

Alignment of Tools

LEAP 2025 Online Assessment Tools & the Kurzweil 3000 Text-to-Speech Technology

Many of the [LEAP Accommodations and Accessibility Features](#) available in the computer-based tests are very similar to features and tools found in Kurzweil 3000. On the following pages, you'll see a side-by-side comparison of many of the LEAP Accommodations and Accessibility Tools and some of the features/tools found in Kurzweil 3000 which are very similar. Giving students access to Kurzweil 3000 throughout the school year can help them to become familiar with and comfortable in the use of tools such as text-to-speech, sticky notes, highlighters, magnifiers and much more.

Below are some links that you may find helpful:

- LEAP Accommodations and Accessibility Features User Guide:
<http://www.louisianabelieves.com/docs/default-source/assessment/leap-accessibility-and-accommodations-manual.pdf?sfvrsn=10>

- LEAP 2025 and other Online Practice Tests: <https://wbte.drcedirect.com/LA/portals/la>)

- Grades 3 & 4 ELA & Math Paper & Pencil Tests in Kurzweil format: <http://www.louisianabelieves.com/resources/library/practice-tests>

- IEP Accommodations Page (see page 5) with Kurzweil listed as an accommodation under "Read Aloud:"
<http://www.louisianabelieves.com/docs/default-source/assessment/iep-forms.pdf?sfvrsn=14>

- Login Screen for the Kurzweil3000.com: www.kurzweil3000.com

- Kurzweil 3000 Desktop Software Download/Installation Instructions
 - Windows: [https://www.kurzweiledu.com/files/v15win/kurzweil 3000 wl win install.pdf](https://www.kurzweiledu.com/files/v15win/kurzweil%203000%20wl%20win%20install.pdf)
 - Mac: [https://www.kurzweiledu.com/files/v15mac/kurzweil 3000 wl mac install.pdf](https://www.kurzweiledu.com/files/v15mac/kurzweil%203000%20wl%20mac%20install.pdf)

LEAP 2025 Online

LEAP 2025 Online Text-to-Speech



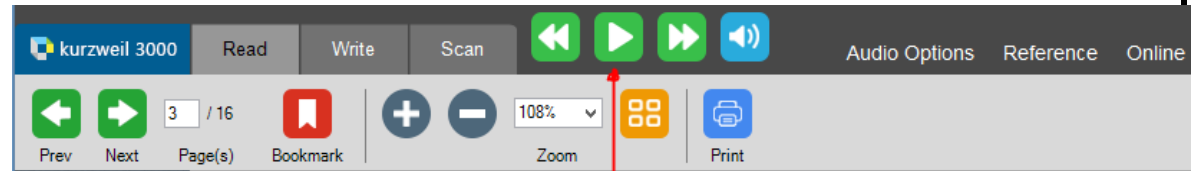
To have LEAP 2025 Online read out loud, the student clicks the “Play” icon. While reading, the Play button becomes a Pause button, as shown below.









The round button in the center is “Starting Points,” which is used for navigation within the document.

Kurzweil 3000 Desktop Software

Kurzweil 3000 Text-to-Speech



The k3000 “Read (or Play)” button is always present. To have text read aloud, the student clicks the read  button. As it’s reading, the Play becomes Pause , which the student would click to stop the reading. Alternatively, the student can click on the page to stop reading. Use the front/back arrows   to move forward/back by reading unit. The student can also click on the page where they want to start reading, click read and it will begin reading at that location. To hear single words spoken, double click on the word. The  toggles audible speech on/off. In the silent reading mode , K3000 will continue to “read” the document and will highlight as it reads, it will just do so silently.

Kurzweil3000.com: the Reading control buttons are the same. Other tools in the Kurzweil3000.com toolbar are explained under the following sections.

