



Kurzweil 3000 for Web Browsers (Kurzweil3000.com) Getting Started

What's included in your Kurzweil 3000 Subscription?

- **Kurzweil 3000 (Win & Mac) Installed Application** - installed on your Windows or Mac desktop or laptop.
- **Kurzweil 3000 for Web Browsers - Kurzweil3000.com** - web-based, companion to Kurzweil 3000. It requires no installation and is also used for user management and graphical usage reporting.
- **Read the Web Extension** for Chrome, Firefox, or Edge – use this extension's array of tools to read and study directly in your web browser, then extract that work to kurzweil3000.com
- **Universal Library** - (unlimited, secure cloud storage) which users can access via Kurzweil 3000 or Kurzweil3000.com; contains 1800+ titles, including Classic Literature and Nonfiction Bookbag.

The same login is used for all components.

If you don't know your username and password, please contact your Kurzweil Site Administrator.

**Note: Due to the frequency of updates to the Kurzweil 3000 products,
some images may not match your screen exactly.**

This document is meant only as an introduction to the most basic features. For more detailed information, please visit the Kurzweil Education website www.Kurzweilededu.com, Kurzweil 3000 Help menu, and the web app Help (www.Kurzweil3000.com).

How-to videos are available at kurzweil academy and our YouTube channel 'Kurzweil Education'.

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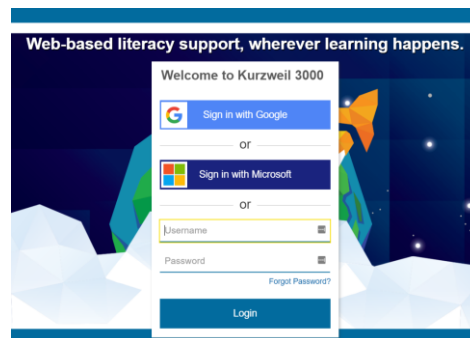
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THE UNIVERSAL LIBRARY

Go to <https://www.kurzweil3000.com> and log into your account
Or **Login** to the Windows or Mac installed application

To login use your Username and Password or click on the appropriate button if your school is set up with Single Sign On.

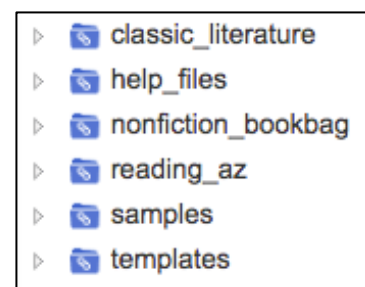
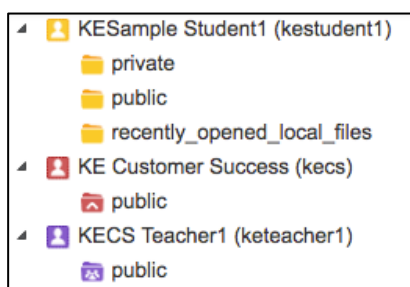
This Universal Library is accessible in Web, Windows and Mac versions



INDIVIDUAL ACCOUNT FOLDERS

Current user – first account in the list (yellow).

- Teachers will see and have access to the Public and Private folders of members of their Team.
(See the User Management section to learn about adding members to your team.)
- Students will see the Public folder of their team leader. Students cannot see other student's folders.
- Everyone sees the Public folder of the Top Level Account – second account in the list (red).



GENERAL FOLDERS:

- Classic Literature** - about 2000 titles
- Help Files** - support documents and guides to Classic Literature and Nonfiction Bookbag
- Nonfiction Bookbag** - nonfiction book titles for grade levels 3-8
- Samples** - sample files from Language Program, Passport Reading Journeys, and Reading A-Z
- Templates** - Brainstorm templates for both teachers and students

Open a folder by clicking on the folder's name.

The panel to the right will display the files within that folder.

FILE MANAGEMENT

You can manage files in the UL similarly to your local computer.

- Right click on a folder to Add a sub-folder, Delete or Rename.
- Click the check box next to a file name and use the buttons to Copy, Copy to Multiple (teacher only), Move, Delete or Rename.
- Click and drag a file or folder to Move it.
- Hold the CTRL key (Windows) or the Command key (Mac) while dragging a file or folder to copy it.

Note: Copying or moving a file between folders or within a folder will retain any annotations within the file (highlights, bookmarks, bubble, sticky and text notes.)

ACCESS CONTENT FROM:

Kurzweil 3000 can open a variety of files and convert them to .kesi files.

Supported file types:

- Daisy
- TXT
- DOC
- DOCX
- RTF
- EPUB
- BKS
- PDF
- JPG and JPEG
- PNG



[Log Out of Drive](#)

[Log Out of OneDrive](#)

[Log Out of Bookshare](#)

YOUR LOCAL COMPUTER

- Click the **Computer button** and choose the file you would like to open
- Click the **Upload button** to copy a file to your Universal Library but not open it.

GOOGLE DRIVE & ONE DRIVE

- When you click the **Google Drive** or **OneDrive button** you will be asked to login in, if not already logged in
- Choose the file and click **Select**

BOOKSHARE.ORG

You can import books directly from Bookshare.org (an account is required for full access)

- Click the Bookshare button and search by author, title or ISBN

BOOKSTORES/ONLINE

You cannot import a Kindle eBook, but can import eBooks from many other sources

- Download the book as an ePub or PDF file to your computer

IMAGES OF PRINTED MATERIAL

- pictures of pages, articles taken with cell phone, iPad, etc.

- Save (or upload) image to your local computer or drive
- Open the image using the appropriate button listed above (the software will pull any text from the image)

FROM ONLINE FILE STORAGE

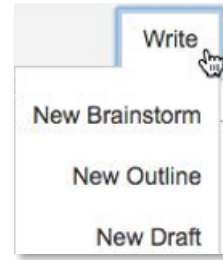
- such as Dropbox, Box, etc.

