

Using Kurzweil to Complete Worksheets

1. To get a worksheet into Kurzweil, you have 3 options:

A. Scan the hardcopy of the worksheet:

Put a hardcopy of a worksheet on the scanner and press “scan” on the Kurzweil toolbar. (You must be using the computer that has the Scan Read version of the software)

B. Create the worksheet in Word and open it in Kurzweil:

To open it into Kurzweil, go to File → Open, browse to where your MS Word file is located and open it. You will usually need to use the **Type of Files** drop down window to see your MSWord files. Note that the last item on the list, “All Files”, shows all the files in the directory, which will include standard MS Word documents.

C. Type the worksheet directly into Kurzweil.

Go to File → New → Text File.

2. Make sure the **writing** and the **study skills** toolbars are active. If it is not, then right-click in an empty space on the main toolbar. Choose “Writing” from the pop-up menu. Right-click again and choose “Study Skills.”

3. Using Notes:

Kurzweil has a variety of types of notes that you can use to enhance your worksheet. You can use notes to:

- Provide background information
- Remind a student of the task he is to complete
- Cue the student as to what to do to find the answer
- Provide a personal message to motivate the student

The following table describes the different types of notes available in Kurzweil and their suggested uses. Be aware that some types of notes are only available in KESI files (option A above). If you are using a text file (option B or C above) then you can only use footnotes, bubble notes, and voice notes.

Comparison and Uses of Notes in Kurzweil:

	Footnotes	Bubble Notes	Text Notes	Sticky Notes	Voice Notes
Characteristics:	Displays at the bottom of the screen and reads automatically when the student clicks on the footnote number.	Pops up and automatically reads out loud when double clicked on.	Displays like a text box on the page in a different color.	Looks just like a sticky note that can be resized and moved around on the screen.	Record your own voice. Voice file is played when you double-click on the icon.
Teacher Uses:	Activate prior knowledge Background info Comprehension questions KWLs Summarizing	Vocabulary definitions Teacher directions Think abouts	Vocabulary definitions Prediction questions	Set purpose for reading Pre-reading questions	Teacher directions Think abouts
Student Uses:	Answers to comprehension questions Make reading connections	Reflections Questions	Test taking and forms Clarification questions	Reflections Questions	Oral answers Relate to personal experiences
Available in a text file?	Yes	Yes	No, KESI only	No, KESI only	Yes

4. Be sure to teach the student using Kurzweil the following:

- A. How to read the questions on the worksheet. (You may want the student to read the text “self paced”, instead of “continuous”)
- B. How to slow down or up the rate of speech
- C. How to read the notes