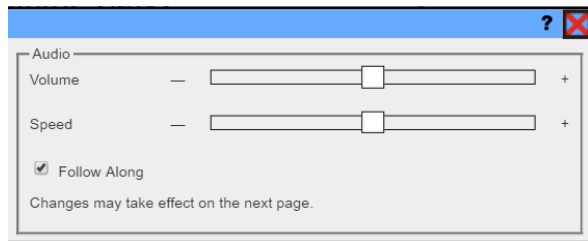


LEAP 2025 Online Audio Options



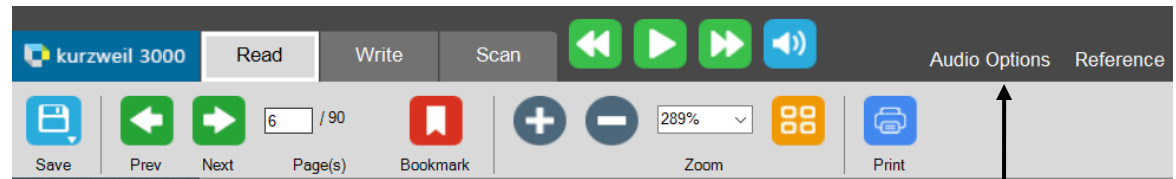
To change LEAP 2025 Online audio options, the student clicks the “Options” button, then select “Audio Options.” An audio settings tool window pops up (shown below). From there, the student can change reading volume and speed. LEAP 2025 Online currently has one voice available.

LEAP 2025 Online Audio Options (continued)

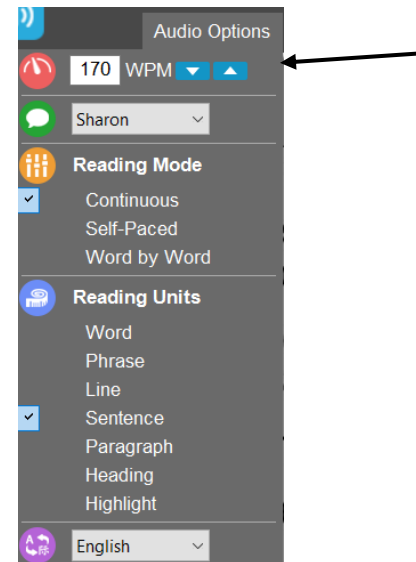


He She also has the option of toggling on/off the “follow along” highlighting as it reads.

Kurzweil 3000 Audio Options



To change Kurzweil 3000 audio options, the student clicks the “Audio Options” menu. An Audio Options drop down menu allows users to adjust the reading speed by words-per-minute (WPM). Additional reading options available in Kurzweil 3000: choice of reading voices, mode, reading unit, and reading language. (Note: Volume is changed at the computer, not in the K3000 program.)



Kurzweil3000.com: the ability to customize reading is found in Audio Options



LEAP 2025 Online Zoom/Magnifier

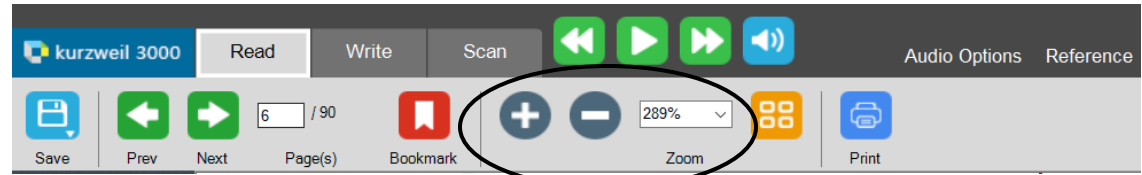


Click the magnifier icon in the top left corner of the screen, select the arrow of the question number to move to a question

x 1.5
x 2.0

To change LEAP 2025 Online zoom options, the student clicks the “Magnifier” icon. A zoom settings tool window pops up (shown below). From there they can change zoom and use arrow keys to move across the page.

Kurzweil 3000 Zoom

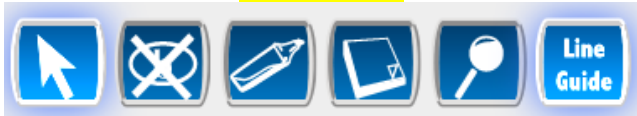


To change the zoom in Kurzweil, click the **+** Zoom in or Zoom out **-**. Students can also choose a preset zoom value via the Zoom drop-down menu.

Kurzweil3000.com Zoom: Found in the View menu



LEAP 2025 Online Line Guide



The Line Guide tool provides a horizontal line that brings focus to a single line of text. To use the Line guide, click on the Line Guide button. A single blue line with a blue “handle” will appear. Click on either the line of the handle and use your mouse to move the line or handle up or down.

Kurzweil 3000 Dual Highlighting

When reading, K3000 uses dual highlighting to bring focus to a specified unit of text. In the screenshot below, a single sentence is highlighted and each individual word is highlighted as its read.

Part B

Which **two** details from the passage support the **answer** to Part A?