- Download the file to your computer from the online storage program (such as Dropbox)

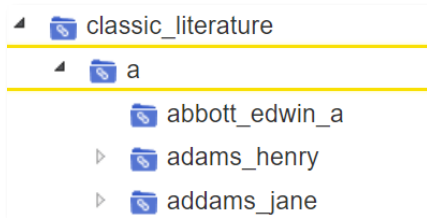
CREATE NEW CONTENT

CREATE A NEW DOCUMENT

- New Brainstorm – create a brainstorm (mind map)
- New Outline – write your own outline
- New Draft - Blank writing page
- Choose the folder in your Universal Library where you want to save the new draft
- Choose the Write button
- Start a New Brainstorm, Outline or Draft
- Name and save the document
- Start writing

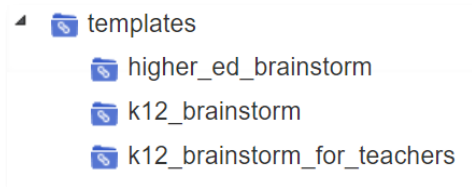


CLASSIC LITERATURE



About 2000 classic (open source) books
Arranged alphabetically by Author's last name
Remediated and ready to read
Many books commonly used in high school and early college English courses

TEMPLATES



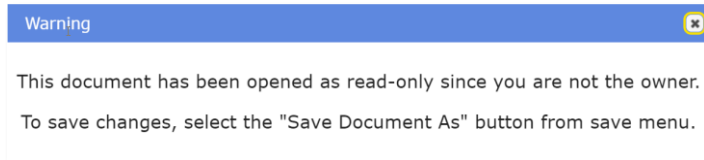
Premade Brainstorm (changeable to outline) format essay templates
Many k12 templates are also good for higher ed level
Higher ed template include project planning guides etc.

Template folder holds a master copy, changes cannot be saved to this copy.

Copy from Template folder to a personal folder

Open from personal folder to use

Make changes to this copy



When a template is opened in the master folder this warning message will appear.

PAGE NAVIGATION



- The status bar at the bottom of the image tells you what page you are on.
- Type in the Go to Page field and click GO to jump to a specific page.



- **Use the Previous and Next arrows** to the left and right of the image to change pages

FEATURES MENU

Once you've opened a file, various menus and buttons are available across the top and left side of the screen. The menus will vary by the type of document:

Text Documents

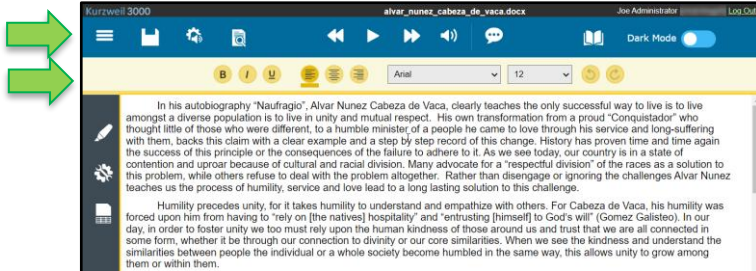


Image Documents



(Hover the mouse over a menu or button to display the tool tip.)

READ TEXT ALOUD OR SILENTLY



- Place your cursor in the text and click the **Read button** to start reading, click again to pause reading.
- The **Forward** and **Backward** buttons will skip to the previous or next reading unit.
- The **Audible Reading** button toggles between audible and silent reading.

Navigation shortcut keys					
	Chrome	Edge	Firefox	Internet Explorer	Safari
Zoom In	+	+	CTRL +	+	+
Zoom Out	-	-	CTRL -	-	-
Play/Pause	P	P	P	P	P
Go Back*	V	V	V	V	V
Go Forward*	N	N	N	N	N
*Image files only					

AUDIO OPTIONS



VOICE

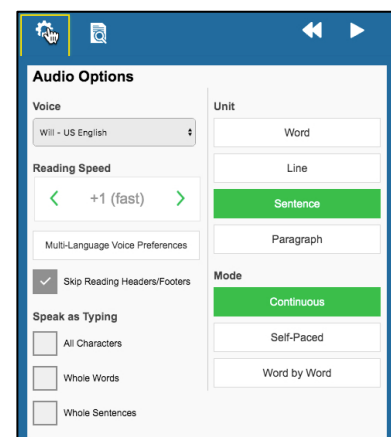
Choose from many different voices and languages.

READING SPEED

Adjust the speed Faster or Slower.

MULTI-LANGUAGE VOICE PREFERENCES

Set the defaults for multiple language voices (See Language Learning section).



UNIT

The block of text that is highlighted when reading.
Choose between word, line, sentence, or paragraph.
The Forward and Backward buttons jump by this unit,

MODE

Continuous: continuous reading from page to page.

Self-Paced: pause reading at the end of each unit.

Word by Word: pause reading at the end of each word.

Click the **Read button** to continue Self-Paced and Word by Word.

SKIP READING HEADERS/FOOTERS

Header/footer zones will not be read when this option is checked.

SPEAK AS TYPING (can have multiple options selected)

All Characters: reads each character as you type it.

Whole Words: reads each word as you complete it by typing a space after it.

Whole Sentences: reads each sentence as you complete it by typing final punctuation after it.

DOCUMENT VIEW AND ZOOM



DOCUMENT VIEW

- View thumbnails of each page of your document. (Image file only)
Click a thumbnail to go to that page. (Image file only)

DOCUMENT ZOOM

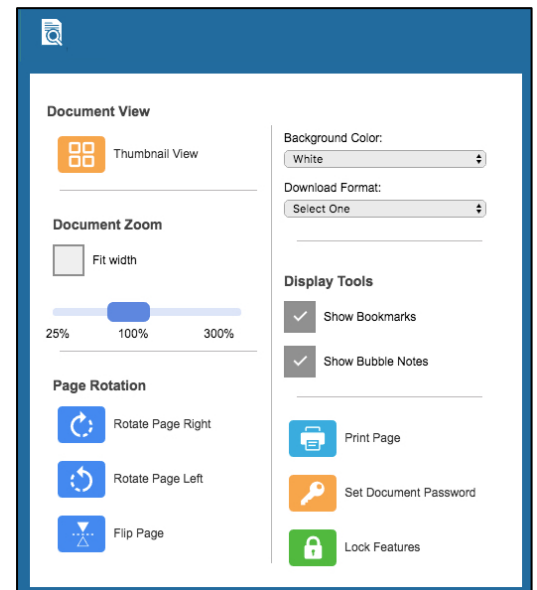
- Uncheck **Fit Width** to zoom in or out. (Image file only)
- Change the **Document Zoom** magnification of the page. (Image file only)

PAGE ROTATION

- Rotate** or **Flip** the page. (Image file only)
- Customize the **Background Color** of an image or text document. (Note: This color is only for viewing the document. It will print with a white background.)
- Choose a **Download Format** to save the document to your local computer's drive in the selected format.

DISPLAY TOOLS

- Show **Bookmarks** and **Bubble Notes** in the document. (Image file only)
- Print Page**
- Set Document Password**



DON'T FORGET YOUR PASSWORD!

—There are no hints and it cannot be reset or changed if you forget!

