Kurzweil 3000: Getting Started & Policy Guide

Welcome! **Kurzweil 3000** is an assistive learning and reading technology provided as an academic accommodation. It provides text-to-speech reading support, customized display options, study tools, and writing assistance to help you engage with digital textbooks, research articles, and exams independently.

⚠️ Mandatory Student Accommodation Expectations

When using Kurzweil 3000 as an approved accommodation, you are expected to adhere to the following institutional standards:

1. **Course Materials Only:** Use Kurzweil 3000 to convert and process materials directly required for your approved courses or degree program.
2. **Copyright & Intellectual Property:** Converted files (e.g., converted audio files, scanned PDFs) are for your personal educational use only. Do **not** post, upload, share, or sell copyrighted course texts or converted audio files to third parties or online platforms.
3. **Exam Accommodation Protocols:** When taking exams via Kurzweil, lockable test features (e.g., restricting internet lookups or dictionary access) set by Disability Services or faculty must be respected.

Step-by-Step Setup Guide

Step 1: Activate Your Account

1. Check your student email for an account invitation from **Kurzweil Education** or your campus **Accessibility/Disability Services Office**.
2. Log in to kurzweil3000.com using the provided credentials to set up your profile.

Step 2: Choose Your Access Method

- **Web App (kurzweil3000.com):** Access your Universal Library and read uploaded documents from any browser.
- **Read the Web Extension:** Download the *Kurzweil Read the Web* extension for Chrome, Edge, or Firefox to read web pages, online articles, and Learning Management Systems (Canvas, Blackboard) directly. To install the extensions, you first need to elect to enable Google Consumer Apps: https://www.hawaii.edu/google/extra/.
- **Desktop App (Windows/Mac):** Install the desktop software for advanced study tools, offline access, and full test-taking capabilities.

Step 3: Add Your Course Materials

1. Open the **Universal Library** from your account homepage.
2. Click **Upload** to import course materials (PDFs, Word documents, EPUBs, or images).
3. Kurzweil's built-in Optical Character Recognition (OCR) will process scanned PDFs and images, making text readable aloud.

Step 4: Customize Your Reading Settings

- **Voice & Reading Speed:** Adjust the reading speed (words per minute) and select a synthetic voice that suits your preference.
- **Visual Adjustments:** Change font styles (such as OpenDyslexic), adjust text magnification, or change background/highlight colors to reduce visual strain.

Step 5: Utilize Study & Writing Tools

- **Multi-Color Highlighters & Notes:** Highlight key concepts and extract them into an automated outline or study guide.
- **Reference Tools:** Highlight unfamiliar words to access built-in dictionary definitions, translations, or syllable breakdowns.
- **Writing & Speech-to-Text:** Use built-in word prediction, speech-to-text dictation, and mind-mapping graphic organizers to plan and write papers.

💡 Top Tips for Accommodation Success

- **Pre-Load Reading Material:** Upload chapter PDFs or syllabus readings to your Universal Library at the start of the week so they are processed and ready before class.
- **Use "Read the Web" for Canvas/LMS:** Install the browser extension to read online quiz questions, discussion board posts, and web links seamlessly, without downloading files.
- **Create On-the-Go Audio Files:** Use the **Speech Maker** feature to convert text documents into MP3 audio files so you can listen to readings while commuting or walking around campus.

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Kurzweil Academy