

Kurzweil 3000™ for Macintosh

Web License Guide

Version 5

Kurzweil 3000™ for Macintosh® Web License Edition

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1 Web License Overview, Set Up and Management

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

- [Kurzweil 3000 Web License Overview](#) on page 2.
- [Web License System Requirements](#) on page 5.
- [Installing Web License Client Software](#) on page 6.
- [Working with User Accounts and License Allocation](#) on page 7.
- [Registering Users](#) on page 8.
- [Viewing and Managing Licenses](#) on page 16.
- [Viewing and Changing Your Personal User Information and Password](#) on page 18.
- [For Top Level Coordinators](#) on page 20.

Kurzweil 3000 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.

Web License Users

There are three types of users:

- Designated License Coordinator who is set up by Cambium Learning for the organization. This user has the ability to create and manage sub-users and to allot licenses to those sub-users, which can include Student users. When viewing user information, this user can see and change all of his/her sub-users' information. When viewing Universal Library contents, this user can access all of his/her sub-users' folders.
- Site coordinator who could be a teacher, principal, or other school authority. Set up by the organization's license coordinator, this user has the ability to create and manage sub-users, including Student users, and to allot licenses to those sub-users. When viewing user information, the site coordinator/teacher user can see and change all of his/her sub-users' information. When viewing Universal Library contents, this user can access all of his/her sub-users' folders.
- Student users are created and registered by any user who can create sub-users. They cannot, however, have sub-users, nor have access other users' folders in the Universal Library except Public ones created by their teachers or for the organization.

Complemented by Web-Based Universal Library

Included with the Kurzweil 3000 Web License Edition is the Web Universal Library, a robust file repository that provides leveled access to files and documents.

The Web Universal Library enables districts or schools to widely distribute curriculum, and share and reuse material. Any user can upload district-wide curriculum and resource files. Teachers are able to post classwork, and students can access those files and documents from anywhere on the Internet, from any Kurzweil 3000 Web Client computer, at any time.

The Web License Universal Library also includes the Classic Literature collection of nearly 2000 public domain electronic text, from literary classics, factbooks, and references to religious and historical documents.

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 process, an IT specialist installs the Web License Client Software, and an initial user account is set up by Cambium Learning Customer Service for a designated License Coordinator.

That initial user, who could be a school administrator, IT specialist, even a teacher, then creates sub-user accounts for sub-site coordinators at different schools, teachers and/or students. At the time of user setup, the system generates login information — a username and password — for each user.

Each user, other than Student users, can set up and manage sub-users under his/her account.

To access Kurzweil 3000, log in using the Kurzweil 3000 desktop icon on a computer running Web License Client software.

Web License System Requirements

Minimum G3 processor, running Mac OS X 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.

Internet connection required for product use.

Installing Web License Client Software

To install Web License client software:

1. Place the Kurzweil 3000 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.

You are ready to log in to and use Web License Edition by clicking the Kurzweil 3000 icon.

Working with User Accounts and License Allocation

After your organization purchases a number of Web Licenses, Cambium Learning Customer Service sets up the initial user (typically, this is a designated site coordinator who could be teacher, school administrator or IT specialist). He/she is given username and password for login.

The site coordinator/initial user can then set up the site users, providing them with their system-generated usernames and passwords, and allocating licenses.

Once that is done, any user can log in, set up, manage and distribute licenses to sub-users under their accounts.

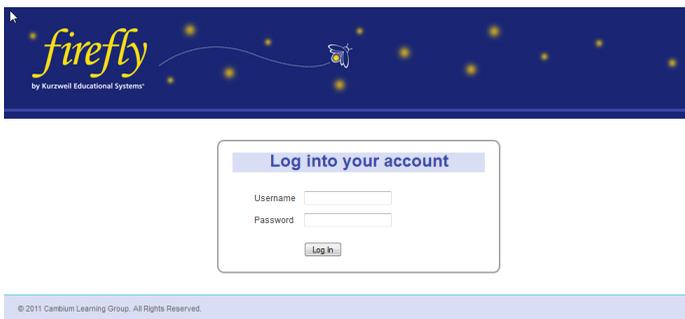
Sub-users are typically teachers who set up their own sub-users, typically students.

