Kurzweil 3000 User and License Management

Revised October 14, 2020

Contents

Kurzweil 3000 Web License Edition customers

Refer to the *Web License Guid*e for instructions on installing the software; then follow the steps in this guide for administering Kurzweil 3000 Features and Users.

Kurzweil 3000 for Web Browsers

Follow these steps:

- Obtain the login information from your designated site administrator.
- Go to https://www.kurzweil3000.com and log in.

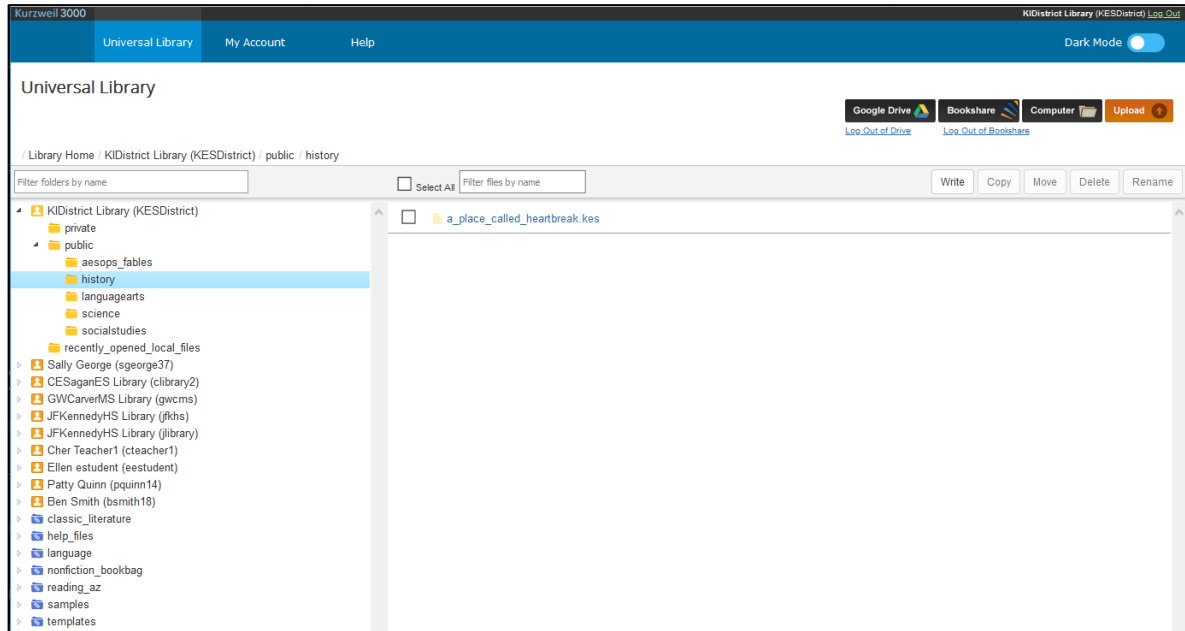# Working with User Accounts and License Allocation

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

The TLC can then set up the Site Level Coordinators (SLC), providing them with their system-generated usernames, passwords, and allocated licenses. SLC users are typically teachers who set up their own sub-users, typically students.
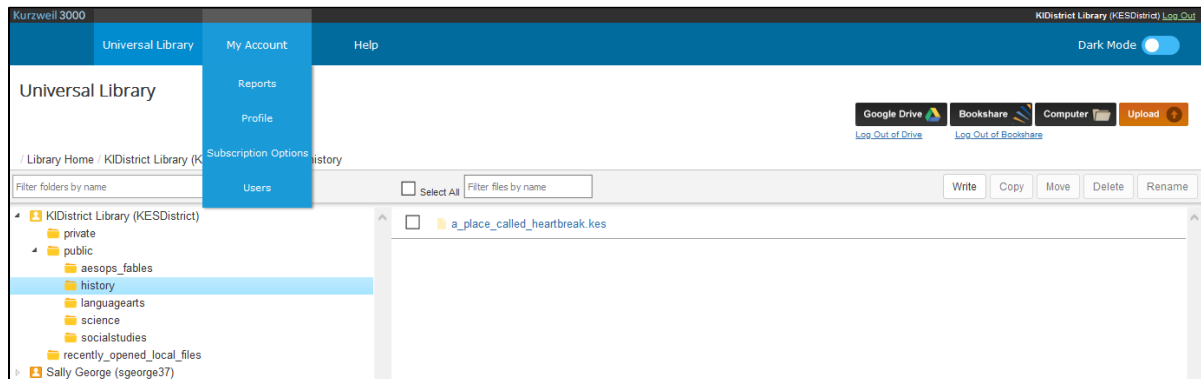
Once these accounts are set up, SLC users can log in, set up, manage and distribute licenses to sub-users under their accounts.