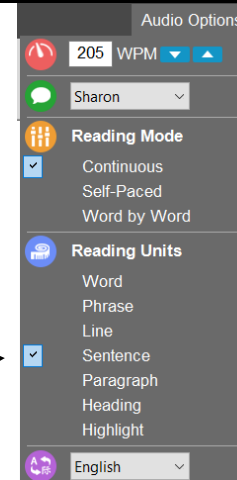
- Ⓐ “The milk pail banged against Ana’s shins as she trudged down the steep slope.” (paragraph 3)

The reading unit, highlight color and more can be customized under Tools/Options. Additionally, the Reading Unit can be changed under the K3000 Audio Options.

from *Oliver Twist*

by Charles Dickens

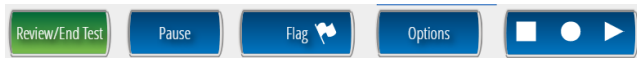
1 The room in which the boys were fed, was a large stone hall, with a copper at one end: out of which the master, dressed in an apron for the purpose, and assisted by one or two women, ladled the gruel at meal-times. Of this festive composition each boy had one porringer, and no more—except on



Kurzweil3000.com: Reading Unit can be changed under Audio Options




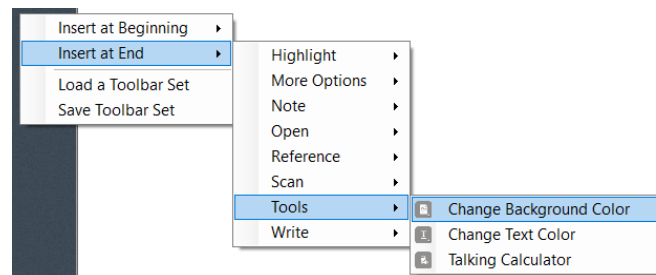
LEAP 2025 Online Background Color Settings



To change color options, the student clicks Options/Color Choices. From there, the background color of the document can be changed to the user's preference.

Kurzweil 3000 Background Color Settings

To change the K3000 background color options, users can go to Tools/Options/Image and change the background color. The Background Color  button can also be added to the left toolbar (for easier access). To do so, right click on the toolbar, click "insert" (at beginning/end or before/after), click "Tools", then click "Change Background Color". This will add the tools for students to change the color of the background.

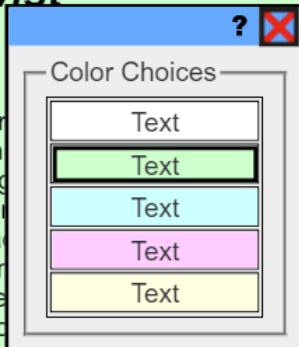


Below are the colors that will display when user clicks on background color.

Oliver Twist

Charles Dickens

re fed, was a lar
ster, dressed in
nen, ladled the g
ad one porringel
ng, when he ha
r wanted washin
again; and whe
y long, the spoc
g at the copper, with such eager eyes, as if
ery bricks of which it was composed,
ile, in sucking their fingers, most assiduously



English Language Arts

Today you will read a passage from “Emergency on the Mountain” and the poem “Mountains.” As you read these texts, you will gather information and answer questions so you can write an essay.

Read the passage from “Emergency on the Mountain.” Then answer questions 1 through 3.

from “Emergency on the Mountain”

Kurzweil3000.com : Background color can be changed under the Tools menu



LEAP 2025 Online Highlighter and Eraser



op left corner of
question numb

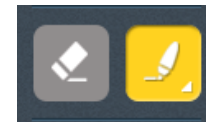
Use Highlighter

Clear All

ct the arrow c
other question

In LEAP 2025 Online, students select “Use Highlighter” and then click/drag over the text they wish to highlight. To remove highlights, select “Clear All.”

Kurzweil 3000 Highlighter and Eraser



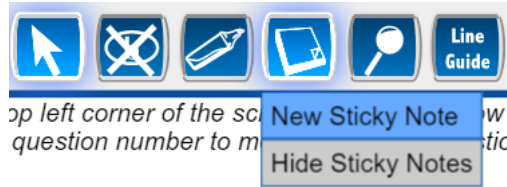
In K3000, students can select the highlighter or eraser in the left toolbar and click and drag over the text to Highlight or Erase highlight. Additional highlight colors, blue and red circle tools, and the cross out tool are all available under the Highlight button.