Student users, however, do not have User Management access.

Accessing the User Management System:

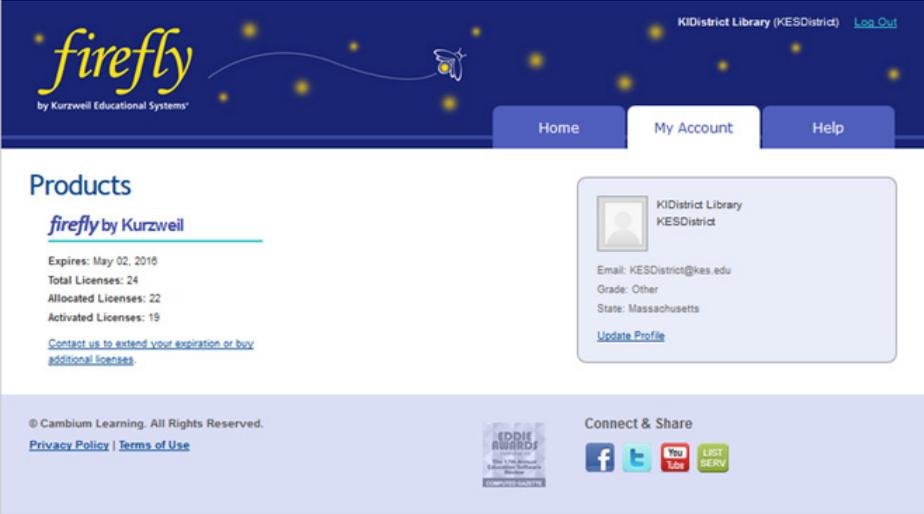
Go to <https://www.fireflybykurzweil.com/> and log in.

Note: From Kurzweil 3000, you can access your *firefly* account by choosing My Account from the Kurzweil 3000 menu. If you need frequent access to this link, consider using View > Customize Toolbars to place the My Account button on a toolbar.



The image shows a screenshot of the Firefly login interface. At the top, there is a dark blue banner with the 'firefly' logo in a yellow, cursive font, followed by 'by Kurzweil Educational Systems' in a smaller, white font. Below the banner is a white rectangular box containing the login form. The form has a blue header that says 'Log into your account'. It includes two input fields: 'Username' and 'Password'. Below these fields is a 'Log In' button. At the bottom of the page, there is a light blue footer with the text '© 2011 Cambium Learning Group. All Rights Reserved.'

The **Home** page opens. Click the My Account tab to display site account information such as the number of licenses purchased, allocated and activated.



The screenshot shows the 'My Account' page of the firefly by Kurzweil website. The header features the firefly logo and navigation tabs for 'Home', 'My Account', and 'Help'. A 'Log Out' link is located in the top right corner. The main content area is divided into two sections: 'Products' and a user profile box. The 'Products' section lists license statistics: Expires: May 02, 2016; Total Licenses: 24; Allocated Licenses: 22; Activated Licenses: 19. A link is provided to 'Contact us to extend your expiration or buy additional licenses'. The user profile box displays the user's name 'KIDistrict Library KESDistrict', email 'KESDistrict@kes.edu', grade 'Other', and state 'Massachusetts', with an 'Update Profile' link. The footer includes copyright information for Cambium Learning, a privacy policy/terms of use link, and social media icons for Facebook, Twitter, YouTube, and LinkedIn.

Along the top, right-hand area are three tabs: **Home**, **My Account**, and **Help**. **Log Out** is in the upper-right-hand corner of the firefly window.

Registering Users

There are three ways to register sub-users under your account:

- You can use Kurzweil's free user import and rostering service.
- You can register each user yourself using the Add Users feature.
- You can initiate self-registration and send a link to the users you want to self-register.

