# Kurzweil 3000-*firefly* Implementation Checklist

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| Organizational INFORMATION | |
| Organization/school: |  |
| District (if applicable): |  |
| Address: |  |
| Telephone number: |  |
| Fax number: |  |
| Proposed start date: |  |
| Number of licenses |  |
| Length of subscription |  |
| Platform | Macintosh  Windows  Mixed |

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| --- | --- | --- |
| CHECKLIST Details | | |
| **Participants** | | |
|  | Identify Project Coordinator |  |
|  | Identify IT Lead |  |
|  | Identify participating teacher(s) |  |
|  | Identify participating students |  |
| **Goals – Objectives - Results** | | |
|  | Develop and list 1-3 achievable goals |  |
|  | Develop and list 2-6 measurable objectives  **SMART:** **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**ime-bound |  |
|  | Identify and list measurement tools  (**E.g.-**subject pre/post-tests, Brigance, DAR, DIBELS) |  |
|  | Identify who will collect and review data |  |
|  | Define how results will be shared |  |
| **Technical Preparations** | | |
|  | Confirm Kurzweil 3000-***firefly*** system specifications reviewed by IT Lead. List any issues. |  |
|  | Identify and list locations for Kurzweil 3000 installation  **Note:** Software will be shipped on DVD, but can also be downloaded for install from [www.kurzweiledu.com/k3mac](http://www.kurzweiledu.com/k3mac) or [www.kurzweiledu.com/k3win](http://www.kurzweiledu.com/k3win) for use on any computer |  |
|  | Identify who will perform software install(s) |  |
|  | Will iPad app be used? |  |
|  | Identify who will perform app install(s) |  |
|  | Identify who will manage user accounts |  |
| **Instructional Materials** | | |
|  | Use of existing Universal Library materials has been considered to ensure a fast start? What? How?  (Non-Fiction Bookbag, Classic Literature) |  |
|  | Are you a Reading A-Z site license customer? |  |
|  | Is *LANGUAGE!* adopted at your site? |  |
|  | List primary academic need(s) to support initially  (Content area reading, writing, study skills, etc…) |  |
|  | List key content resources identified to utilize  **Hint:** Choose materials that can benefit several students for a rapid adoption. |  |
|  | If/when scanning/conversion is required, who will handle? |  |
|  | Who will manage file distribution? |  |
| **Training** | | |
|  | Participants in Kurzweil 3000-***firefly*** trainings identified? |  |
|  | List three potential dates for a Kurzweil 3000-***firefly*** onsite training |  |
|  | List three potential dates for a Kurzweil 3000-***firefly*** coaching |  |
|  | List three potential dates for a Kurzweil 3000-***firefly*** check-in webinar |  |
| **Follow-up** | | |
|  | List three potential dates for a Kurzweil 3000-***firefly*** evaluation webinar |  |
| **Documentation Completed** | | |
|  | Kurzweil 3000-***firefly*** Implementation Checklist |  |
|  | Kurzweil 3000-***firefly*** Account Activation Form |  |
| **Additional Notes** |  |  |
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