB RAM for Cepstral voices).

Minimum 300 MB of hard disk space (500 MB for Cepstral voices).

DVD drive, keyboard, mouse, speakers, microphone, Internet connection for Read the Web functionality.

TWAIN- or Image Capture-compatible scanner (Color Professional and Black-and-White Professional only).

Internet connection required for product use.

Logging in to VPORT

Before you begin, you should have obtained a user name and password from Cambium/Voyager Customer Service.

In your Web browser, go to: www.voyagerlearning.com and click **VPORT Login** in the upper right-hand corner of the screen.



Enter user name and password.

The next screen presents views and options that are associated with your user level.

Notes:

- If you have access to VPORT, the login information for VPORT is also valid for Kurzweil 3000.
- You may change the login information for users that you enter in VPORT. For example, District Administrators may change a Principal, Teacher or Student user's name or password. Principals may change the information for Teachers. Teachers may change information for Student users they entered.

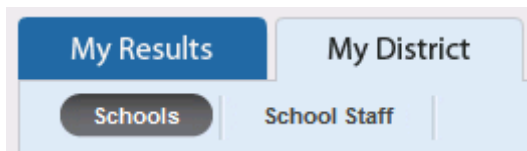
Setting Up School Staff (District Administrator)

As a District Administrator user, you have the highest level of system authority and privileges, allowing you to do the following:

- Add and manage all levels of school staff, from Principal to Teacher, for any school within the district or “track.”
- Create and edit Class name once a teacher exists in the database. See [Setting Up and Managing Teachers and Classes \(Principals\)](#) on page 8.
- Add and enroll Student users. See [Setting Up and Managing Students \(Teachers\)](#) on page 11.

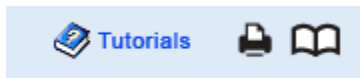
Before you can access VPORT your schools and your user account should have been set up by Cambium Learning Customer Service.

Once you log in to VPORT, the next screen presents views and options that are associated with your user level. As a District Administrator you would see the following tabs, with the default view of **My District** and list of schools.



DETAILED HELP:

The following are general steps. For details on using VPORT, view the Tutorials or consult the User Guide that are available in the VPORT window near the upper right-hand corner.



To set up school staff:

1. In **My District** view, click **Add New Staff**.



2. Enter user information.

3. Select the **School** to which the user should be associated.
4. Select the user's **Role**.

	Last Name	First Name	eMail	School	Role
1				(Select location)	(Select role)
2				(Select location)	(Select role)
3				(Select location)	(Select role)
4				(Select location)	(Select role)
5				(Select location)	(Select role)

VPORT offers four Roles, each with different levels of system authorization. For Kurzweil 3000 purposes, a school would typically use only Principal and Teacher.

Principal - can create Teachers and Students.

Campus User - has system authority similar to Principal; this might be an IT Manager for a school.

Campus Coach - has system authority similar to Campus User; perhaps this might be a Department Head.

Teacher - has limited authority with only the ability to create and manage students.

5. **Save Changes.**
6. Distribute user login information: Click the **Print** User Logins button, and provide individuals with their login information.
7. **Logout** of VPORT.

Rostered users may now log in to Kurzweil 3000 on any computer that has the Kurzweil 3000 Web License Client software installed on it.

To edit staff information:

1. In **My District** view, click the **School Staff** button.
2. Click the **Edit** button for the user you want.



3. Make the edits you want.
4. **Save Changes** and **Logout**.

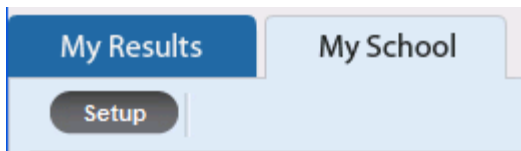
Setting Up and Managing Teachers and Classes (Principals)

As a Principal user, you can do the following:

- Add and manage Teacher information for your school.
- Create and edit Class name once a teacher exists in the database.
- Add and enroll Student users. See [Setting Up and Managing Students \(Teachers\)](#) on page 11.

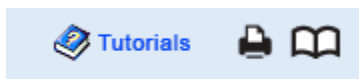
Before you can access VPORT your user account should have been set up by the District Administrator.

Once you log in to VPORT, the next screen presents views and options that are associated with your user level. As a Principal, you would see the following tabs, with the default view of **My School**.



DETAILED HELP:

The following are general steps. For details on using VPORT, view the Tutorials or consult the User Guide. Both are available in the VPORT window near the upper right-hand corner.



To set up teachers and classes:

When setting up teachers in VPORT, they must be associated with a class in order for them to access the Universal Library.

1. In **My School** view, click **Add New Staff**.



2. Enter information and **Save Changes**.

	Last Name	First Name	eMail
1			
2			
3			
4			
5			

3. To create the class for this teacher: find the teacher's name in the list, click the **Kurzweil** button.

The teacher's name and default class name "Kurzweil" appear in the **Classes** column. You can edit the default name.



