

Kurzweil 3000™ for Windows

Web License Guide

Version 12



## **Kurzweil 3000™ for Windows Web License Edition Notices**

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# 1 Web License Overview, Set Up and Management

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

- [Kurzweil 3000 for Windows Web License Overview](#) on page 2.
- [Web License System Requirements](#) on page 7.
- [Logging in to VPORT](#) on page 8.
- [Setting Up Top-Level Staff and District Licenses \(District Administrator\)](#) on page 10.
- [Setting Up and Managing Teachers \(Principal/Campus Coach\)](#) on page 16.
- [Setting Up and Managing Students \(Teacher\)](#) on page 19.
- [Installing Web License Client Software](#) on page 25.
- [Installing the Web License Client Using the MSI Install \(IT Professionals\)](#) on page 26.
- [Managing Kurzweil 3000 Licenses](#) on page 27.

# Kurzweil 3000 for Windows Web License Overview

## Licenses for Using Kurzweil 3000 Over the Internet

The Kurzweil 3000 for Windows Web License product offers convenient, secure Kurzweil 3000 license check in/out through the Web as well as a set of complementary Web services.

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, while taking personal settings and preferences with them.

## Powered by VPORT® Data Management System

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

VPORT drives and manages Web Licensing as well as its Web-based services, such as Assignment and Reporting. VPORT 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, product licenses, usage, assignments, as well as student progress.
- Report generation and easy viewing of statistics for multiple levels of students, from districts, schools and classes in aggregate to specific individuals.

There are three main VPORT user levels that Kurzweil 3000 uses:

- **District Administrator/Coordinator** who can set up school staff such as Principals/Campus Coaches, Teachers and any user who needs district-wide access, and set up classes.
- **Principal/Campus Coach** who can set up school staff such as Teachers and link them to classes. In VPORT, there is also a **Campus Coach** user with all the same permissions as the Principal.
- **Teacher** who can access, set up and manage student accounts.

### **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 schools to widely distribute curriculum, and share and reuse material. Any user above the Teacher level, can upload district-wide curriculum and resource files. Teachers are able to post classwork and assignment-related material, 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 books, historical documents selected from the public domain, is now accessible from the Kurzweil 3000 Web License Edition Universal Library. Find literary classics by authors such as Jane Austen, Fyodor Dostoyevsky, William Shakespeare and Oscar Wilde. Children's classics by L. Frank Baum, Brothers Grimm, Rudyard Kipling and Mark Twain. Classic texts from Aristotle and Plato. Scientific works such as Albert Einstein's "Relativity: The Special and General Theory." Reference material including world factbooks and famous speeches. Religious text in the entirety.

Combined with the Assignment and Reporting services, the Web Universal Library, offers extensive capabilities for publishing, accessing, submitting assignments, collaborating, and tracking student progress.

For additional details about the Web Universal Library, see [Chapter 2, Web Universal Library Services](#).

## **Web-Based Assignment and Reporting Services**

With Web Universal Library and VPORT underpinnings, Web Assignment service offers schools a comprehensive, integrated and powerful system for creating, tracking and managing assignments, as well as for tracking and managing assignment-centered collaboration between teachers and students.

Completely VPORT-based, Web Reporting service offers school administrators and teachers views of statistics and data for student progress and performance from the district and school to the class and individual levels.

For more information about the Assignment service, see *The Kurzweil 3000 Web Assignment Service* on page 60 in *Chapter 3, Kurzweil 3000 Web Assignment and Reporting Service*.

Details about the Reporting service are in *The Kurzweil 3000 Web Reporting Service* on page 112 in *Chapter 3, Kurzweil 3000 Web Assignment and Reporting Service*.

## **All Preferences, Customized Lists, Dictionaries and Settings Travel with the User**

Kurzweil 3000 Web License system maintains each user's personal preferences, settings and any feature that is customizable, including Toolbar sets, Word Lists, OCR Corrections list, and Word Prediction and Spell Check, dictionaries, are stored on the Kurzweil 3000 Web License server as well as locally on the Client computer. Upon logging in, Kurzweil 3000 checks both locations and uses the latest settings from either location.

Saving a Toolbar Set saves to the Web License server so that others with permissions can access the set.

## **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/Coordinator** - this could be an IT professional or school administrator)

1. Set up school staff/users, such as Principals/Campus Coaches and Teachers in VPORT. See [Logging in to VPORT](#) on page 8.

**(Principal/Campus Coach)**

2. Add Teachers in VPORT. See [Setting Up and Managing Teachers \(Principal/Campus Coach\)](#) on page 16.

**(Teacher)**

3. Add Students to their classes in VPORT. See [Setting Up and Managing Teachers \(Principal/Campus Coach\)](#) on page 16.

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

4. Install Web License Client software. See [Installing Web License Client Software](#) on page 25.

Once teachers and students log in and use Kurzweil 3000 from the Web, Kurzweil 3000 authenticates the login and license information and runs the program with the authenticated user's preferences and settings.

As teachers and students work with Kurzweil 3000, the Web Universal Library stores, tracks and provides access to documents and files that are saved to it. Meanwhile, VPORT tracks usage and data for Assignments and Reporting services.

**Opting for the LAN Universal Library Instead of the Web Universal Library and Assignment and Reporting Features**

If at any time, your site would like to opt to not have the Web Universal Library and Assignment and Reporting features, and would like to use a LAN Universal Library instead, you can do so. Be aware that opting for the LAN Universal Library is not reversible. For details, see [Opting for LAN Universal Library](#) on page 45.

**General Web License Edition Notes**

Time Out: After 60 minutes of inactivity, a message appears asking if you are still using the program. If there is no response, Kurzweil 3000 automatically logs off your account in order to reclaim the license. The only function available in Kurzweil 3000 is Save so that you can save any work. If there is an assignment in progress, Kurzweil 3000 automatically saves the work.

## Web License System Requirements

Processor: 1.3 GHz Pentium 4 or better

System Memory: 512 MB (1GB for 64-bit Windows Vista or Windows 7)

Hard Disk Space: 2 GB free space

Operating System: Microsoft® XP with Service Pack 3 or later, Windows Vista with Service Pack 1 or later, Windows 7

Video RAM: 4 MB or better

Screen Resolution: 1024x768 24-bit or better

Color Palette: 16-bit

DVD drive

Keyboard and mouse

Scanner (TWAIN-compatible for Color Professional and Black-and-White Professional only)

Sound card: Creative Labs SoundBlaster® 16-bit or higher with speakers and microphone.

Internet connection

Web browser: Mozilla Firefox 3.5 or later or Microsoft Internet Explorer 7 or later for Read the Web functionality

## 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](http://www.voyagerlearning.com) and click **VPORT Login** in the upper right-hand corner of the screen.



Enter user name and password.

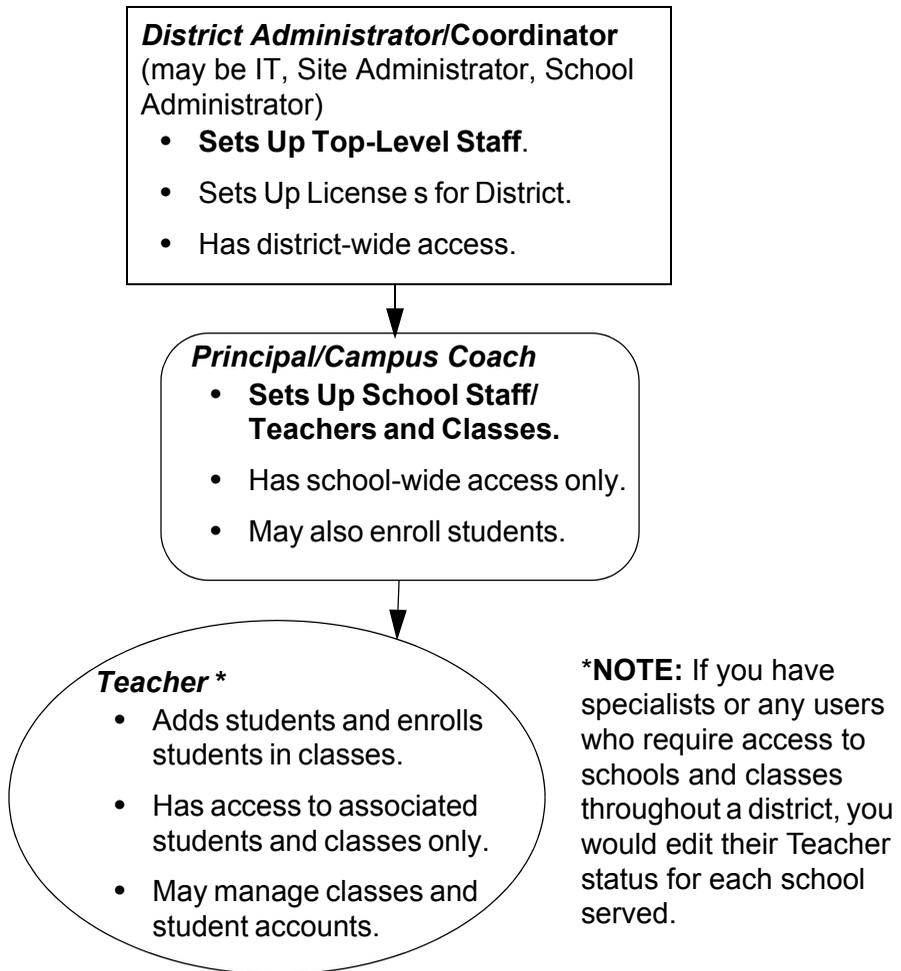
The next screen, the “dashboard,” presents views and options that are associated with your user level.

### **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/Coach, Teacher or Student user’s name or password. Principals/Coaches may change the information for Teachers. Teachers may change information for Student users they entered.

## Setting Up Schools and Users - an Overview

After CLT sets up the account, three types of users may perform actions as outlined in the diagram below. Access and privilege information is also presented.



## Setting Up Top-Level Staff and District Licenses (District Administrator)

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

- Add and manage all levels of school staff, from Principals/Campus Coaches to Teachers, for any school within the district or “Track.” This authority is especially helpful in setting up users who require district-wide access.
- Specify License settings for Staff and Students level users in the district.
- Create and edit Class name once a teacher exists in the database. See [Setting Up and Managing Teachers \(Principal/Campus Coach\)](#) on page 16.
- Add and enroll Student users. See [Setting Up and Managing Students \(Teacher\)](#) on page 19.

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

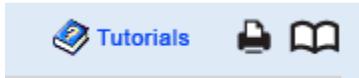
Once you log in to VPORT, the next screen presents views and options that are associated with your user level. As a District Administrator you would see the following tabs, with the default view of **My District** and list of schools.



**Note:** You may have users (such as Special Education or Reading Specialists) who teach students across multiple classes in multiple schools. You can set them up as Teachers with district-wide access to those classes. See [To set up a cross-district user](#): on page 13.

**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 )

The following are VPORT Roles, each with different levels of system authorization. For Kurzweil 3000 purposes, a school would typically use only Principal or Campus Coach, and Teacher.

**Principal/Campus Coach** - can create Teachers and classes, and enroll Students.

**Teacher** - has limited authority with only the ability to enroll 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.



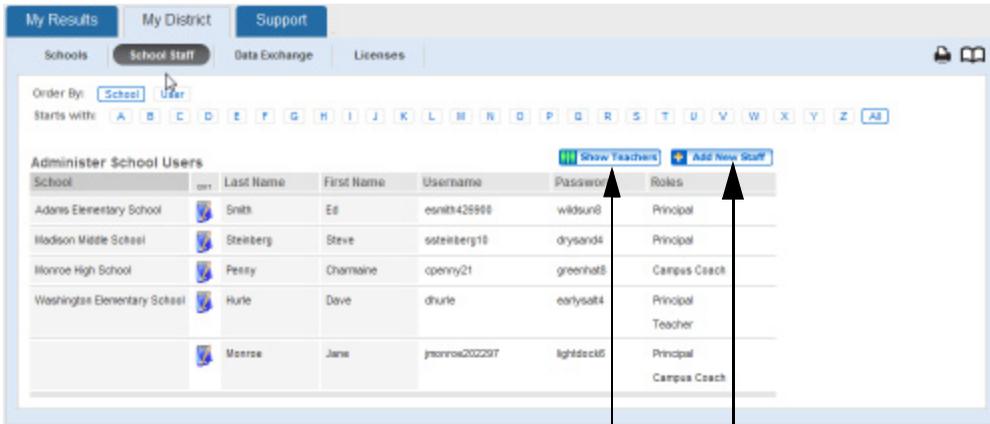
**3.** Make the edits you want.

**4. Save Changes** and **Logout**.

**To set up a cross-district user:**

Be sure you are logged in as and have permission as District Administrator.

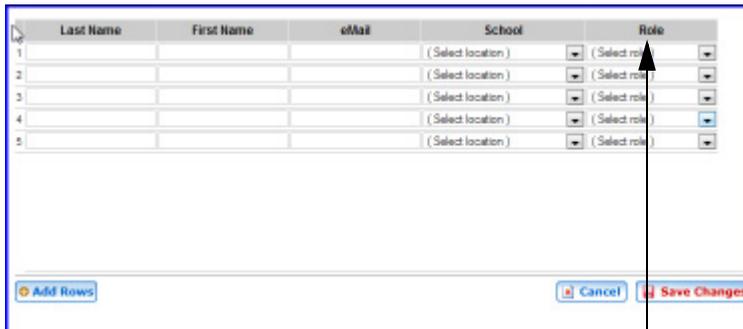
1. In **My District** view, click **School Staff**.



Show Teachers

Add New Staff button

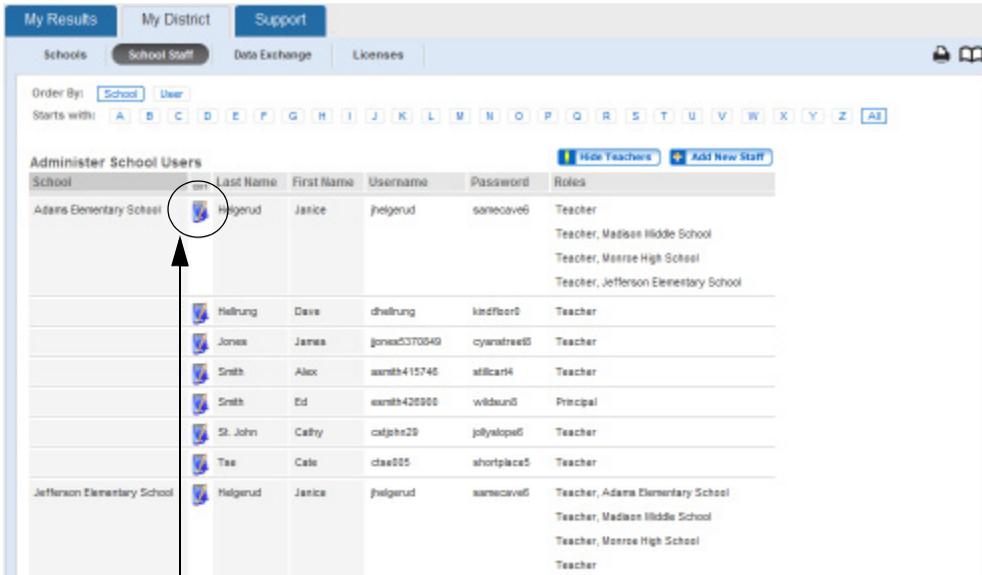
2. Click **Add New Staff**. Enter user information, select a school, set the user **Role** to **Teacher**, then **Save Changes**.



Set Role

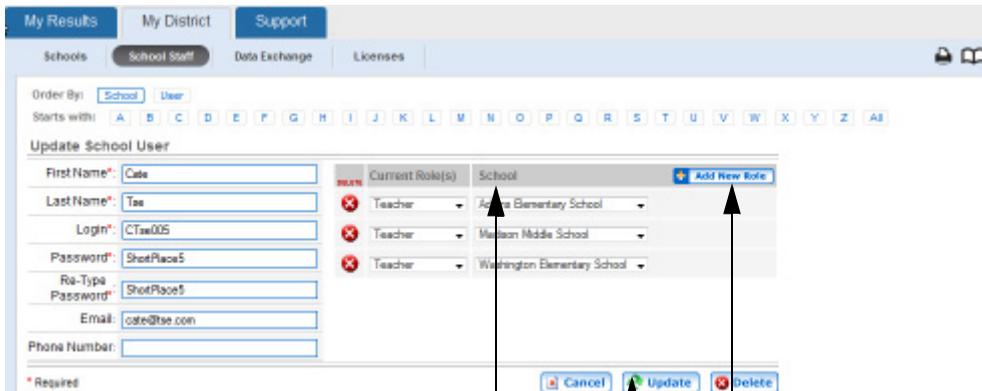
3. Back in the **School Staff** screen, click **Show Teachers**.

- Find the teacher you just created, and click the **Edit** icon for that name.



Edit icon

- Click **Add New Role**, and from the School list, select a school that this teacher is to be associated with, then repeat for other schools. When you are finished, click **Update**.



School list

Update

Add New Role

**6. Save Changes and Logout.**

7. Once you provide the teacher with his/her login information, he/she can follow the steps in [Setting Up and Managing Students \(Teacher\)](#) on page 19 to select students.

