

Kurzweil 3000 for Web Browsers

Usage Reporting

Revised September 20, 2018

The Kurzweil 3000 Reporting tools enable teachers to monitor students' usage, make informed instructional decisions, and ensure that the students' activities in Kurzweil 3000 align with their educational goals. Reporting tools are available for Top Level Coordinators (TLCs) and Site Level Coordinators (SLCs) / Teachers.

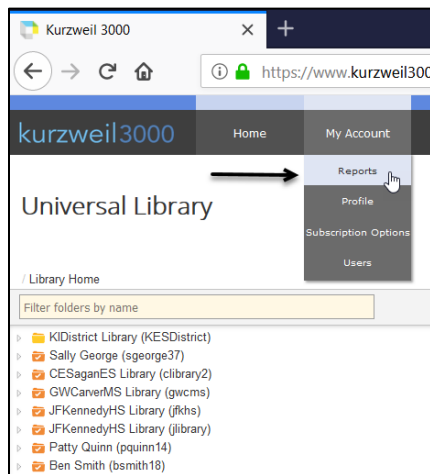
Log In

There are a number of ways to log in and access your My Account page:

- In a browser, go to <https://www.kurzweil3000.com>, and log in Kurzweil 3000 for Web Browsers.
- From Kurzweil 3000 for Windows, choose **My Account** from the **File** menu. When the Kurzweil 3000 for Web Browsers opens, Log in.
- From Kurzweil 3000 for Macintosh, choose **My Account** from the **Kurzweil 3000** menu. When the Kurzweil 3000 for Web Browsers opens, Log in.

Access the Reports

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



The Usage Dashboard page will open where reports can be selected by **School/Org** (TLC users only), **Account**, and **Team**.

The screenshot shows the 'Organization Usage Dashboard' interface. At the top left is the title 'Organization Usage Dashboard' and a 'Print' button. Below the title is a 'Date Range' section with two input fields separated by 'to', followed by 'Run' and 'Download' buttons. To the right is a 'Usage By:' section with three buttons: 'School / Org' (highlighted in blue), 'Account', and 'Team'. At the bottom left is a checkbox labeled 'Remove Empty Rows'.

Top Level Coordinator (TLC) Usage Dashboard

The screenshot shows the 'Usage Dashboard' interface. At the top right is a 'Print' button. Below it is a 'Date Range' section with two input fields separated by 'to', followed by 'Run' and 'Download' buttons. To the right is a 'Usage By:' section with three buttons: 'Account' (highlighted in blue) and 'Team'. At the bottom left is a checkbox labeled 'Remove Empty Rows'.

Site Level Coordinator (SLC) / Teacher Usage Dashboard

Report types


There are three report types:

- The **School / Org** report displays the Kurzweil 3000 usage by school or organization. This report is only available to TLCs and is useful information on the Schools and their students' usage of Kurzweil 3000 products.
- The **Account** report displays Kurzweil 3000 usage by user account. This report is available to both TLCs and SLCs and Teachers and is useful information for a particular account, e.g., student.
- The **Team** report is useful for SLCs (usually Teachers). This report displays information for the total usage of Kurzweil 3000 for each student on your team for the date range specified, regardless of whether the student on your team belongs to additional teams. Your Team report will show the combined usage of Kurzweil 3000 for each student.

For example, a student may be on two teams. On team one, your team, the student used Kurzweil 3000 for 10 hours and on team two, the student used Kurzweil for 5 hours. Your Team Usage Dashboard will reflect a total of 15 hours for that student.

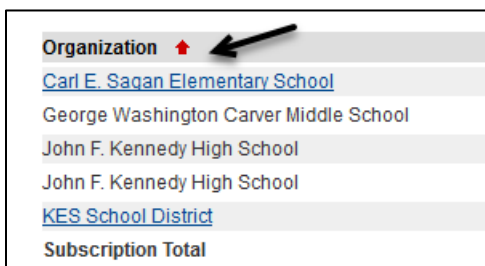
To create a report

1. In the Usage Dashboard, select a starting and ending Date Range for the activity you wish to see on your report. Either click the calendar icon to display a calendar or enter the date in month/day/year format (e.g., 06/01/2018).