Accessing the User Management System

1. Login to https://www.Kurzweil3000.com. Along the top left area there are three tabs: **Universal Library**, **My Account**, and **Help**. **Log Out** is in the upper right corner of the window.

2. After logging in, hover the cursor over the **My Account** tab and select **Users** from the drop-down menu.

Note: Your Kurzweil 3000 account is also accessible from Kurzweil 3000 Web License Editions for Windows and Macintosh: on Windows by choosing **My Account** from the **File** menu, and on Macintosh by choosing **My Account** from the **Kurzweil 3000** menu.

Registering Users

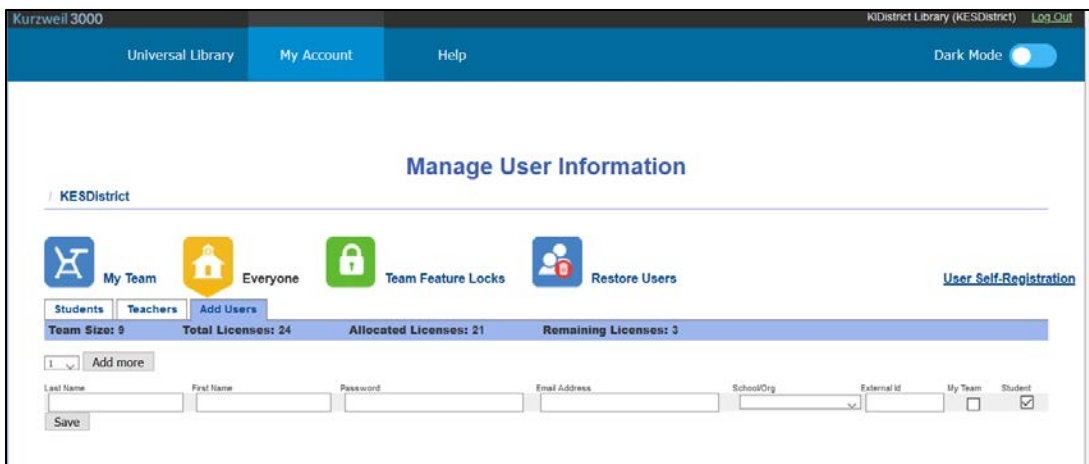There are three ways to register sub-users under your account:

-   You can use Kurzweil's free user import and rostering service.

-   You can register each user yourself using the Add Users feature.

-   You can initiate self-registration and send a link to the users you want to self-register.

To Register Users through Import and Rostering Service

If you purchased a site or district license, we offer a free user import and rostering service. It is recommended that we create your user accounts through this import process, instead of manually creating user accounts (a process that is explained in this document). To take advantage of the free import and rostering service, please email kurzweil3000roster@kurzweiledu.com.
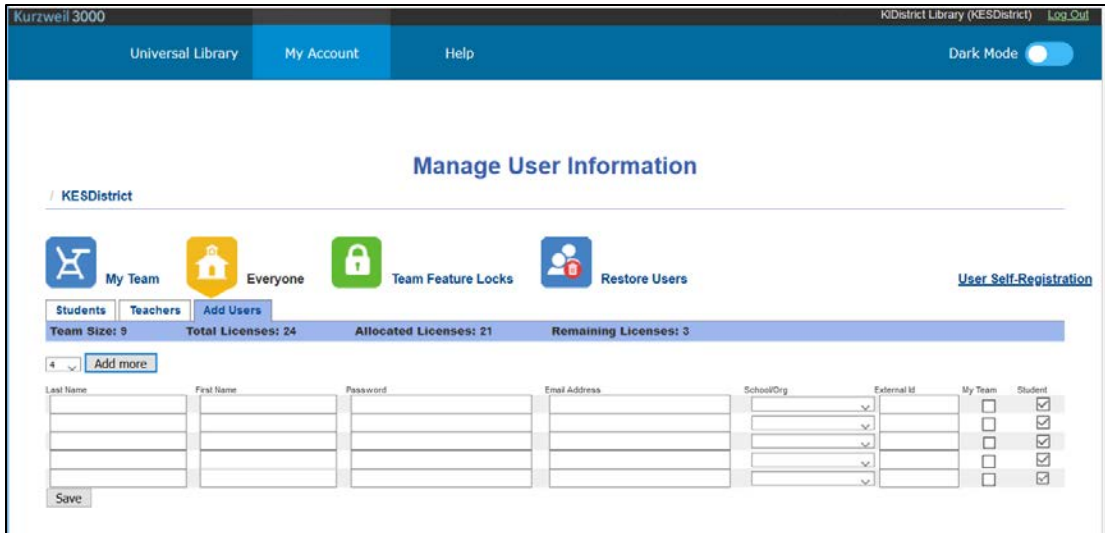
To Register a User on the Add User Page

1. Log in. Your **Universal Library** page opens (or, if you were logged on previously and then logged out from a different page, the **Profile** page for example, that page will open).

