

Kurzweil 3000 (Win) v.20 Study Skills: Using the Study Skills Annotations

Introduction

Kurzweil 3000 is reading and writing software that has many features designed to support students who are struggling with reading comprehension and written output. The program can be used as a word processor or it can be used to scan documents, like textbooks or worksheets, which can then be read aloud or completed within the program. Students who have difficulty reading and understanding textual material can be supported with several program features. In this tutorial, you will learn about the various features and tools students can use to learn and develop their reading comprehension and study skills.

Learning Objectives

Completing this tutorial will give you experience:

- Using the tools on the Study Skills Toolbar
- Using the Highlight and Note tools under the Tools menu
- Extracting highlights and notes to a separate document
- Adjusting the Highlight and Note options

This tutorial assumes that

- Kurzweil 3000 version 20 for Windows is installed on your computer. If you do not have the program already installed, please refer to the installation and registration instructions that came with your software.
- Your computer system supports audio output either through speakers or a headset.

Case Study

Rebecca is a Grade 8 student who has language processing issues. She has difficulty focusing on textual material and cannot identify or remember the main ideas that are presented in content areas. She frequently re-reads paragraphs over and over but still cannot recall information for written assignments or tests. She uses Kurzweil 3000's highlighting and extraction feature to identify main and supporting ideas and to create study notes and outlines for written assignments.

Bryce has very few reading comprehension strategies – he is not reading at grade level and needs constant support to understand content material. His team prepares his curricular content by scanning books and textbooks and then adding notes or annotations to help guide him when reading the text. They also put comprehension questions right into the text which Bryce answers and then extracts. These questions and answers are then printed and submitted for assessment.

Using the Study Skills Annotations

Step	Instruction	Visual Depiction
------	-------------	------------------

1 Annotations or notes are features that can be added to image (scanned) documents by the student while they are interacting with it or by the teacher while preparing it for student use. There are several types of annotations – each can be used for different purposes...

- **Sticky notes**

Student – mark text, reminders, summaries

Teacher – assignment instructions, prompts

- **Footnotes**

Student – mark important ideas, add notes

Teacher – vocabulary development, reading comprehension questions

- **Voice notes**

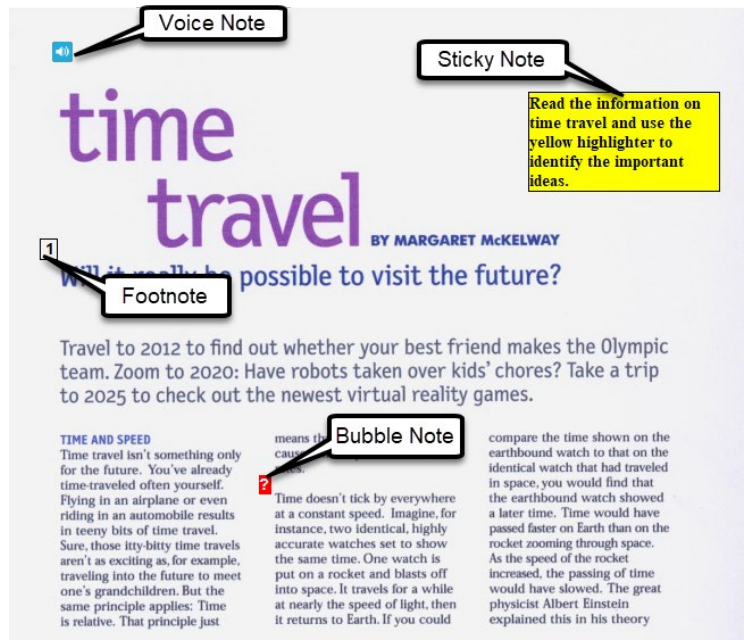
Student – reminders, additional information