- Lock Features** – See: **PROFILE AND DOCUMENT FEATURE LOCKS** for details

SAVE



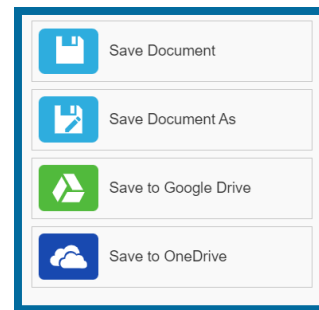
- **Save Document**

- for documents opened using



save recently_opened_local_files

- for documents opened from a UL file, saves to that same file
- **Save Document As** – choose file location in UL, hard drive, Google or OneDrive
- **Save to Google Drive** – saves a new copy to Google Drive
- **Save to OneDrive** – saves a new copy to OneDrive



NOTE: **Text documents** - **DO NOT** autosave, you must click Save to keep work

NOTE: **Image documents** – **DO** autosave **WHEN** using kurzweil3000.com tools to navigate or when annotations are added. If you close the browser window changes **WILL NOT** be saved.

SPEECH TO TEXT / DICTATION



- Click icon to activate (green) or deactivate (white)
- Dictate text into Image or Text files

REFERENCES



DICTIONARY

- Place cursor before a word
- References menu > Dictionary button.
- Choose a dictionary from the dropdown.

PICTURE DICTIONARY

- Place cursor before a word
- References **menu** > **Picture Dictionary** button.

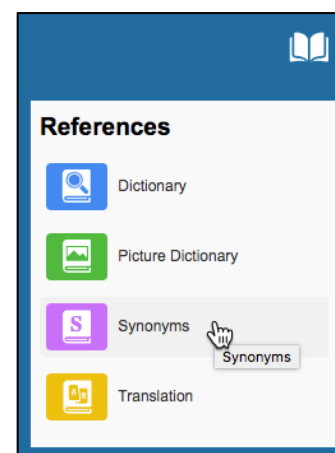
SYNONYMS

- Select a word or phrase in the text
- References **menu** > **Synonyms** button.

TRANSLATION

(powered by Google Translate)

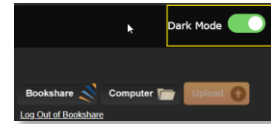
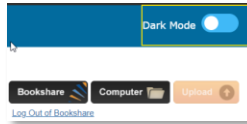
- Select a word or phrase in the text
- References menu > Translation button.
- A readable dialog box will pop up allowing you to select the desired language for detection and translation.



DARK MODE



- Darken the page background and menu bars
- Darken the background of a text document
- Darken the background of some PDF documents

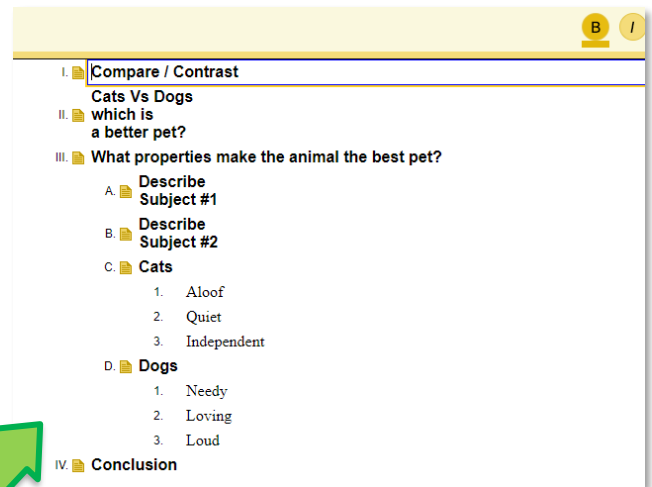
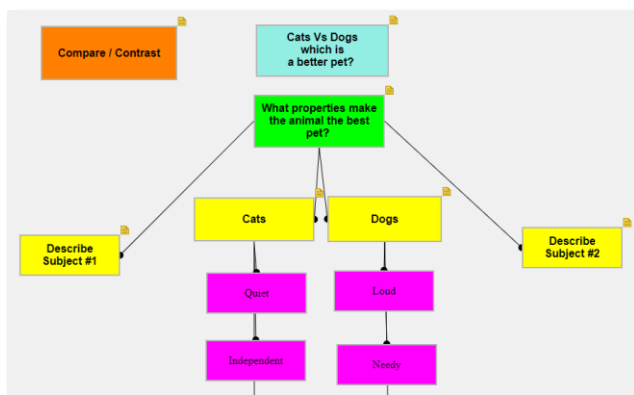


DOCUMENT VIEW - FOR TEXT DOCUMENTS

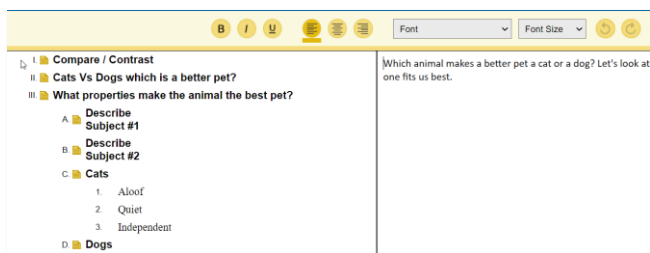


- Switch between Brainstorm, Outline, Split screen and Draft mode.
- Any change to a brainstorm or outline will automatically update the other view
- In split screen keep an outline open on the left while typing or dictating on the right.

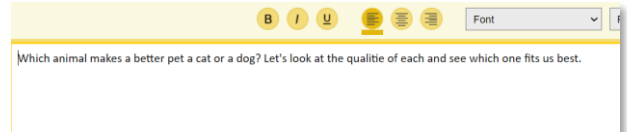
Organize thought in the format that works best



Keep outline visible while writing



View print ready document for final formatting



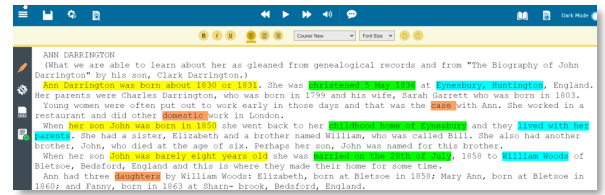
TOOLS MENU – TEXT DOCUMENTS

Hover over icons to see expanded menus

HIGHLIGHT, CIRCLE OR CROSS OUT TEXT



- Highlight idea with colors
- Highlight answers on a test with a circle
- Create study guides, note sheets & vocabulary study guides
- Gather quotes for a paper



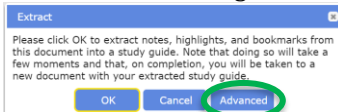
- To choose a color or tool: click it and drag cursor across text



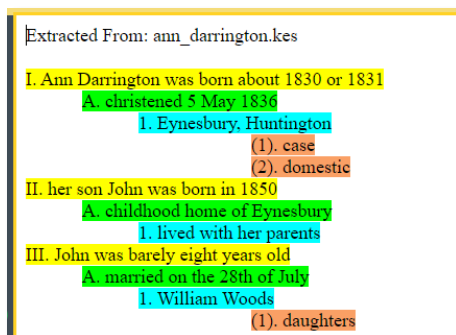
- Extract your highlights to an outline.