4. To edit the class name: click on the **Note** icon next to the class name; make the desired changes and click **OK**.

Class Name	Teacher	Grade	Status
Pan Sixth Grade	Pan, Julie	6	Active

5. Print and distribute individual login information.

6. **Logout** of VPORT.

Rostered users may now log in to Kurzweil 3000 on any computer that has the Kurzweil 3000 Web License Client software installed on it.

To edit Teacher information:

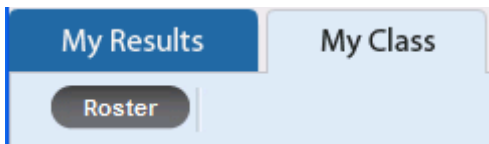
In the **My School** view, click on the **Note** icon next to the teacher name; make the desired changes and **Save Changes**.

Setting Up and Managing Students (Teachers)

As a Teacher user, you can add and enroll Student users. Note that a student may be rostered in multiple classes.

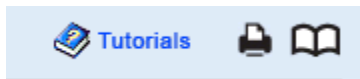
Before you can access VPORT your user account should have been set up by either the District Administrator or the Principal.

Once you log in to VPORT, the next screen presents views and options that are associated with your user level. As a Teacher, you would see the following tabs, with the default view of **My Class**.



DETAILED HELP:

The following are general steps. For details on using VPORT, view the Tutorials or consult the User Guide. Both are available in the VPORT window near the upper right-hand corner.



To set up students:

1. Select a class from the **Class** dropdown list.
2. Add student(s): Click the **Add Student** button.
3. In the next screen, you can do one of the following:

- **To add new students:** Click **Add New Students** in the **Class Roster** dialog; enter information and **Save Changes**.

	Last Name	First Name	ID	Birth Date
1				
2				
3				
4				
5				

- **To add an existing student:** In the **Available Students** dialog, find the student, click the **Add** arrow, and **Save Changes**.

4. Return to the **Class Roster** screen.



5. Provide each individual student with his/her own login information from the Roster: Click the **Print** button, and distribute information.
6. **Logout** of VPORT.

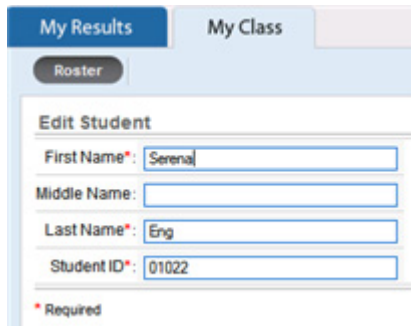
Students may now log in to Kurzweil 3000 on any computer that has the Kurzweil 3000 Web License Client software installed on it.

To edit student information:

1. In **My Class Roster** view, select the desired class from the **Class** dropdown list.

2. You can make the following changes:

- **To edit student information:** click the student's name, make and **Save Changes**.



The screenshot shows a web interface with two tabs: 'My Results' (active) and 'My Class'. Below the tabs is a 'Roster' button. The 'Edit Student' form contains four input fields: 'First Name*' with the value 'Serena', 'Middle Name' (empty), 'Last Name*' with the value 'Eng', and 'Student ID*' with the value '01022'. A red asterisk and the text '* Required' are located at the bottom left of the form.

- **To delete a student:** click the **Delete** button for the student.

3. **Save Changes** and **Logout**.

Installing, Starting and Logging in to Web License Client Software

To install Web License client software:

1. Place the Kurzweil 3000 for Macintosh Version 4.5 Network DVD into the DVD drive.
2. From the DVD window, drag the Kurzweil 3000 application icon to your Applications folder.
3. Start Kurzweil 3000 by double-clicking the Kurzweil 3000 icon.

To start Kurzweil 3000 and log in:

1. In the **Login** window, type your VPORT Username and Password created by your administrator or by your teacher, if you are a student.
2. Select the license type you want: Kurzweil 3000 LearnStation, Black and White Professional or Color Professional.

3. Open the **Options** list to do any of the following:

Find a student in VPORT: from the **Options** List, select **Retrieve Class List**. Select a class from the Class list. Choose the student from the Student list.

Set up an account in VPORT for a student who does not have one: from the **Options** List, select **Get Registered**, then follow the prompts.

To log in as guest: In the Welcome window, open the **Options** list and select **Sign in as a Guest**.

4. Click **Login**.

Setting Up a Guest Login

To set a Guest login: When you first install the Web License client, enter the guest user name and password you want. Save this login by opening the **Options** list. Select **Sign in as Guest**, then click **Login**.

Once saved, the guest login information cannot be overwritten and can only be changed by deleting the Guest Credentials file.

To change the guest login information: delete the file /Library Application Support/Cambium Learning/Kurzweil 3000/GuestCredentials.plist, then set a new guest login as specified above.