Teacher – instructions, prompts

- **Bubble notes**

Student – follow instructions, vocabulary development, comprehension questions

Teacher – instructions, vocabulary development, comprehension questions



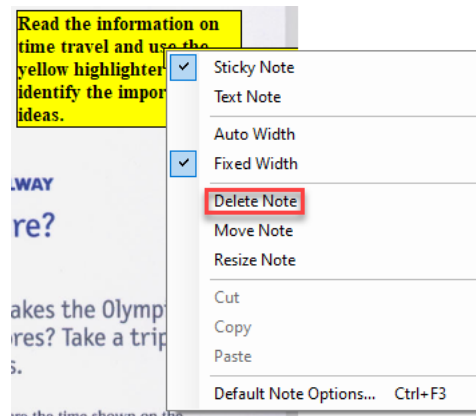
Step Instruction Visual Depiction

2 To add a **Sticky Note** to your document, click on the Sticky Note tool on the Study Skills toolbar. Move your cursor over the area on your document where you want to place the sticky note and click.



3 A small yellow text box appears. Type some instructions into the box. It will expand as you type. To **resize** the box, put your cursor over the edge of the note, click and drag it to the size you want.

To manipulate the sticky note, **right-click** on the note to open the context menu to allow you to delete it, move it, or resize it. You can also adjust the width to “auto” if you want it to expand to accommodate the text.



4 While Sticky notes are not attached to anything in the document, Footnotes are attached to text.

To add a Footnote to your document, place your cursor after the question “Have robots taken over kids’ chores?” Click the **Footnote** tool on the Study Skills toolbar.



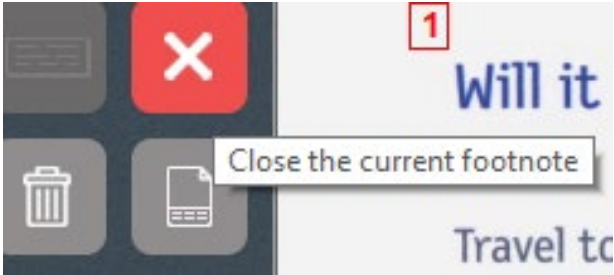
The footnote window opens up at the bottom of the program window. **Type** into the footnote window “Which of your household chores do you wish robots would do?”

Step	Instruction	Visual Depiction
------	-------------	------------------

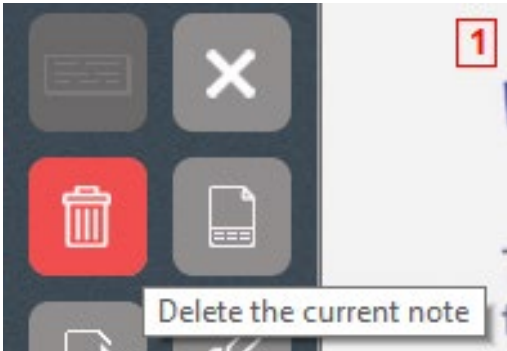
5 Click the **Close box** now on the Study Skills toolbar to close the note. A numbered note should now be next to the text in the document.

To **read** the note, **double-click** on the numbered icon.

To **move** the note, **click and drag** it to another text position.

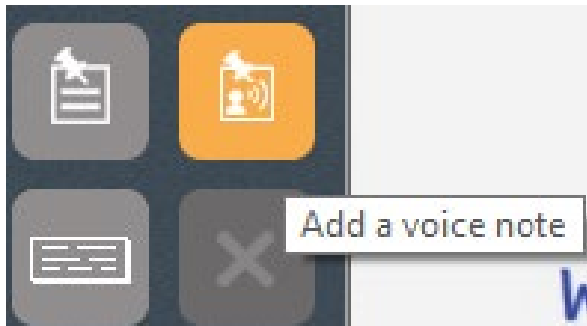


6 To **delete** the note, click on it once to highlight it and then click the **Delete** trash can on the Study Skills toolbar.



