

## Alignment of Tools

### MS MAAP Online Assessment Tools & the Kurzweil 3000 Text-to-Speech Technology

Many of the [MAAP](#) Accommodations and Accessibility features available in the computer-based tests are very similar to features and tools found in Kurzweil 3000. Kurzweil 3000 is a comprehensive literacy, text-to-speech technology that includes tools for reading, writing, study skills, test taking, and more.

On the following pages, you'll see a side-by-side comparison of many of the MAAP Accommodations and Accessibility Tools and some of the features/tools found in Kurzweil 3000 which are very similar. Giving students access to Kurzweil 3000 throughout the school year can help them to become familiar with and comfortable in the use of tools such as text-to-speech, sticky notes, highlighters, magnifiers and much more. The following pages will show the ways in which tools in **Kurzweil 3000 Desktop Software** and **Kurzweil3000.com** align with many of the accommodations on statewide tests.

Below are some links that you may find helpful:

- **MS Testing Accommodations Manual:**  
[https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OSA/2017-mississippi-testing-accomodations-manual\\_20171005.pdf](https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OSA/2017-mississippi-testing-accomodations-manual_20171005.pdf)
- **MS MAAP Practice Tests:** <https://www.mdek12.org/OSA/MAAP/parent-resources/sample-test-questions>
- **Login Screen for Kurzweil3000.com:** [www.kurzweil3000.com](http://www.kurzweil3000.com)
- **Kurzweil3000 Getting Started Guides are available under the Help Tab of Kurzweil3000.com and on our Product Guides page:**  
<https://www.kurzweiledu.com/products/product-guides.html>
- **How To Videos:** [https://www.dropbox.com/sh/t98q6mhmjuqy9uj/AADG2Bxno3RV\\_z2bpDLYe\\_vfa?dl=0](https://www.dropbox.com/sh/t98q6mhmjuqy9uj/AADG2Bxno3RV_z2bpDLYe_vfa?dl=0)

## MS MAAP Online

### MS MAAP Online Text-to-Speech/Read Aloud



To have MS MAAP Online read out loud, the student clicks the "Play" icon. While reading, the Play button becomes a Pause button, as shown below.



The Menu button allows students to determine what is to be read.

## Kurzweil 3000.com

### Kurzweil3000.com Text-to-Speech/Read Aloud

When a document is open, the Reading control buttons are just above the document. That document can be opened from the local computer, Google Drive, and other locations.



To have text read aloud, the student clicks the read  button. As it's reading, the Play becomes Pause , which the student would click to stop the reading.

Alternatively, the student can click on the page to stop reading. Use the front/back arrows   to move forward/back by reading unit. The student can also click on the page where they want to start reading, click read and it will begin reading at that

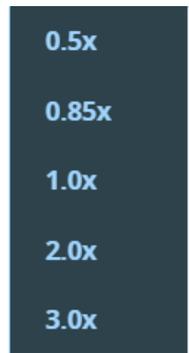
location. The  toggles audible speech on/off. In the silent reading mode , Kurzweil3000 will continue to "read" the document and will highlight as it reads, it will just do so silently.

Other tools in the Kurzweil3000.com toolbar are explained under the following sections.

## MS MAAP Online Test Audio Options



Students can adjust the rate of speech by selecting from the drop down menu to the right of the Rewind button on the reading toolbar.



## Kurzweil3000.com Audio Options



The ability to customize reading is found in Audio Options

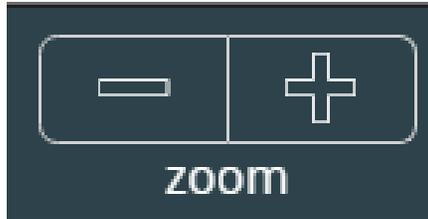


The **Audio Options** menu allows users to select the reading voice, adjust the reading speed, change the reading unit and reading mode (Note: Volume is changed at the computer, not in the K3000 program.)

