Kurzweil 3000®
by Kurzweil EDUCATIONAL SYSTEMS®

General Guidelines for Implementation

Congratulations on your decision to implement **Kurzweil 3000** in your school. To ensure that your teachers and students derive maximum benefit from the technology, your next step is to develop a detailed implementation plan. Below are general guidelines for developing your implementation plan. Following the guidelines you will find a corresponding *Kurzweil 3000 Implementation checklist* with quick resource reference to assist you with your planning process.

I. PRE-IMPLEMENTATION: LAYING THE GROUNDWORK

1. Developing a Master Implementation Plan

Your Master Implementation Plan, in document form, presents an overview of the project and its expected benefits. This plan should be periodically reviewed and adjusted as necessary. It is your road map for implementation and includes:

- A statement of academic concerns (i.e., a needs assessment) and proposed solution using Kurzweil 3000.
- Measurable goals and objectives (i.e., for the district, schools, teachers and students.)
- Identification of students in the school system who need and can benefit from, using the software.
- A broad implementation strategy (i.e., in which schools to implement the software, with which personnel, with which grades/students, over what time period.)
- A general timeline for implementation.
- Identify members of the implementation team.
- Identify responsibilities of the implementation team members.

2. Creating a Budget

Developing a realistic budget, covering two or three years, is a critical component of your plan. Too often, school systems budget only for the initial purchase and installation. Experience shows that adequate funds for training, maintenance and ongoing support are also necessary. Your yearly budget should take into account software, hardware, professional development, staff salaries and incentives and miscellaneous needs. *(See Kurzweil 3000 Budget Template.)*

3. **Identifying the Kurzweil 3000 Implementation Team**

The effective use of Kurzweil 3000 crosses several administrative areas such as IT, Assistive Technology (AT), Special Education and Curriculum. Most school systems find it helpful to put together a district or school implementation team to facilitate communication and support for the project across departments. The team usually includes the Director of Special Education, department chairs, principals, IT, AT, parent and teacher representatives, and paraprofessionals. In addition, school systems find that designating or hiring a full- or part-time project leader for the team is essential to the project's success. This key person is typically responsible for:

- Establishing timelines for various phases of the project.
- Arranging for and monitoring teacher and student training.
- Providing additional in-classroom and in-service training.
- Trouble-shooting problems as they arise.
- Coordinating scanning and sharing of scanned and otherwise-acquired digital materials.
- Communicating with appropriate staff about students with Individual Education Plans (IEPs) include the use of Kurzweil 3000 as an accommodation.
- Ensuring that project goals are being met.
- Collecting and compiling evaluation data.
- Providing regular updates to the implementation team and general community about the project's progress.

II. PRE-IMPLEMENTATION: SOFTWARE, HARDWARE & DIGITAL MATERIAL

1. **Purchasing Software and Hardware**

Your IT specialist should discuss your software needs and review technical requirements of the software with your local reseller or Kurzweil Educational Systems representative. They will recommend the most cost effective software configuration for supporting as many students as possible and will ensure that the software is compatible with your existing hardware and network or with planned hardware and network purchases. Experienced school systems using Kurzweil 3000 recommend purchasing the web license-based software since it provides the greatest flexibility for student use, sharing scanned and digital materials, and upgrading the software.

2. **Installing Software**

One important piece of your implementation plan is successful and timely software installation. To avoid training and implementation delays:

- Determine who will do the installations and who will provide ongoing technical support post-installation for teachers and for students.

2. __Installing Software__ (continued)

- Decide on your initial training location(s) and dates; install Kurzweil 3000 in those locations in advance of your training dates.
- Before or during training, install the software at all sites where the program will be used (i.e., classrooms, resource rooms, libraries, etc.) Keep in mind that gaps of time between training and availability of software in their classrooms make it more difficult for teachers to stay motivated.
- Test all installations to make sure that your software works, your scanners and printers work, that network sharing is operative, etc. so teachers (and students) don't encounter technical glitches when they start to learn and use the software.
- Determine who will manage account creation and management.