## Setting Up and Managing Teachers (Principal/Campus Coach)

As a Principal/Coach 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 \(Teacher\)](#) on page 19.

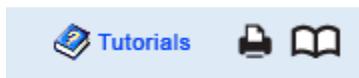
Before you can access VPORT your user account should have been set up by the District Administrator.

Once you log in to VPORT, the next screen presents views and options that are associated with your user level. As a Principal/Coach, 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. Select a grade-level by clicking on the desired blue grade icon in the last column.
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:**

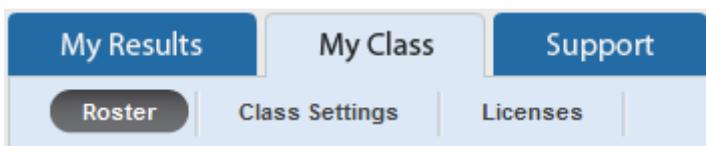
In the **My School** view, click on the **Note** icon next to the teacher name; make the desired changes and **Save Changes**.

## Setting Up and Managing Students (Teacher)

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

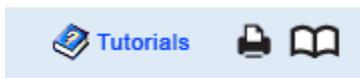
Before you can access VPORT your user account should have been set up by either the District Administrator or the Principal/Coach.

Once you log in to VPORT, the next screen presents views and options that are associated with your user level. As a Principal/Coach, 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

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

**Available Students**

Type Last Name or ID

Enter first few letters of a student's name here

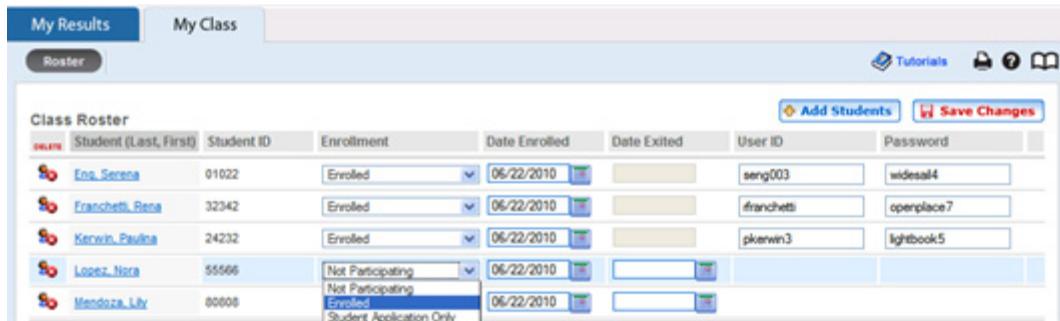
Last Name, First Name	ID	Add
To find available students in your district, begin typing the student's last name or their ID number.		
To search for a first name in addition to a last name, type a comma (",") after the last name, followed by the first name.		

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



## Setting Up and Managing Students (Teacher)

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



The screenshot shows the 'Class Roster' interface. At the top, there are tabs for 'My Results' and 'My Class', and a 'Roster' button. Below the tabs, there are icons for 'Tutorials', a printer, a help icon, and a book icon. The main area contains a table with columns: Student (Last, First), Student ID, Enrollment, Date Enrolled, Date Exited, User ID, and Password. The table lists five students: Eng, Serena; Franchetti, Rena; Kerwin, Paulina; Lopez, Nora; and Mendoza, Lily. The 'Enrollment' column has a dropdown menu open for the student Lopez, Nora, showing options: 'Not Participating', 'Not Participating', 'Enrolled', and 'Student Application Only'. There are 'Add Students' and 'Save Changes' buttons at the top right of the table.

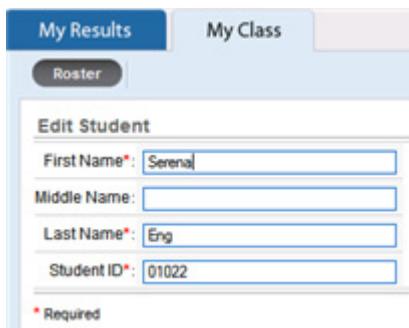
Student (Last, First)	Student ID	Enrollment	Date Enrolled	Date Exited	User ID	Password
Eng, Serena	01022	Enrolled	06/22/2010		seng003	widesal4
Franchetti, Rena	32342	Enrolled	06/22/2010		rfranchetti	openplace7
Kerwin, Paulina	24232	Enrolled	06/22/2010		pkerwin3	lightbook5
Lopez, Nora	55566	Not Participating	06/22/2010			
Mendoza, Lily	00000	Enrolled	06/22/2010			

### 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**.

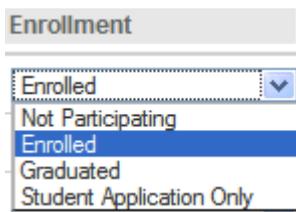


The screenshot shows the 'Edit Student' form. It has a 'My Results' and 'My Class' tab at the top, and a 'Roster' button below. The form contains the following fields: 'First Name\*' with the value 'Serena', 'Middle Name' (empty), 'Last Name\*' with the value 'Eng', and 'Student ID\*' with the value '01022'. A red asterisk indicates that the fields with an asterisk are required.

\* Required

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

- To change enrollment status, use the **Enrollment** dropdown list for the student.



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

## Setting Up a Guest Login Account

While it is possible to set up a Guest account, it can impose certain limitations on your school and district's ability to obtain accurate reporting particularly when multiple users use the account.

In addition to losing the integrity of data for reporting, there is the possibility of losing users' individual settings and preferences. The last Guest to change settings and preferences overwrites the previous Guest user's settings and preferences.

It is highly recommended that each student, even a temporary one, be rostered on VPORT as documented in the preceding subsections. Rostering and removing a student, as outlined, is quick and easy. However, if your organization has considered the above and would still like to set up a Guest account, do the following:

1. Log in to VPORT as District Administrator.
2. In **My School** view, click **Add New Staff**.
3. Add fictitious teacher. **Save Changes**.
4. Back in the **My School** view, specify a fictitious Class: click on the Note icon next to the class name; make the desired changes and click **OK**.
5. Log out.
6. Log in to VPORT as Teacher.
7. Select the fictitious class from the **Class** dropdown list.

8. Add fictitious Guest student. Click the **Add Student** button.
9. Return to the **Class Roster** screen.
10. Enroll Guest student: In the **Class Roster**, select **Enrolled** from the **Enrollment** dropdown list, then **Save Changes**.
11. Change the login information to something easy to remember. Note the login information and distribute it to teachers. Upon installation of the Client software, you can opt to enter this information so that it automatically fills in the Login screen when a user selects Guest Login.
12. Log out of VPORT.

## Installing Web License Client Software

You may need Administrator privilege.

1. Place the Kurzweil 3000 DVD in the computer's DVD drive.
2. Double-click the **Setup** file.
3. In the Master Installation dialog, select **Web Licensing Software**.
4. Select **Install Web Licensing Software**.
5. Follow the prompts to finish installing the software.
6. During installation, the **Guest Login Account** dialog appears. Use this dialog if a Guest account has been set up in VPORT and you want the login information to automatically fill in for the Guest Login screen. Otherwise, **Skip** to continue with the installation.
7. The system checks for any software updates. If an update is found, you can opt to do one of the following:

Choose No to not install the update and have Kurzweil 3000 launch.

Choose Don't Ask Me Again to not have the system check.

Choose Yes to install the update now. Once the install is complete, Kurzweil 3000 launches.

If you do not have administrator privileges, you will be prompted to Continue or Cancel. If choosing Continue does not install the update, you will need system administrator assistance

8. **Restart** if prompted to do so.

You are ready to log in to and use Kurzweil 3000 Web License Edition.

### Notes:

- If you have a 64-bit system, it requires separate installations for the Virtual Printer and Taskbar. Both installers are in the **x64** folder on the product DVD or from <ftp://ftp.kurzweiledu.com/pub/x64/>.
- If you bypass the Guest Login set up here, you can find WebLicGuestAccount.exe in the Utilities folder on the product DVD.

## Installing the Web License Client Using the MSI Install (IT Professionals)

This option installs the Web License Client computers across your LAN from a central location. It is provided for network administrators who are knowledgeable about MSI packages and have the necessary tools to operate directly on an MSI package.

Microsoft .Net Framework 3.5 must already be installed before using MSI.

You will need to specify the following arguments as properties to the Kurzweil 3000 msi package. You must also use the Reduced UI option.

AUTO= 1 (should be a numeric value)

EDITION= "net"

AUTOUPDATE=0 sets the automatic software update to no updates; using 1 sets automatic software update to yes

PRODUCT= use one of the following:

"scan" for Kurzweil 3000 Professional Color

"bw" for Kurzweil 3000 Professional Black and White

"read" for Kurzweil 3000 LearnStation

SERVER= the IP address of a computer running a Kurzweil 3000 Network Engine, for example 127.0.0.1.

An example to launch Version 12 through command line is as follows:

```
msiexec.exe /i "Kurzweil 3000 v.12.msi" AUTO=1 EDITION="net"  
AUTOUPDATE=0 /qr PRODUCT="read" SERVER="127.0.0.1" /qr
```

where /i is the install switch and /qr is the Reduced UI switch.

If the Reduced UI option is not available, you will need an additional MSI, found at <ftp://ftp.kurzweiledu.com/pub/K3000UIAction/>.

Use the second MSI after you finish the first main install.

## Managing Kurzweil 3000 Licenses

**New Customers** - Once Cambium Learning sets up the new customer site account with the licenses purchased, the system automatically uses the following **default license permissions**:

- All Staff (every user type except Student) have access to all license types that the district has purchased, including the Professional Editions with advanced and scanning features. That is, when viewing the Licenses screen, all products, Color Pro, Black and White Pro and LearnStation are **Enabled** for all Staff, as shown below.
- All Students have access only to Kurzweil 3000 LearnStation Editions. That is, when viewing the Licenses screen, Color Pro, and Black and White Pro are **Disabled**, and LearnStation is **Enabled** as shown below.

The screenshot displays the 'Licenses for Adams Elementary School > Kurzweil 3000, 2010-2011' page. It includes a 'Save Changes' button and two main sections: 'License Information' and 'Staff License Permissions'.

**License Information**

License Type	Owner	Start Date	End Date	Quantity	Version
Color Pro	district	09/02/2010	N/A	5	12
Black & White Pro	district	09/02/2010	N/A	5	12
Learn Station	district	09/02/2010	N/A	5	12
Assignments & Reporting	district	09/02/2010	09/02/2014	N/A	12

**Staff License Permissions**

Name	Color Pro	Black & White Pro	Learn Station
Staff Defaults	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Smith, Ed (Principal)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Penn, Bill (Principal)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Hollrung, Dave (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Smith, Alex (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Jones, James (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Halgerud, Janice (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Tise, Cole (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
St. John, Cathy (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled

Legend:  Permission inherited from District     Permission inherited from Staff Defaults

**Student License Permissions**

Name	Color Pro	Black & White Pro	Learn Station
Student Defaults	<input type="checkbox"/> Disabled	<input type="checkbox"/> Disabled	<input checked="" type="checkbox"/> Enabled

Legend:  Permission inherited from District

**Existing Customers** - When using VPort License Management for the first time, existing customers will see the number of product licenses they have already set up; all product licenses are available to and are set to **Enabled** for all Staff and Students. You may want to change the permissions.

### **Changing License Settings**

District Administrator, Principal, and Teacher user types have varying levels of permissions to change and override the defaults, however, typically, the task of setting up licenses begins with the District Administrator, who specifies the overall settings for all schools, staff and students in the district.

Whatever the settings are for district-wide licenses, automatically apply or are “**inherited**” throughout the schools, and for staff and students in the district, so you could set up license types and access once for everyone.

Settings may be changed manually below the District Administrator level, for example:

- Principals/Campus Coaches can override and change district settings for his/her school, classes, teachers and students.
- Teachers can manually override and change district/school settings for his/her classes and students.

Whenever a new staff or student is created, the user profile automatically includes the default license setting that was set at the District level.

## Viewing License Information

License information — for products and functionality such as Assignment and Reporting, as well as who has permissions for which product — is presented in the **Licenses** screen.

The contents of the Licenses screen depends on the user type. Below is a typical Licenses screen that a Principal might see.

The screenshot shows the 'Licenses' screen for Adams Elementary School. The page title is 'Licenses for Adams Elementary School > Kurzweil 3000, 2010-2011'. There are tabs for 'My Results', 'My School', and 'Support'. The 'Licenses' tab is active. A 'Save Changes' button is visible in the top right.

**License Information**

License Type	Owner	Start Date	End Date	Quantity	Version
Color Pro	district	09/02/2010	N/A	5	12
Black & White Pro	district	09/02/2010	N/A	5	12
Learn Station	district	09/02/2010	N/A	5	12
Assignments & Reporting	district	09/02/2010	09/02/2014	N/A	12

**Staff License Permissions**

Name	Color Pro	Black & White Pro	Learn Station
Staff Defaults	Enabled	Enabled	Enabled
Smith, Ed (Principal)	Enabled	Enabled	Enabled
Penn, Bill (Principal)	Enabled	Enabled	Enabled
Hollung, Dave (Teacher)	Enabled	Enabled	Enabled
Smith, Alex (Teacher)	Enabled	Enabled	Enabled
Jones, James (Teacher)	Enabled	Enabled	Enabled
Helgenrud, Janice (Teacher)	Enabled	Enabled	Enabled
Tse, Catherine (Teacher)	Enabled	Enabled	Enabled
St. John, Cathy (Teacher)	Enabled	Enabled	Enabled

Permission inherited from District    Permission inherited from Staff Defaults

**Student License Permissions**

Name	Color Pro	Black & White Pro	Learn Station
Student Defaults	Disabled	Disabled	Enabled

Permission inherited from District

Save Changes

- The District Administrator/Coordinator could see license Information for the district, plus license permissions for all Staff and all Students in any/all schools and classes in the district.
- The Principal/Campus Coach could see license information for his/her school, plus license permissions for all Staff and all Students in any/all classes in the school.

- The Teacher could see license permissions for all Students in any/all classes he/she is associated with.

Note the following about the Licenses screen:

- You might see one or all three of the following graphics:



The blue arrow indicates that the license permissions are inherited from the level above. For example, a student's license permissions could be inherited from the School or from the District level, or a class' permissions are inherited from the District.

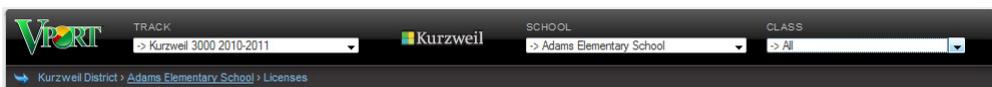


The figure eight indicates that the permissions for the individual are inherited from the default permissions.



Clicking on the Edit icon opens the Set Permissions dialog, which lets you Enable or Disable permission to use a product.

- There is a blue row in the Staff and Student tables. Changes that you make in that row applies to all the individuals in the district, school or class.
- At the very top, above the Licenses screen, is the VPORT banner. From this area, you can, depending on your user type, view license information for specific school or class by selecting it from the School or Class list.



**To view license information (District Administrator/Coordinator):**

From your VPORT start screen, open **My District** tab and click **Licenses**.



The Licenses screen appears, showing district license information.

The screenshot shows the 'Licenses for Kurzweil District > Kurzweil 3000, 2010-2011' screen. It features a 'Save Changes' button in the top right. The main content is divided into three sections:

- License Information:** A table with columns for License Type, Owner, Start Date, End Date, Quantity, and Version.
- Staff License Permissions:** A table with columns for Name, Color Pro, Black & White Pro, and Learn Station.
- Student License Permissions:** A table with columns for Name, Color Pro, Black & White Pro, and Learn Station.

Each table has a 'Save Changes' button at the bottom right.

License Information					
License Type	Owner	Start Date	End Date	Quantity	Version
Color Pro	district	09/02/2010	N/A	5	12
Black & White Pro	district	09/02/2010	N/A	5	12
Learn Station	district	09/02/2010	N/A	5	12
Assignments & Reporting	district	09/02/2010	09/02/2014	N/A	12

Staff License Permissions			
Name	Color Pro	Black & White Pro	Learn Station
Staff Defaults	Enabled	Enabled	Enabled

Student License Permissions			
Name	Color Pro	Black & White Pro	Learn Station
Student Defaults	Disabled	Disabled	Enabled

You can show License information for a specific school or specific Class by selecting it from the **School** or **Class** list at the top of the screen in the VPORT banner.

## To view license information (Principal/Campus Coach):

From your VPORT start screen, open **My School** tab and click **Licenses**.



The Licenses screen appears, showing the license settings for All school Staff.