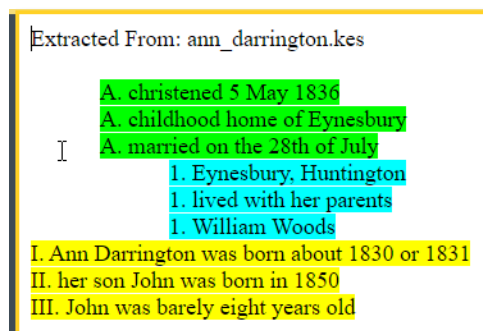
- Use Advanced settings to choose what to extract and to order highlights by book order or group by color



Text Order



Grouped by Color



- Customize the highlighter names and extraction settings.



Customize Highlighter/Extract Options					
Extract Color	Caption	Indent (in)	Prefix	Column	
<input checked="" type="checkbox"/> Yellow	Main Idea	0	I.	1	1
<input checked="" type="checkbox"/> Green	Secondary Idea	0.5	A.	2	2
<input checked="" type="checkbox"/> Blue	Details	1	1.	3	3

- Use the Eraser to remove highlights
- Press Escape to return to Selection Menu

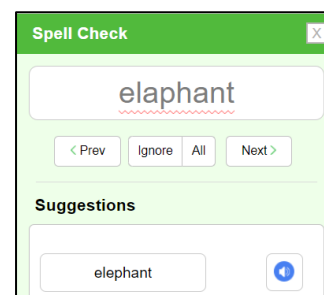
NOTE: Any highlights you add within the web app will also be visible when you open the document in Kurzweil 3000 for Windows or Mac

WORD PREDICTION AND SPELL CHECK



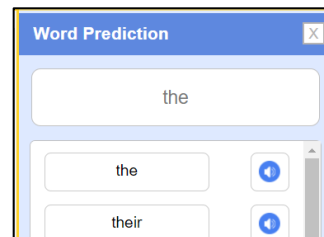
Talking Spell check

- Place your cursor anywhere in the document
- Choose Tools menu > Spell Check
- Click the speaker button next to each suggestion to hear it read aloud
- Click the correct word to replace the misspelling in your text

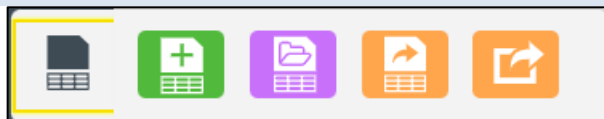


Word Prediction

- Choose Tools menu > Word Prediction
- As you type, you will get a list of suggested words
- Click the word you would like to use to place it in your document
- Click the speaker button next to the word to hear it read aloud



COLUMN NOTES



- Extract highlights to Column Notes
- Extract 2 colors and add your own notes in column 3
- Hide column 2 or 3 to study
- Extract Column Notes to outline for paper writing
- Drag and drop text into or from Column Notes
- Column notes have a .k3c file extension.

New Column Notes



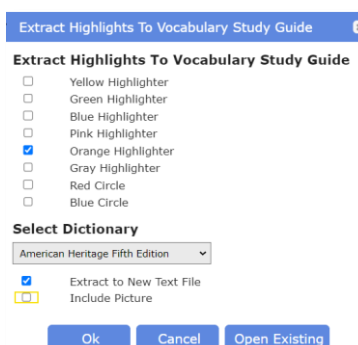
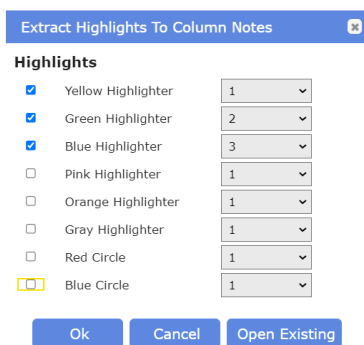
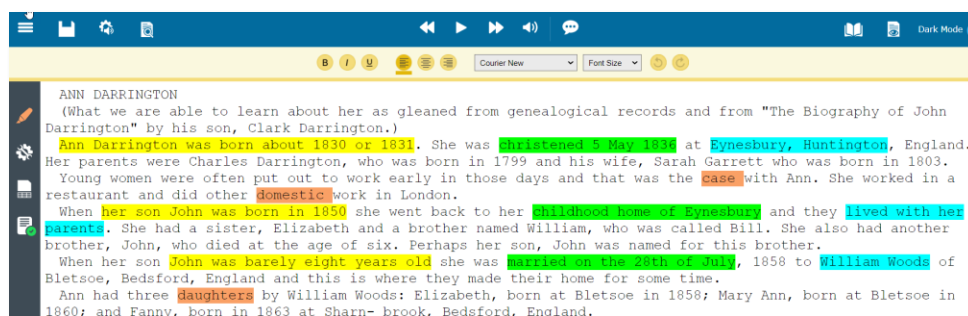
Open existing Column Notes



Extract highlights to Column Notes



Extract highlights to Vocabulary study guide



Main Ideas	Supporting Ideas	Other
Ann Darrington was born about 1830 or 1831	christened 5 May 1836	- Eynesbury, Huntington
her son John was born in 1850	childhood home of Eynesbury	- lived with her parents

Word	Definition 1	Definition 2	Picture	Notes
case. noun.	An instance or occurrence of a particular kind or category: a case of mistaken identity.	case. transitive verb.		
An occurrence of a disease or disorder: a mild case of flu.		To put into or cover with a case. encase.		

USE COLUMN NOTES TO STUDY

Main Ideas	Supporting Ideas	Other
Ann Darrington was born about 1830 or 1831	christened 5 May 1836	- Eynesbury, Huntingdon



Insert row after current row



Delete Current Row



Cover 2nd Column

Main Ideas	Supporting Ideas	Other
Ann Darrington was born about 1830 or 1831		- Eynesbury, Huntingdon



Hide 3rd Column

Main Ideas	Supporting Ideas
Ann Darrington was born about 1830 or 1831	christened 5 May 1836



Open Existing Column Notes



Extract Column Notes to Outline



Save



Save As



Close Column Notes window

TEXT FORMATTING TOOLS

B
I
U
Left justify
Center
Right justify
Courier New
Font Size
Undo
Redo

FORMAT TEXT STYLE

- Bold
- Italics
- Underline

FORMAT TEXT ALIGNMENT

- Left justify
- Center
- Right justify

SET FONT

SET FONT SIZE

UNDO

REDO

TOOLS MENU – IMAGE DOCUMENTS

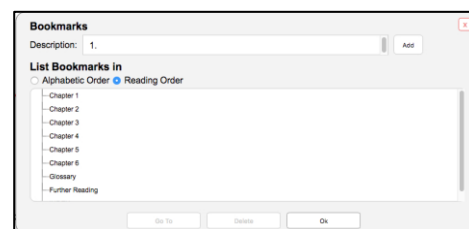
BOOKMARKS



Add a bookmark or go to a specific bookmark in the document

Match bookmarks to your syllabus for easy navigation

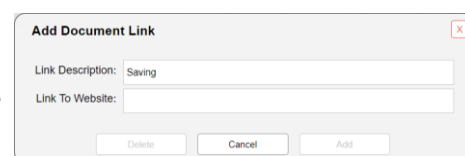
- Click in the text where you want to place the bookmark
- Click the Bookmark button
- Use Description to add a bookmark
- Choose a bookmark in the list to **Go To** that place in the document or **Delete** a bookmark.