Kurzweil3000.com: highlighters, circle tools, cross out are under the Highlight tool



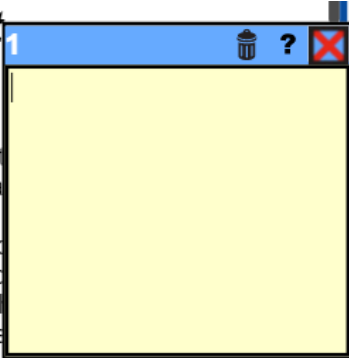
LEAP 2025 Online Sticky Note



Twist

1
ens

a large s
ed in an a
the gruel
inger, and
e had two
ashing. T
when the



The Sticky Note allows users to place a short note almost anywhere within the window that contains a question, passage, or scenario. Use a note to mark a special part or to leave a reminder of some important information in a question, passage, or scenario.

Kurzweil 3000 Sticky Note



on the Mountain”

McGee

This is a sticky note.

nd shut her first-aid book. Her head hurt

Students can use sticky notes in k3000 to take notes while reading and can be placed almost anywhere within the document. To delete a sticky note, right click on it, then select “delete note.” Or click in the sticky note and then click on the “Delete Current Note” button in the toolbar.



(Note: in the screen shot above, the background color has also been changed.)

Kurzweil3000.com: sticky notes and text notes can be found under the Notes tool



LEAP 2025 Online Cross Off Tool




Allows users to use process of elimination when trying to select answers.

- (a) ~~inquiry~~
- (b) pleasure
- (c) freedom
- (d) movement

Kurzweil 3000 Cross Out Tool



The Cross Out tool works very much like a highlighter and can be used for process of elimination when trying to select answers. Select the tool and then click/drag over the text that you wish to

“cross out.” The Eraser tool will erase cross outs. 

- (A) a quiet town with many doctors and nurses
- (B) a family farm located far from neighbors
- (C) ~~a busy city with a large medical center~~
- (D) a small community that has no modern hospital

Kurzweil3000.com: highlighters, circle tools, cross out are under the Highlight tool



LEAP 2025 Online Calculator



The Calculator (Basic or Scientific) tool may be used to assist with calculations necessary to answer questions on the exam.



Kurzweil 3000 Calculator

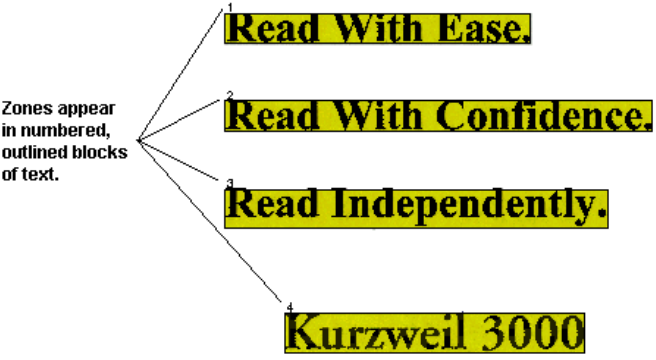
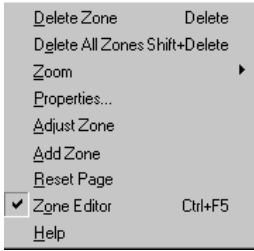






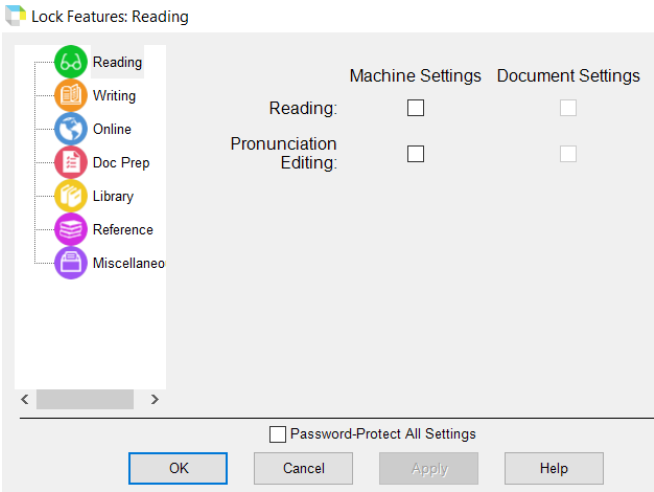
Students have access to 4 talking calculators in Kurzweil 3000 (Scientific, Statistics, Standard, and Business). The calculator button can be added to the toolbar by right clicking on the left toolbar, click one of the “Insert...” position options, click “Tools”, and “Calculator”