**Licenses for Adams Elementary School » Kurzweil 3000, 2010-2011** Save Changes

License Information					
License Type	Owner	Start Date	End Date	Quantity	Version
Color Pro	district	09/02/2010	N/A	5	12
Black & White Pro	district	09/02/2010	N/A	5	12
Learn Station	district	09/02/2010	N/A	5	12
Assignments & Reporting	district	09/02/2010	09/02/2014	N/A	12

Staff License Permissions			
Name	Color Pro	Black & White Pro	Learn Station
Staff Defaults	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Smith, Ed (Principal)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Penn, Bill (Principal)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Helbrug, Dave (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Smith, Alex (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Jones, James (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Helgerud, Janice (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Tax, Cate (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
St. John, Cathy (Teacher)	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled

Permission inherited from District    Permission inherited from Staff Defaults

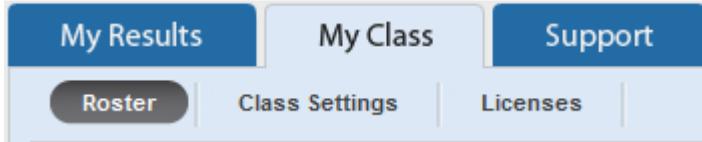
Student License Permissions			
Name	Color Pro	Black & White Pro	Learn Station
Student Defaults	<input type="checkbox"/> Disabled	<input type="checkbox"/> Disabled	<input checked="" type="checkbox"/> Enabled

Permission inherited from District Save Changes

You can show License information for a specific Class by selecting it from the **Class** list at the top of the screen in the VPORT banner.

### To view license information (Teacher):

From your VPORT start screen, open **My Class** tab and click **Licenses**.



The Licenses screen appears, showing license information for your class.

**Licenses for Science 1 > Kurzweil 3000, 2010-2011** [Save Changes](#)

License Information						
License Type	Owner	Start Date	End Date	Quantity	Version	
Color Pro	district	09/02/2010	N/A	5	12	
Black & White Pro	district	09/02/2010	N/A	5	12	
Learn Station	district	09/02/2010	N/A	5	12	
Assignments & Reporting	district	09/02/2010	09/02/2014	N/A	12	

Student License Permissions						
Name	Color Pro			Black & White Pro		Learn Station
Student Defaults	Disabled	Disabled	Disabled	Disabled	Disabled	Enabled
Allen, Zise	Disabled	Disabled	Disabled	Disabled	Disabled	Enabled
Gomez, Will	Disabled	Disabled	Disabled	Disabled	Disabled	Enabled
Hann, Lou	Disabled	Disabled	Disabled	Disabled	Disabled	Enabled
Yien, Deb	Disabled	Disabled	Disabled	Disabled	Disabled	Enabled

Permission inherited from Campus Permission inherited from Student Defaults [Save Changes](#)

If you have other classes, you can show License information for a specific Class by selecting it from the **Class** list at the top of the screen, in the VPORT banner.

## Changing License Permissions

Any of the Kurzweil 3000 authorized user types can change license settings for users under their permission level.

Below is the District Licenses screen.

The screenshot shows the 'Licenses for Kurzweil District > Kurzweil 3000, 2010-2011' screen. It features a navigation bar with 'My Results', 'My District', and 'Support' tabs, and a sub-menu with 'School Staff', 'Data Exchange', and 'Licenses'. The main content area is divided into three sections: 'License Information', 'Staff License Permissions', and 'Student License Permissions'. Each section contains a table with columns for license type, owner, start/end dates, quantity, and version. The 'Staff License Permissions' and 'Student License Permissions' sections include a 'Name' column and a 'Staff Defaults' or 'Student Defaults' row with 'Enabled' or 'Disabled' status and a blue arrow icon for editing.

License Information						
License Type	Owner	Start Date	End Date	Quantity	Version	
Color Pro	district	09/02/2010	N/A	5	12	
Black & White Pro	district	09/02/2010	N/A	5	12	
Learn Station	district	09/02/2010	N/A	5	12	
Assignments & Reporting	district	09/02/2010	09/02/2014	N/A	12	

Staff License Permissions			
Name	Color Pro	Black & White Pro	Learn Station
Staff Defaults	Enabled	Enabled	Enabled

Student License Permissions			
Name	Color Pro	Black & White Pro	Learn Station
Student Defaults	Disabled	Disabled	Enabled

Note that you can change settings for an individual user or for All Staff in a district or school, or for All students in a Class, by using the blue row.

### To change license permissions:

**District Administrator:** From your VPORT start screen, open **My District** tab and click **Licenses**.

**Principal/Campus Coach:** From your VPORT start screen, open **My School** tab and click **Licenses**.

**Teacher:** From your VPORT start screen, open **My Class** tab and click **Licenses**.

1. Select the School/Class you want from the **School** or **Class** list from the VPORT banner.

- Do one of the following:

To change settings for All Staff or All Students: Use the blue row.

To change settings for an individual: Find the desired Staff or Student row.

Student License Permissions									
Name	Color Pro			Black & White Pro			Learn Station		
Student Defaults		Disabled			Disabled			Enabled	
Allen, Zoe		Disabled			Disabled			Enabled	
Gomez, Will		Disabled			Disabled			Enabled	
Mason, Lisa		Disabled			Disabled			Enabled	
Van, Deb		Disabled			Disabled			Enabled	

Use the named row and the Edit icon to change permissions for the individual

Use the blue row to change permissions for All Staff or Students.

- While still in the desired row, find the desired product column, then click the Edit icon for that cell.
- In the **Set Permission** dialog that opens, select **Enabled** or **Disabled**, then click **OK**.

Set Permission

Inherit settings from Staff Defaults

Disabled

Enabled

- When you are finished, click **Save Changes**.

## Changing License Information

Only District Administrator/Coordinator and Principal/Campus Coach users can change license information. Note that licenses cannot be added if they are not available or have not been purchased.

In the Licenses screen, select and edit the desired field under **License Information**.

The screenshot shows the 'Licenses for Kurzweil District - Kurzweil 3000, 2010-2011' screen. The 'License Information' table is circled in black. Below it are sections for 'Staff License Permissions' and 'Student License Permissions', each with a 'Save Changes' button.

License Type	Owner	Start Date	End Date	Quantity	Version
Color Pro	district	09/02/2010	N/A	5	12
Black & White Pro	district	09/02/2010	N/A	5	12
Learn Station	district	09/02/2010	N/A	5	12
Assessments & Reporting	district	09/02/2010	09/02/2014	N/A	12

Name	Color Pro	Black & White Pro	Learn Station
Staff Defaults	Enabled	Enabled	Enabled

Name	Color Pro	Black & White Pro	Learn Station
Student Defaults	Disabled	Disabled	Enabled

# 2 Web Universal Library Services

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This chapter contains four main sections.

- [The Web Universal Library Overview](#) on page 38 has the following subsections:
  - [Integration with Voyager VPORT Database System](#) on page 38.
  - [Web Universal Library Structure](#) on page 39.
  - [Read-Write Access](#) on page 41.
- [The Web Universal Library or the LAN Universal Library](#) on page 45.
- [Using the Web Universal Library](#) on page 47 has the following subsections:
  - [Opening a Document from the Web Universal Library](#) on page 47.
  - [Saving an Open Document to the Web Universal Library](#) on page 48.
  - [Organizing and Managing Folders and Files in the Web Universal Library](#) on page 49.
- [Uploading to the Web Universal Library](#) on page 52.

## The Web Universal Library Overview

Kurzweil 3000 Web License 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 user, 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 an efficient file sharing, tracking and storage system, ideal for placing standardized curriculum material and print resources in electronic form for all or specific groups to access.

For teachers, because the Web Universal Library supports Kurzweil 3000-supported file formats, it offers a way to provide students with access to a wide range of curriculum and classroom resources from publishers' e-content to scanned worksheets.

The Web License Universal Library also includes the Classic Literature collection of nearly 2000 books, historical documents selected from the public domain, is now accessible from the Kurzweil 3000 Web License Edition Universal Library. Find literary classics by authors such as Jane Austen, Fyodor Dostoyevsky, William Shakespeare and Oscar Wilde. Children's classics by L. Frank Baum, Brothers Grimm, Rudyard Kipling and Mark Twain. Classic texts from Aristotle and Plato. Scientific works such as Albert Einstein's "Relativity: The Special and General Theory." Reference material including world factbooks and famous speeches. Religious text in the entirety.

## Integration with Voyager VPORT Database System

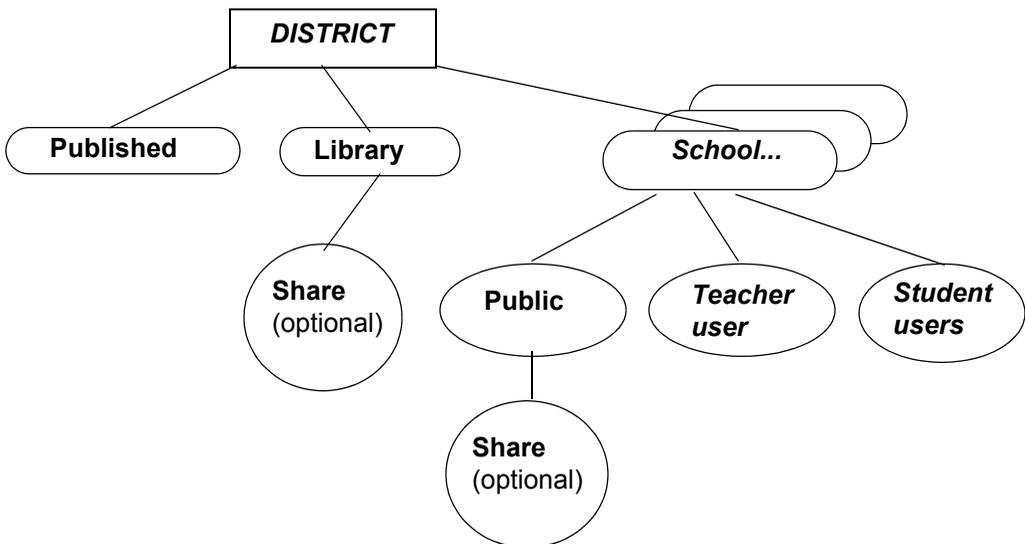
Because the Web Universal Library is integrated with powerful Web-based VPORT database management system, it also serves as one of the backbones of the Web Assignment and Reporting service, providing a central location from which the following activities can take place:

- Teachers can create and Publish assignments, and assign work and documents to groups of or to individual students.
- Students can obtain assignments and related documents, and submit completed work documents to their teachers.
- Teachers can obtain reports on students' work in those documents, including test scores.

An additional feature includes access to file and folder data such as date last modified.

## Web Universal Library Structure

The Web Universal Library is a structured file system with the following folders:



- The **District** folder contains the Published folder, the Library folder and a folder for each school. Each district has its own District folder and one district does not have access to other districts' folders.
- The **Published** folder contains private documents that have a specific recipient/student who can download those documents as part of

assignments. Once published, no one can edit files in the Published folder. The documents in the Published folder are accessible District-wide. For more information on publishing documents and assignments, see Chapter 3, *Kurzweil 3000 Web Assignment and Reporting Service* on page 55.

- The **Library** is where files that a district wants to share across its schools and users are stored. This can include all curriculum files. Library files are accessible district-wide. No user can copy, rename or delete the Library.
- Optionally, the District Administrator may create a **Share** subfolder in the Library for all users, including students, to post files. Students have Read-Write privilege for collaboration, peer review, self-publishing and sharing with others in the district.
- The **school** folder contains the Public and user folders for the school. If there are multiple schools, there would be multiple corresponding school folders.
- The **Public** folder holds files and documents that are accessible school-wide, however, student-level users do not have Write privilege.
- Optionally, School staff, Principals, and Teachers may create a **Share** subfolder in the Public folder that is accessible to anyone in the school. The Share folder can be a space where students have Read-Write privilege for collaboration, peer review, self-publishing and sharing with others within their school.
- **Users** folders are private, containing documents that can be seen only by the owner of the folder. A student, for instance, cannot see another student's private work. User folders are created as users log in for the first time. Teachers, however have access to students' folders.

It's always a good idea to keep the Web Universal Library organized to make it easy to find files.

You can place documents of virtually any file format that Kurzweil 3000 supports (except DAISY) into the Web Universal Library.

## Read-Write Access

File access in the Web Universal Library depends on the user privilege level that was specified in the VPORT database when your user account was set up.

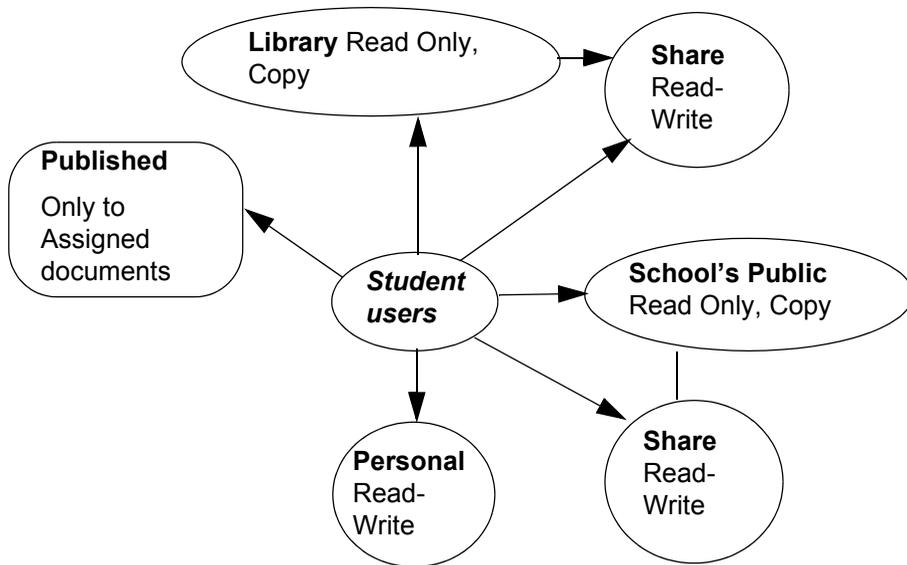
### Read-Write Access For Students

<b>Own User</b> folders and files	<b>Other</b> <b>Users'</b> folders and files	<b>Public</b> (school- wide)	<b>Library</b> (district- wide)	<b>Published</b> (district-wide)
Read, Write, Create, Rename, Save, Delete.	No access.	Read and Copy.  Read, Write, Create, Rename, Save, Delete in school's Public <b>optional</b> Share subfolder.	Read and Copy.  Read, Write, Create, Rename, Save, Delete in Library <b>optional</b> Share subfolder.	No access to documents unless they were assigned to use the documents.  Read assignment documents.  No access at all when using Open from Library.  No Write access when using Save to Library.

Students have:

- Read-Write permissions for documents in their own user folders and in the Library/Share and school Public/Share folders. In those folders, students may also create, save, copy, cut, rename files and subfolders.

- Read-Write permissions only for documents from the Published folder that are part of assignments assigned directly to them.
- Read and Copy permission for documents in the school Public and Library folders.

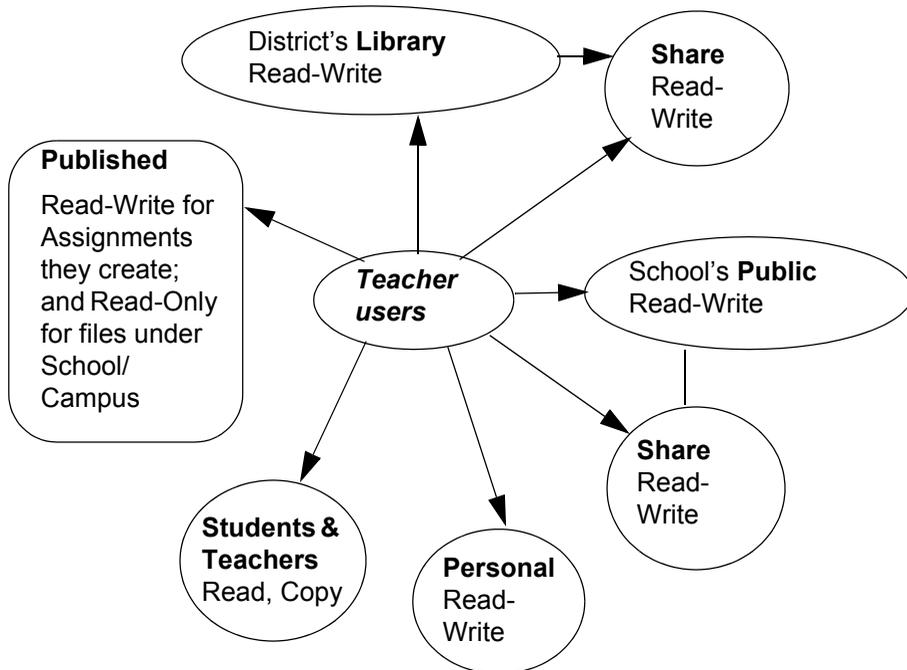


**Read-Write Access For Teachers.**

<b>Own User</b> folders and files	<b>Other</b> <b>Users'</b> folders and files	<b>Public</b> (school- wide)	<b>Library</b> (district- wide)	<b>Published</b> (district-wide)
Read, Write, Create, Rename, Save, Delete.	Read and Copy students' and other teachers' files.	Read, Write, Create, Rename, Save, Delete.	Read, Write, Create, Rename, Save, Delete.	Read access to district- wide Published documents via Open from Library command.  No Write access when Saving to Library, but can Publish assignment documents to the Published folder.

Teachers have:

- Read-Write and file management permissions for files and subfolders in their own user folders, the Library and School Public folders, and for files and assignments that they published in the Published folder.
- Read rights for district-wide Published documents.
- Publish rights for assignment documents.
- Read and Copy permissions for students' and other teachers' documents.