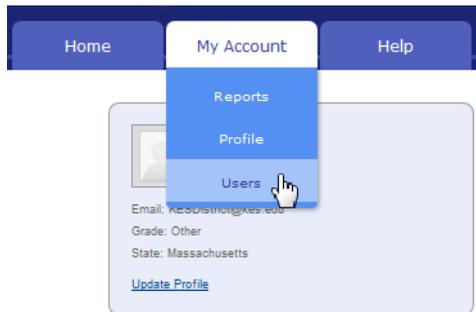
Using User Import and Rostering Service

If you purchased a site or district license, we offer a free user import and rostering service. It is recommended that we create your user accounts through this import process, instead of manually creating user accounts (a

process that is explained in this document). To take advantage of the free import and rostering service, please email fireflyroster@cambiumtech.com.

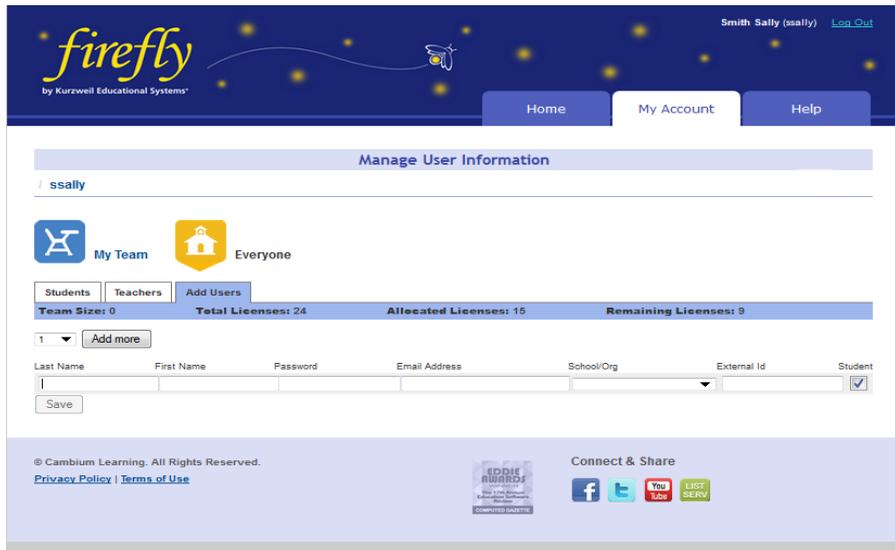
Using the Add Users Feature

1. Log in. Your **Home** page opens (or, if you were logged on previously and then logged out from a different page, the **Profile** page for example, that page will open).
2. Hover the cursor over the **My Account** tab to display the menu.



3. Select **Users** from the drop-down menu Your **Team** page will open.

4. Click the **Everyone** icon and when it opens, click the **Add User** tab. .



5. Add the user information: *First Name*, *Last Name*, *Password*, *Email*, *School/Org*, and *External Id*. The *Student* box is pre-checked. If you are adding a teacher, uncheck the *Student* box. The *External ID* can be any identifier that you want – a Student ID Number, for example. This field is only used as a search field. **Note:** if you specify a password, the password must be at least 5 characters with no apostrophes. All other fields are required. If the user has a valid email address the login information is automatically emailed to the user. If the user does not have an email address, enter the TLC’s email address as a placeholder. You will then need to provide the user the login information.

Note: If you have more than one user to enter, use the drop-down list to select a number of fields to add, and click **Add More**. The number you select will add that many more lines of fields.

Last Name	First Name	Password	Email Address	School/Org	External Id

- When you have finished adding users, click **Save**.

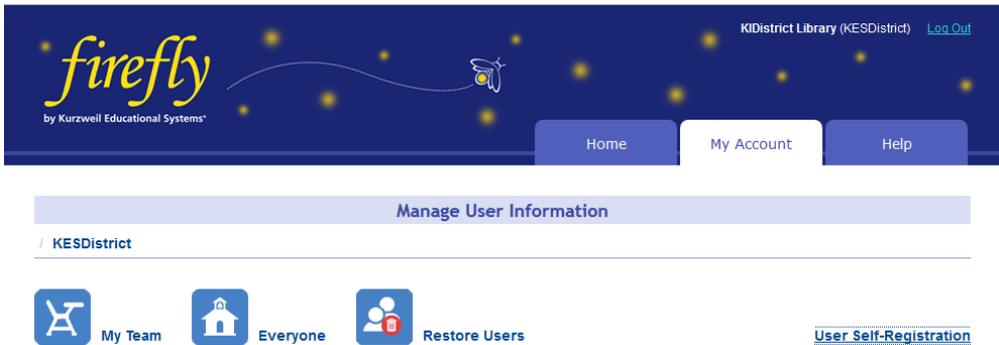
The user information then appears in the Student or Teacher list on the Everyone page, along with the system-generated username and password (if you didn't already provide one).