The screenshot shows the "Organization Usage Dashboard" interface. At the top left, there is a "Date Range" field with "06/01/2018" entered, followed by a calendar icon and a "to" field. A mouse cursor is clicking the calendar icon, which has opened a calendar for "September 2018". The calendar shows dates from 25 to 30, with the 19th highlighted. To the right of the date range fields are "Run" and "Download" buttons. Further right, there is a "Usage By:" section with three radio buttons: "School / Org" (selected), "Account", and "Team". A "Print" icon is in the top right corner. Below the date range fields, there is a checkbox labeled "Remove Empty Rows".

2. Select the information to display on the report: Usage by **School / Org**, by User **Account**, or by **Team**.
Note: Only TLCs will see the **School / Org** usage. SLCs and Teachers will see **Account** and **Team**.
3. Check the **Remove Empty Rows** box to remove empty rows or uncheck to display them.
4. Click the **Run** button, and a report will display the Logins, Files Accessed, and Time On Site, and Date Range depending on the Report Type selected.
5. To sort the usage information beneath the graphs in alphabetical or numerical order, click the column header text. A red up-arrow will display next to the column; the list is displayed alphabetically (A-Z) in this example.

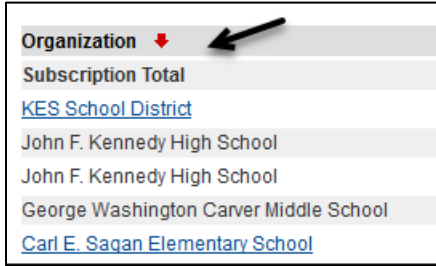


The screenshot shows a table with the following rows:

Organization ▲
Carl E. Sagan Elementary School
George Washington Carver Middle School
John F. Kennedy High School
John F. Kennedy High School
KES School District
Subscription Total

A black arrow points to the red up-arrow next to the "Organization" header.

- Click it again and a red down-arrow will display; the list is displayed alphabetically (Z-A) in this example.



- If you do not wish to view accounts which have no activity, check the **Remove Empty Rows** checkbox.
- To download the report, click the **Download** button. You will be prompted to save or view the report as a Comma Separated Values (CSV) file.

Note: The download report will show two additional columns not shown on the list below the graph: **“User Created”** date and **“Last Login”** date. Note that the report in CSV will display time on site as total number of minutes.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First Name	Last Name	External C	Logins	Files Acces	Time On Si	Role	User Created	Last Login	School/Orj	From 06/0	To 09/13/2018	
2	Subscription Total			22	25	772	School/Organization			Subscription			
3	Patty	Quinn	Patty123	6	11	205	Student	5/2/2017	8/15/2018	Carl E. Sagan Elementary School			
4	KIDistrict	Library		16	14	567	Teacher	5/2/2013	9/12/2018	KES School District			

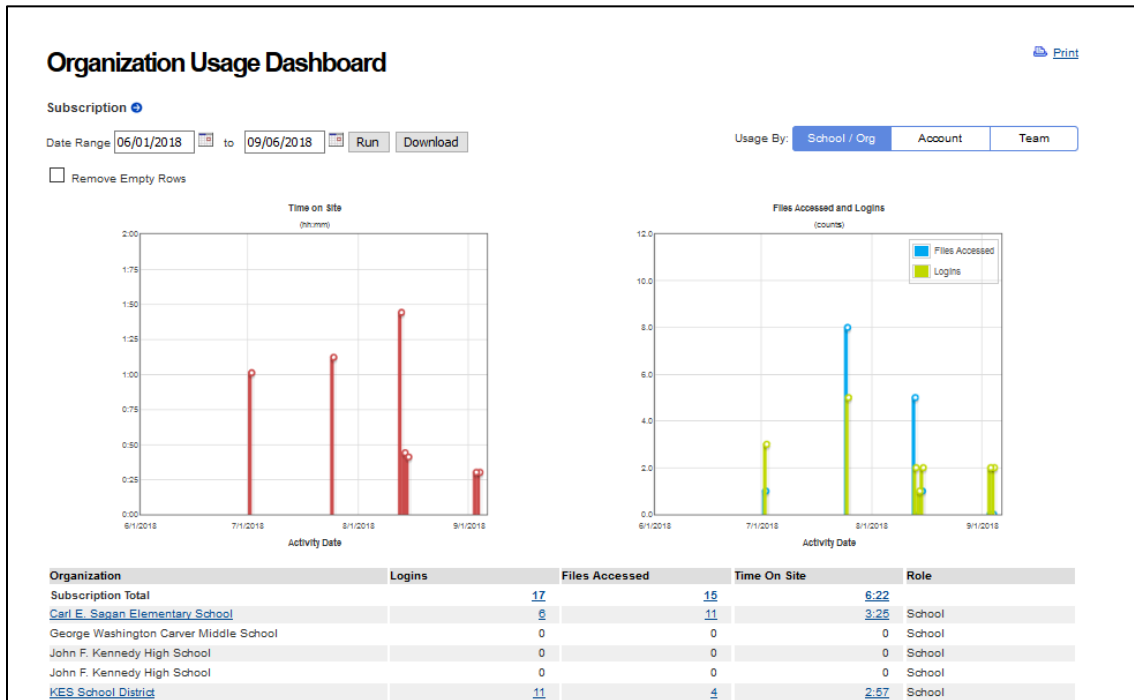
- To Print the report, click the **Print** button at the top right of the report.

