Implementation Process for Kurzweil 3000

	NOTES:
1. Demo meeting (call Learning Tech Team)	
2. Place purchase order with ITS (Sherry Lethbridge at Schou) - Include: total number licenses, room # and serial numbers of computers, budget code **(*NOTE: If you already have the software and are just moving copies, please follow your regular TMA process online with ITS. State "move Kurzweil copy from… to…)**	

3. Student Learner Profiles (To consider…)

❑ Who are the learners who will be using this tool?	
❑ Where is it available? Please fill out **Kurzweil Google Form** on Learning Tech blog site.	
❑ How will the tool be integrated into daily work (eg. student goes to room x or access in own class; student moves with laptop… shared with multiple classes?)	
❑ How will teachers provide specialized instruction of the software components? (one-to-one? Small group?)	

4. Set up Copier/Scanner for Digitizing

❑ Photocopier set for PDF email? (do you know process?)	
❑ Scanner (location? Which computer has the software to run it?) *(*Note: fastest way is through regular scanner/pc)*	
❑ Training date for teachers on photocopier PDF/email? ❑ Training date for teachers on scanner process? (…date for students if expected to do own)	

5. Digital Content (textbooks, worksheets, stories, novels)

❑ Where will you get this content? Who is responsible?
    o e-textbooks? (*On-line: checked readability?)
    o teacher created materials or worksheets?
    o Access to ARC-BC materials? (**Call your district LSS or Learning Technologies Team for workshop dates.)	

❑ Where will you store materials for student access? (L:drive?)	
❑ Where will students print or send work? Need mic - headset?	
❑ Check with Learning Tech about space on drives for identified teacher and student. *(These will return to default in June.)*	

Implementation cont…

6. Learning the Software and Process:	NOTES:

- ❏ **Fill out Kurzweil Google Form** on Learning Tech blog site if you haven't done so.
- ❏ Register for Learning Series.   See Staff Development Calendar (keep checking or call Learning Tech Team).
- ❏ Instruct students on accessing network/using network/saving/internet protocols/printer process/or use microphone/headset? (*Are there learner issues that would indicate student requires monitored support?)
- ❏ Instruct students on basics of program? *(*Note:* this takes time!)*
- ❏ Where will students collect work to read/write? (see above Digital Content storage)
- ❏ Where will students save, print or export their completed work?
- ❏ Will exports (mp3, doc, rtf) require flash drive or mp3 player for home use? (Who will instruct this part of process?)

7. Integration of Kurzweil - Curricula (full circle):	

- ❏ Have you included this software in your IEP?
- ❏ What assessments (formative, summative) will be expected?
- ❏ Are there other software tools that will be integrated in the learning process?
- ❏ What end products will student be able to provide to show their learning knowledge? (eg. oral presentation, conversation, written presentation…)