Note that these usernames and passwords can also be used to login to the Kurzweil 3000 Web License Product and the free **firefly** iPad application that can be downloaded from <https://www.kurzweilededu.com/kurzweil-3000-firefly-ipad-app.html>.

Initiate User Self-Registration

Links to the self-registration form enable teachers and students to add themselves to the firefly roster. Only the top-level coordinator can initiate self-registration.

1. Hover the cursor over the **My Account** tab to display the menu.



2. Select **Users** from the drop-down menu. Your My Team page opens.
3. Click **Self-Registration**. A window opens that displays a link for you to copy and send to teachers and a link for you to copy and send to

students. **Note:** Because teachers and students have different privileges, it's important to send the correct link.

The screenshot shows the Firefly web application interface. At the top, there is a navigation bar with the Firefly logo (a yellow firefly) and the text "by Kurzweil Educational Systems". To the right of the logo, there is a "KIDistrict Library (KESDistrict)" link and a "Log Out" link. Below the navigation bar, there are three buttons: "Home", "My Account", and "Help". The main content area is titled "Manage User Information" and includes a breadcrumb trail "/ KESDistrict". Below this, there are three icons: "My Team" (a yellow icon with a person), "Everyone" (a blue icon with a house), and "Restore Users" (a blue icon with a person and a red plus sign). To the right of these icons is a link for "User Self-Registration". The "User Self-Registration" section contains the following text: "To enable teachers or students to add themselves to the firefly roster you can send them a self-registration link. When they use this link it will allow them to sign up on this subscription. Remember that there are different privileges granted to teachers which is why there are two links below - one for teachers and one for students." Below this text, there are two links: "Teacher self-registration" and "Student self-registration". Each link is followed by a "Copy" button. The "Teacher self-registration" link is: <https://dev.accounts.fireflybykurzweil.com/fireflyweb/account/register.do?coordinator=S0VTRGzIdHjY3>. The "Student self-registration" link is: <https://dev.accounts.fireflybykurzweil.com/fireflyweb/account/register.do?coordinator=S0VTRGzIdHjY3>.

4. Click the **Copy** button next to the appropriate link (Teacher self-registration or Student self-registration).
5. Open your email application and address an email to the teachers or students you want to self-register.
6. In the message section of the email, paste the link you copied from the self-registration window.
7. Send.

The recipient will click the link in the email they've received and the User Self-Registration form will display.

firefly
by Kurzweil Educational Systems™

Home My Account Help

User Sign-up

User Self-Registration

First Name Last Name Email School/Org School/Org Other

-- Select a School --

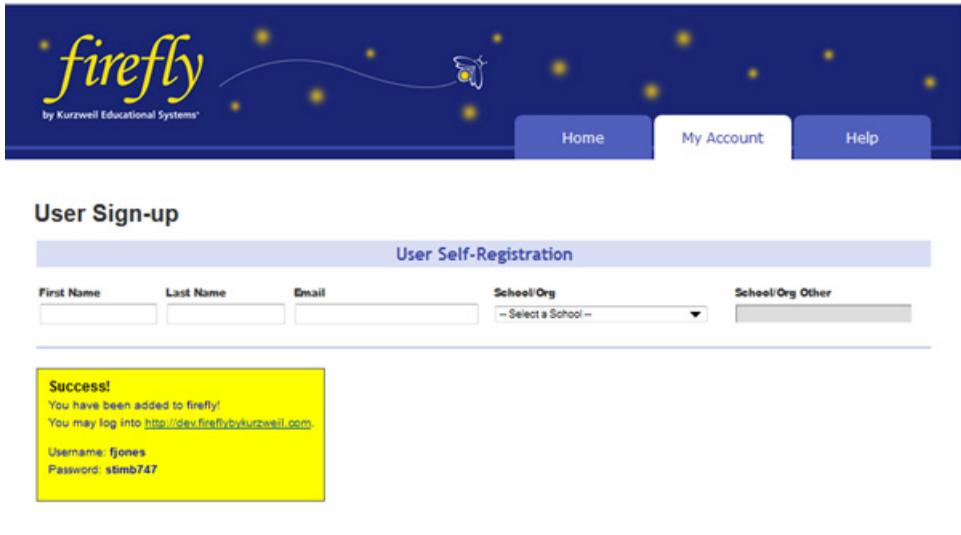
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After filling in the information and clicking the **Add New** button, a “Success” message will display that includes the username, password, and a link to the login form.