**Principals/Campus Coaches** have the same Read-Write privileges as Teachers, with access to the school that he/she was set up for in VPORT, and no other schools. The only difference is for the Published folder; the Principal has read access only, but cannot modify/publish anything.

**Note:** Documents must be Published in order for them to be used in Assignments (see [Chapter 3, Kurzweil 3000 Web Assignment and Reporting Service](#)). Once Published, such documents CANNOT be deleted because removal could significantly impact results when attempting to use these files for Assignments. Due to this limitation, caution should be used when Publishing documents to ensure that they are in their final intended state.

## The Web Universal Library or the LAN Universal Library

If your organization has the LAN Universal Library setup, you may wonder about the differences between the LAN and the Web Universal Libraries. The following table may be helpful in comparing the two.

	LAN	Web
<b>Availability</b>	Limited to users within the local area network.	To any anyone with Internet access who is licensed for your site.
<b>Setup</b>	IT or school administrator.	Automatically available.
<b>Access</b>	All users can access documents.	Permission based. See <a href="#">Read-Write Access</a> on page 41.
<b>Backup</b>	Manually	Automatically
<b>Speed</b>	Fast.	Dependent on your Internet service.
<b>Assignments</b>	Limited to sharing documents. All users can see and access the documents.	Teacher with permission can make assignments to specified class or students. Students can download assignments along with any related documents for reading or taking tests.
<b>Reports</b>	No	Yes, from feature and system usage reports to test scores for individual students and class-, school- or district-wide.

The Web Universal Library offers powerful functionality and is an integral part of the Assignment and Reporting system. In addition, it is included with Kurzweil 3000 Web License Edition and installed automatically.

### Opting for LAN Universal Library

If you want to continue using the LAN Universal Library, you must use the Web License Administrator to specify this option.

### **Important Notes:**

- By opting for the LAN Universal Library, you will not have the use of the Assignment and Reporting services; the Web Universal Library is a requirement for the Assignment and Reporting system.
- Once you choose LAN Universal Library, you cannot revert back to the Web Universal Library option without contacting Cambium Learning Support.
- When setting Share options for the LAN Universal Library, it is highly recommended that you work within the district guidelines, or use IT Network Drive sharing best practices to avoid potential security breach. Sharing/assigning rights for the LAN Universal Library outside of the main user group, may produce unintended and undesirable results, such as the loss or corruption of files in the library.

### **To opt for LAN Universal Library**

1. Use the product DVD. From **My Computer**, open the DVD contents.
2. Find the **WebLicAdmin** folder.
3. Find and run the **WebLicAdmin.exe** file.
4. Log in as Principal or Campus Coach.
5. Click **LAN Universal Library Option**.
6. Select the school if there are more than one.
7. Select **LAN**.
8. Enter the path for the LAN Universal Library.
9. Click **OK**.

## Using the Web Universal Library

This section provides information about saving to and opening documents in the Web Universal Library. For more information about publishing documents, see Chapter 3, [Kurzweil 3000 Web Assignment and Reporting Service](#) on page 55.

**Note:** If your user account is associated with a district, you will have Web Universal Library access, unless the district has opted for the LAN Universal Library.

### Opening a Document from the Web Universal Library

#### To open a document from the Library:

1. From the **File** menu, choose **Open from Library**.
2. In the **Open from the Universal Library** dialog, in the left-hand pane, click the folder from which you want to open a file. You may have to open subfolders.
3. In the right-hand pane, select the file you want.
4. Click **Open**.

The file opens in Kurzweil 3000.

#### To open a document from the Classic Literature collection:

1. From the File menu, choose Open from Library.
2. In the Open from the Universal Library dialog, in the left-hand pane, click the folder called Shared Collection, then Classic Literature. The subfolders are organized alphabetically by authors and topics. Navigate to the subfolder you want.
3. In the right-hand pane, select the file you want.
4. Click Open.

Note: you can also search for a Classic Literature file by using Online Search.

## Saving an Open Document to the Web Universal Library

You can save any file that is in a Kurzweil 3000-supported file format (except DAISY).

When saving a file, you are essentially uploading it to the Web server, and the time and speed by which a file is uploaded depend on the Internet line and service that your site is using. Generally, we recommend 50 pages or fewer per file, so if you have a rather large text book, it's a good idea to separate the chapters and save a chapter at a time.

**5.** 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** to open the **Save to the Universal Library** dialog.
- 3.** In the dialog, do the following:

Specify where you want to place the file, by clicking the desired folder in the left-hand pane.

(Optional) If you want to create a new folder in which to save this document, click the **New Folder** button in the upper right-hand corner.

(Optional) Change the file name. Note that semicolons are not permitted in file/folder names.

(Optional) Specify another file format.

- 4.** Click **Save**.

### Notes:

- If you save a file to the Web Universal Library and do not specify extension, Kurzweil 3000 takes the current format.
- If you opened a file from the Web Universal Library, and if you have write access to the folder that the file came from, when you modify that file, and save it, it will automatically save back to the Library.
- You cannot “save” a file to the Published folder; it must be “published.” See Chapter 3, *Kurzweil 3000 Web Assignment and Reporting Service* on page 55.

- If your cursor (current focus) is on an open Column Note and you save to Web Universal Library, you will be able to save the Column Notes as a .k3c file into the Library.

## ***Organizing and Managing Folders and Files in the Web Universal Library***

While any user can organize and manage files and subfolders in his/her own user folder, if you are a District Administrator or Principal, it's a good idea to plan and implement how you want the Library to be organized, in particular, for the Published folder.

Consider creating folders in the following suggested hierarchical schemes. The scheme you choose would depend on how widely the Library will be used, or what you think will be the easiest structure for your users to follow.

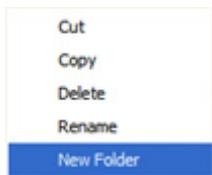
- Set up folders by district, schools in each district, classes in each school.
- Set up folders by teachers.
- Set up folders by classes.

### **To create a new folder:**

Note that you can only create a new folder that exists under your user folder.

1. From the **File** menu, choose either **Open from Library** or **Save to Library**.
2. In the dialog, in the left-hand pane, click the folder in which you want to place the new folder.
3. Do one of the following:

In the left-hand pane, open the Right Mouse button menu and choose **New Folder**.



In the right-hand pane, open the Right Mouse button menu and choose **New Folder**.



Or in the dialog, in the upper right-hand corner, click the **New Folder** button.

4. Type the name of the folder in the **Folder Name** box that appears. Note that semicolons are not permitted in file/folder names.



5. Click **Add**.

### To cut, copy, delete, rename a folder or file:

Note that you can only cut, copy, delete, rename a folder or file under your user folder. Also, semicolons are not permitted in file/folder names.

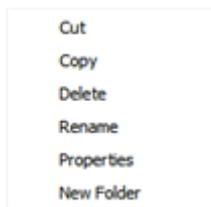
1. From the **File** menu, choose either **Open from Library** or **Save to Library**.

2. In the dialog, do one of the following:

For a folder: Select the folder in the left-hand pane.

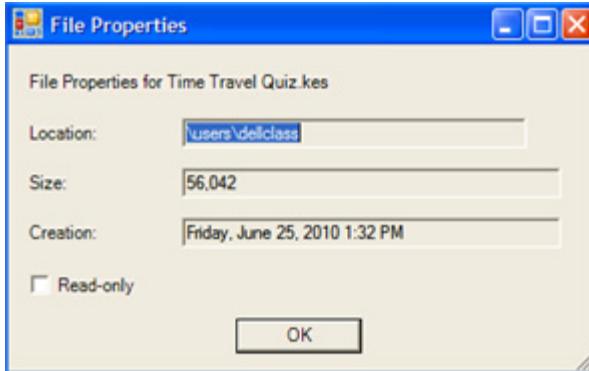
For a file: First, in the left-hand pane, select the folder in which the file(s) are located. Next, select the file(s) from the right-hand pane.

3. Right-click to open the Right Mouse Button menu and choose the command you want. The menu below is the File Right Mouse Button menu. The Folder menu is similar, but does not have Properties.



**To view file properties:**

1. From the **File** menu, choose **Open from Universal Library**.
2. In the dialog, select the file you want in right-hand pane, then right-click to open the Right Mouse Button menu. Select **Properties** to open the **File Properties** dialog.



3. Click **OK**.

## Uploading to the Web Universal Library

Upload to Universal Library is a time-saving utility when you have multiple books and files you want to upload to the Web Universal Library for access by everyone in your school or district. The utility can upload files and entire folders along with their subfolders to your school or district's general Universal Library folder.

### To upload to the Web Universal Library:

Before you begin:

- Ensure that the Web Universal Library has been set up.
- Ensure that your network is set to Shared.
- You know the location of the folder or files you want to upload.
- You have proper credentials: District Administrator (for district or school-level uploads), or Principal /Campus Coach (for school-level uploads).

1. Use the product DVD. From **My Computer**, open the DVD contents.
2. Find the **WebLicAdmin** folder.
3. Find and run the **WebLicAdmin** file.
4. Log in as District Administrator (for district or school-level uploads), or Principal /Campus Coach (for school-level uploads)..
5. Click **Upload to Web Universal Library**.

6. In the **Upload** dialog, select District or school.



7. **Browse for Folder** or **File** to find and select the source you want to upload.
8. Click **Upload**.



# 3 Kurzweil 3000 Web Assignment and Reporting Service

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This chapter includes the following topics:

- [Assignment and Reporting Overview](#) on page 56.
- [Logging In](#) on page 58.
- [The Kurzweil 3000 Web Assignment Service](#) on page 60.
- [Teacher Assignment Tasks](#) on page 74.
- [Student Assignment Tasks](#) on page 102.
- [The Kurzweil 3000 Web Reporting Service](#) on page 112.
- [Class Reporting](#) on page 113.
- [Class Management](#) on page 114.

## Assignment and Reporting Overview

The Kurzweil 3000 Assignment and Reporting service leverages Kurzweil 3000 Web License Edition to provide schools with powerful, robust and secure tracking and management of assignments and product usage.

In addition, student progress is gauged and tracked through scorable documents and presented in a variety of views, from District and School to Class and Individual student.

A central component of the Assignment and Reporting service is Cambium Learning Voyager Passport (VPORT), an online data management system.

To use the Assignment and Reporting system, teachers and students must first be set up in VPORT. See [Logging in to VPORT](#) on page 8, and [Setting Up and Managing Teachers \(Principal/Campus Coach\)](#) on page 16. Note that users with Principal accounts may also sign in and use Kurzweil 300, however, Assignment and Reporting would not be available.

In addition, the Assignment service is also connected to the Web License Universal Library, providing the ability to publish files for shared access and reuse. For more information, see [The Kurzweil 3000 Web Assignment Service](#) on page 60, [The Kurzweil 3000 Web Reporting Service](#) on page 112, and [Chapter 2, Web Universal Library Service](#).

### About Tags

One recurring concept in Web Universal Library and Assignment Service is “tags.” A tag is a keyword or term assigned to a piece of information that describes and categorizes that information so that it will be quick and easy for users to find what they need.

Tags are used somewhat like index entries so that users can search for information based on keyword(s). For example, reading material, say a newspaper article about the French Revolution, could have the following as tags: France absolute monarchy Enlightenment Bastille. When a user searches on any of those terms, the article would appear in the list of results. Notice that tags do not have to have delimiters, such as commas and semicolons, between terms because Kurzweil 3000 recognizes single words.

You encounter tags in a few places in the Web License product: when you save a document to the Web Universal Library or Publish a document, and when you search for a Published document or assignment.

# Logging In

## Before you log in:

Login requires the following:

- Your account has been set up in VPORT, and you have your assigned user name and password. If you are a teacher, you would get this information from either the system administrator or principal. Students would get this information from the teacher, system administrator or principal.
- The Kurzweil 3000 Web License Client software has been installed on the computer you want to use.

## To log in:

1. Double-click the **Kurzweil 3000** icon on the desktop to open the **Login** dialog.



2. Enter **User Name** and **Password**.
3. From the **License Type** list, select the type of Kurzweil 3000 product license you want to use:
  - Kurzweil 3000 Learnstation

- Kurzweil 3000 B/W Professional
- Kurzweil 3000 Color Professional

4. Click **OK**.

**To log in as Guest user:**

You must have the Guest User Name and Password to use this option. Obtain this information from the District Administrator.

1. In the **Login** dialog, click the text, “**Don’t have sign-in information?**”
2. From the **Options** list, select **Sign in as Guest**.
3. Enter the Guest **User Name** and **Password**, then click **OK**. If the information is already filled in, click **OK**.

Guest users have student-level access.

**If you do not have login information:**

1. In the **Login** dialog, click the text, “**Don’t have sign-in information?**”
2. Use the **Options** list to select one of the following, then click **OK**.

- **Retrieve class list.**

Upon clicking OK, a message appears directing students to ask the teacher to log in to see a student list. When the teacher logs in, a dialog appears.

Select the desired Class, then select the student from the Student list, then click **OK**.

- **Get registered.**

Upon clicking OK, a message appears directing students to request their teacher to register them in VPORT. The teacher will then give the student a User ID and Password to use to log in.

- **Sign in as guest.** See [To log in as Guest user: on page 59](#).

## The Kurzweil 3000 Web Assignment Service

The Assignment service is designed to let teachers:

- Create a wide range of assignments, from simple instructions for reading a bundled document or answering questions on a worksheet to secondary- and university-level assignments requiring reading multiple documents, taking scorable tests and writing essays and research papers.
- Electronically distribute assignments to multiple levels of users and groups, from students in all classes, students in a specific class to a single student.
- Quickly change instructions, add or omit documents to customize assignments based on the needs or learning level of the recipients.
- Easily gather and bundle assignment-related files — worksheets, e-content for reading, and other electronic source — with instructions. Everything the student needs to complete an assignment is together in one place.
- Monitor student progress in completing assignments, from student assignment start date to assignment submission.
- Manage assignments throughout their lifecycle, from initial assignment to archival.
- Collaborate with students and respond to students' questions.
- Reuse and share assignments and resources.
- Obtain assignment information, such as author, to whom it was assigned, list of documents, even after the assignment goes into archive.

Students are able to:

- Have everything they need for an assignment at their fingertips.
- Log their questions while the assignment is still fresh. If the teacher is online and viewing assignment status, students may be able to receive real-time responses.

- Hear and review instructions whenever and however many times they want or need, without having to tap teachers' time.
- Access assignment information such as due dates and document lists.
- Submit completed work.

In addition to Kurzweil 3000 Web License, the Assignment service backbone comprises the Web Universal Library and VPORT. The Web Universal Library provides the storage and permission-based access to assignments and their related documents and files, while VPORT data management tracks assignments as they go from creation by teachers to completion by students. Specifically, VPORT tracks:

- System usage through Client user logins.
- Teacher assignment creation.
- Teacher assignments to students.
- Student completion of assignments.
- Student activities completed.
- Student scores.

## About Assignments

The term “assignment,” in the context of the Kurzweil 3000 Web Assignment service, generally means the entire bundled assignment, which includes the description or instructions along with any associated documents such as reading material, worksheets and tests.

### Types of Assignments

Typical assignments may be one or more of the following types:

- **Reading** assignment, where students are asked to read an assigned document and indicate when they have done so.
- **Test** assignment, where students are asked to provide answers to questions embedded in an assigned document, then submit the answer document. In Kurzweil 3000, you could create a test document that is a simple Fill-in-the-Blanks worksheet, or that has Bubble Note Multiple Choice questions. Only Bubble Note Multiple Choice and True or False questions are scorable by VPORT for subsequent reporting.
- **Essay** assignment, where students respond to an assignment by creating a new document. That response document could be anything from study notes to an outline to a completed essay. These documents may be submitted at any specified point.

### Parts of an Assignment

You can bundle an assignment in a variety of different ways, for example:

- A simple assignment may consist of quick instructions in the assignment description with no documents that the student needs to read or for which students have to answer questions.
- A complex assignment, such as a research project, might entail reading multiple documents, and submitting notes as well as a finished paper.

Typically, assignments have two main parts:

- The Assignment, consisting of a description, and a due date.
- (Optional) Assignment Document(s) that can be a Reading Document which students must read, or a Response Document for which students

must input a response or answers. Reading Documents may be in a variety of file formats (except DAISY).

### **Types of Documents Associated with Assignments**

In the Assignment system and throughout product documentation, you will encounter a few terms relating to documents. The following is a quick list and explanation of those terms.

Note that before a document can be added to an assignment, that document must be published.

- **Reading** documents - documents that are for students to read.
- **Answer** documents - documents that contain questions for which students must submit a response. These documents could have any combination of Fill-in-the Blanks Text Notes and text, Multiple Choice and True/False Bubble Notes. The last two types are scorable by the Kurzweil 3000 Web License Reporting Service.
- **New** documents - new blank documents that are for any type of written response by students, from study notes to outlines and essays to research papers.