Using a Report

Login Activity Example

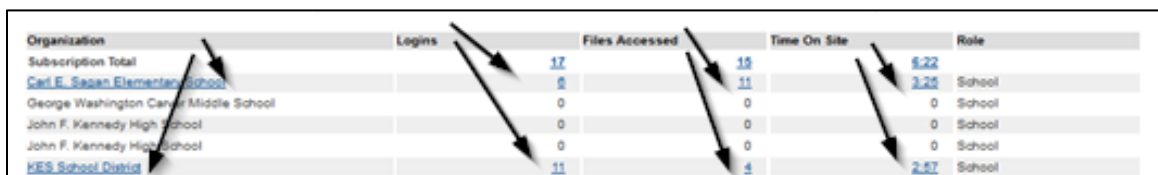
All reports work the same way. They start with selecting the Report type and the date range of interest. When the user runs the report, the Usage Dashboard graph for that report displays. From the details beneath the graph the user can click a link to display more details.

This example shows the School / Org Usage Dashboard Report. This Usage report is available only to TLC users. The TLC selected the School / Org Usage, the Date range 06/01/2018 to 09/06/2018, and did not Remove Empty Rows.

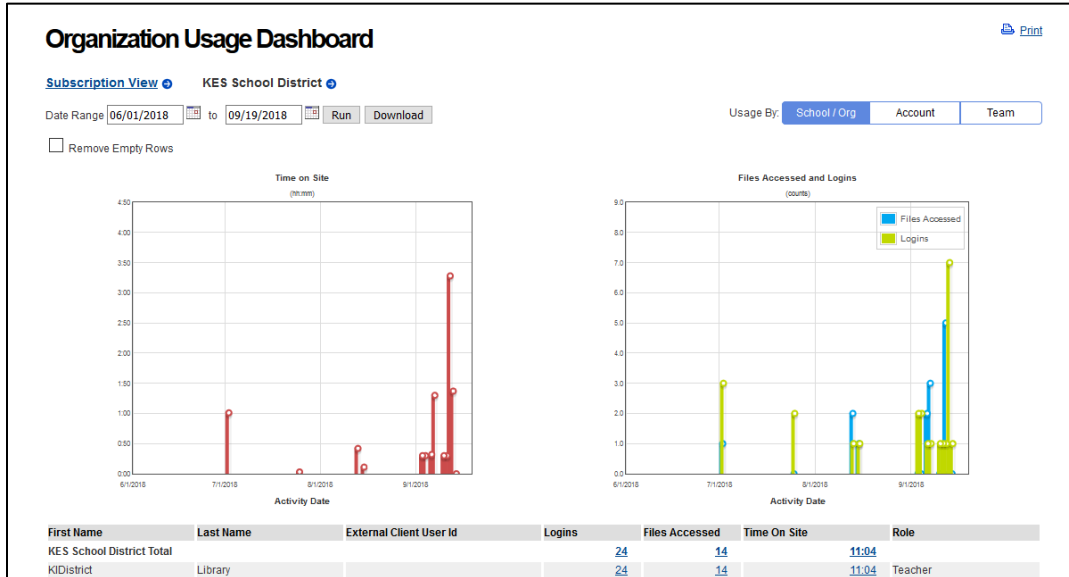


The report lists the Organizations, the number of Logins, Files Accessed, and Time On Site, and their Role – in this example, Schools.