The screenshot shows the 'firefly' web interface. At the top, there is a dark blue header with the 'firefly' logo in yellow script and 'by Kurzweil Educational Systems' in white. To the right of the logo is a small firefly icon. Further right are three navigation buttons: 'Home', 'My Account', and 'Help'. Below the header is the 'User Sign-up' section, which includes a 'User Self-Registration' form. The form has five input fields: 'First Name', 'Last Name', 'Email', 'School/Org' (a dropdown menu with '-- Select a School --'), and 'School/Org Other'. Below the form is a yellow 'Success!' message box containing the following text: 'You have been added to firefly!', 'You may log into <http://dev.fireflybykurzweil.com>', 'Username: f_jones', and 'Password: stmb747'.

Viewing and Managing Licenses

To view license information:

1. Hover the cursor over the My Account tab and choose Users from the drop-down menu. Open any of the Everyone pages (Student, Teachers, or Add Users) or your Team page.

The screenshot shows the Firefly user management interface. At the top, there is a navigation bar with the Firefly logo and the text "by Kurzweil Educational Systems". The user is logged in as "Smith, Sally (ssally)" with a "Log Out" link. The main navigation includes "Home", "My Account", and "Help". Below this is a "Manage User Information" section for user "/ ssally". There are two tabs: "My Team" (selected) and "Everyone". The "License Information" section is active, showing a summary: "Team Size: 0", "Total Licenses: 24", "Allocated Licenses: 15", and "Remaining Licenses: 9". Below the summary is a table of users with search filters and a "My Team" column.

Last Name	First Name	Username	Email Address	School/Org	External Id	My Team
Anderson	Zoe	ZoeAnderson	ZoeA@fkhs.edu	John F. Kennedy High School		<input type="checkbox"/>
Bach	Annie	anniebach	annieb@gwoms.edu	George Washington Carver Middle School		<input type="checkbox"/>
Cooper	Becky	BeckyCooper	BeckyC@fkhs.edu	John F. Kennedy High School		<input type="checkbox"/>
Cox	Bobby	bobbycox	bobbyc@gwoms.edu	George Washington Carver Middle School		<input type="checkbox"/>
Evans	Danny	dannyevans	dannys@gwoms.edu	George Washington Carver Middle School		<input type="checkbox"/>
Gomez	Fran	frangomez	frang@gwoms.edu	George Washington Carver Middle School		<input type="checkbox"/>

2. At the top of the page you can find:
 - **Total Licenses:** the total number of licenses for your site.
 - **Allocated Licenses:** the number of licenses distributed among users.
 - **Remaining Licenses:** the number of licenses remaining; that is the Total Licenses minus the Allocated Licenses.

Managing Users

To Update User Information:

1. Hover the cursor over the My Account tab and choose Users from the drop-down menu. Click your Team icon.
2. Locate the user to be updated. Note that lists can be sorted alphabetically in ascending or descending order by selecting the down or up arrows at the top of each column. You can also use any of the search fields at the top of the list. t.