### **The Assignment Lifecycle**

A typical assignment goes through the following states:

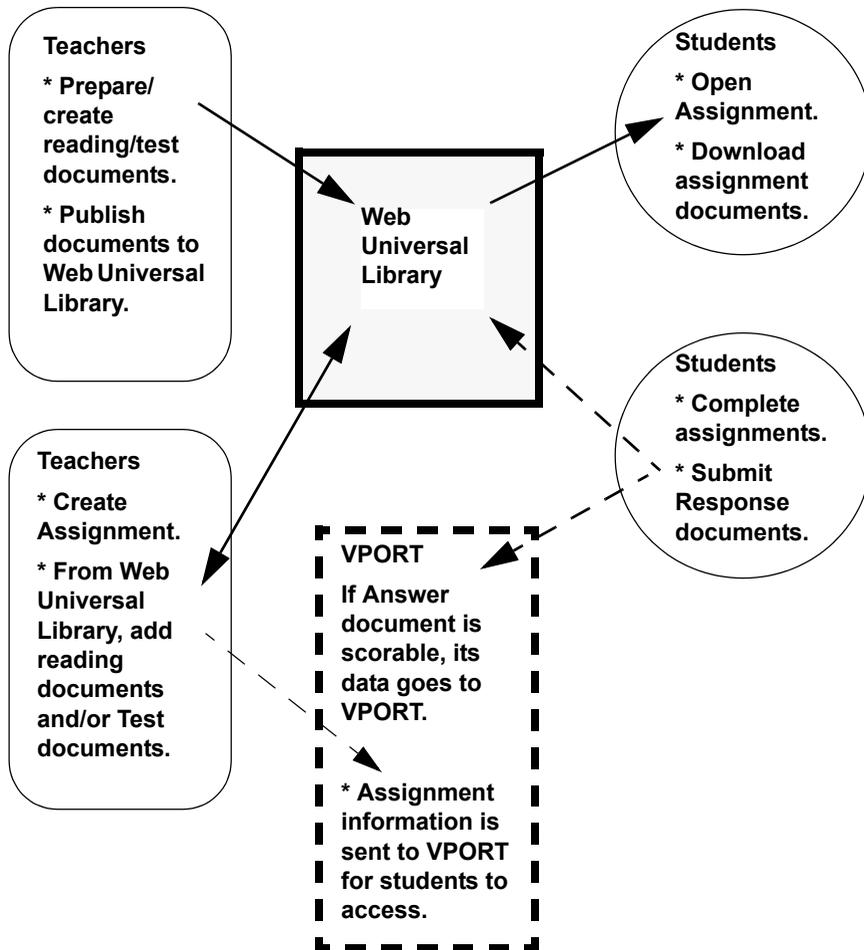
- **Not Assigned** - teacher is working on putting the assignment/documents together.
- **Assigned** - student/teacher can find the assignment on his/her list.
- **Not Started** - student has not looked at the assignment.
- **Started** - student is working.
- **In Progress** - student has saved some work in the assignment, but has not submitted it
- **Submitted** - student has completed the assignment and has submitted to teacher; assignment's status changes in teacher's list.
- **Acceptance** - teacher accepts the submitted assignment; assignment is moved to the completed Assignments list. If not accepted, teacher can

give student further instructions and the assignment goes back to In Progress state.

- Archived Assignments - for a specified length of time, in a specified location in the Web Universal Library, where they may be shared and reused.

## Assignments and the Web Universal Library

The Web Universal Library file repository is the hub of the Assignment system, storing documents and assignments for teachers, students, as well as entire schools and districts to access.



- After preparing documents for assignment, teachers Publish those documents to the Published folder in the Web Universal Library.

- As teachers create assignments, they can add documents from the Library to the assignments.
- When they have finished creating an assignment, it is sent to VPORT, making it accessible for students to open, and for other teachers to share and reuse.
- When students open assignments and their associated documents, those assignments and documents are opening from the Library.
- As students save work in progress files or submit response documents, those files and documents can go to the Library and/or to the VPORT data management system depending on the type of information that is in them. For instance, highlights and notes are saved to the Library while scorable answers in Bubble Notes are saved to VPORT for reporting purposes.

## About Publishing Documents

The Web Universal Library contains a Published folder, which stores teacher-published documents for your students to access for assignments.

Any document added to an assignment must be published to the Web Universal Library first. Files of any file format (including .KWL Kurzweil 3000 word lists, but with the exception of DAISY) may be published. For a test to be scorable, it must contain Bubble Notes Multiple Choice or Bubble Notes True or False questions and must be saved in .KES format.

When Kurzweil 3000 publishes a document, it also encrypts it, so only authorized users may access it. Once published, documents cannot be modified.

Kurzweil 3000 collects and maintains document information, such as author/originator, creation date, and size for ease of retrieval.

Student users can access and see only the assignment and its associated documents that are assigned to them.

See [Preparing and Publishing Assignment Documents](#) on page 74 for more information.

## About Scorable Documents

Kurzweil 3000 Web License Reporting service, in conjunction with VPORT, provides automatic grading for certain types of test documents.

A test document is scorable if it has Multiple Choice and/or True or False questions in Bubble Notes. It may also contain Text Notes, such as Fill-in-the-Blanks, as well as text Bubble Notes, however, only the Multiple Choice and True/False answers are collected for scoring.

It's possible to view answers to questions that are not scorable, so that as a teacher, you could read and manually grade those answers.

Grading reports may be based on students from a group, such as a class, to a specific individual. Reports may also be or based on questions or assignments. See [Class Reporting](#) on page 113 for more on reports.

## General Assignment Process for Teachers

Teacher tasks include the following. Details for each task are presented in subsequent sections in this chapter.

1. Plan the document and assignment.
2. Prepare and Publish assignment-related documents and files.
3. Create and assign the Assignment.
4. Monitor and manage the assignment as students work.
5. Respond to, collaborate and work with student(s) to provide comments and feedback.
6. Accept and Close/archive the assignment.
7. You could also Reject an assignment.

## General Assignment Process for Students

Student tasks consist of the following. Details for each task are presented in subsequent sections in this chapter.

1. View assignments.
2. Work on an assignment.
3. Ask for help or feedback; collaborate and work with teachers.
4. Submit the assignment work document(s).

## The Assignment User Interface

For systems that have Kurzweil 3000 Web License Assignment and Reporting, the Kurzweil 3000 menu bar includes the **Assignment** menu, which appears after the **File** and **Edit** menus.



In the **Main** toolbar, there should also be the **Assignment** button .

The Assignment menu and button present different displays depending on whether the user is a Teacher or a Student.

In addition in any of the Assignment dialogs, a right mouse button click opens the Right Mouse Button menu.

### *The Teacher Assignment Menu and Button*

The Teacher **Assignment** menu contains the following items:

- **My Assignment List** - opens the Teacher **Assignment List** dialog, the starting point for all teacher Assignment tasks.
- **New Assignment** - opens the **New Assignment** dialog.
- **Classroom Management** - opens the VPORT **My Class Roster** page for adding, editing and managing student information.
- **Class Reporting** - opens the VPORT **Dashboard** for accessing various Assignment reports.

The Teacher **Assignment** button also opens the Teacher **Assignment List**.

### ***The Teacher Assignment List***

The main teacher dialog is the Teacher **Assignment List** dialog, which opens to the default **Current Assignments** view.

Using the Assignment List dialog, you can do the following tasks:

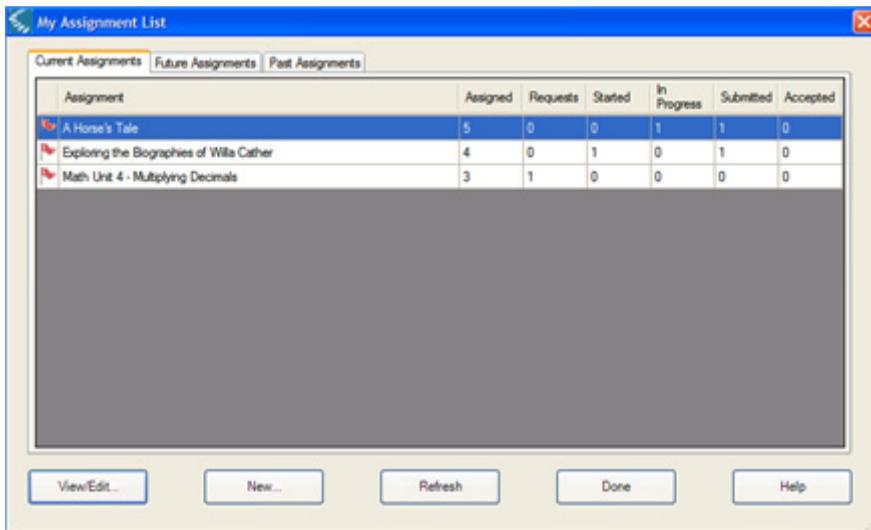
- View assignments in multiple views, from group level to the individual assignment level.
- Edit assignments.
- Create New assignments.

Each assignment has associated information. In the Current Assignments view, the information is presented at the group level, that is, all the assignments that are active. Each information category is given in the number of students.

- The number of students to whom the assignment is **Assigned**.
- The number of students awaiting teacher's responses to their **Requests**.
- The number of students who have **Started** the assignment.
- The number of students who have work **In Progress** files.
- The number of students who have completed and **Submitted** their assignment documents.
- The number of students whose assignment documents the teacher has **Accepted**.

In the screen capture below, in the Assigned column, there are five students with Horse's Tale assignment, four with Exploring the Biographies of Willa Cather, and three with Math Unit 4 - Multiplying Decimals.

For the Math Unit 4 assignment, there is one student who has a Request. One student has Started the Willa Cather assignment. One student has saved work in progress for the Horse's Tale assignment and another has submitted the assignment. The teacher has not accepted the submitted assignment yet.



At the bottom of the dialog are the following buttons:

**View/Edit** - opens the **View/Edit Assignment** dialog for viewing information about a selected Assignment, the Documents in the assignment, the Students to whom the assignment was given, and their status in the assignment process. It's also possible to exchange messages with students, and Add/Remove students from the assignment.

**New** - opens the **New Assignment** dialog for creating another assignment.

**Refresh** - gets updated information from the VPORT database for real-time assignment status.

**Done** - closes the dialog.

**Help** - opens the dialog Help file.

Because the information is presented in tables in the Assignment dialogs, it is possible to change the sorting by clicking the column header. By default, Kurzweil 3000 sorts alphabetically in ascending (A to Z) order. You can also sort by order of severity by clicking the flag column; by default, Kurzweil 3000 presents all flagged items first. Whatever sort order you used last is the sort order presented the next time you open the Assignment dialog.

### ***The Student Assignment Menu and Button***

The Student **Assignment** menu contains the following items:

- **My Assignment List** - opens the Student Assignment List.
- **Ask Question** - opens the Assignment Log for exchanging and viewing messages with the teacher.
- **Document List** - shows a list of the document(s) associated with the assignment.
- **Response Document** - opens the assignment's Response Document, which is the document that must be submitted to the teacher.
- **Save in Progress** - saves assignment work to the Assignment service, and alerts the teacher that there is a status change.
- **Close My Work** - saves and closes the assignment.
- **Submit** - sends the currently opened Response Document to the Assignment service which notifies the teacher that it has been submitted.

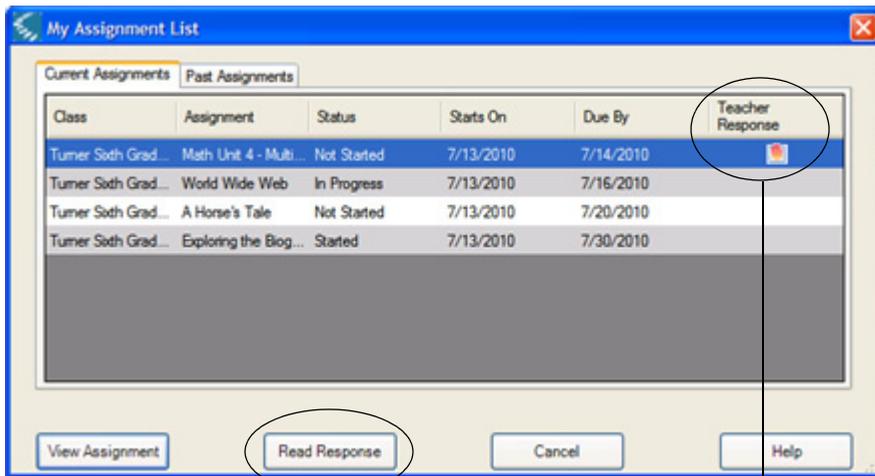
The Student **Assignment** button opens the **Student Assignment List**.

### ***The Student Assignment List***

In the Student **Assignment List** dialog, you can do the following tasks:

- View **Current Assignments** and **Past Assignments**.
- Ask the Teacher a question about the selected assignment, or if there is a response, open and read it.

The screen capture below is a sample Current Assignments list view. Notice the hand-in-frame icon in the Teacher Response column indicating that the teacher has responded to the student's question.



Changes from Ask Question when there is no response and to Read Response when there is a response.

Hand-in-frame icon indicates the teacher has responded.  
Click Read Response to open the log and read the response.

Each assignment has associated information:

- The Class.
- The Assignment title.
- Assignment Status.
- Start date: indicates the date the Teacher assigned the assignment.
- Due date.
- Whether a Teacher has responded to a request.

At the bottom of the dialog are the following buttons:

**View Assignment** - opens the Open Assignment Documents dialog for viewing information about the Assignment. If there is document(s) associated with the assignment, it is in the list.

**Read Response/Ask Question** - opens the Assignment **Log** dialog exchanging messages with the teacher.

**Refresh** - gets updated information from the VPORT database for real-time assignment status.

**Cancel** - closes the dialog.

**Help** opens the dialog Help file.

Because the information is presented in tables in the Assignment dialogs, it is possible to change the sorting by clicking the column header. By default, Kurzweil 3000 sorts alphabetically in ascending (A to Z) order. Whatever sort order you used last is the sort order presented the next time you open the Assignment dialog.

## Teacher Assignment Tasks

The teacher's assignment tasks consist of:

- Initial Planning
- Preparing and Publishing Documents
- Creating and Assigning Assignments to Students
- Managing Assignments and Students

### Initial Planning

While the assignment process is straight forward, as a teacher, you may want to consider planning the assignment first by using the following questions as guidelines.

- What type of assignment will it be?
- What documents do you want to add to the assignment, for reading, for testing?
- What documents already exist that you can publish/post or reuse from the Web Universal Library?
- Do you want the test be scorable? If so, you must embed Bubble Notes in the document.
- To which class(es) or student(s) do you want to assign the work?

### Preparing and Publishing Assignment Documents

Typically, there are two parts to an assignment:

- The assignment description.
- Any assignment documents for reading or providing a response.

Some starting points for preparing an assignment document are:

- Create a new document.
- Scan a document. The document will be a .KES image file.

- Annotate a document.
- Add Fill in the Blanks, making the document a quiz or a test (these documents would not be scorable by Kurzweil 3000 Reporting service).
- Add Bubble Notes with Multiple Choice and/or True or False type questions, making the document a quiz or a test that Kurzweil 3000 Reporting service can grade and provide if you provide an Answer Document, are scorable and results are retrievable from the Reporting system.
- Create a text document and add a prompt for a written response.
- Use an existing document.

**Notes:**

- If this is the first time you are publishing to the Published folder, and a school administrator has not already created a folder for you or your class, you can use the Add Folder feature to create an organization that works for you.
- A document in any Kurzweil 3000 supported file format (except DAISY) may be published.
- Be sure to save assignment documents in the .KES format.

***Creating a Scorable Document***

A scorable document is one that contains Bubble Notes with True or False and/or Multiple Choice questions.

When a scorable document is published, all the answers are removed so that students do not see them.

1. Open the test document.
2. Use the **Bubble Note** feature from the **Tools Note** submenu to embed questions throughout the document, or place one at the end of the reading section. Select **True or False** or one of the **Multiple Choice** options.

**Note:** A Multiple Choice question that has multiple answers is not scorable.

3. Answer the questions now as you create the questions. Use the Bubble Note **Preview** dialog to enter answers. Alternatively, you could go back into the document and answer the questions, as a student would do.
4. Save the document.

The document is ready to publish. See [Publishing a Scorable Document](#) on page 76.

### ***Publishing a Scorable Document***

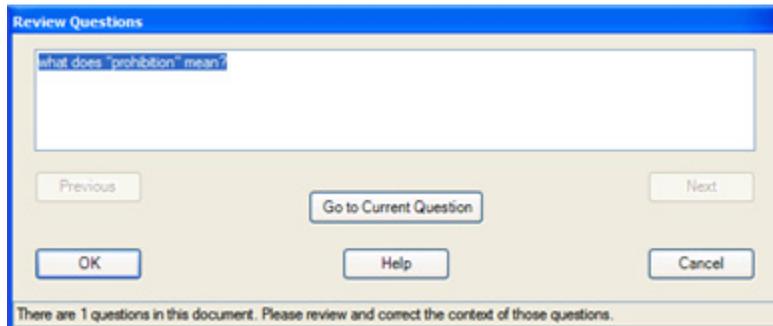
The following steps are for publishing a document that has scorable questions in it.

Recall that a scorable question is either a True or False, or Multiple Choice question in a Bubble Note.

Be sure to answer *all* the questions in the document; see [Creating a Scorable Document](#) on page 75.