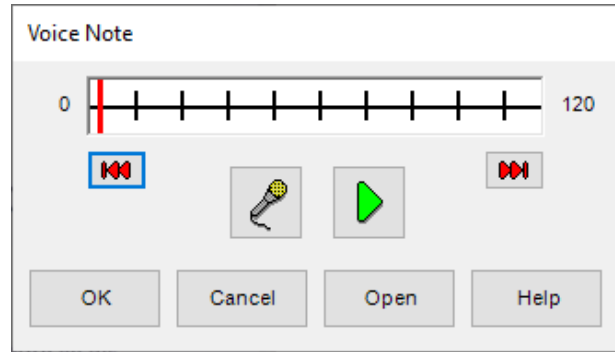
7 If you have a computer that has a built in or attached microphone, you can add voice notes as well. These notes, like sticky notes are not attached to text.

To add a voice note, click on the **Voice note** tool on the Study Skills toolbar, bring your cursor down into the document (you will see a crosshair) and click to place the note.



Step	Instruction	Visual Depiction
------	-------------	------------------

8 A small recording window opens up where you can record your voice note. Click the **Record** button to start the recording and the **Stop** button to stop it. Click **Play** if you want to hear it and **OK** to save it into your document.



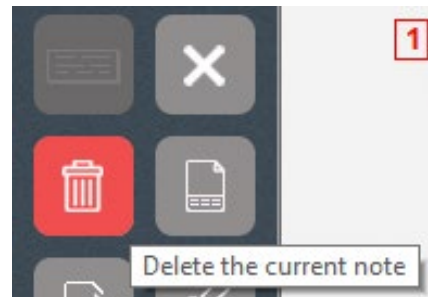
9 A small speaker icon is left to mark the position of the voice note.

To **hear** the voice note, **double-click** the icon.

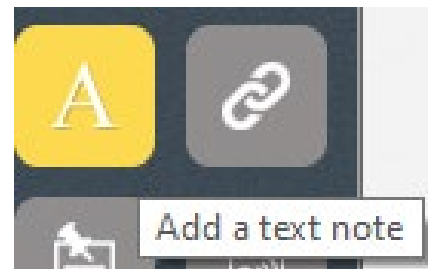
To **move** it, **click and drag** it to a new position.



10 To **delete** it, click the **Delete** tool on the Study Skills toolbar.



11 Another type of annotation is the **Text note**. It is useful for adding text directly onto the document. It is used mainly for preparing and completing tests and worksheets. Refer to the tutorial on Preparing Documents for more information on Text notes.



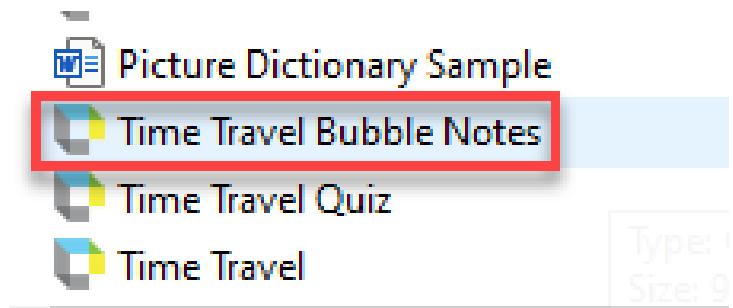
Step	Instruction	Visual Depiction
------	-------------	------------------

12 Finally, there are Bubble Notes. These annotations are very helpful for teachers who are supporting students who need a great deal of direction and prompting when reading content textual material.

You can create and add different types of Bubble notes depending on the function.

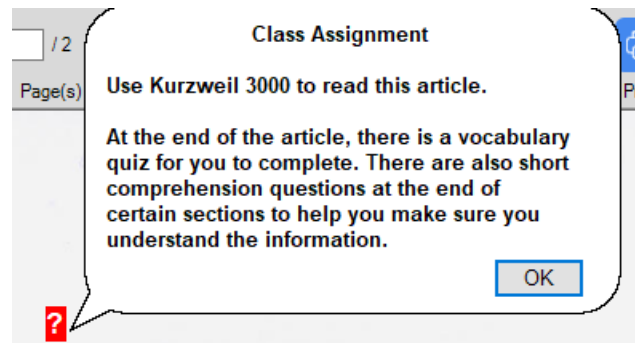
Click on the **Open existing file** button on the Main Toolbar to access the Sample Documents. This time, **double-click** to open the file **Time Travel Bubble Notes**.