The screenshot shows the Firefly user management interface. At the top, there's a navigation bar with 'Home', 'My Account', and 'Help' tabs. Below that, the 'Manage User Information' section is active. There are two team icons: 'My Team' and 'Everyone'. A table displays user information with columns: Last Name, First Name, Username, Password, Email Address, School/Org, External Id, and Student. The user 'Jackqueline Koontz' is selected, and her row is highlighted in yellow. A text box with arrows pointing to the 'Last Name' and 'First Name' fields contains the instruction: 'Place your cursor in a field to edit and start typing. Notice that the line of fields is outlined in yellow and the Save button is activated.' The 'Save' button is visible at the bottom left of the table area.

Last Name	First Name	Username	Password	Email Address	School/Org	External Id	Student	Remove
Koontz	Jackqueline	jackkoontz	*****	JackK@ceses.edu	Carl E. Sagan Elementar...		<input checked="" type="checkbox"/>	
Moon	Lily	lilymoon	*****	LilyM@ceses.edu	Carl E. Sagan Elementar...		<input checked="" type="checkbox"/>	
Oliver	Norm	normoliver	*****	NormO@ceses.edu	Carl E. Sagan Elementar...		<input checked="" type="checkbox"/>	
Quinn	Patty	pattyquinn	*****	PattyQ@ceses.edu	Carl E. Sagan Elementar...		<input checked="" type="checkbox"/>	

3. All the text fields can be edited. Place your cursor in a field that needs updating and start typing. The line of fields is outlined in yellow and you'll notice that the Save button is activated. Note: To change the password, click the Show link beneath the Password column heading.
4. Click Save when you have finished making changes. Note that these changes will appear on the Everyone list and on any Team page the user information appears.

To Remove a User from Your Team:

Only a TLC can delete a user, but you can remove a user from your Team page. The user will still exist on the Everyone list.

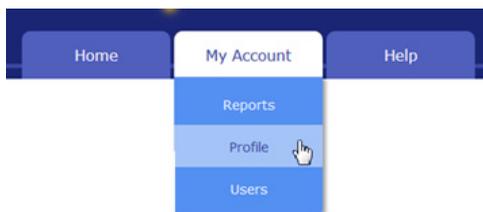
1. Hover the cursor over the My Account tab and choose Users from the drop-down menu.
2. Click your Team or the Everyone icon.
3. Find the user that you want to remove from your Team and click the

Remove button  to the right of the user information if you are on your Team page or uncheck the checkbox to the right of the user information if you are on the Everyone page. Either of these actions will remove the user from your Team page.

Viewing and Changing Your Personal User Information and Password

To view and change your own user information, including password:

1. Hover the mouse over **My Account** to display the menu, then click **Profile**.



The **Manage Profile** page includes user information such as address and occupation, login, and school/organization information.

2. Make the desired changes.
3. Then click **Update Account Information**.

Forgot Password?

1. Click the **Forgot Password** in the log in page.
2. In the **Forgot Password?** page, enter the email address associated with your account.
3. Your username and the original password will be emailed to you.
4. Use the emailed password to log in.
5. Go to and follow the instructions in To view and change your own user information above.

For Top Level Coordinators

Only a Top Level Coordinator (TLC) can delete a user. Later, if needed, the TLC can restore that user. Notice that the TLC Coordinator has an additional icon: **Restore Users**.

To Delete a User

1. Log in as TLC.
2. Open the Everyone Page. In the right column you will notice a trash can icon next to each user in the list.

by Kurzweil Educational Systems™

Home My Account Help

Manage User Information

/ KESDistrict

My Team Everyone Restore Users

Click the Delete button (trash can) next to each user that you want to delete. User Self-Registration

Students Teachers Add Users

Team Size: 3 Total Licenses: 24 Allocated Licenses: 16 Remaining Licenses: 8

Last Name	First Name	Username	Email Address	School/Org	External Id	My Team	Delete
Cox	Bobby	bobbycox	bobbyc@gwcms.edu	George Washington Carver Middle School		<input type="checkbox"/>	
Evans	Danny	dannyevans	dannye@gwcms.edu	George Washington Carver Middle School		<input type="checkbox"/>	
Gomez	Fran	frangomez	frang@gwcms.edu	George Washington Carver Middle School		<input type="checkbox"/>	

3. Click the Delete button next to each user that you want to delete.

To Restore Users

There are times when the TLC may need to restore a user that was deleted.
To Restore a User:

1. Click the **Restore Users** button. A list of Users who were previously removed is displayed.

firefly
by Kurzweil Educational Systems™

KIDistrict Library (KESDistrict) [Log Out](#)

Home My Account Help

Manage User Information

/ KESDistrict

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

Click the Restore button next to each user you want to restore.