LINKS



- Add Links to another location in your document for quick reference
- Add Links to a website you are referencing



HIGHLIGHTS – See; TOOLS MENU – TEXT DOCUMENTS



DOCUMENT NOTES



Use notes to

- Write ideas for papers
- Write questions from a text or lecture
- Fill in the blank tests
- Increase understanding & involvement with a document
- Create an open book test
- Communicate with your teacher

Add, select  edit, delete  or print 



Voice Notes



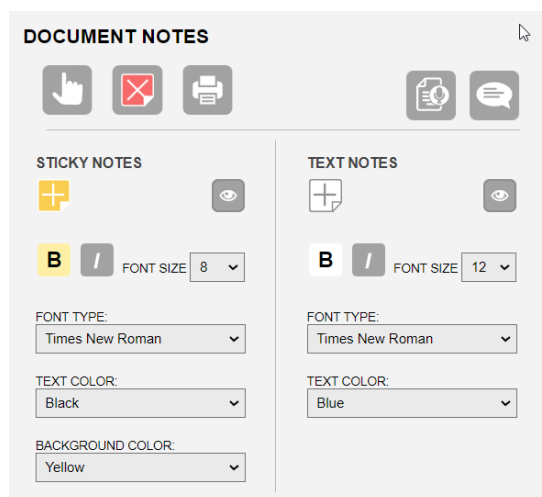
Bubble Notes,



Sticky Notes



Text notes



Choose

- Choose to show only one or both types of notes.
- Options for Font, Font Size, Styling, and Color of Sticky or Text Notes.

Add

- Click Add Bubble Note, Add Text Note or Add Sticky Note.
- Click on the screen to add the note.



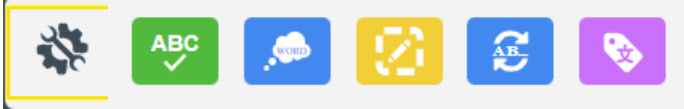
Move

- Click and drag the top or left side of the note to move it.

Resize (Sticky and Text notes only)

- Hold the mouse button down on the lower right corner and drag.
- Hit the Esc key to return to the select mode.

IN DOCUMENT TOOLS



SPELL CHECK & WORD PREDICTION – SEE: TOOLS MENU - TEXT DOCUMENTS



ZONE EDITOR



- Write ideas for papers
- Make sure a PDF reads the way it should
- Change zone order
- Zone reading type: primary, secondary, graphic, silent, OCR override (may it say whatever you want)

EDIT UNDERLYING TEXT



- Check what the software thinks the original document says
- Correct errors in OCR results
- Change pronunciations of words

LANGUAGE TAGS



Also see – LANGUAGE LEARNING FOR DETAILED INFORMATION

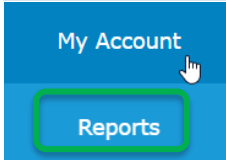
- Tag paragraphs of different languages to read in the language of that paragraph
- Use for quotes in foreign languages
- Use bilingual texts

Column Notes - See: TOOLS MENU – TEXT DOCUMENTS



ADMINISTRATIVE TOOLS

REPORTS



Hover your mouse over the **My Account tab** and choose **Reports**.
(Students do not have access to the Reports)

A TLC can run a report on ALL uses


A Teacher can run a report ONLY on their TEAM

Organization Usage Dashboard

Date Range to
☐ Remove Empty Rows

ENTER DATE RANGE

Remove Empty Rows - hide any users with 0 usage.

 [Print](#)

Usage By:

Organize data

School/Org – Summary data by categories entered

Account – Detailed data for each profile

Team – Data by teams, or the team of the teacher running the report.

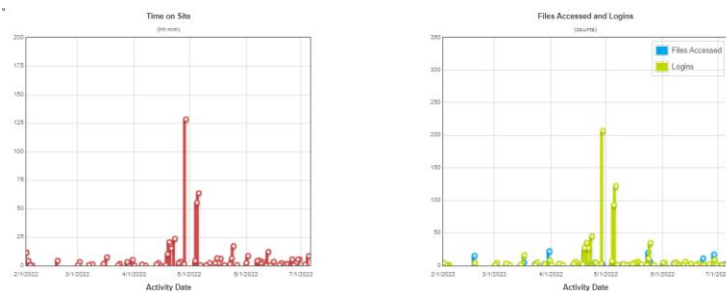
If a student is a member of more than one team, the data shown are for the student's total usage.

Click Run

Print (upper right corner) - prints the reports as you see it with the bar charts.

RESULTS

BAR CHARTS



- Amount of Time Logged In (red graph)
- Number of Logins (green bars)
- Number of Files Accessed (blue bars)

USAGE TABLES

First Name	Last Name	External Client User Id	Logins	Files Accessed	Time On Site	Role
Joe Administrator Total			771	150	507:12	
Joe	Administrator		379	129	221:22	Teacher
Jerry	Student		1	0	0	Student

DOWNLOAD

Exports the document to MS Excel and add Profile Created, and Last Log in data for individual profiles.

SUBSCRIPTION OPTIONS

My Account

Reports

Profile

Subscription Options

Top Level Coordinator can:

- Set Password Management restrictions
- Hide/Show various features
- Increase Offline Mode time limit (defaults to 96 hours)
- Manage various other settings

SETTINGS – REMEDIATED TEXT OR OCR

My Account

Reports

Profile

Subscription Options

Settings

When opening a PDF for the first time the user can decide to

- Use embedded Remediated data
- Use kurzweil OCR software

Default is OCR (Optical Character Recognition)

Makes sure every document has readable data

USING EMBEDDED TEXT

PROS:

- Improves reading accuracy
- Particularly helpful with math texts and low-quality images
- Increases overall navigation speed

CON:

- Front loads all KESI format conversion before page 1 opens.
- May take up to 1 minute to open – be patient – this only happens the 1st time.
- If you click before conversion is complete and get a red error message – wait and click on PDF again.
- Front loading may cause a loading error and you may have to open it twice

PDF Scanning Settings

Remediated Processing

☒ Enable Remediated Processing

Check 'Enable Remediated Processing' to activate choice of using Remediated data
If NOT checked, the default of OCR will apply

PDF Handling

☒ Emphasize OCR Result

☐ Emphasize Embedded Text

Emphasize OCR Result

- Ignores any embedded data and runs OCR on the PDF
- Looks for and uses Data provided from publisher or other remediator
- Goal is to increase accuracy and navigation

Page Range Selection

☒ Allow Selection of PDF Page Range

Choose page range to break up book into subsections such as chapters

The software will open, convert and save this section.