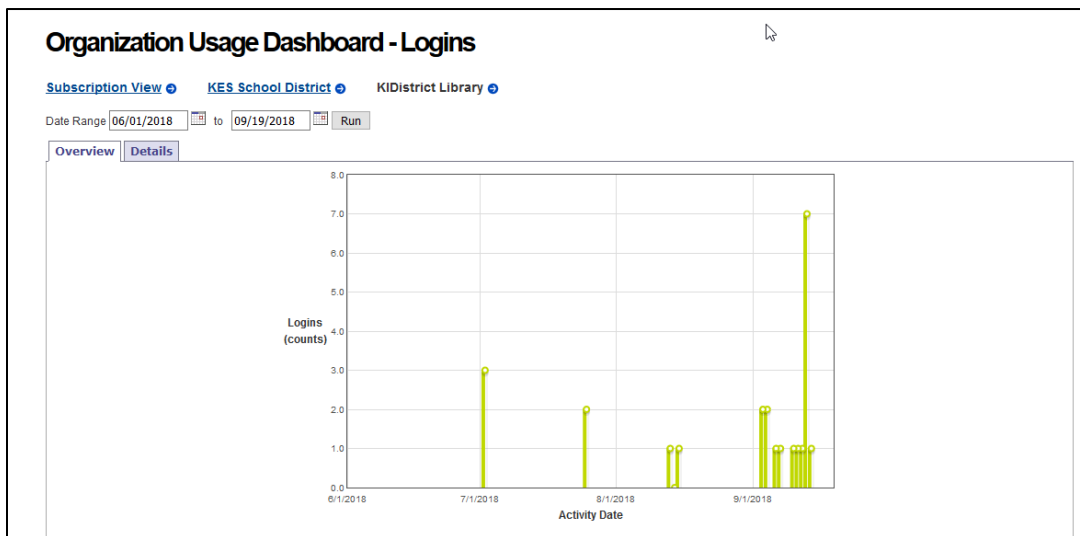
The TLC can then click a link in one of the columns to show more details.



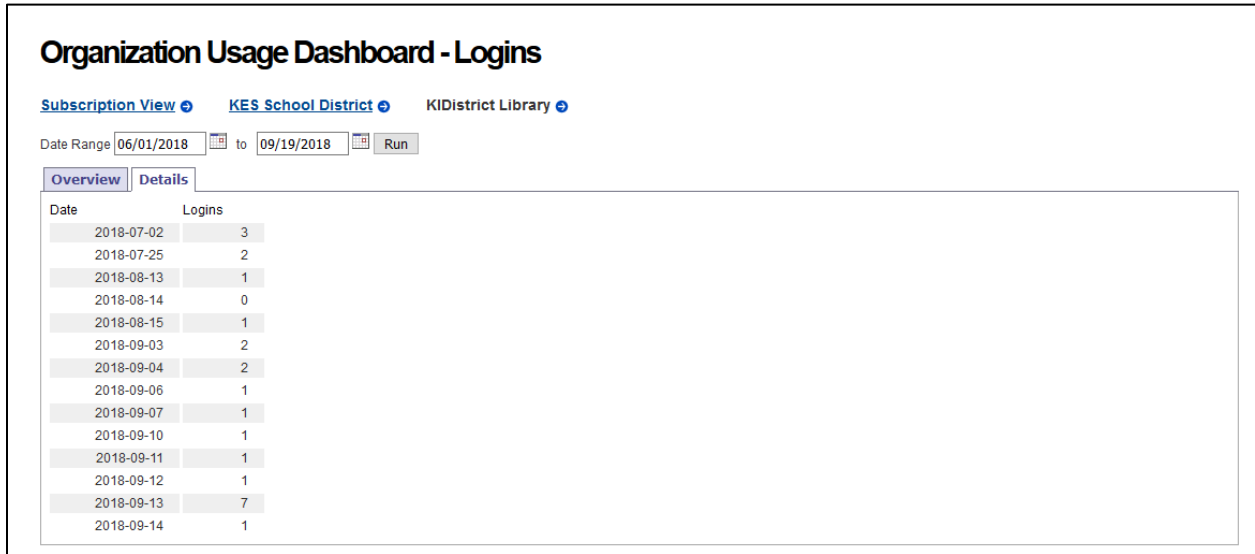
In this example, the TLC clicked on KES School District that shows the Library Logins activity:



The TLC can now check information on Logins, Files Accessed, or Time on Site in the Library by clicking the link of interest. In this example the number of Logins was selected. The report then displays the Login Overview Graph.