Last Name	First Name	Username	Email Address	School/Org	External id	Deleted	Restore
Anderson	Zoe	zoeanderson	ZoeA@fkhs.edu	John F. Kennedy High School		10/24/2014	Restore
Bach	Annie	anniebach	annieb@gwcms.edu	George Washington Carver Middle School		10/24/2014	Restore

[Show More](#)

2. Click the **Restore** button in the right column next to each user that you want to restore.
3. The user(s) will be restored to the **Everyone** list.

2 Web Universal Library

This chapter contains four main sections.

- *The Web Universal Library Overview* on page 24 has the following subsections:
 - Web Universal Library Structure* on page 24.
- *Using the Web Universal Library* on page 26 has the following subsections:
 - To open a document from the Library:* on page 26.
 - To save an open document to the Library:* on page 27.
 - To create a new folder in the Universal Library:* on page 27.
 - To rename a file or folder in the Universal Library:* on page 27.
 - To delete a file or directory in the Universal Library:* on page 28.
 - To cut or copy, and paste a file or folder in the Universal Library* on page 28.

The Web Universal Library Overview

Kurzweil 3000 Web License Edition includes the Web Universal Library. If your school uses the Kurzweil 3000 Local Area Network (LAN) Universal Library, you are already aware of the benefits of central file storage and sharing.

The Kurzweil 3000 Web Universal Library, however, is an expanded version of the LAN Universal Library. Because the Web Universal Library is Internet-based, it allows students and teachers, or any authorized users, using any computer running Web License Client software from anywhere on the World Wide Web, to access and share files.

For districts and schools, the Web Universal Library is ideal for placing standardized curriculum material and print resources in electronic form for all or for specific groups to access. Teachers can make class files available wherever, whenever students need them.

Included in each Web Universal Library are the following folders:

- Classic Literature, a collection of nearly 2000 books, historical documents selected from the public domain
- Samples, files from Cambium Learning Group's published educational series, LANGUAGE!, Learning A-Z and Passport Reading Journeys.

Web Universal Library Structure

The structure of the Universal Library is based on user/sub-user file system concept where each authorized user can set up and manage his/her sub-users.

In addition to sub-user folders, each user also has a Public folder and a Private folder. All users have Read-Write permission to his/her own and to sub-users' Public and Private folders

Sub-users only have Read access to the Public folder of the user who created their account.

For example, a district could set up folders for each school. In a school's folder, there could be folders for teachers as well as a Public and a Private

folder. All teachers and students in the school could access the school's Public folder. Teachers would not be able to access one another's folders.

Each teacher folder in turn would have the teacher's students' folders, plus a Public and Private folder. All students whose accounts a teacher creates would be able to access their teacher's Public folder. Students would not be able to access one another's folders.