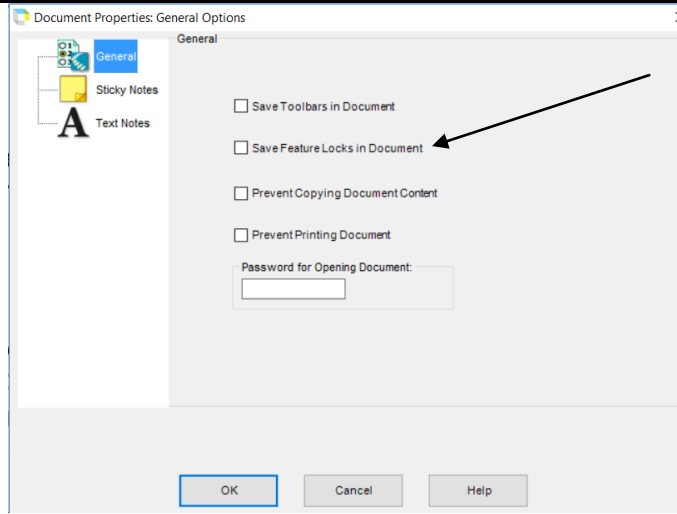
Kurzweil 3000 Version 15 Document Editing for Optimum Reading Accuracy

The instructions on the next several pages pertain not to computer-based tests, but to documents (including tests) that are in digital format or hard copy, which are brought into the Kurzweil 3000 Desktop Software. After you have brought a document into Kurzweil 3000, either through scanning, the KESI Virtual Printer, or by opening an existing image file, you will often need or want to perform some document preparation tasks. Document preparation consists of editing a document for optimum reading by Kurzweil 3000 to insure proper reading order and pronunciation.

Step	Task	Instructions
Step 1	Bring the document into Kurzweil 3000 through scanning, virtual print, or opening a PDF.	Virtual printing allows you to bring virtually any electronic document into Kurzweil 3000. To virtually print, open the document in its original application (i.e. Word, Powerpoint, etc). Go to Print and change your Printer to the KESI Virtual Printer. If the document is in color and you wish to bring it into Kurzweil in color, select color from your printer properties. To scan a document into Kurzweil, open Kurzweil, put the document on your scanner, then click the Scan button. If you wish to Scan in color, go to the Scan menu and select color scanning. To open PDF files into Kurzweil, open Kurzweil 3000, go to Open, navigate to the PDF File and open it. Kurzweil 3000 will ask that you specify a page range. This is a great way to create separate files for chapters, etc.
Step 2	Save the document.	Very Important: Save periodically throughout the editing process to insure that all changes are saved. You will also want to have the test read aloud in Kurzweil as you go. (If you're using Kurzweil 3000+firefly, you will may wish to save to your Universal Library.)
Step 3	Select the Scan Tab at the top of the screen. Then select the Zone Editor.	The Zone editor can also be accessed via the Scan Menu or by using the keyboard shortcut (Ctrl + F5) to toggle on/off. 
Step 4	Zone Edit the Document  Zone Editor	The Zone Editor allows you to change the properties and reading order of zones, adjust the size of a zone to determine how much text it encloses, add new zones, delete zones (so that the text isn't read).When the Zone Editor is Active, the document appears in the Zone Edit View. Double clicking on a zone allows you to change reading order, change the zone to silent reading, etc.

		<p>Zones appear in numbered, outlined blocks of text.</p>  <p>Left click on a zone to select it, then right click to see the Zone Editor shortcut menu. (The Zone Editor can also be found in the Scan Menu and can be toggled on/off using the keyboard shortcut Ctrl + F5.)</p> 
Step 5	<p>Header Footer Editor</p>  <p>Header / Footer</p>	<p>Header/Footer Editor allows you to mark the Header or Footer once in a document and prevent it from being read throughout the document, given that it's in the same location on each page. (This can be accessed through the Scan Menu/Header Footer Editor or using the keyboard shortcut Ctrl + F8 to turn it on/off.)</p>
Step 6	<p>Edit Underlying Text</p>  <p>Edit Underlying</p>	<p>The Edit Underlying Text feature allows you to correct pronunciation errors and insure that words are read aloud correctly. (Can also be accessed thru the Edit Menu/Correct Recognition/Edit Underlying Text or by right clicking next to the word that you wish to correct.) You may also wish to use Edit/Find/Replace if you have multiple occurrences of a word that you wish to correct throughout a document.</p> <p>*Note: To make Kurzweil pause in appropriate places as it reads, you may wish to do the following:</p> <ul style="list-style-type: none"> • Place a period after headings, labels in a graph, after multiple choice answers, etc. • In a multiple choice question, when editing the underlying text, put a semicolon after the answer letter "A," then a comma after B, C, D, E
Step 7	<p>Run Spell Check</p> 	<p>Spell check (located in the toolbar to the left of the document window) will allow you to identify and correct some of the recognition errors. (Spell Check can also be found in the Tools Menu and can be accessed using the keyboard shortcut Shift + F8.) You can also do a Find /Replace to change multiple occurrences of a word. Edit Menu/Find/Replace Text (or Ctrl + H).</p>