OCR Language

When PDF documents are uploaded into Kurzweil 3000, their contents are scanned for words. Select up to three languages below so the words in these languages can be recognized.

- | | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Danish | <input type="checkbox"/> Dutch | <input type="checkbox"/> Dutch (Belgian) | <input type="checkbox"/> English |
| <input type="checkbox"/> Finnish | <input type="checkbox"/> French | <input type="checkbox"/> German | <input type="checkbox"/> Italian |
| <input type="checkbox"/> Norwegian | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Spanish | <input type="checkbox"/> Swedish |
| <input checked="" type="checkbox"/> Mathematical | <input checked="" type="checkbox"/> Chemistry | | |

If OCR is used, increase accuracy by limiting the languages the software will consider

Mathematical – is not a math reader but improves math reading by better recognition of symbols and Greek letters

Update PDF Scanning Settings

You must update to save the new settings.

IMPORTANT NOTE: This becomes the new default settings for subsequent documents until updated again.

BASIC USER MANAGEMENT

My Account

Reports

Profile

Subscription Options

Settings

Users

Manage User Information

My Team Everyone Team Feature Locks Restore Users [User Self-Registration](#)

Team Size: 7 Total Licenses: 10 Allocated Licenses: 4 Remaining Licenses: 6 Show: 10

Last Name	First Name	Username	Password	Email Address	School/Org	External Id	Student	Remove
Alva	Thomas	NFStudent1	Callis.hutchings@kurzweil...	1st grade		<input checked="" type="checkbox"/>	
Curie	Marie	NFTeacher1	callis.hutchings@kurzweil...	Demo Teacher		<input type="checkbox"/>	

SUBSCRIPTION

The entire pool of profiles available under a subscription.

All profiles visible under the Everyone Tab in Users – Students & Teachers

Can contain up to the subscribed number of student profiles

Teacher/staff profiles are complimentary

SINGLE SIGN ON (SSO)

Must have Site or District license

Integrates Kurzweil with your organizations existing SSO system

Gives access to all students & Teachers at your organization

Can automate profile creation

Information and configuration details on supported SSO solutions can be found at:

<https://support.kurzweilededu.com/index.php?pg=kb.page&id=1880>

MY TEAM

Profiles specifically associated with an administrator or Teacher

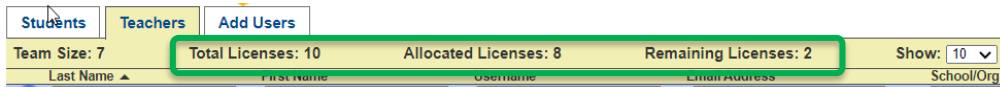
View folders in the UL.

Manage Usernames (if allowed by settings)

Manage passwords or send password reset email (as allowed in settings)

INFORMATION BAR

Total number of allocatable, allocated, and remaining licenses on the subscription.



WORK PAGES



Everyone

Add, remove, and view all user profiles



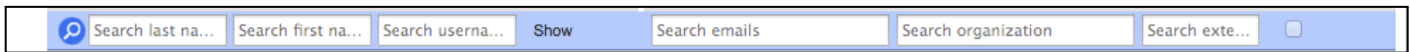
My Team

Manage members of your team

The page that is active will be yellow.

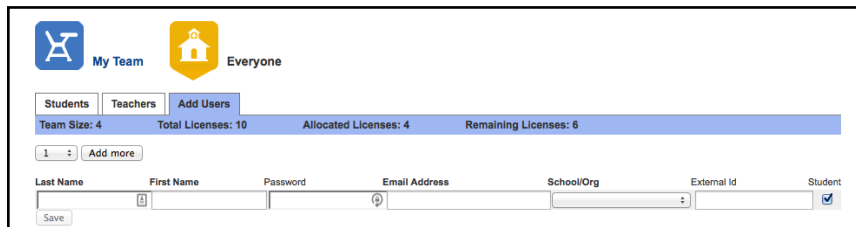
FIND USERS IN YOUR SUBSCRIPTION

To determine if a user account is already added to your subscription, click the **Everyone** button and use the blue search bar to search by any of the criteria.



ADDING USERS TO YOUR SUBSCRIPTION

If you don't find the user you are looking for or need to add a new user, click the **Everyone** button then click **Add Users** tab to add new users.



Enter

Last Name,

First Name,

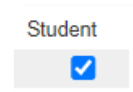
Password (or leave it blank and the system will create one),

Email address, (To use SSO this must be the domain the school uses for its SSO)

School/Organization, and External ID (optional - use something unique, like the student id number).

ADD A TEACHER

- uncheck the Student box on the right end. The default is Student.

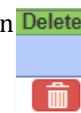


REMOVING USERS FROM YOUR SUBSCRIPTION

Only the Top Level Coordinator (TLC) can remove profiles from the subscription

In the Students or Teachers Tab click the trash can at the right end of the bar.

Verify by clicking 'OK' in the popup window.

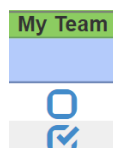


ADDING USERS TO YOUR TEAM

While creating the profile or

In the **Everyone** tab

Check the My Team box

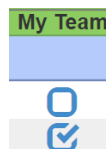


REMOVING USERS FROM YOUR TEAM

In the **Student** tab uncheck the my team box.

Confirm by clicking 'OK' in the popup window.

NOTE: This only removes them from My Team, not from the subscription.



USER PROFILE FEATURE LOCKS

My Account
 Reports
 Profile
 Subscription Options
 Settings

Users

Features can be locked at the Account or Document level.

Only a teacher login or the Top-Level Coordinator login can lock accounts or documents.

These feature locks will follow the account in Kurzweil 3000 for Windows or Mac, or www.Kurzweil3000.com.

- Activate/deactivate feature locks for any member of your Team from your profile
- Make sure allowed tools match student accommodations during testing
- Create a more secure testing environment

My Team

Everyone

Restore Users

Read and Write
Online
Document Prep
References
Miscellaneous
Read the Web

TLC or Teacher will go to My Account > Users > Team Feature Locks

Use the blue search bar to find specific students if needed.

Click the tab containing the lock desired

Click the box under the lock on each profile to be locked

If all profiles on your Team are to have the same lock – Click the box in the blue bar at the top.