1. Open the document. Save it if you have just edited it.
2. From the **File** menu, choose **Publish**.

The **Review Questions** dialog opens, giving you the opportunity to review questions you have placed in the document.



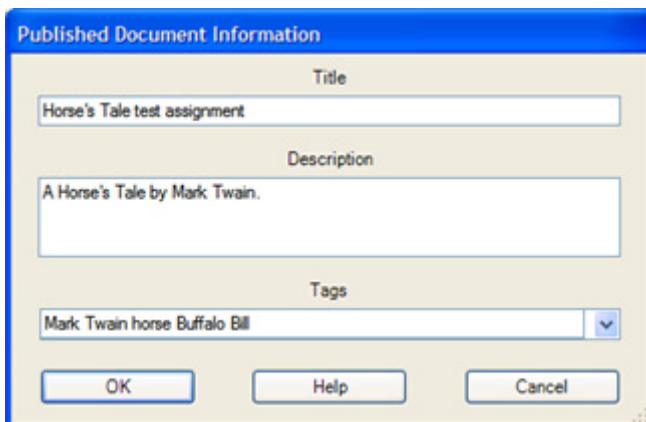
Note that the text here is what will appear in the reports from VPOR. Students do not see the answers.

3. You can navigate the questions in a number of ways, click:

- **Previous** and **Next** buttons to go forward and backward.
  - **Go to Current Question** to see the actual Bubble Note in context in the document.
4. When you are finished reviewing and editing, click **OK**.
  5. The **Published Document Information** dialog opens.
  6. Specify **Title**, enter a **Description**, and add **Tags** that you want. Then click **OK**.

For information about tags, see [About Tags](#) on page 56.

The screen capture below has sample title, description and tags.



The screenshot shows a dialog box titled "Published Document Information". It has three input fields: "Title" containing "Horse's Tale test assignment", "Description" containing "A Horse's Tale by Mark Twain.", and "Tags" containing "Mark Twain horse Buffalo Bill". At the bottom are three buttons: "OK", "Help", and "Cancel".

The document is in the **Published** folder in the Web Universal Library, and you are ready to create an assignment and add the document to the assignment.

### ***Publishing a Non-Scorable Document***

The following steps are for publishing a document that does not have scorable questions in it.

1. Open the document. Save it if you have just edited it.
2. From the **File** menu, choose **Publish** to open the **Published Document Information** dialog.
3. Specify **Title**, enter a **Description**, and add **Tags** that you want. Then click **OK**.

The document is in the Published folder in the Web Universal Library, and you are ready to create an assignment and add the document to the assignment.

## Creating an Assignment and Assigning It

You can create a new assignment from scratch, start from an existing assignment, or use a Past assignment.

### To create an assignment from scratch:

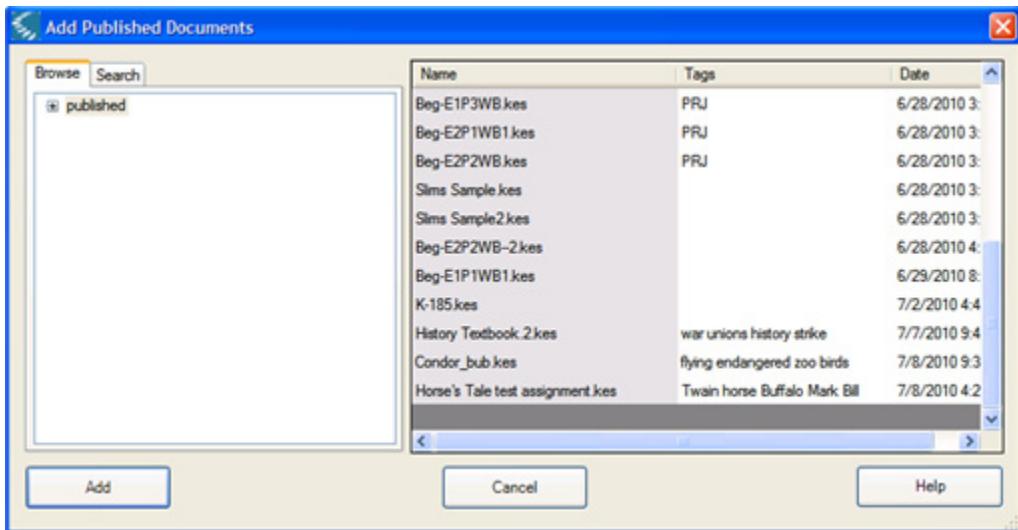
1. Open the **New Assignment** dialog.

Click the **Assignment** button or from the **Assignment** menu, choose **New Assignment**.

The screenshot shows the 'New Assignment' dialog box. It features a title bar with the text 'New Assignment' and a close button. The main area contains a 'Start From Existing Assignment...' button, a 'Title:' text box, a 'Description:' text area, a 'Tags:' dropdown menu, and a 'Response Type:' dropdown menu set to 'No Response'. Below these is a 'Document List' section with an empty list box, 'Add Document...' and 'Remove Document' buttons, and a red triangle icon. At the bottom is an 'Assign To' section with an empty list box, 'Class:', 'Begin Date:' (7/20/2010), 'Due Date:' (7/20/2010), 'Add Student(s)...', and 'Remove Student(s)' buttons. At the very bottom are 'OK', 'Cancel', and 'Help' buttons.

2. Enter a **Title** and **Description**. Add **Tags**.
3. Specify **Response Type**:
  - **No Response** - Use this for reading or other types of assignments that do not require an answer document from the student.
  - **Answer Document** - Select this for assignments that require the student to submit a document with answers or response. This could be documents with Text Notes, Fill in the Blanks, and/or Bubble Notes. Remember that only Bubble Notes with either True or False answer or Multiple Choice are scorable by the Reporting service.
  - **New Document** - Use this for assignments that require students to submit a written response or essay from new documents that they create.
4. Add documents.

Click the **Add Document** button to open the **Add Published Document** dialog.

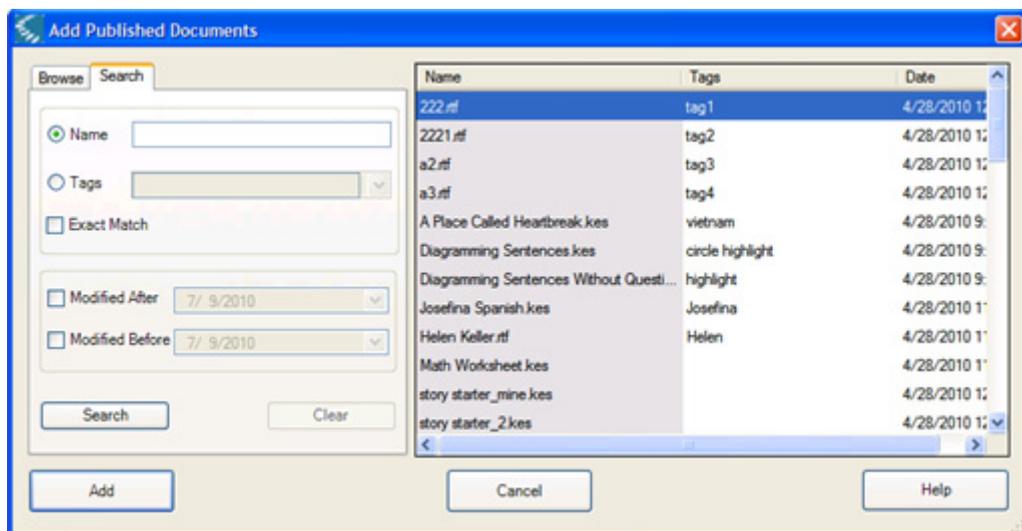


By default, you can browse for and select a file from the right-hand pane. If you want, you could search for the file by clicking the **Search** tab.

Do one of the following: Search by **Name** or **Tags**. Search for **Exact Match**. Search by **Modified Date**.

Click **Search**, then select a file from the right-hand pane.

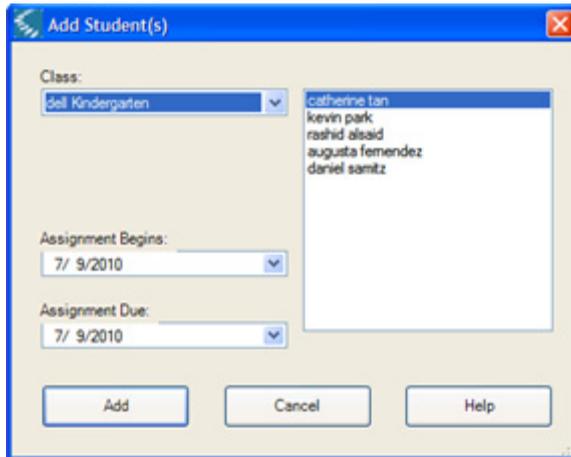
To start a new search, click **Clear**.



Click **Add** to add the document(s) and close the **Add Published Documents** dialog.

5. Assign to student(s).

Click **Add Students** to open the **Add Students** dialog.



In the **Add Students** dialog, do the following:

Select the **Class** that the student(s) is in.

Select the student(s) from the Student list. Use Shift-click to select a contiguous group, or Control-click for non-contiguous selections.

Specify the **Begin** and **Due** dates for the selected student or group of students.

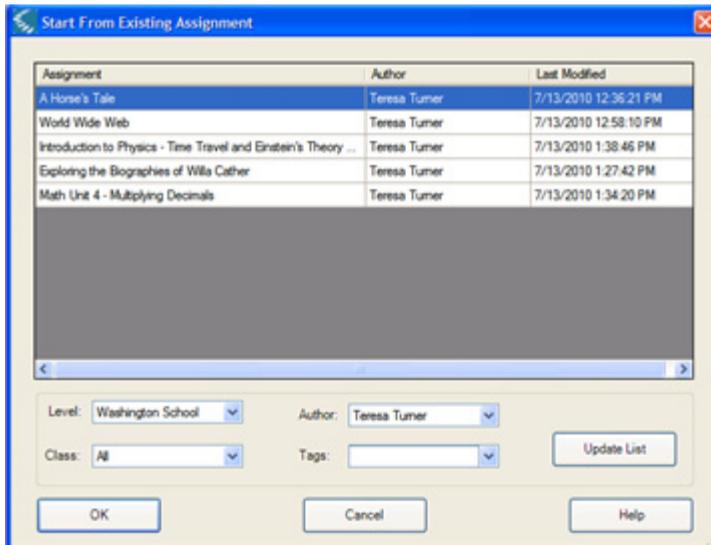
Click **Add** to add students and close the Add Students dialog.

6. Back in the **New Assignment** dialog, click **OK**.

**To start from an existing assignment:**

1. Click the **Assignment** button or from the **Assignment** menu, choose **New Assignment** to open the **New Assignment** dialog.

2. Click **Start from an Existing Assignment** to open the **Start from Existing Assignment** dialog.



3. You can select to search by:
  - **Level** which can be from School to District level, depending on how your Web License is set up.
  - **Class**
  - **Author**
  - **Tags**

Click **Update List**.

4. Select the assignment you want from the list.
5. Click **OK**.

**To use a Past assignment:**

1. Click the **Assignment** button or from the **Assignment** menu, choose **My Assignment List**.
2. Click the **Past Assignments** tab.

3. Select an assignment.
4. Right-click to open the Right Mouse Button menu, and choose Start from Existing Assignment.
5. Select the assignment you want from the list.
6. Click **OK**.

## Managing Assignments/Status of Assignments

Managing and monitoring assignments start at the Assignment List dialog.

### To open the Assignment List dialog:

Click the **Assignment** button or choose **My Assignment List** from the **Assignment** menu.

The default view is Current Assignments.

Assignment	Assigned	Requests	Started	In Progress	Submitted	Accepted
A Horse's Tale	5	0	0	1	1	0
Exploring the Biographies of Willa Cather	4	0	1	0	1	0
Math Unit 4 - Multiplying Decimals	3	1	0	0	0	0

### Viewing and Monitoring Assignment Status

There are two levels of views: group of assignments and individual assignments. Each level has additional views.

At the grouped assignments level, you can opt to see Current Assignments, Future Assignments or Past Assignments.

At the individual assignment level, you can opt to see Assignment Information (read-only), Document Information or Student Information.

Information in the views is in table format, so it's possible to sort by clicking the category header.

**To view grouped Current, Future, or Past Assignments:**

1. Open the **Assignment List** dialog.
2. Click on the desired tab - **Current, Future** or **Past Assignments** - along the top of the dialog.

**Current Assignments** is the default view, showing information for all assignments that are active, that have been assigned, but have not been accepted and completed.

Each status category in this view is given in the number of students.

- The number of students to whom the assignment is **Assigned**.
- The number of students that are awaiting teacher's responses to their **Requests**.
- The number of students who have **Started** the assignment.
- The number of students who have work **In Progress** files.
- The number of students who have completed and **Submitted** their assignment documents.
- The number of students whose assignment documents the teacher has **Accepted**.

In the screen capture below, in the Assigned column, there are five students with Horse's Tale assignment, four with Exploring the Biographies of Willa Cather, and three with Math Unit 4 - Multiplying Decimals.

For the Math Unit 4 assignment, there is one student who has a Request. One student has Started the Willa Cather assignment. One student has saved work in progress for the Horse's Tale assignment and another has

submitted the assignment. The teacher has not accepted the submitted assignment yet.

Assignment	Assigned	Requests	Started	In Progress	Submitted	Accepted
A Horse's Tale	5	0	0	1	1	0
Exploring the Biographies of Willa Cather	4	0	1	0	1	0
Math Unit 4 - Multiplying Decimals	3	1	0	0	0	0

A flag in front of a row indicates that this assignment needs attention for any of the following reasons:

- There is a student(s) with overdue submission.
- There is a student(s) request for help.
- There is a student(s) who has submitted work.

In the Current Assignments view, you can select an assignment and use the Right Mouse Button menu to do the following. The option(s) that are available depend on the status of the selected assignment:

- **Request Details** - opens the **Request Details** dialog if there is a student request. Click the **Answer Request** button to open the **Assignment Log** and type your response.
- **Delete Assignment** - available if there are no assigned students who have started the assignment.
- **Close Assignment** - available when all assigned students have submitted work, and you have accepted all of them.

**Future Assignments** - lists assignments that have not been assigned to any students. Each assignment is shown with a Last Modified date.

In this view, you can select an assignment and use the Right Mouse Button menu to **Delete Assignment**.

**Past Assignments** - lists assignments for which students have submitted all assignments and from which you have accepted all of them, and shows the Last Modified date for each assignment.

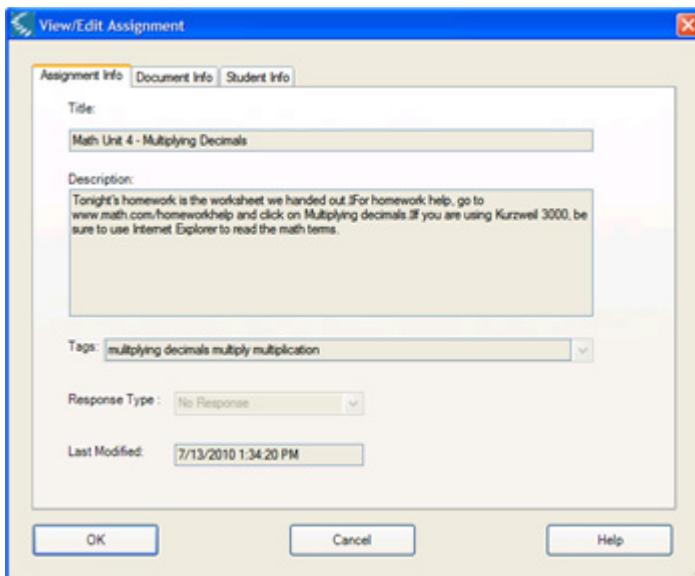
In the Past Assignment view, you can select an assignment and use the Right Mouse Button menu to do the following. The option(s) that are available depend on the status of the selected assignment.

- **New Assignment Based on** - opens the Start from Existing Assignment dialog in which you can create a new assignment using this one.

**To view individual assignment information:**

1. Open the **Assignment List** dialog.
2. Click on the desired tab - **Current, Future or Past Assignments** - along the top of the dialog.
3. Open the **View/Edit Assignment** dialog by doing one of the following:  
Double-clicking the desired assignment name.

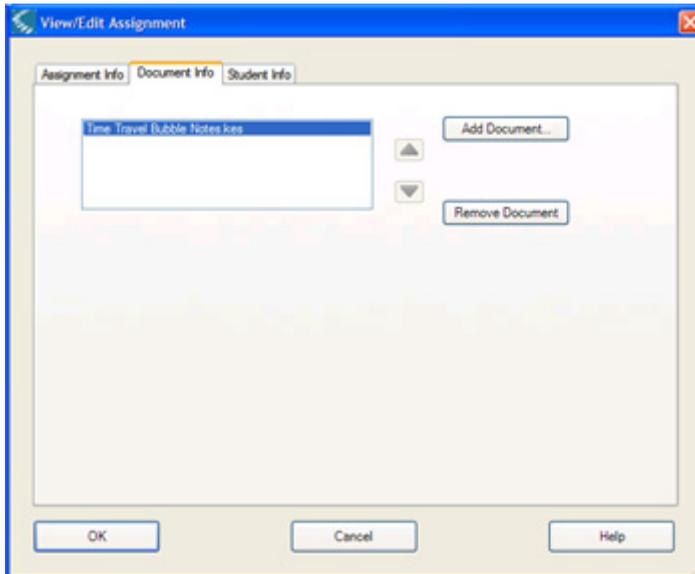
Or selecting the assignment and clicking the **View/Edit** button.