Step 8	Read the document 	Listen to the document being read aloud to insure that it is reading correctly and in the proper order. You can adjust reading speed by going to the Read Menu/Reading Speed. Or you can increase with F11 and decrease with F12. It's important to have Kurzweil read the document as you go thru the editing process so that you can hear what the students will hear as they use Kurzweil to read the materials out loud.
Step 9	Set Page numbers so that they are the same as the page numbers in the original document.	Go to View Menu/Page/Set Number. Use the Set Page Number dialog box, to renumber a document's pages by changing the first page number, or to designate a number of pages at the front of a document as Front Matter. Save.
Step 10	Lock (Disable) Features	<p>Features such as vocabulary supports, spell check and others can be disabled, which is especially helpful in a test-taking situation. Select Tools menu/Lock Features. Select the desired features you would like to disable. This locks those features for that computer.</p>  <p>To save your features locks to a document, go to File/Properties/select Save Feature s Locks in the document. You can also Password Protect a document from this dialogue box. See section below. If you wish to password protect, do not lock "File Encryption" under the Miscellaneous category.</p>

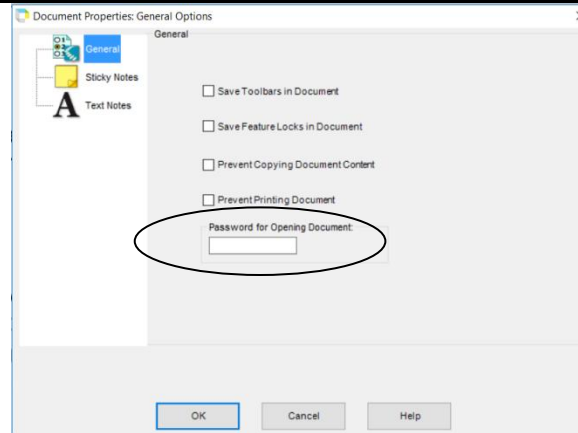


Feature locks can also be applied at the user/account level in the **Kurzweil3000.com (firefly)**. Log into the Kurzweil3000.com (www.kurzweil3000.com), go to My Account/Users/My Team/Feature Locks. These will apply in firefly, K3000 for Windows, K3000 for Mac. Features locks can be customized for specific students or can be set for all students on a team.

Team		Feature Locks				Miscellaneous Feature Locks					
Team Size: 54		Total Licenses: 10		Allocated Licenses: 6		Remaining Licenses: 4		Show: 10			
Last Name	First Name	Username	Read	Dictionary	Translation	Spell Check	Word Predict	Brainstorm	Outline	Google Drive	Local Drive
<input type="text" value="Search last na..."/>	<input type="text" value="Search first na..."/>	<input type="text" value="Search userna..."/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 11
Password Protect
 the file. This will require a password to open the document. Most often used for test taking.

Go to File/Properties/ Password for Opening. Enter a password in the field. (If you haven't run updates on Kurzweil 3000, you might see a button that says "File Encryption." Click that and enter a password.



Important Note: There is no way to retrieve a forgotten password , so make sure to record it reliably.

The Help Menu in Kurzweil 3000 has more detailed information on editing of image documents, under the Document Preparation Section. You may also search for terms such as Zone Edit, Edit Underlying Text, Lock Features, etc in the search box in Help.

There are also some helpful instructional videos available:

- Detailed video from Audio Optical Systems showing document editing and more in Kurzweil 3000: <http://www.kurzweilaustin.com/videosupport1.html>
- Kurzweil Academy: a learning resource on the Kurzweil Education Website: <https://www.kurzweiledu.com/kurzweil-academy/kurzweil-academy.html>