To remove a lock, uncheck the box

Read and Write	Online	Document Prep	References	Miscellaneous	Read the Web	
Team Size: 7		Total Licenses: 10		Allocated Licenses: 8		Remaining Licenses: 2
						Show: 10
Last Name		First Name		Username		OneDrive
Search last name		Search first name		Search username		
Trainer		Profile		ptrainer		
Tor		Vik		viktor		
Teacher		Joe		jteacher		
Student		Jerry		sjerry1		

Save

Click save on each tab

LOCK MENUS

Read and Write	Online	Document Prep	References	Miscellaneous	Read the Web
Brainstorm	OneDrive	Zone Editor	Dictionary	Local Drive	Screenshot Reader
Outline	Google Drive	Edit Underlying Text	Syllables	Bubble Note Edit	
Speech to Text			Synonyms	Bubble note audible reading	
Spell Check			Translation	Voice Notes Edit	
Word Prediction				Links	

DOCUMENT FEATURES LOCKS

Features can be locked at the Account or Document level.

Only a teacher login or the Top Level Coordinator login can lock accounts or documents.

LOCK A VARIETY OF FEATURES AND TOOLS IN A .KES IMAGE OR TEXT DOCUMENT

Document locks **take effect immediately and cannot be undone** once they are applied.
(this is the same as Kurzweil 3000 for Windows)

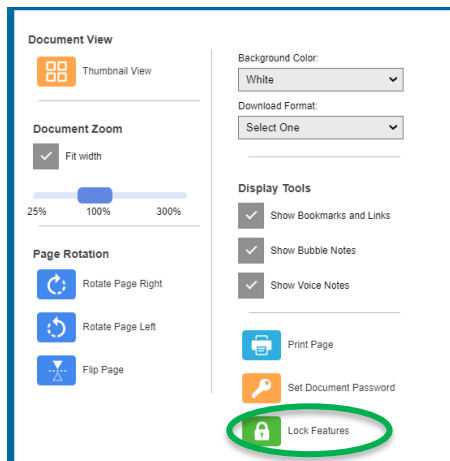
Locks listed with an asterisk (*) are for features available in Kurzweil 3000 for Windows.

Document locks are not supported in Kurzweil 3000 for Macintosh.

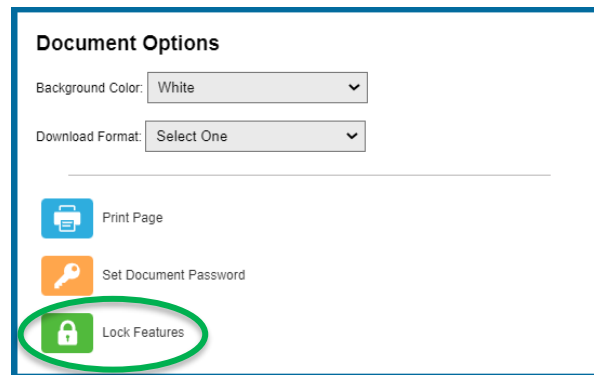
Features remain locked in a document when it is shared via:

- Copy
- Copy to Multiple
- Move
- Included in a folder that is copied or moved
- Save to Google Drive

In Image document



In Text document



Note: If necessary, the Top Level Coordinator login can unlock a document lock, only in www.Kurzweil3000.com

SPEECH TO TEXT – ADDITIONAL DETAILS

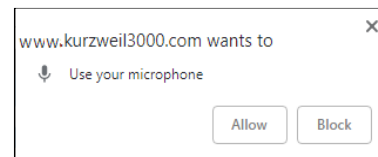
Use Speech to Text (STT) to dictate into your writing document.

- Click the Speech to Text button.
The button will turn green when it is listening.
- Place your cursor where you want the text to appear, or highlight text to format.
- Speak clearly into your device or external microphone (mic) to dictate text, punctuation and formatting. Click the button again to turn it off.
- The first time you use this feature, it will ask permission to use the mic.



To allow access to the mic for Kurzweil 3000 if you previously blocked it:

- In Chrome, go to “Customize and control Google Chrome”
- Select Settings
- Open Advanced
- In Privacy and Security, select Content settings
- Select Microphone
- In the Block section, remove Kurzweil3000.com



If you are not using the Chrome browser, the STT button will not appear.

Use STT to dictate into:

- Text documents including: .kes, .rtf, and .docx
- Outline view
- Brainstorm view
- Column Notes
- Sticky Note
- Text Note
- Bubble Note (text portions only)
- Bookmark Descriptions
- Edit Underlying Text corrections
- Zone Editor OCR override text

Format text by command

- Highlight the text you want to change
- Click the STT button
- Speak the command to change the text formatting

STT commands in image and text documents:

- Punctuation: period, comma, exclamation point, or question mark
- New Line
- New Paragraph
- Stop listening

Formatting can be toggled on and off by repeating the same command.

STT commands in text-based documents only:

To remove formatting

- Highlight the text you want to change
- Click the STT button
- Repeat the command to change the text formatting back
- Align left
- Align center
- Align right
- Italic
- Strike
- Underline
- Superscript
- Subscript
- Numbered list
- Bulleted list

LANGUAGE LEARNING HELPS

CHANGE READING VOICE TO MATCH THE DOCUMENT

Kurzweil 3000 includes reading voices for 12 different languages and various accents

English,	Spanish,	French,	German,
Italian,	Portuguese,	Dutch,	Swedish,
Danish,	Norwegian,	Finnish	Catalan

- Open a document
- In the **Audio Options menu** change the **Voice** to one that matches the text of the file

ADD LANGUAGE TAGS TO MULTI-LANGUAGE IMAGE DOCUMENTS



When tagged a voice language you have assigned will automatically read the text when the document is read in Kurzweil3000.com or Kurzweil 3000 for Windows.

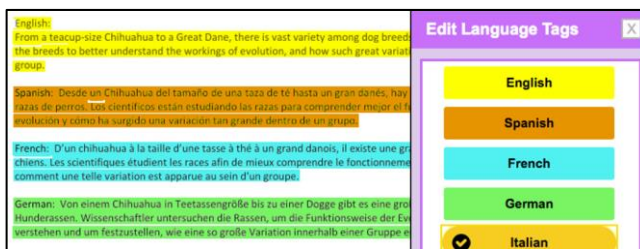
Click the **Tools menu** and choose the **Language button**.

Each reading language has a designated color.

Click on a language on the right, then **click and drag** across the text you want to tag.

The one you have selected will be marked with a check and an oval outline.

When you are done tagging, click **Save**.