2. Hover the cursor over the **My Account** tab and select **Users** from the drop-down menu. Your **Team** page will open.

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

4. Add the user information:
   - *Last Name*, *First Name*, *Password*, *Email Address*, *School / Org,* and *External Id.* The *External ID* must be unique within your subscription, but can be any identifier that you want – a Student ID Number, for example. **Note**: if you specify a password, the password must be at least 5 characters with no apostrophes. All other fields are required. If the user has a valid email address the login information is automatically emailed to the user. If the user does not have an email address, enter the TLC's email address as a placeholder. You will then need to provide the user the login information.
   - The *Student* box is pre-checked. If you are adding a teacher, uncheck the *Student* box. Note that when the Student checkbox is deselected, in order to add a new teacher, the My Team checkbox is automatically selected adding the new teacher to the TLC or SLC's team.
   - If you are adding a student, check the *My Team* box to add a student to your team at the same time the new student is being added.

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

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

   The user information then appears in the Student or Teacher list on the **Everyone** page, along with the system-generated username and password (if you didn't already provide one).
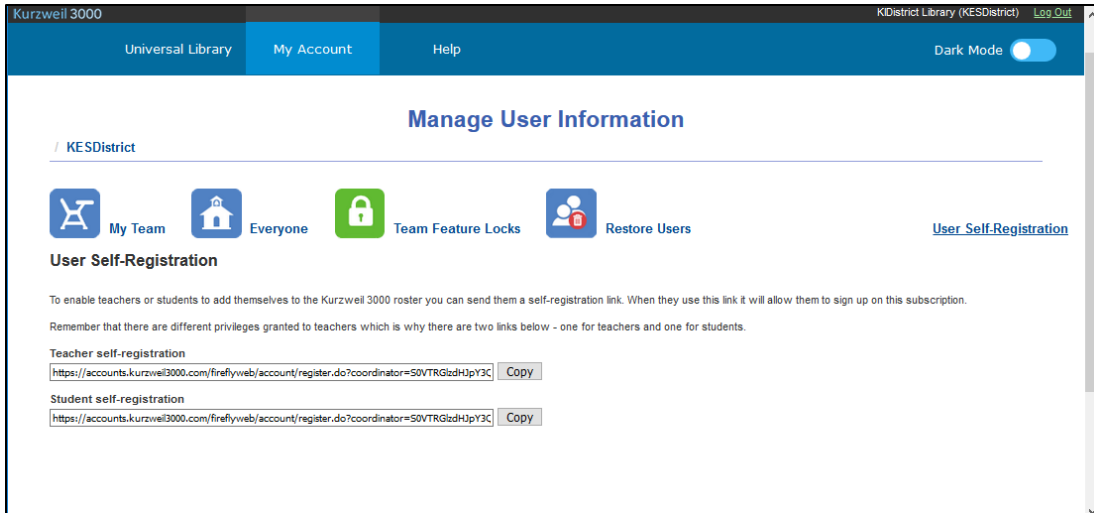
   Note that these usernames and passwords can also be used to log in to the Kurzweil 3000 Web License Editions for Windows and Mac, and the free Kurzweil 3000 for iPad application that can be downloaded from the Apple store: https://itunes.apple.com/us/app/k3000/id535277727?mt=8.

To Add Users by Initiating Self-Registration

Links to the self-registration form enable teachers and students to add themselves to the Kurzweil 3000 roster. Only the top-level coordinator can initiate self-registration.

1. Log in to https://www.kurzweil3000.com. Hover the cursor over the **My Account** tab and select **Users** from the drop-down menu. Your **My Team** page opens.

2. Click **User Self-Registration**. A window opens that displays a link for you to copy and send to teachers and a link for you to copy and send to students. **Note**: Because teachers and students have different privileges, it's important to send the correct link.

3. Click **Copy** next to the appropriate link (Teacher self-registration or Student self-registration).

4. Open your email application and address an email to the teachers or students you want to self-register.

5. In the message section of the email, paste the link you copied from the self-registration window.

6. Send.

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

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

Viewing and Managing Licenses

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

2. At the top of the columns, you can find:

   - **Team Size**: The number of users in your Team.

