

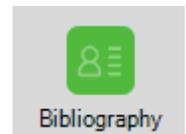


# k3000 feature updates: dec 2017

## 1. \_\_\_\_\_

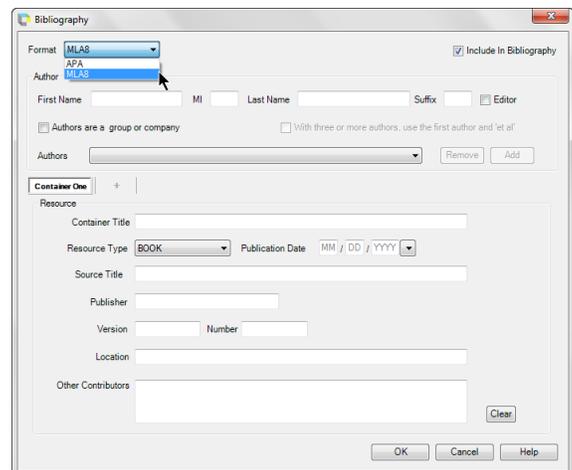
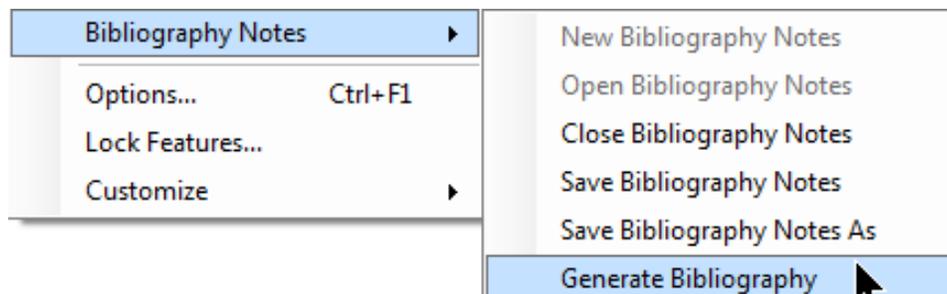
### Web License Edition – Bibliography Tool

The Bibliography tool allows students to organize and cite their sources in APA or MLA8 citation style when writing a research paper. The tool can be accessed either by choosing **New Bibliography Notes** from the Tool's Bibliography Notes submenu or by clicking the Bibliography button on the Write ribbon. This opens the Bibliography dialog.



After adding all your sources using the Bibliography dialog for each source, you can generate a formatted Bibliography RTF file, copy/paste its contents to the end of your research paper.

A detailed step-by-step set of instructions on using the tool can be found by choosing the Help menu, Help Topics in k3000, and typing Bibliography in the search field.

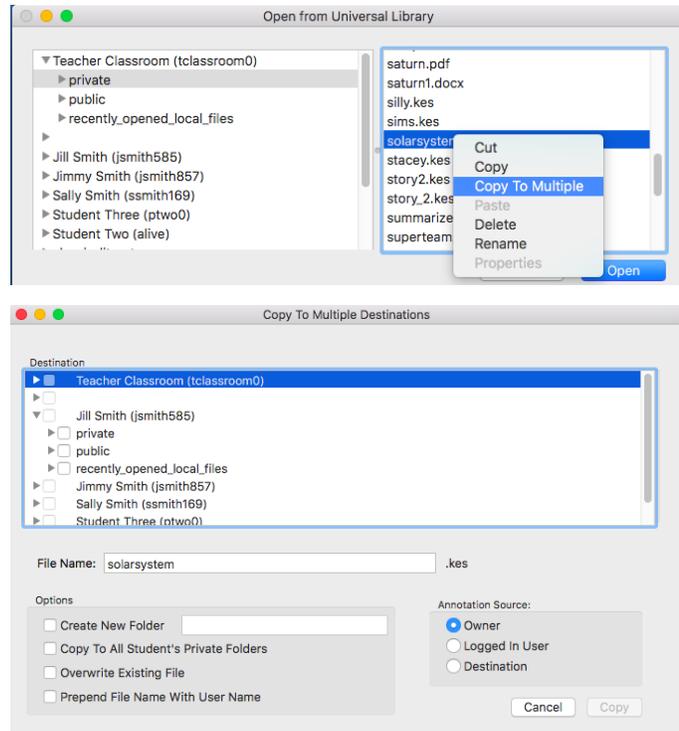



## 2. \_\_\_\_\_

### K3000 WL Mac – Ability to Copy a File in the Universal Library to Multiple Users

Teachers using k3000 Mac WL now have the ability to copy a file from the Universal Library into multiple student folders. Options allow for copying a file into:

- A specific folder of a specific student
- Only selected students
- Selected folder of selected students
- All your students' Private folders
- Create a New Folder - the file is copied to that folder, and both the folder and file are then copied to the selected students' Public Folders
- Appending the teacher's name to the beginning of the file when copied to students' folders
- Overwrite Existing File



#### Options for copying include:

- **Create New Folder:** creates a new folder for the copied file.
- **Copy to All Students' Private Folder:** the document will be placed in the private folder of all students on your team. If **Create New Folder** is checked, the document will be placed in a new folder in the student's private folder.

**Note:** Do not check the **Copy to All Students Private Folders** box if you have already selected users and destination folders. Selecting that Option replaces the users and folders you had already selected.

- **Overwrite Existing File:** if a document with the same filename already exists, it can be replaced with a new copy.
- **Prepend Filename With User Name:** Your user name will automatically be added to the beginning of the filename.

- Under **Annotation Source** options
  - **Owner** - any information typed into annotations, highlights, Text Notes, Sticky Notes, Bubble Notes, etc. will remain in the document when copied
  - **Logged in User** - if a teacher copies a file from a student's folder into his or her own folder, the document will keep any answers, annotations, etc. the student added to the document
  - **Destination** – as a document goes back-and-forth from its initial assignment by the teacher, any new content added at a step will be included in the document.