4. Click on the desired tab - **Assignment Info**, **Document Info**, **Student Info** - along the top of the dialog.

**Assignment Info** is the default view, showing the **Title**, **Description**, **Tags**, **Response Type**, **Last Modified** date for this assignment. Assignment info is only editable in the Future Assignments view.

**Document Info** lists the document(s) associated with the assignment. In the Document Info view, it's possible to add/remove documents for the assignment. Document info is only editable in the Future Assignments view.



**Student Info** shows the students who have been given the assignment. In addition, you can view the Class each student is in.

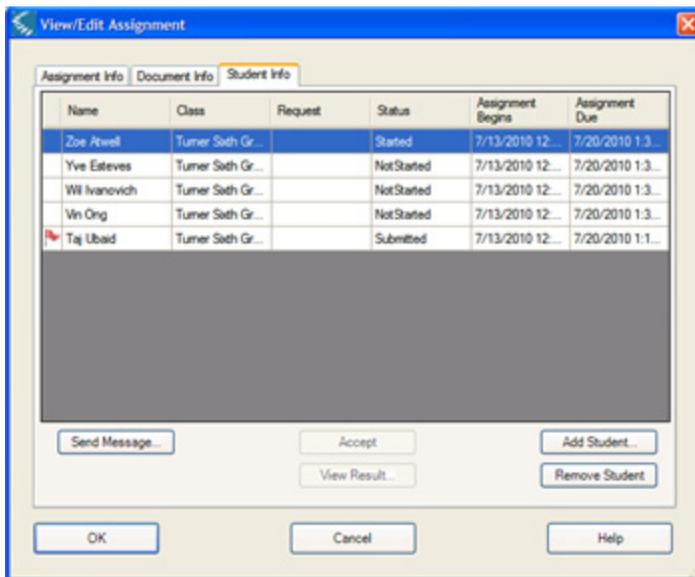
If there is an event or status that needs attention, a flag icon appears at the beginning of the row.

If there is a question or request from the student, a raised hand icon also appears in the Request column.

The Status column indicates the current status of the assignment for the student.

Student info is Read-Only in the Past Assignments view.

The **Assignment Begin** and **Assignment Due** columns indicate the schedule for the assignment for each student.



In the **Student Info** view, you can do the following:

- **Send Message** to the selected student.
- If a student has submitted an assignment, you can **View Result**, which opens the Response document, or **Accept** it.
- **Add** or **Remove** a student to/from the assignment.

### ***Adding or Removing Document(s) or Student(s)***

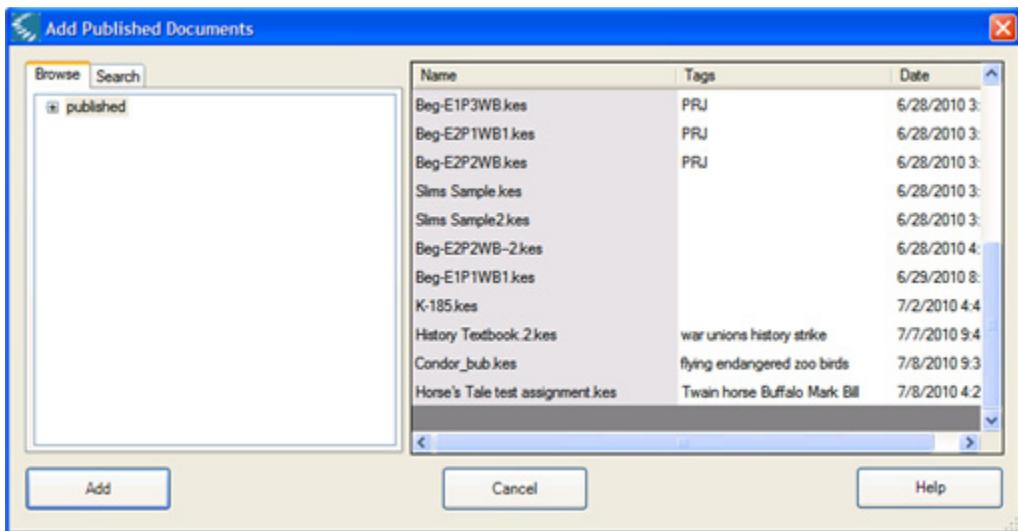
Start at the View/Edit Assignment dialog.

#### **To open the View/Edit Assignment dialog:**

1. Open the Assignment List dialog.
2. Double-click the desired assignment to select it and open the **View/Edit Assignment** dialog for that assignment.
3. Go to one of the following procedures.

#### **To add a document to the selected assignment:**

1. In the **View/Edit** dialog, click the **Document Info** tab.
2. Click **Add Document** to open the **Add Published Document** dialog.



By default, you can browse for and select a file from the right-hand pane. You could also use Search to find the file.

When selecting multiple documents, you can use Shift-click or Control-click.

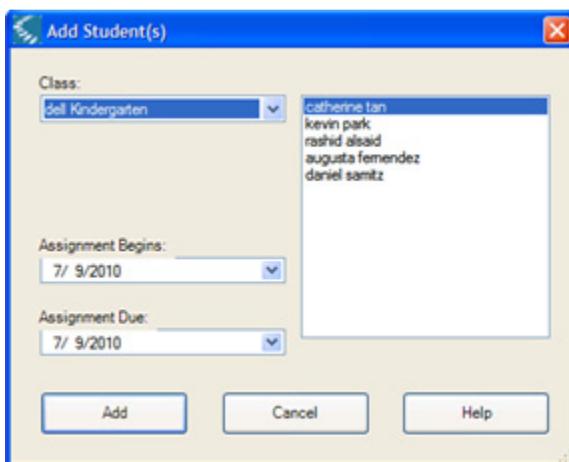
3. Click **Add** to add the document(s) and close the Add Published Documents dialog.

**To remove a document from the selected assignment:**

1. In the **View/Edit** dialog, click the **Document Info** tab.
2. Select document(s) from the list, then click **Remove Document**.
3. Click **OK**.

**To add a student(s) for the selected assignment:**

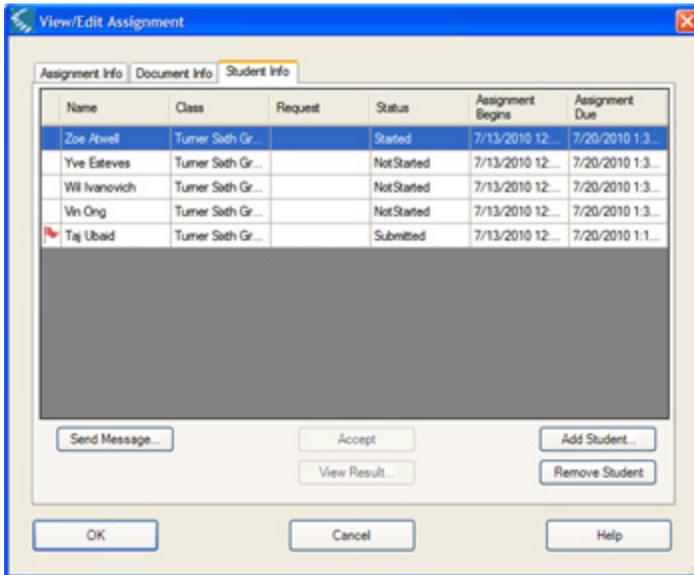
1. In the **View/Edit** dialog, click the **Student Info** tab.
2. Click **Add Student** to open the **Add Student** dialog.



3. Select the **Class**.
4. Select a student(s) from the list.
5. Specify the **Assignment Begin** and **Due** dates.
6. Click **Add**.
7. Click **OK**.

**To remove a student(s) for the selected assignment:**

1. In the **View/Edit** dialog, click the **Student Info** tab.



2. Select the desired student(s).
3. Click **Remove Student**.
4. Click **OK**.

***Deleting Assignments***

Deleting assignments is only available in the Current and Future Assignment views and for assignments that students have not yet started.

1. In the Current or Future Assignments view, select the desired assignment.
2. Right-click to open the Right Mouse button menu, then choose **Delete Assignment**.

## Responding to Students

There are two ways to respond to students: from the Assignment List's Request Details dialog, or from the Student Info view.

### To respond using the Request Details dialog:

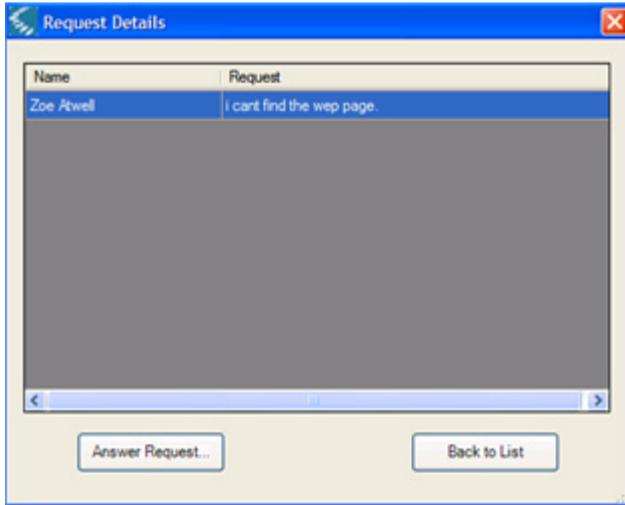
1. Open the **Assignment List** dialog.
2. In the **Current Assignments** tab, select an assignment that has a number in the **Requests** column.
3. Right-click to show the Right Mouse Button menu, then choose **Request Details**.

Assignment	Assigned	Requests
 A Horse's Tale	5	0
Introduction to Physics - Time Travel and Einstein's Theory of Relativity	3	0
 Exploring the Biographies of Willa Cather	4	0
 Math Unit 4 - Multiplying Decimals	3	1

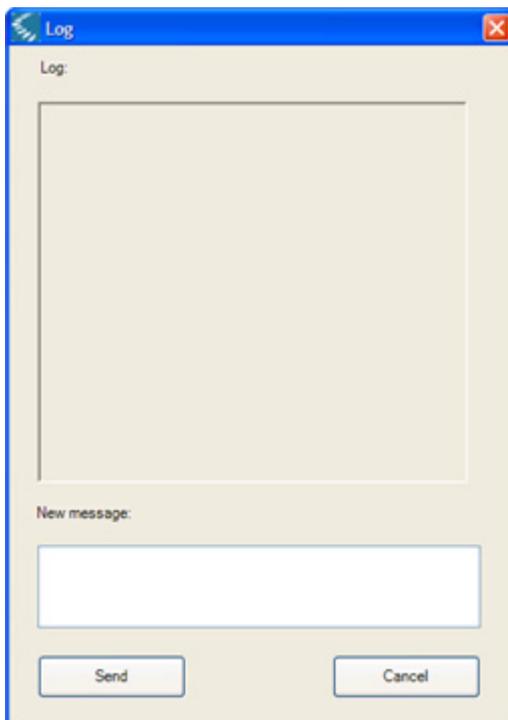


A right-click context menu is displayed over the selected row. The menu contains three options: "Request Details...", "Close Assignment...", and "Delete Assignment...".

4. In the **Request Details** dialog, select the desired student, then click **Answer Request**.



5. In the Assignment **Log**, type your response, then click **Send**,



**To respond using the Student Info view:**

1. From the **Assignment List** dialog, click **View/Edit**.
2. In the **View/Edit** dialog, click the **Student Info** tab.  
If there is a request, a hand icon appears in the student's row in the **Request** column.
3. Select the student.
4. Click **Answer Request**.
5. In the Assignment **Log**, type your response, then click **Send**.

## **Sending a Broadcast Message to Students**

1. From the **Assignment List** dialog, click **View/Edit**.
2. In the **View/Edit** dialog, click the **Student Info** tab.
3. Select two or more students.
4. Click **Send Message**.
5. In the **Broadcast** dialog, type your response, then click **Send**.

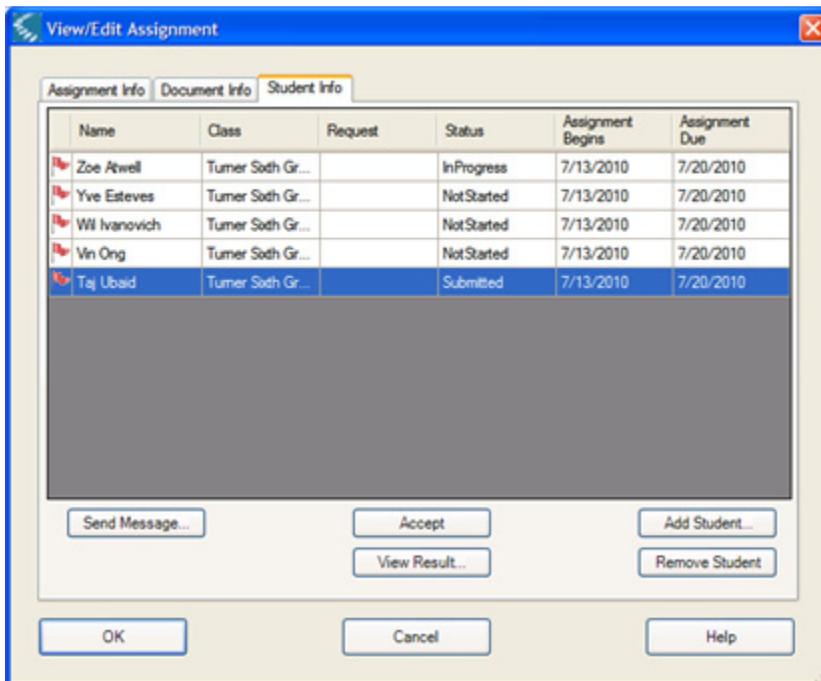
**Note:** If among the students selected, there are outstanding requests for you to respond, you will receive a message prompting you to respond to the unanswered requests first.

## **Accepting or Rejecting Student Submitted Assignment**

**To Accept an assignment without viewing results:**

1. From the **Assignment List** dialog, click **View/Edit**.

2. In the **View/Edit** dialog, click the **Student Info** tab.

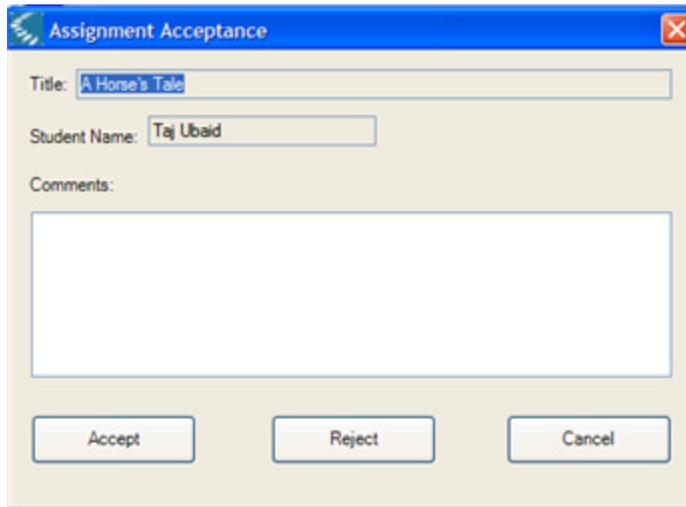


3. Select the student who has submitted the assignment.
4. Click **Accept**.

**To view results and accept or reject an assignment:**

1. If you want to open and see the student's Response Document, click **View Result**.
2. After reviewing the document, click the **Close** button.

3. In the **Assignment Acceptance** dialog, click, **Accept**, **Reject**, or **Cancel**.



There may be times when you may Reject an assignment:

- When you want the student to redo it based on your comments.
- If there are subsequent, sequential tasks such as Outline to Drafts, then to Final.

When you click Reject, the status of the assignment changes to In Progress in both the Student's and Teacher's Current Assignments list.

## Closing an Assignment

Once you have accepted all students' submitted work for a particular assignment, you can go to the Current Assignments list, right-click and from the Right Mouse Button menu, choose **Close Assignment**. The assignment moves from the Current Assignment list to the Past Assignment list.

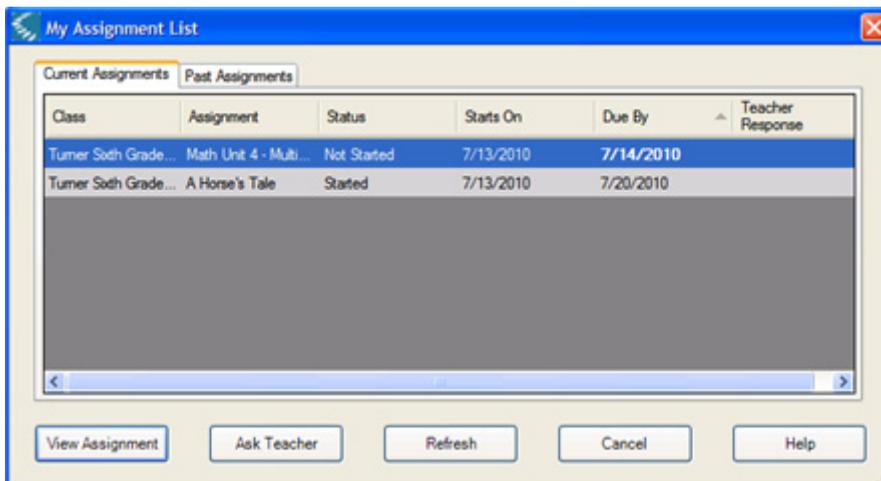
## Student Assignment Tasks

Students can use the Assignment system to:

- View assignments.
- Work on documents in assignments.
- Ask for help or feedback; collaborate and work with teachers.
- Submit the assignment work document(s).