This file has a number of embedded Bubble Notes – the locations marked by the purple question marks. **Double-click** these notes to open and read them to discover the various Bubble Note possibilities. Click **OK** to close each note.



13 In this document, there are Bubble Notes that...

- Give instructions for reading
- Clarify and define vocabulary
- Ask multiple choice comprehension question
- Ask a fill in the blank question



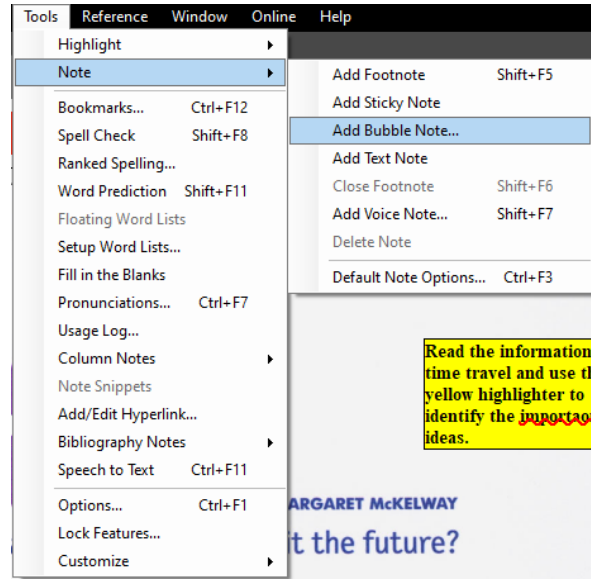
Step Instruction Visual Depiction

14 Now that you know what Bubble Notes can do, you will add one to the original Time Travel image document.

Go to **Window ->Time Travel.kes** to bring that file forward.

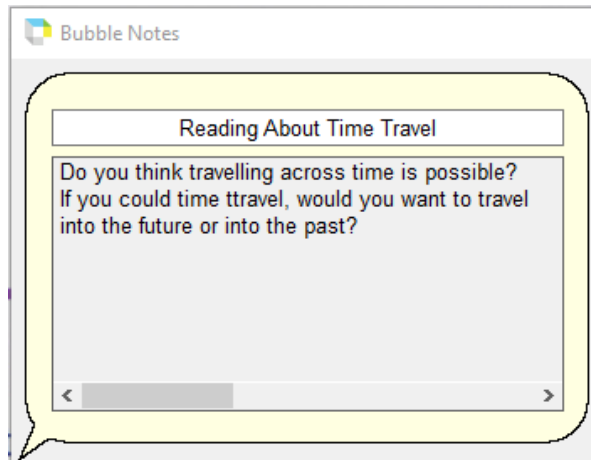
Click to place your cursor next to the first letter in the title.

Go to **Tools -> Note ->Add Bubble Note**.



15 In this Bubble Note you will add a reading comprehension strategy (access prior knowledge) and an instruction for the student to follow.

In the text fields of the Bubble Note, add text similar to the example.



Step Instruction Visual Depiction

16 Once you have typed in the text, you can set the way the Bubble Note will behave by choosing options on the right side of the Bubble Note window.

Choose - **Shape** and **Size** of the note using the drop-down menus.