### Audio Options

<b>Voice</b> Sharon - US English	<b>Unit</b> Word
<b>Reading Speed</b> Normal Faster Slower	Line
<input checked="" type="checkbox"/> Skip Reading Headers/Footers	<b>Sentence</b>
<b>Speak as Typing</b> <input type="checkbox"/> All Characters <input checked="" type="checkbox"/> Whole Words <input checked="" type="checkbox"/> Whole Sentences	Paragraph
	<b>Mode</b> <b>Continuous</b>
	Self-Paced
	Word by Word

## MS MAAP Online Test Zoom

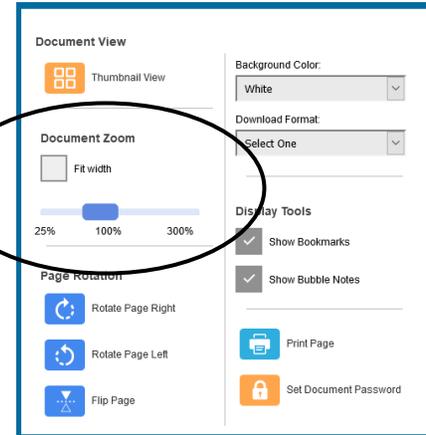


Press the minus button to zoom out. Press the plus button to zoom in.

## Kurzweil3000.com Zoom/Magnifier



Found in the **Document View** menu



## MS MAAP Online Test Line Guide



The Line-Reader allows users to block certain parts of the test so that they can focus on one portion at a time.

**DIRECTIONS:** Read the passage and then answer the questions.

## Kurzweil3000.com

When reading, Kurzweil 3000 uses dual highlighting to bring focus to a specified unit of text. In the screenshot below, a single sentence is highlighted and each individual word is highlighted as its read. Reading unit and reading mode can be changed under **Audio Options**. Below is an example of the dual highlighted while reading used by Kurzweil.

Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your test booklet. Do not

## MS MAAP Online Test Background Color Settings



### Background Color:

This setting can't be used with Reverse Contrast. It places a layer over the entire test window background in the color you choose.

main

main

black-on-pink

black-on-blue

black-on-green

black-on-yellow

Continue

The student selects the desired background color from the drop down menu.

**DIRECTIONS:** Read the passage and then answer the questions that follow.

### Excerpt from *Windblowne*

by Stephen Messer

<sup>1</sup> *Oliver lives in the town of Windblowne, where the biggest event of the year, the kite-flying festival, is only a few days away.*

## Kurzweil 3000.com Background Color Settings



Background color can be changed under the **Document View** menu. Users can select from 7 different background colors.

### Document View



Thumbnail View

### Document Zoom



Fit width

25% 100% 300%

### Background Color:

White

White

Rose

Peach

Sky

Gray

Slate

Granite

### Directions:

Today, you will take Session 1 of the Grade 4 Mathematics Test. You will not be able to use a calculator in this session.

Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your test booklet. Do not

## MS MAAP Online Test Highlighter and Eraser



The higher can be used to highlight part of the test for emphasis. Clear highlights by clicking on them again with the tool active.

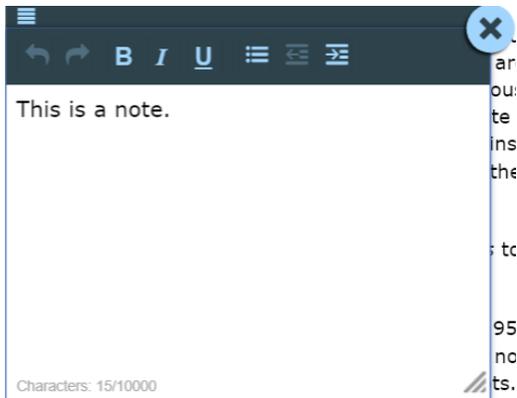
## Kurzweil3000.com Highlighter and Eraser



Kurzweil3000.com has 6 highlighters, 2 circle tools, a cross out tool, and an eraser under the **Highlight** button.



## MS MAAP Online Test Note Tool

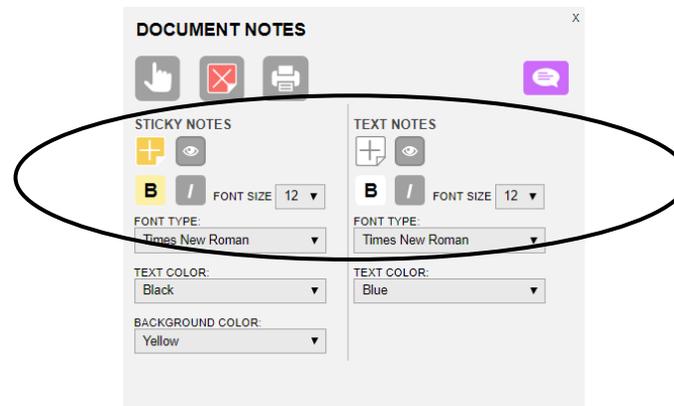


The note tool allows users to leave notes to review later. Any questions left in a note can be seen from the review screen.