   - **Total Licenses**: the total number of licenses for your site.

   - **Allocated Licenses**: the number of licenses distributed among users.

   - **Remaining Licenses**: the number of licenses remaining; that is the Total Licenses minus the Allocated Licenses.

   - **Show**: Use the drop-down menu to set how many rows to display on each page. If there are more rows than you've selected, use the **Next** and **Previous** buttons at the bottom of the page to navigate forward and backwards. The number of rows you select (e.g., 10, 25,

etc.) will be the default. The next time you log in, the number of rows you selected to **Show** will be displayed.

3. Use the column headers (e.g., Last Name) to sort alphabetically in ascending or descending order by selecting the down or up arrows at the top of each column (click the column heading to display the arrow). You can also use any of the column search fields.

4. The **Download** button at the bottom of the page will display the appropriate list depending on the page (e.g., Team List, Student List, Teacher List, and Removed Users List).

Managing Users

To Update User Information

The User Information includes **Last Name, First Name**, **Username**, **Password**, **Email Address**, **School / Org**, **External ID,** and **Student** Indicator checkbox.

1. Hover the cursor over the **My Account** tab and choose **Users** from the drop-down menu.

2. Click your **Team** icon on the Manage User Information screen.
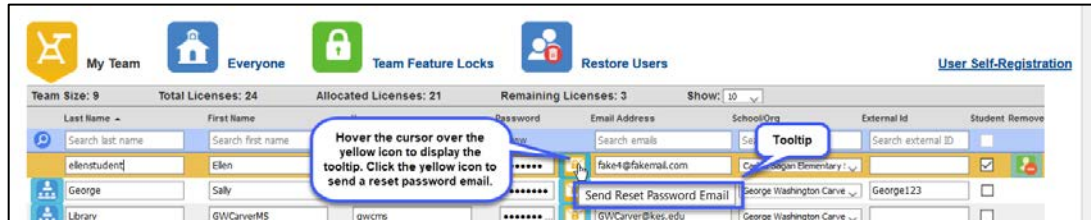
3. Locate the user to be updated.

4. All the fields can be edited except the Password field (not visible—or field shown only as a yellow icon if the TLC unchecked "show Passwords" in the Subscription Options page). Place your cursor in a field that needs updating and start typing. The row of fields is outlined in yellow and you'll notice that the **Save** button is activated.

Note: To change the password, click the **Reset Password** link beneath the **Password** column heading. An email with a link for resetting the password is sent to the User. If the password column is not labeled and instead you see a column of yellow icons between the username

and email address, click the icon to send the Reset Password Email. (If you are unsure about the meaning, hover the cursor over the icon to display the tooltip).
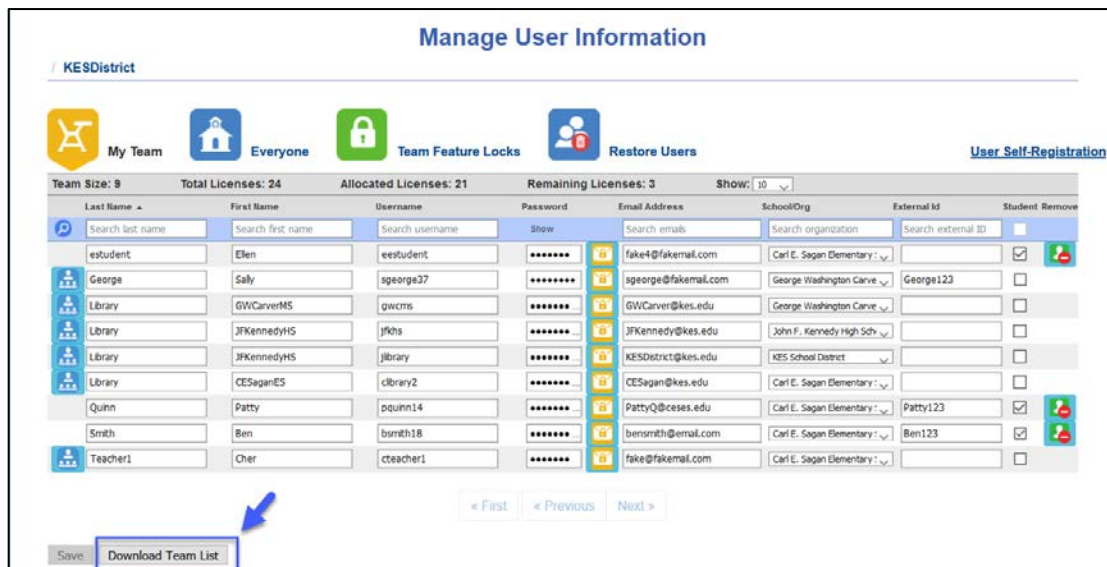