Choose – **when** the Bubble Note will Open

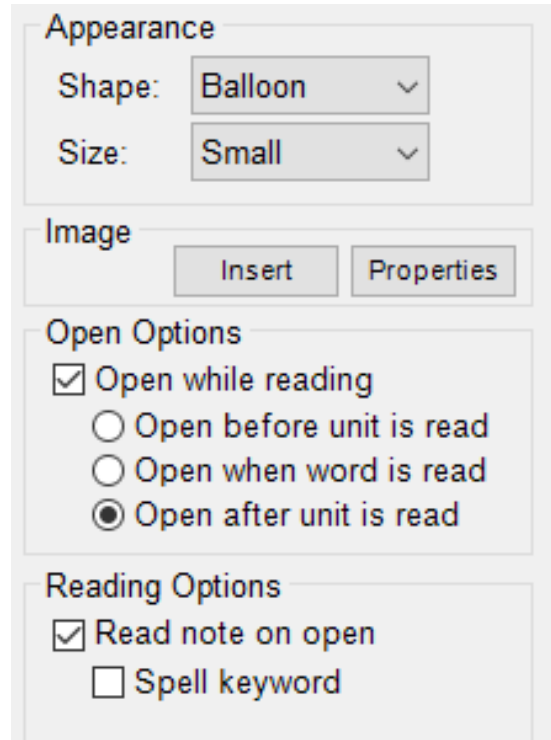
Choose – if the Bubble Note will be **read out loud when it is opened**. Do NOT select the Spell Keyword option in this case since it is not a vocabulary note

Since this is not a question note, leave the **No question** option selected.

If you want to see a preview of your Bubble Note to see how it works, click the **Preview** button.

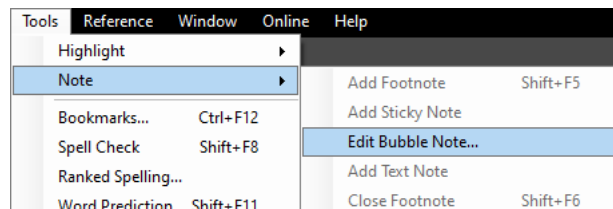
When you are satisfied with your note, click **OK** to exit the window.

Try your note out by **double-clicking** the question mark icon on your document.



17 If you want to **Edit** your note, click once to highlight it (it will turn red) and then go to **Tools ->Note ->Edit Bubble Note...**

The Bubble Note window will open where you can make changes.

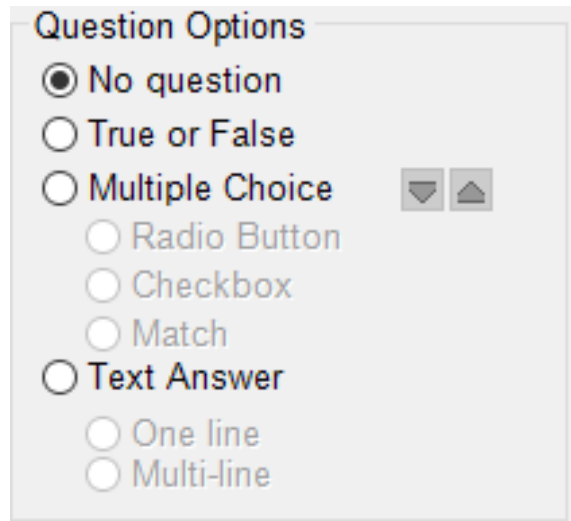


Step	Instruction	Visual Depiction
------	-------------	------------------

18 You can also make Bubble Notes that are questions. Follow the same procedure as above – set your cursor in place, go to **Tools ->Note -> Add Bubble Note**, and choose the type of question you want to add (True False, multiple choice, etc.). Using the Preview button helps you experiment with the different types of Bubble note questions.

To delete a Bubble Note on your document, click on it once to highlight it (it will turn red) and then click the **Delete** tool on the Study Skills toolbar.

To **move** the Bubble Note, click and drag it to a different location.



Tip...

The many different annotations or notes available in Kurzweil 3000 can be overwhelming. It usually works well to decide on one type of note for each type of function. For example, Sticky notes could be used for giving the student instructions, Footnotes could be used for explanations of concepts, Voice notes for prompting background knowledge and Bubble notes for asking comprehension questions. In the same way, students should be taught to use the different types of notes for specific purposes so that each document doesn't end up with a confusing array of notes. When introducing students to Kurzweil 3000's annotation features, it makes sense to introduce them to the notes one at a time – first how to use them, then how to create them.