## Kurzweil3000.com Sticky Note



Sticky note, text notes and bubble notes can be found under **Notes**. Sticky notes can be customized (color, font type, text color, style) and can be hidden. Click on the plus sign to add a sticky note. Turn easily turn the note feature off once a sticky note has been added, hit the ESC key.



## MS MAAP Online Test Answer Eliminator



Allows users to use process of elimination when trying to select answers.

Which sentence states a central idea of paragraphs 1 and 2?

- (A) Streams are vital resources for people.
- (X) ~~Streams are only found outside of cities.~~
- (C) Streams are different in various landscapes.
- (D) Streams are normal parts of natural settings.

## Kurzweil3000.com Cross Out Tool



The Cross-Out tool (answer eliminator) is found under the Highlight tool, along with highlighters, the circle tools, and the eraser.



The Cross Out tool works very much like a highlighter and can be used for process of elimination when trying to select answers. Select the tool and then click/drag over the text that you wish to “cross out.” The Eraser tool will erase cross outs.

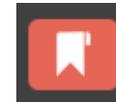
- (A) a quiet town with many doctors and nurses
- (B) a family farm located far from neighbors
- (C) ~~a busy city with a large medical center~~
- (D) a small community that has no modern hospital

## MS MAAP Online Test Bookmark



Use the bookmark tool to mark a question that you want to return to at a later time. Anything you’ve bookmarked can be seen from the review screen.

## Kurzweil3000.com Bookmark



Bookmarks let you mark important parts of a document with information about the marked text. This is very useful when you need to go back and review the information, including test questions that you may want to return to at a later time.

## Kurzweil3000.com Document Editing for Optimum Reading Accuracy

**(Especially Important for Test-Taking)**

Task	Instructions
Locate the document	Locate the document that you wish to bring into Kurzweil3000.com as an image document. If it is not a PDF, jpg, or png, open the document in its original application (i.e. Word, PowerPoint, etc); go to File/Save As, and save the document as a <b>PDF</b> .
Login	Login to Kurzweil3000.com ( <a href="http://www.kurzweil3000.com">www.kurzweil3000.com</a> )
Bring the document into Kurzweil3000.com	<p>Open the desired image document using the following buttons: Google Drive, Computer, or Upload. (If you select Computer, the document will open and be automatically saved to your Recently Opened Local Files Folder. To select Upload, you'll navigate to the folder in which you wish to save the document (your Private or Public), then click Upload. The document will not open, but will be uploaded to the specified folder. To open it, navigate to the document and open it.</p> <div style="text-align: center;">  </div> <p><b>Save:</b> As a teacher, it is wise to save a copy of the original document in your Private folder or other location that is inaccessible to students. You can use the Copy button to create an additional copy of the file to manipulate.</p>
Read/Listen   Audio Options 	<p>Listen to Kurzweil 3000 read the document aloud so that you can identify potential reading errors.</p> <p>You may wish to turn up the reading speed while reading to hear errors, as you are not reading for understanding, but only to pick up on errors.</p>

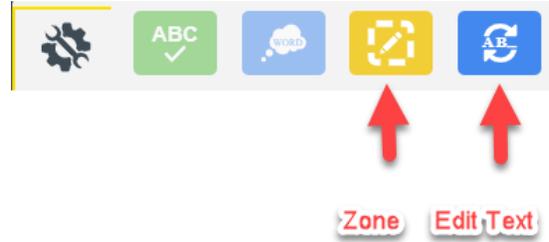
Edit for Optimal Reading Accuracy



Tools Menu

The **Zone Editor** and the **Edit Underlying Text** editor are both located in the Tools Menu. Note: These are tools that can be locked for students under My Account/Users/My Team/Miscellaneous Feature Locks.