Audio Options

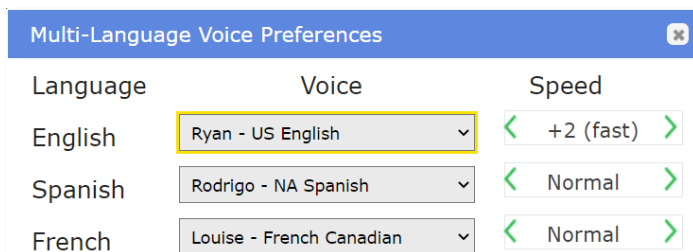
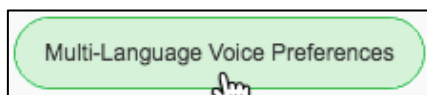
Voice

- ✓ Heather - US English
- Sharon - US English
- Rod - US English
- Ryan - US English
- Tracy - US English
- Will - US English
- Rodrigo - NA Spanish
- Rosa - NA Spanish
- Louise - French Canadian
- Marcia - Brazilian Portuguese
- Celia - Portuguese
- Lisa - Australian English
- Tyler - Australian English
- Lucy - UK English
- Peter - UK English
- Deepa - Indian English
- Femke - Dutch
- Jeroen - Belgian Dutch
- Sofie - Belgian Dutch
- Daan - Netherlands Dutch
- Jasmijn - Netherlands Dutch
- Manon - French
- Antoine - French
- Klaus - German
- Claudia - German
- Fabiana - Italian
- Vittorio - Italian
- Emma - Swedish
- Erik - Swedish
- Rasmus - Danish
- Kari - Norwegian
- Sanna - Finnish

SET DEFAULT VOICES FOR LANGUAGE TAGS

In the **Audio Options menu**, choose **Multi-Language Voice Preferences**

For each language, set your preferred voice and adjust the reading speed.



Note: These settings will be saved with your login for www.Kurzweil3000.com.

Kurzweil 3000 for Windows has its own set of language voice settings

TEST TAKING HELPS

Create Testing profiles managed by the test administrator

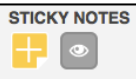



Tests can be prepped in advance and stored in a private folder then moved to a public folder when ready

Password protect a test – send it to the student early and then give them the password when test starts

Change the password after the test to prevent reentry

Use Test Prep tool pallet in kurzweil for Windows or Mac

Use a phone & Google or One Drives to quickly scan and load a hard copy test

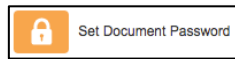
 Sticky Notes <ul style="list-style-type: none">• Comments• Instructions	 Text Notes <ul style="list-style-type: none">• Fill in the blank• Essay questions	 Bubble Notes <ul style="list-style-type: none">• True/False• Essay question• Matching question	 Highlighters, Cross-out and Circle Tools <ul style="list-style-type: none">• Highlight and circle answers• Cross out to eliminate answers
Extract the Highlights, Sticky, Text and Bubble Notes to collect the answers			

Set a Password

Under the Document View Menu



find



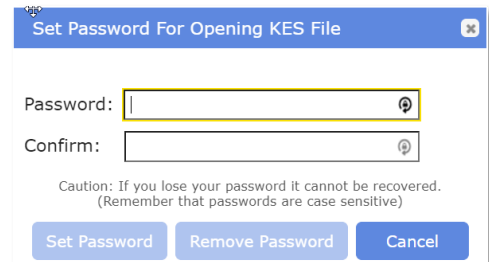
Type and confirm Password.

Click Set Password to store

Password stays with document when shared

DON'T FORGET YOUR PASSWORD!

There are no hints and it cannot be reset or changed if you forget!



Set Password For Opening KES File

Password:

Confirm:

Caution: If you lose your password it cannot be recovered.
(Remember that passwords are case sensitive)

Set Password Remove Password Cancel

GOOGLE CLASSROOM

Your subscription must be configured for Google Single Sign On for these functions to appear. Information on supported SSO solutions can be found at: <https://support.kurzweilededu.com/index.php?pg=kb.page&id=1880>

Teacher

Synch your entire Google Classroom and kurzweil rosters

Manual profile creation allows for adding only a few individuals from a class

Post assignments to Google classroom from within kurzweil3000.com

Review assignments in kurzweil3000.com

Students

From Google Classroom open assignments directly into kurzweil3000.com and complete them

ASSIGN A DOCUMENT

Open item in kurzweil3000.com

Prep Document with any desired instructions, notes or editing

Click the 'Assign' button in the tool menu



SYNCH MENUS IF NEW STUDENTS NEED TO BE ADDED

If you click Yes the system will compare the 2 rosters, if it finds variations it will create kurzweil profiles to match those in your Google Classroom

Reset My Team to match Google Classroom

Would you like to reset your Kurzweil 3000 team to match your Google Classroom student list?

Select Yes to allow assignments to all of your Google Classroom students.

Yes No

COMPLETE GOOGLE CLASSROOM DATA

Create Kurzweil 3000 Assignment in Google Classroom

Assigning: condor_voicenote.kes

☒ Create a copy of the document in each selected students' private folder
☒ Overwrite Existing File

☐ Provide a link to this document in your public folder

Title

Instructions (optional)

Decide how you want the assignment distributed in kurzweil,

Use overwrite existing file for recurring Assignments like bell work

Add assignment Title

Add additional instructions if desired.

Choose Students

Google Classroom: Language Arts Clear

☐ Assign to all students

☐ Choose which students receive this assignment

Google Classroom: Art Clear

☐ Assign to all students

☒ Choose which students receive this assignment

☐ Select All

☒ Denise F

☒ Isaiah I

☐ Corey Navis

Choose class and student(s) to receive assignment

If you choose the wrong class or students click clear

Click Create Assignment or Cancel

Create Assignment Cancel

Assignment will appear and function as other assignments in Google Classroom, except that it will open in kurzweil3000.com. When the assignment is being worked on the same button used to 'Assign' it will become a submit button.

NOTE: The assignment does not have a close date so the teacher will need to ensure the student cannot access it after the due date.

RESOURCES

THE KURZWEIL ACADEMY

New product features, videos, downloads, strategies and more!

<https://kurzweiledu.com/kurzweil-academy/kurzweil-academy.html>

YOUTUBE CHANNEL

Kurzweil education

CUSTOMIZED TRAINING

Customer Success Department

Call: 1-800-894-5374 x626

Email: CustomerSuccess@KurzweilEdu.com

- Implementation Partnerships for ongoing consultation
- Live Online Workshops
- On-site Trainings
- In-classroom coaching

LIVE TECHNICAL ASSISTANCE

Technical Support Department:

Call: 1-800-894-5374, option 3

Email: Tech@KurzweilEdu.com

CUSTOMER SUPPORT PORTAL

support.cambiumtech.com

Download Center - Software Updates and Product Guides

<https://www.kurzweiledu.com/products/download-center.html>

CUSTOMER SERVICE

Call: 1-800-894-5374

CustomerService@KurzweilEdu.com

Kurzweil3000.com Help tab