5. Click **Save** when you have finished making changes. Note that these changes will appear on the **Everyone** list and on any **Team** page the user information appears.
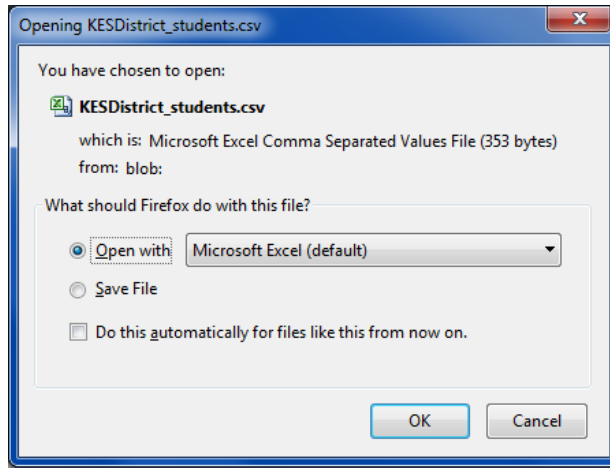
To Download Lists

The **Download** button at the bottom of the page will display the appropriate list depending on the page (e.g., Team List, All Students List, All Teachers List, and Removed Users List). The following example steps you through the instructions for downloading the Team List. The other lists work the same way. If you are the Top Level Coordinator (as shown in the example below), you can click the blue icon to the left of the first column to display that user's team to download.

1. Hover the cursor over the **My Account** tab and choose **Users** from the drop-down menu.

2. Click the **Team** icon on the Manage User Information screen.

3. Click the **Download Team List** button at the bottom of the screen.

4. A dialog opens.

- Select **Open with Microsoft Excel**, or use the drop-down menu to select another file type; or
- Select **Save the File**. The file is saved to a folder (usually your Download folder).

5. Click **OK**.
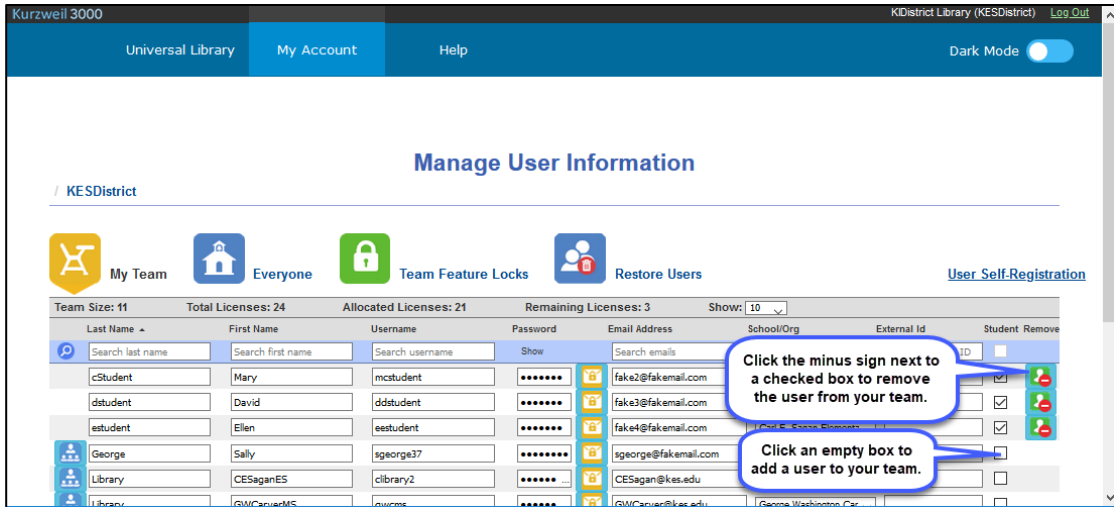
To Change Your Own Username or Password

You can change your own user information, including user name and password, on your **Profile** page.