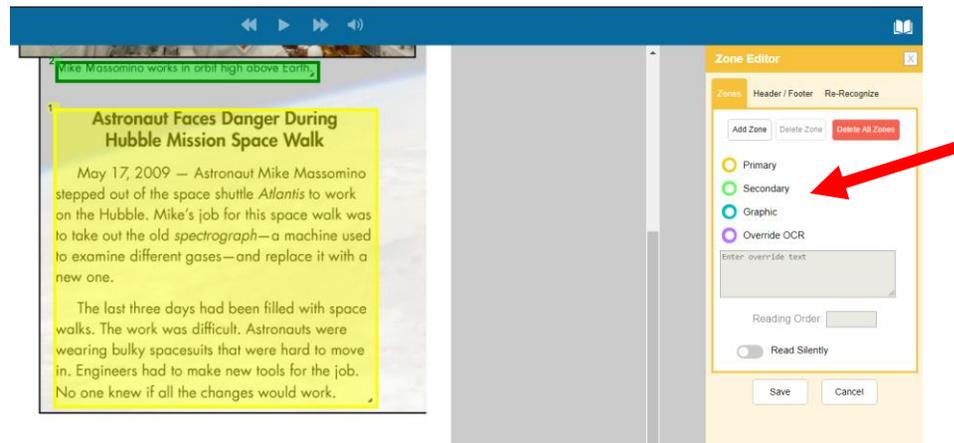
The document must be in one of your folders in order for you to edit with either the Zone Editor or Edit Underlying Text.



**Zone Edit** the Document



Zones determine what is read and reading order in an image document. The **Zone Editor** allows you to change the properties and reading order of zones, adjust the size of a zone to determine how much text it encloses, add new zones, delete zones, or designate silent zones. Hovering over a selected zone provides the user with information regarding the properties of that zone. Likewise, hovering over the list of the types of zones in the zone editor on the right will also produce a tooltip. Zones can be moved and resized as needed. Zone editing should be done before adding highlights or notes to a document. The Header/Footer Editor allows you to determine if those will be read.



## Edit Underlying Text



The **Edit Underlying Text** feature allows users to correct pronunciation in image files. When activated, the underlying text file that Kurzweil 3000 is actually reading will show at the bottom of the screen. The user selects the word that is being mispronounced in the document and then spells out the correct pronunciation in the “selected word” field at the bottom.

The best-known criminal in the prohibition era was **Al** Capone. He controlled the flow of “bootleg” whiskey into Chicago’s 10,000 speakeasies. By 1925 Capone had even gained control of the town government of the Chicago suburb of Cicero.

The task of combating organized crime fell to the Federal Bureau of Investigation, a division of the United States Department of Justice. In 1924 the FBI was placed under the leadership of J. Edgar Hoover, a young lawyer. Eventually, FBI agents worked their way into Capone’s gang and collected enough evidence to send him to prison — for income tax evasion.

Despite widespread dissatisfaction with prohibition, few people believed that a movement that had been eighty years in the

Throughout the 1920’s students occupied the White the party’s candidate was ing, an Ohio senator and lisher. Many people doubt would be equal to the job with his predecessors — Roosevelt — Harding app inspired choice for the Wh

**Harding is elected Presid** ing selected as his runn Coolidge, the governor who had become a natio his handling of the Bost The Democrats’ candidate another Ohio newspaper M. Cox. For Vice Presiden chose the former Assistan

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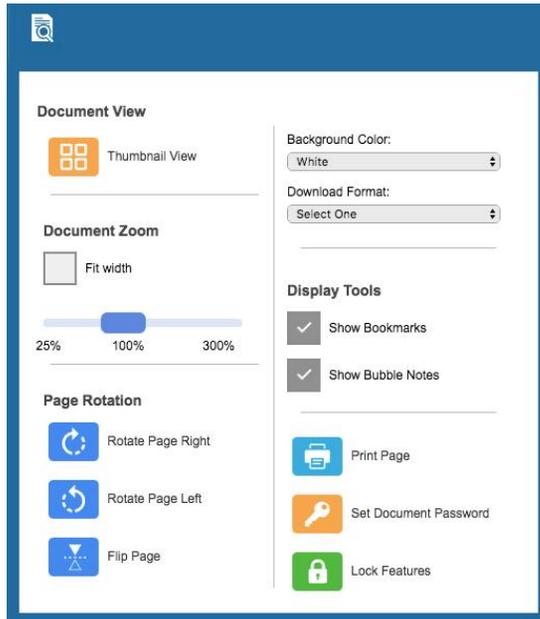
Selected Word: A1

In the example above, the name “Al” (as in Al Capone) was recognized and pronounced as “A1.” To correct, simply type the correct spelling (or, in some cases, the phonetic spelling) of the selected word in the “Selected Word” field at the bottom. Once changes have been made, close the Underlying Text Windows and save changes.