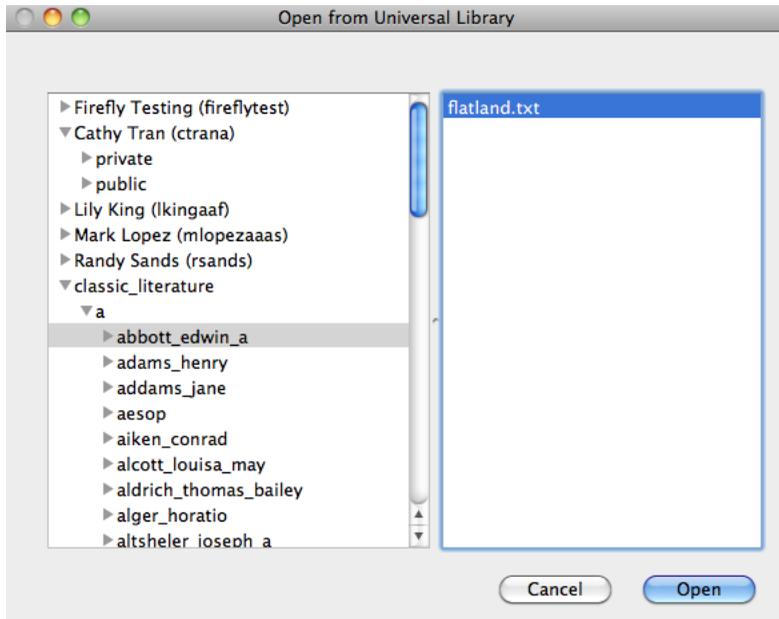
Using the Web Universal Library

You can open and save to the Universal Library and manage folders and files by using either the Open from the Universal Library or Save to the Universal Library.

The Web Universal Library currently supports RTF, TXT and KES file formats.

To open a document from the Library:

1. From the **File** menu, choose **Open from Library** to open the Universal Library.
2. Navigate to the desired folder and file, then click **Open**.



3. Use the Kurzweil 3000 Reader to read the file.

To save an open document to the Library:

1. Open the document you want to save to the library.
2. From the **File** menu, choose **Save to Universal Library**.
3. In the dialog, specify where you want to place the file by clicking the desired folder in the left-hand pane.
4. Click **Save**.

Notes:

- When saving a file, you are uploading it to the Web server, and the time and speed by which a file is uploaded depend on the Internet line and service at your site. We recommend 50 pages or fewer per file, so it's a good idea to separate chapters and save a chapter at a time.
- You can only save to the directories for which you have access privileges.
- No user can save files to the Classic Literature folder.

To create a new folder in the Universal Library:

You can create a new folder in the following places:

- Under your own user directory, in the Private and Public folders.
 - In the Public folders of directories belonging to sub-users whose accounts you created.
1. From the **File** menu, choose **Save to Universal Library**.
 2. In the dialog, in the left-hand pane, select the directory under which you want to create the new folder.
 3. Click the **New Folder** button.
 4. Rename the folder.

To rename a file or folder in the Universal Library:

1. Select the file or folder.
2. Click again or press Return to begin editing.
3. Type the new name, then press Return.

To delete a file or directory in the Universal Library:

1. From the **File** menu, choose either **Open from** or **Save to Universal Library**.
2. In the dialog, do one of the following:
In the left-hand pane, select the directory you want to delete.
In the right-hand pane, select the file you want to delete.
3. Do one of the following:
Control-click and in the context menu, choose **Delete**.
Use the **Forward-Delete** or **Backward-Delete** shortcuts.

Notes:

- If you use the **Delete** command in the Save to Universal Library dialog, you have to click **Save** to close the dialog when you are done.
- You can only delete from the directories for which you have access privileges.
- No user can delete files from the Classic Literature folder.

To cut or copy, and paste a file or folder in the Universal Library

1. From the **File** menu, choose **Open from Universal Library**.
2. In the dialog, do the following:
In the left-hand pane, navigate to and select the folder you want to cut or copy, or the folder that contains the file you want to cut or copy. You can only cut or copy folders that are inside your public or private folder.
In the right-hand pane, select the file you want to cut or copy.
3. Control-click to show the context menu, choose **Cut** or **Copy**.
4. Do one of the following:
To paste a file into another folder in the Universal Library, navigate to the desired folder in the left-hand pane, click in the right-hand pane, control-click to show the context menu, and then choose **Paste**.

To paste a folder into another folder in the Universal Library, navigate to the desired folder in the left-hand pane, control-click to show the context menu, and then choose **Paste**.

To paste a file or folder elsewhere on your desktop or system, navigate to that location, control-click to show the context menu, and then choose **Paste**.

Notes:

- Note that you can only paste if you have **Copy To** privileges.
- It is possible to Copy-Paste files and folders from the Universal Library to the Finder, and files (not folders) from the Finder to the Universal Library.
- No user can cut files from or paste files into the Classic Literature folder.