1. Hover the cursor over the **My Account** tab and choose **Profile** from the drop-down menu.

2. Make the changes to your account in the text fields.

3. Click **Update Account Information** when you have finished.
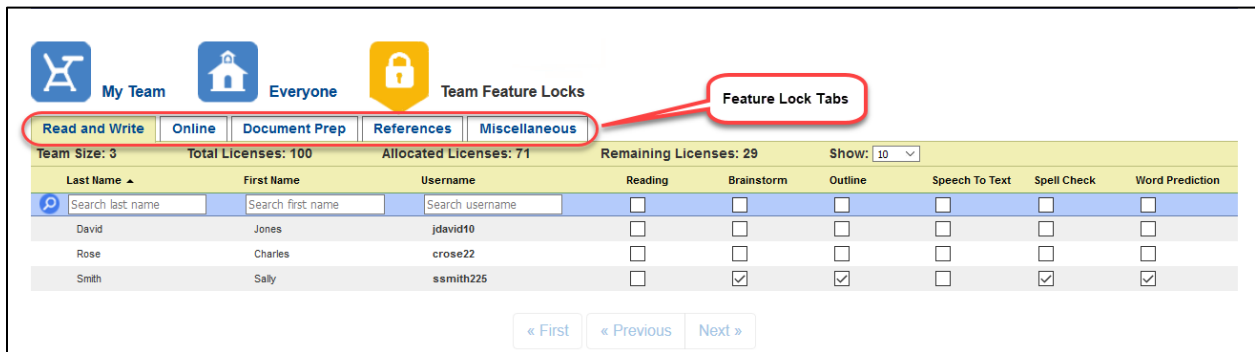
To Remove a User from Your Team

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

1. Hover the cursor over the **My Account** tab and choose **Users** from the drop-down menu.

2. Click your **Team** or the **Everyone** icon.

3. Find the user that you want to remove from your Team and click the **Remove** button to the right of the user information if you are on your **Team** page or uncheck the checkbox to the right of the user information if you are on the **Everyone** page. Either of these actions will remove the user from your **Team** page.

To Use Feature Locks to Disable Features

Feature locks are especially useful in Test taking situations. Features can be locked from use (grayed out or not visible) for selected users. This is done on the **Manage User Information** page by the TLC or Teacher by selecting **Team Feature Locks.**

Each of the five Feature Lock tabs display the lock checkboxes: **Read and Write, Online, Document Prep, References** and **Miscellaneous**. See [Feature Locks: A Summary of Actions](#) for information about each lock.

Features selected will lock the feature in Kurzweil 3000 Windows and Mac versions in addition to Kurzweil 3000 for Web Browsers; they will not lock features in Kurzweil 3000 for the iPad.

To set feature locks:

1. Select Team Feature Locks on the Manage User Information page.
2. Select a Feature Locks tab.
3. Select the locks by clicking the checkboxes in the columns beneath the feature locks headings, and in the rows next to the users for which you want to set feature locks. (Clicking an empty box adds a checkmark. To deselect, click the checkmark.)
4. Repeat from step 2 if there are locks to set in other Feature Locks tabs.
5. When you have finished, click the **Save** button.

The features that can be locked using the Feature Locks tabs are:

Feature Locks: A Summary of Actions

Read and Write Tab:	
Reading: Reading out loud and highlights seen while reading are disabled.	**Speech to Text**: Disabled
Brainstorm: Cannot create or open a Brainstorm document.	**Spell Check**: Disabled
Outline: Cannot create or open an Outline document.	**Word Prediction:** Disabled
Online tab:	
Google Drive: Cannot open from or save to Google Drive.	**One Drive**. Files cannot be opened from or saved to Microsoft OneDrive.
Document Prep Tab:	
Zone Editor: Adding, Deleting, Editing of zones is disabled.	**Edit Underlying Text**: Editing of underlying text is disabled.
References Tab:	
Dictionary: Disabled	**Synonyms**: Disabled
Syllables: Disabled	**Translation**: Disabled
Miscellaneous Tab:	
Local Drive: Cannot open or save documents locally.	**Bubble Note Audible Reading**: Cannot read a bubble note out loud.
Bubble Note Edit: Cannot change a bubble note's text, except for adding/changing answers.	

Note that if **Dictionary** and/or **Translation** are locked for an account, they will not be available on the Read the Web toolbar. See the Kurzweil 3000 online help topic "Using Kurzweil 3000 Read the Web as an Extension on Chrome or Firefox."