**Document Level  
Feature Locks  
(applies to a  
document)**

Feature locks can be applied to specific documents; however, **they take effect immediately and cannot be undone.** To apply feature locks to a document (which will be locked for all users accessing that document), go to View/Lock Features.

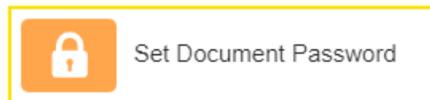


Once Lock Features has been selected, the teacher can select from the various categories on the left to determine what items are locked for the document. Remember, **they take effect immediately and cannot be undone.** (Note: Only the Top Level Coordinator of the account can undo document level feature locks.) As always, it is a good idea to save a copy of all documents to your private folder so that you have a backup.

**Password Protect  
In the View menu**

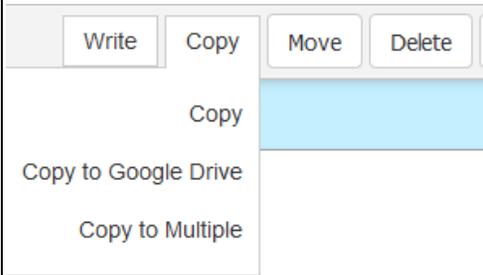


In a test-taking situation, it is a good idea to password protect test documents. This can be done through the **View** menu/**Set Document Password**. This will allow a teacher to copy a secure file into a student folder without risk of it being opened. It is advisable that teachers never give the document password to a student, but for the teacher to input that password. It is also advisable that the teacher keep a copy of the file that is not password protected in her/his private folder or in some other secure location as a backup.

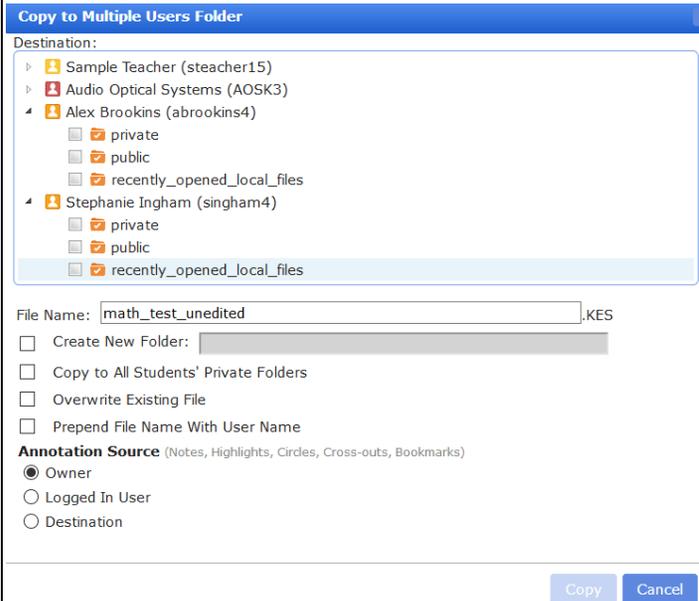


**Important Note:** There is no way to retrieve a forgotten password, so make sure to record it reliably. Passwords can be changed by the owner of the document.

**Copy the document to the teacher's Public folder or to student folders.**



Click in the small check box to the left of the document name, then select **Copy**. The document can then be copied to the teacher's Public folder, individual student folders, or to multiple student folders. To copy to the teacher's Public folder or to an individual student folder, select Copy then navigate to that student's Public or Private folder (or a subfolder within one of those). By selecting "**Copy to Multiple**," teachers can copy a document to multiple student folders at one time. She/he can create a new folder, can copy to all students Private folders, or can select specific students to copy to.



In order to manually select students to copy files to, you must expand the folder with the student's name on it to access their Public and Private folders. Click on the triangle next to the student's name and the subfolders will be revealed. If you try to save to the folder with the student's name, you will receive an error message "You don't have access to copy to this folder." Click on the triangle next to the student's name and the subfolders will be revealed.