## Viewing and Hearing Assignments

Click the **Assignment** button  to open the **Assignment List** dialog. Current Assignments is the default view.



There are six columns in the Current Assignments table:

Class

Assignment

Status

Starts On

Due By

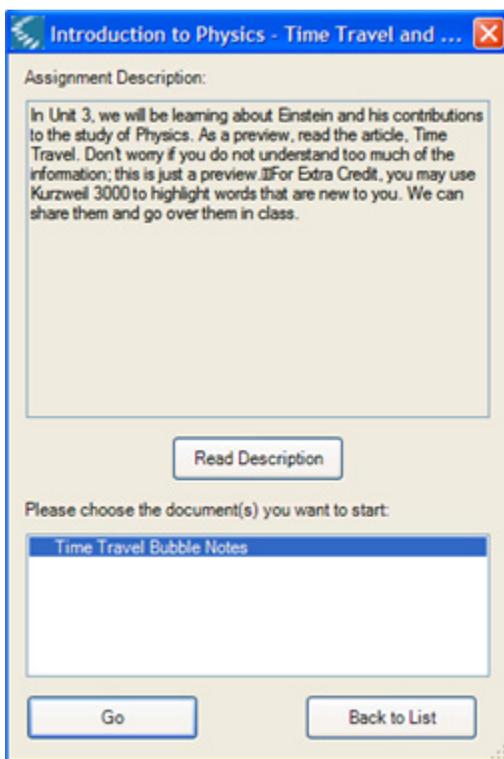
Teacher Response:

Past Assignments

**To view and hear an assignment:**

Double-click on the assignment name, or select from the list.

Click the **View Assignment** button to open the assignment.



Click the **Read** button to listen to the instructions.

An Assignment palette appears, containing handy commands: Open Assignment Document, Open Response Document, Save work In Progress, Close My Work, and Submit assignment.



## Working with Assignment Documents

An assignment may have one or more documents that the Teacher wants you to read or respond to by answering questions or by providing a written response, such as an essay. If a document requires input, it is called a "Response" document.

When there are assignment documents associated with the assignment, the



Assignment Palette appears

From the Assignment Palette, you can:

- Open Assignment documents.
- Open Response document.
- Save your work in progress.
- Close your work.
- Submit your completed work.

### To open an assignment document:



Click the Open Assignment Document button  in the palette. Click the List arrow to see the list of documents in the assignment.

Or if you are in the View Assignment dialog and the assignment includes document(s) for reading or for responding to, the document names appear in the document list.

A star next to the name indicates the document needs a response. Double-click the document name to open the document, or select the document and click Go.

**To open a Response document:**

Click the Open Response Document button  in the palette.

Or if you are in the View Assignment dialog and there is a star next to a document name in the document list, that indicates that the document needs a response. Double-click the document name to open the document, or select the document and click Go.

**To save your work in progress:**

Click the Save In Progress button  in the palette.

Saving your document as you work is always a good idea.

The Assignment Save in Progress is different from the regular Kurzweil 3000 document Save because it saves the assignment document to the Assignment system so that the teacher can track where you are in the process and offer help if you need it.

Save in Progress saves the assignment document but does not close it.

The first time you save the document, the document title changes to “My Response.”

### To close your work:

Click the Close My Work button  in the palette.

This saves the assignment document to the Assignment system and closes the document. Use this command when you are finished for the session or for the day. When you are ready to return to the document, use the Open Assignment button.

### To submit your work:

When you are finished with your assignment document, use the Submit

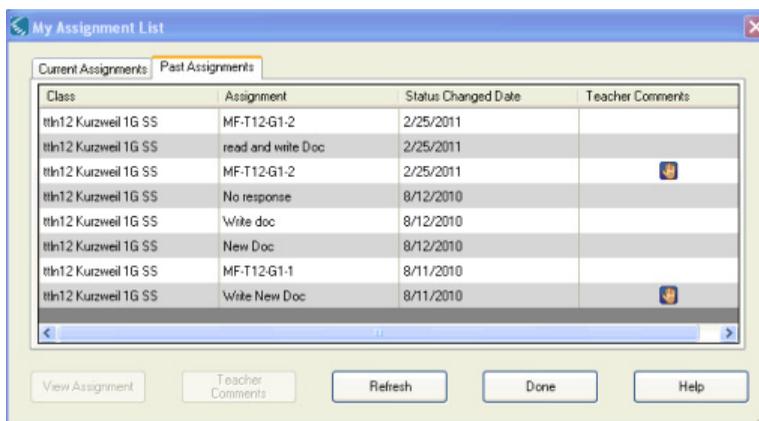
button  in the palette.

This saves the document to the Assignment system and lets your teacher review, score and accept it.

Once your assignment document has been accepted by the teacher, it will appear in the Past Assignments view.

### To view a past assignment:

Click the **Assignment** button  to open the **Assignment List** dialog, click the **Past Assignments** tab.



The table lists the Class, Assignment from that class, the dated of last change in status (this could be because the teacher looked at your assignment, rejected or accepted the assignment).

To open an assignment, select it from the list, then click the **View Assignment** button along the bottom of the dialog.

If there is a hand icon in the Teacher Comments column, that means your teacher has left a note for you.

To see teacher comments, select the hand icon, then click the **Teacher Comments** button along the bottom of the dialog.

## Answering Questions in Test Documents

Some assignments may ask you to answer questions in a Response Document. A Response Document may be in any of the following formats:

- Fill in the Blanks with Text Notes.
- Multiple Choice (Radio Button, Checkbox or Match answers) in Bubble Notes.
- True or False in Bubble Notes.
- Text document for a written response such as an essay.

Whenever you want, you can Save In Progress



When you are finished with the Response Document, and are ready to give it to the teacher, use the Submit button in the Assignment Palette.

**To Fill in the Blanks with Text Notes:**

Click a Text Note marker in the document and begin typing your answer. Click Save In Progress to save the document.

**To answer Multiple Choice or True/False questions in Bubble Notes:**

Click on a Bubble Note marker in the document to open the note, select the answers you want, then close the note. Click Save In Progress to save the document.

**To answer Multiple Choice Match questions in Bubble Notes:**

Click on a Bubble Note marker in the document to open the note, select an item in the left-hand side, drag its end point to an answer on the right-hand side. When you are finished with all the matches, close the note. Click Save In Progress to save the document.

## Starting a New Response Document

If you are assigned an essay or written response assignment, when you open the assignment document, a blank document opens.

You can use any of the features in the Write menu or in the Writing toolbar.

Click Save In Progress to save the document. Be sure the file format is .KES.

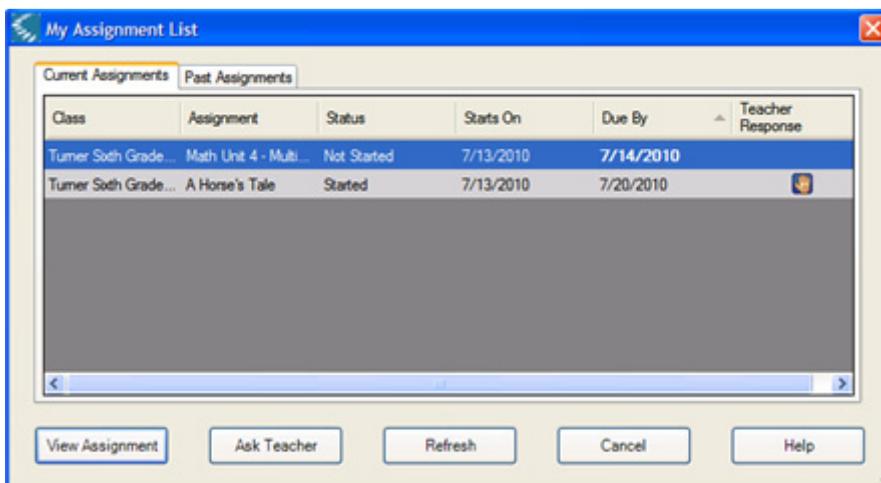
## Asking the Teacher a Question and Viewing Teacher's Response

It's possible to "raise your hand" in the Assignment system if you have a question for the teacher.

### To ask a question:

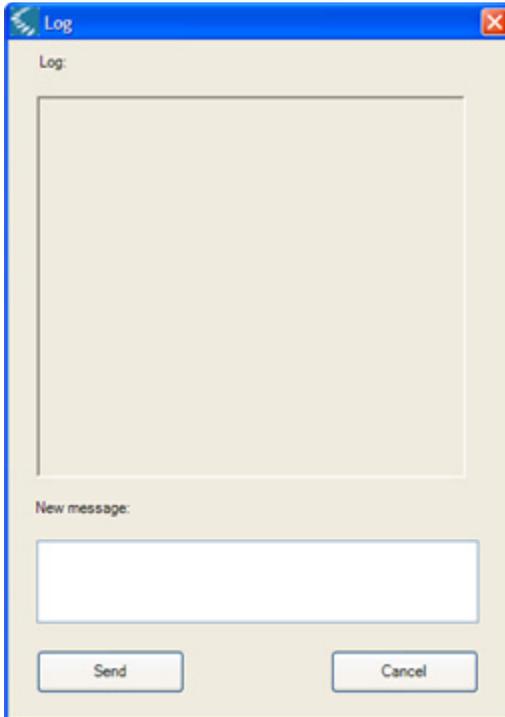
Click the **Assignment** button.

In the **Assignment List** dialog, select the assignment you have a question about.



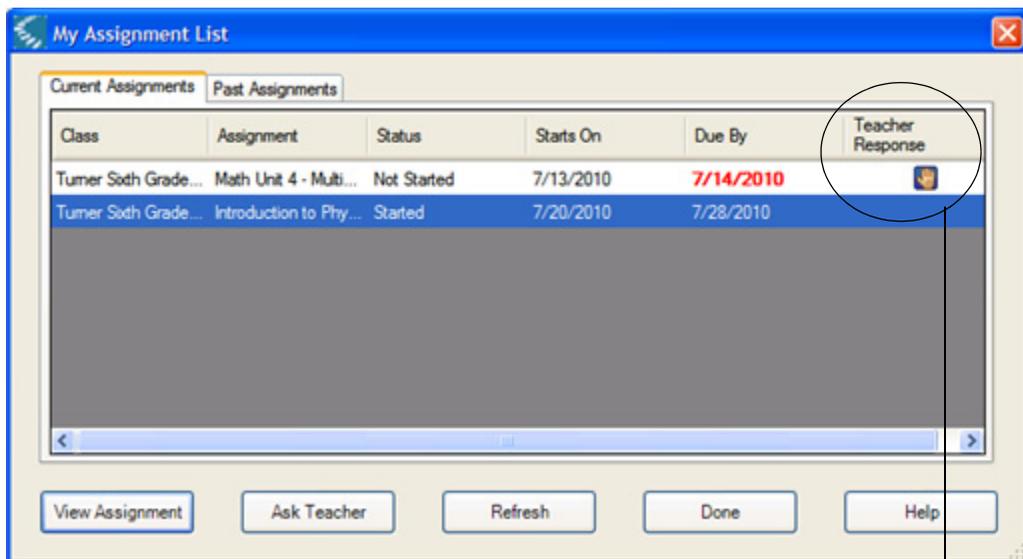
Click the **Ask Question** button at the bottom of the dialog.

The **Log** opens. In the **New Message** area at bottom, type your question, then click **Send**.



### To view the teacher's response to your question:

You know a teacher has responded to your request when you see the framed hand icon in the **Assignment List** dialog.



Hand icon indicates a Teacher Response

Double-click the Hand icon to view the response.

## Submitting Assignments

When you are finished with your assignment document, make sure it's open.

Use the **Submit** button in the palette to save and pass in the work to the teacher.

The Submit command saves the document to the Assignment system and lets your teacher review, score and accept it.

Once your assignment document has been accepted by the teacher, it will appear in the Past Assignments view.

## The Kurzweil 3000 Web Reporting Service

The VPORT-based Web Reporting service tracks a variety of events from district-wide system usage and question score to individual student assignment results including test and question scores.

Types of reports include:

- Usage (logins/minutes/hours) for District, School and Class levels.
- Word Look-up for District, School and Class levels.
- Assignment Results

Class: All Responses, Text Responses.

Individual: All Responses, Text Responses.

Reports are in the My Results tab in VPORT. You can either log into VPORT or access reports from Kurzweil 3000.

The VPORT login page is at: [www.voyagerlearning.com](http://www.voyagerlearning.com), click the VPORT



Login icon

## Class Reporting

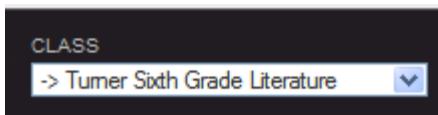
You must be an authorized user, a school staff such as Principal or a teacher to access the Reporting service.

Reports are located on the VPORT Dashboard page, accessible by logging into VPORT or from Kurzweil 3000 by choosing Class Reporting from the Assignments menu.

### To access reports:

From the **Assignments** menu, choose **Class Reporting**. If you have logged in from VPORT, click the **My Results** tab.

If you have multiple classes, go to the **Class** list at the upper right-hand corner to select the class for which you want a report.



The Dashboard displays parts of the different reports. In the Usage area, click View Details to go to the Usage Report. In the Assignment area, click on the assignment name you want.

You can also select the report you want by clicking its tab.



The Usage Report shows user logins by duration and for various times.

The Assignments Report shows details for a particular assignment or all assignments. View results for each question in the Response document and Highlight Correct and/or Incorrect answers.

The Word Lookup Report shows words that students (individually or in a class) have accessed from Kurzweil 3000's dictionaries. View word lookups over a specified time range or by assignment; according to the top 5, 10, 20, or 100 lookups; and/or various sort options.

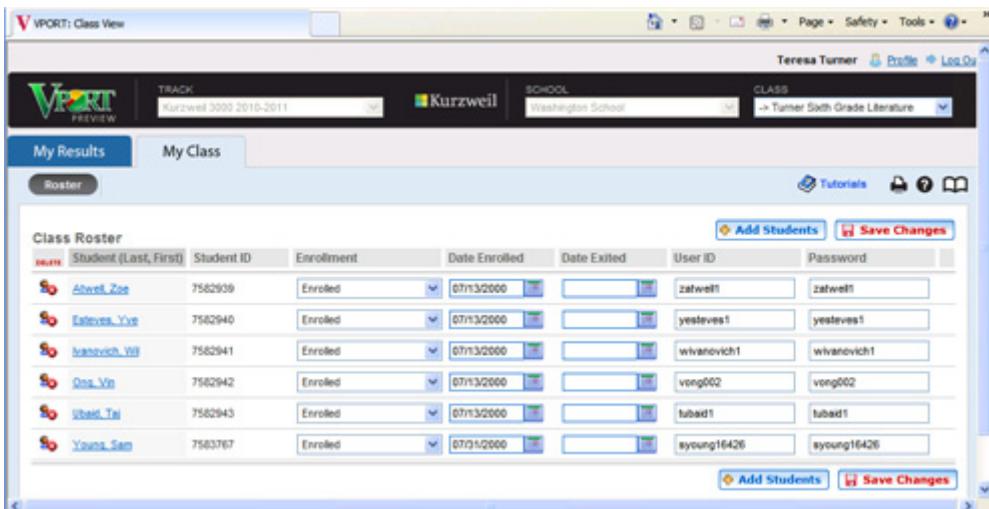
## Class Management

Class management entails rostering students (see [Setting Up and Managing Students \(Teacher\)](#) on page 19) and updating class and student accounts as changes occur throughout the school year.

You can access class and student account information in two ways: by logging into VPORT or from Kurzweil 3000 by choosing Class Management from the Assignments menu.

### To access the Class Roster:

From the **Assignments** menu, choose **Class Management** to open the VPORT **Class Roster**.



If you have logged in from VPORT, click **My Class Roster**.

### To delete a student:

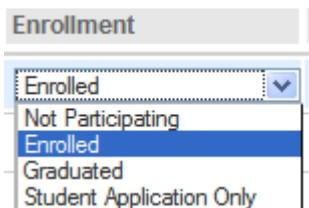
Click the **Delete** icon in the first column for the desired student. Save Changes.

### To add a student:

Click the **Add Students** button. Save Changes.

**To enroll or change the student enrollment status:**

Use the Enrollment dropdown menu. Save Changes.



**NOTE:**

While it is possible to edit a student name, be aware that doing so will result in loss of Universal Library data, including any work the student has completed in the Assignment system, that is associated with that student name. Be sure there has not been any work done in the Assignment System by the student before changing a name.



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