For Top Level Coordinators

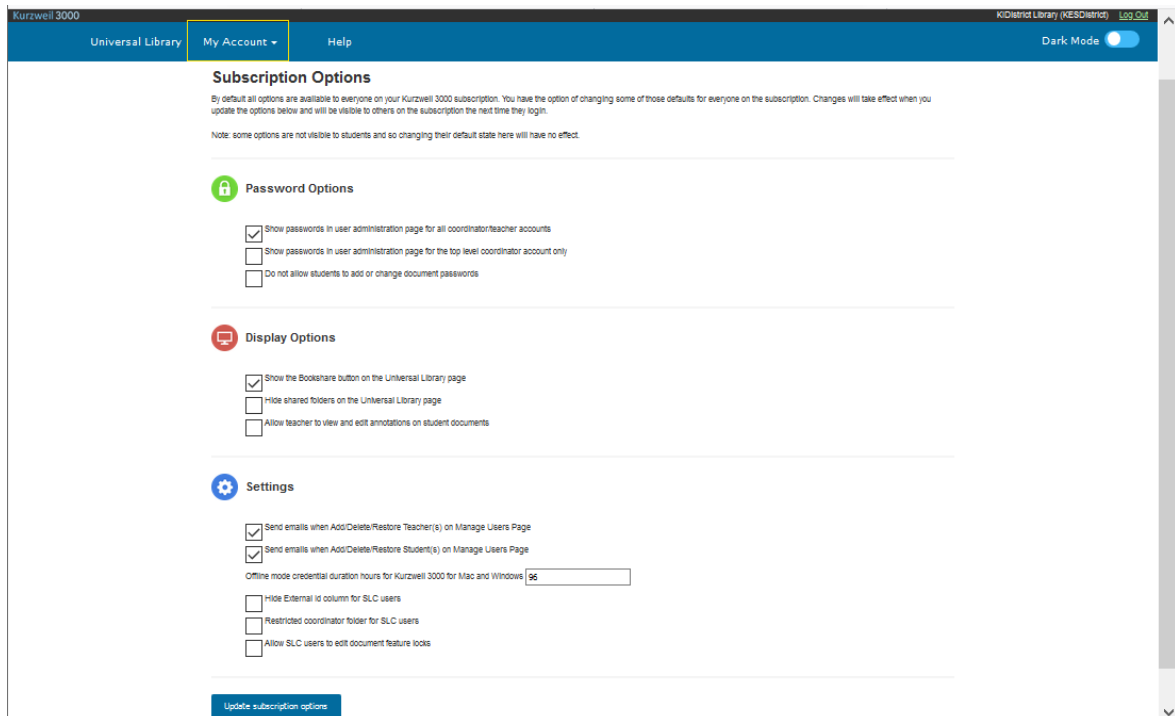There are some features that are available only to Top Level Coordinator (TLC) users.

To Change Subscription Options

A TLC user can specify Password and Display Options for all users, as well as administrative Settings.

1. Log in as TLC.

2. Hover the cursor over the **My Account** tab and choose **Subscription Options** from the drop-down menu.

The Subscription Options page opens.

Subscription Options page showing all password views

3. Under **Password Options**. If your subscription has been set up to allow password options to be viewed, you will see the Subscription Options shown above. The following password options are available on the Subscription Options page:

- Check or uncheck **Show passwords in user administration page for all coordinator/ teacher accounts**. When the checkbox is selected, Coordinator/Teacher (SLC) users and TLC users can view passwords.

- Check or uncheck **Show passwords in user administration page for the Top Level Coordinator Account only**. When the checkbox is selected, only TLC users can view passwords.

- If both are selected, Coordinator/Teacher (SLC) users and TLC users can view passwords.
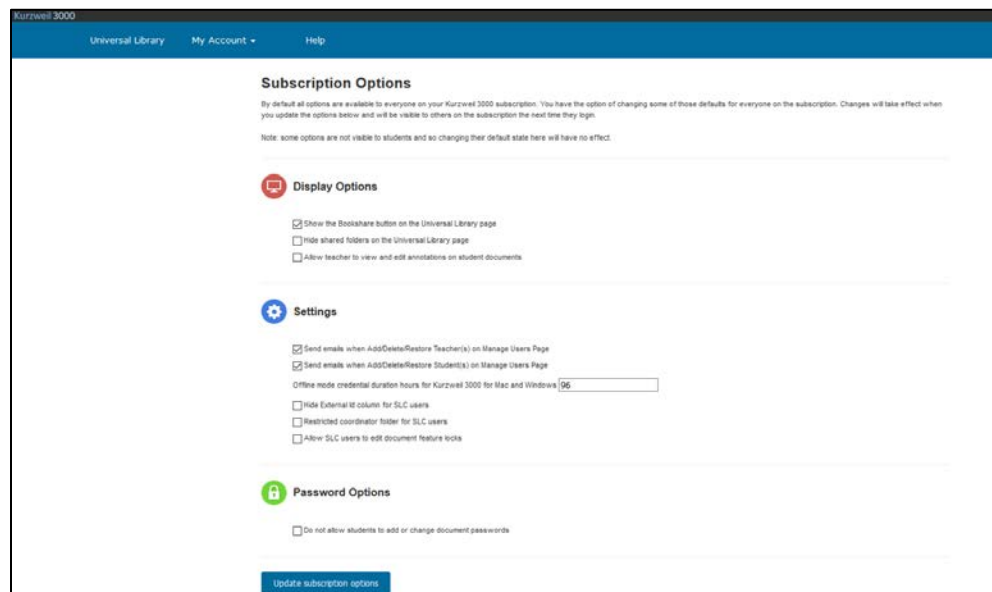
  Note: The default status is that neither option is selected, and user passwords will not be visible to either Coordinator/Teacher (SLC) or TLC users, although emails to reset a user's password can still be sent.