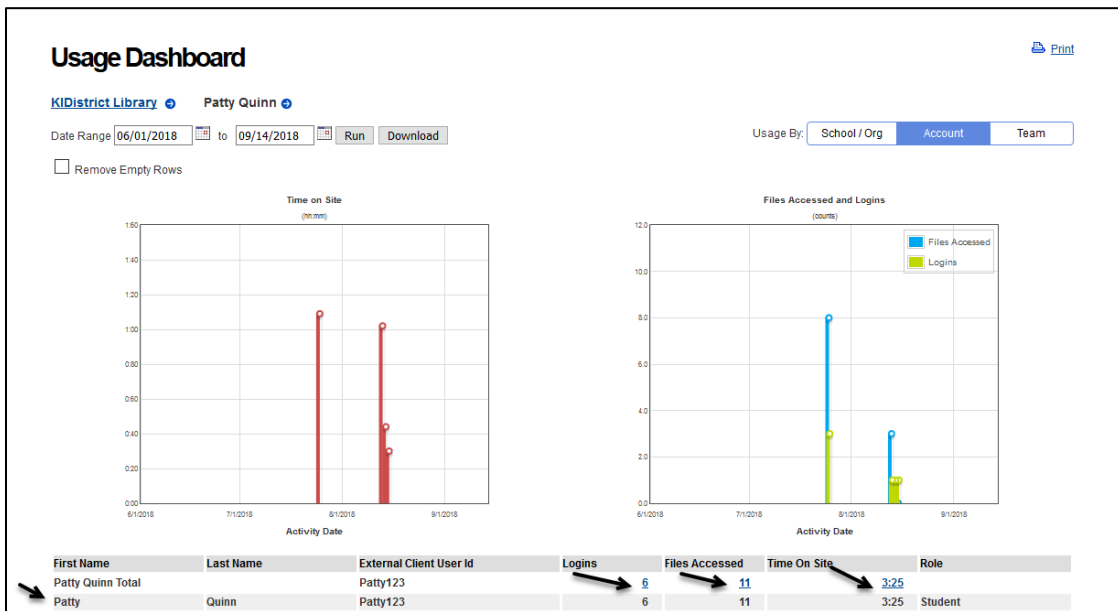
To view the details of those logins, the TLC can click the Details tab which shows the number of logins by date:



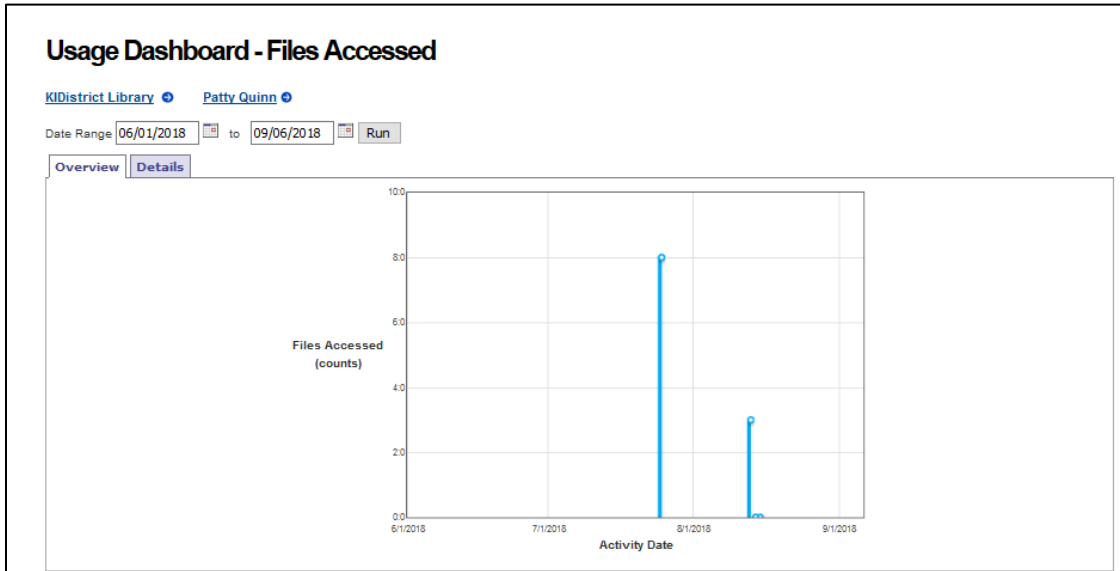
Files Accessed Example

To determine the number of files a specific user had accessed on particular dates:

1. From the list below the graph on the Usage Dashboard page, select the link to the right of the user's name in the **Files Accessed** column.



- The Usage Dashboard – Files Accessed **Overview** tab will open and display a graph of the files accessed by date.



- Select the Usage Dashboard – Files Accessed **Details** tab to see a list view of the number of files accessed by date.

The figure is a table titled "Usage Dashboard - Files Accessed" showing the number of files accessed by date and user type. The table has columns for Date, Non-Student, and Student. The data is as follows:

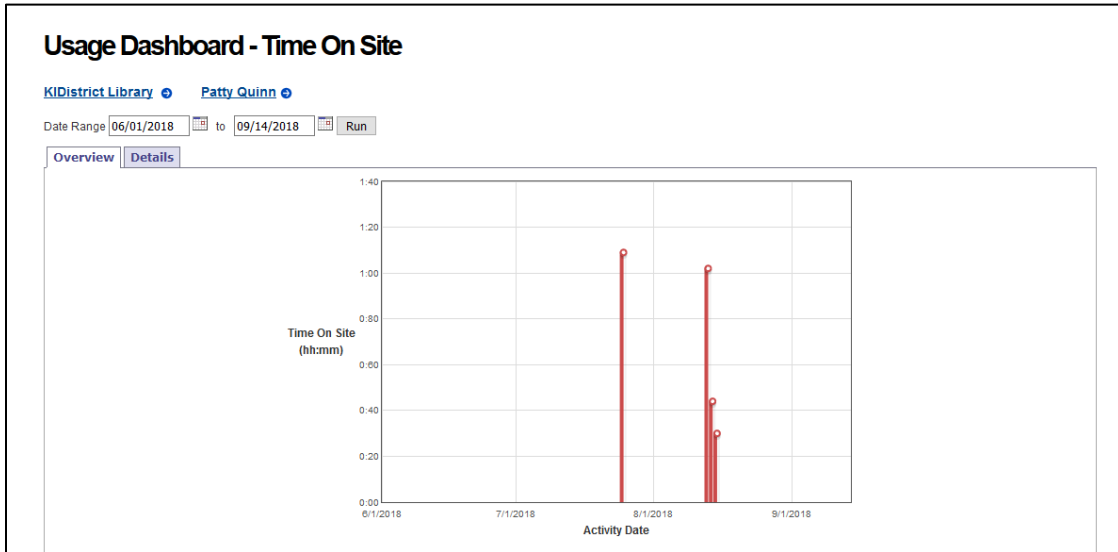
Date	Non-Student	Student
2018-07-25	0	8
2018-08-13	0	3
2018-08-14	0	0
2018-08-15	0	0

Time on Site Example

To determine the time on site a specific user had spent on particular dates:

- From the list below the graph on the Usage Dashboard page, select the link to the right of the user's name in the **Time on Site** column. Time on site is displayed as HH:MM (Hours:Minutes).

- The Usage Dashboard – Time on Site **Overview** tab will open and display a graph of the time on site by date.



- Select the Usage Dashboard – Time On Site **Details** tab to see a list view of the time spent on site by date.

The figure is a table titled "Usage Dashboard - Time On Site" showing the details of time spent on site. It includes a date range filter (06/01/2018 to 09/14/2018) and a "Run" button. The table has three columns: "Date", "Non-Student", and "Student".

Date	Non-Student	Student
2018-07-25	0:00	1:09
2018-08-13	0:00	1:02
2018-08-14	0:00	0:44
2018-08-15	0:00	0:30