3. __Acquiring Digital Materials__

Providing teachers and students ready access to digital material for use with Kurzweil 3000 is another critical component of your implementation plan. Experience shows that you will need to determine who will be responsible for acquiring digital material, and to identify and prioritize the materials to be used. Start acquiring digital materials well in advance of planned training and initial classroom use. *(See Kurzweil Digital Text Organization Worksheet.)* It is important to:

- Determine how specific digital materials will be acquired (e.g., from the publisher, from an online repository, www.bookshare.org, by scanning, etc.).
- Contact publishers to request digital versions of textbooks, supplemental materials and other educational materials.
- Subscribe, as required, to previously identified sources for digital materials.
- If scanning, decide which scanner(s) to use and where in the building(s) the scanner(s) will be located. While flatbed scanners are a great resource to have in the classroom, Districts that have invested in high-speed scanners agree that the enhanced productivity gained from a high-speed scanner more than compensates for the additional cost. Check to see if you have a photocopier that will copy to PDF, an increasingly available option.
- Set up procedures for scanning and editing printed materials and initiate scanning efforts.
- Discuss how your district or site will organize their Universal Library to best meet student and teacher needs.
- If applicable strategize by introducing students and staff to Kurzweil 300 - *firefly,* and encourage them to access documents any where there is access to the internet and a browser.
- Develop a process for filling ongoing requests for digital and scanned files.
- Identify staff or volunteers to scan and also to edit scanned materials (a task that requires greater skill) on an ongoing basis.

III. IMPLEMENTATION: TRAINING, CONSULTING & SUPPORT

1. Delivering Kurzweil 3000 Training

Training is an on-going process. Experience shows that in addition to formal training, teachers and students need follow-up/refresher training to become proficient with all aspects of the product. They also require support and some initial classroom handholding to integrate the software into their daily curriculum. Districts find it helpful to include an IT specialist in the initial training to provide on-site support for minor technical problems. When developing the training component of your implementation plan:

- Develop a calendar of all training sessions, both staff and students.
- Determine the method of delivery for training (e.g. Kurzweil on-site workshop, Kurzweil online trainings, in-services, after- school workshops, etc.)
- Determine who will deliver training for staff and for students. Kurzweil Educational Systems has professional trainers who can provide teacher/staff training. Once trained, teachers, paraprofessionals or fellow students can train students.
- If possible, design hands-on training to match your site or district's goals. Prioritize the agenda topics (i.e., reading, writing, scanning, study skills, test taking, etc.) according to project goals and objectives, and train staff (and subsequently students) at regular intervals. This enables teachers and students to learn key skills and immediately apply what they have learned in the classroom. Giving teachers and students specific assignments to complete to help them start using the software in the classroom.
- Schedule Kurzweil 3000 Foundations and Advanced Workshops for your teachers and staff with a Kurzweil 3000 training specialist, or plan to deliver your own training.
- Schedule on-site/in-classroom follow-up following training.

2. Using Kurzweil 3000 with Other Tools

All students, regardless of their differing learning styles and abilities, need access to the curriculum. Give students the opportunity to use Kurzweil 3000 by itself, or Kurzweil 3000 in conjunction with other technology such as voice recognition; graphic organizers; digital whiteboards; and alternative keyboards, computer access and augmentative communication devices. This allows teachers to provide all of their students with access to the curriculum as well as integrate universally designed teaching techniques into their classrooms.

3. Disseminating Knowledge

Experience shows that a little knowledge goes a long way. Find ways, such as weekly newsletters, staff in-services and listservs, for teachers to share Kurzweil 3000 tips, techniques and information with their peers throughout their school and school system.

IV. POST-IMPLEMENTATION: ACCOUNTABILITY

1. Evaluating the Project

A well thought out assessment plan with pre- and post- data and goals is important for measuring the success of the project. Continued project funding often depends on having reliable data regarding student progress. Assessment is also important for obtaining valuable feedback to assure that the needs of teachers and students are being met. Include the following in your assessment plan:

- Evaluation criteria (i.e., for the district, schools, teachers and students) and reporting schedule laid out in your Master Plan.
- A data collection sheet for teachers to enter pre- and post- student data whenever formal report cards are issued or standardized test scores become available. (This task is greatly facilitated with the reporting options of the Kurzweil 3000 Web License version.)
- A questionnaire to be periodically completed by teachers and students using the program to see how useful the program is as well as identify any problems or concerns.
- A review of students' IEP goals.

2. Communicating Progress

It's essential to make sure *all* stakeholders – administrators, teachers, students and parents – are kept informed about the progress students, teachers, schools and the district are making and the value they are receiving from using Kurzweil 3000. Be sure to provide students and staff with plenty of opportunities, both formal and informal, to demonstrate Kurzweil 3000 and the progress being made.

3. Addressing Unique Requirements

These Implementation Guidelines are intended to be exactly that, guidelines. Each District, School, Classroom, etc. has its own set of unique characteristics that must be considered. It is hoped that this guide and the accompanying Kurzweil 3000 Implementation Tips and Kurzweil 3000 Implementation Checklist will help you pave the way to the successful implementation of our Kurzweil 3000 software for you and for your students.