- Check or uncheck **Do not allow students to add or change document passwords** (default is unchecked). When the option is selected by the TLC, all students in the

subscription are prevented from adding, editing, and removing passwords when working with image- or text-based documents.

Notes:

- After the option is checked the next time the student logs in, the Set Document Password button is grayed out when student views the Document Options (Editor) or Document View (Reader) menu. However, the student can enter passwords to open password protected documents.
- Teachers and TLC users can continue to enter, add, edit, and remove passwords as usual.
- This is a web feature and does not impact Kurzweil 3000 for Windows or Mac desktop versions.
- The Subscription Options page has two views depending on your subscription's password options. If your subscription has been set up to display all logon password viewing options, you will see the view shown on the previous page *"Subscription Options page showing all password views."* If your subscription has been set up to have all login password options hidden, you will see this view, with only one Password option, **Do not allow students to add or change document passwords**. Check or uncheck that setting.

Subscription Options view with some Password options hidden

4. Under **Display Options**:

- Check or uncheck the **Bookshare** checkbox. If it is checked (default), the Bookshare button will be displayed on the Universal Library page. Your users will be able to search for books in the Bookshare library and open them in Kurzweil 3000 in their Web Browsers to read. If the Bookshare option is not checked, Bookshare will not be available for your users.
- Check or uncheck the **Hide Shared Folders** checkbox. The default is unchecked. When this option is checked by the TLC on the Subscription Options page, the TLC, SLC and Student users in the subscription will no longer see the shared collection folders (classic literature, help files, nonfiction bookbag, samples, templates). The folders will be hidden

in Kurzweil 3000 for Web Browsers, Kurzweil 3000 Windows and Mac Web License Editions and Kurzweil 3000 for the iPad.

- Check or uncheck **Allow teachers to view and edit annotations on student documents.**
    - When the feature is selected in Subscription Options, at next login to Kurzweil 3000 for web browsers, a teacher can view a student's annotations in kes image files and also add/delete/edit annotations (highlights, sticky/text/bubble notes, links, and bookmarks).
    - The teacher can use all features related to annotations in the student's document.
    - The teacher should confirm that the student has completed their editing prior to making changes to avoid loss of data.

5. Under **Settings**:
    - Check or uncheck whether to send emails when Teachers and/or Students are added, deleted, or restored.

    - Under **Offline mode** enter the credential duration hours for Kurzweil 3000 for Mac and Windows. The default is 96 hours and allows up to 432 hours of offline use.

    - Check or uncheck the **Hide External ID Column for SLC Users**. If it is checked, the External ID Column will be hidden when the SLC views the My Team and Everyone group lists. SLC Users will however still be able to see the External ID field on the Add Users page, and can still add users with an External ID.

    - Check or uncheck the **Restricted coordinator folder for SLC users.** If it is checked the SLC user:

        - Cannot copy, move or upload a file to the TLC's folder, and cannot create, delete, or rename a file or folder in the TLC's folder.

        - Cannot move a file out of the TLC's folder

        When this setting is selected, the coordinator folder will be restricted in Kurzweil 3000 for Web Browsers and Kurzweil 3000 Windows and Mac Web License Editions.

    - Check or uncheck the **Allow SLC users to edit document feature locks**. When this setting is checked teachers can edit document locks.

6. Click **Update Subscription Options** when you have finished.

To Delete a User

Only a Top Level Coordinator (TLC) can delete a user. Later, if needed, the TLC can restore that user.

1. Log in as TLC.

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

3. Click the **Delete** button next to each user that you want to delete. You will be prompted to confirm that you want to delete the user

Note that although TLC users can delete users, they cannot delete active teachers from their own Team page.

To Restore Users

There are times when the TLC may need to restore users that were previously deleted.

1. Log in as TLC.

2. Click the Restore Users icon.

3. Before you restore the users you can download a list of users that were deleted. Click the **Download Removed Users** button at the bottom of the page. Just like the other download lists, you will be prompted whether to Save or Display the file.

4. To restore users, click the **Restore Users** button next to each user that you want to restore.

5. The users you restore will be restored to the **Everyone** list.