

# Kurzweil 3000 (Win) v.20: Adding Reading Comprehension Questions

## Introduction

When scanning books or other materials using Kurzweil 3000, the quality of the scanned document varies depending on the quality of the original textual material. To ensure documents are read aloud accurately and to add annotations that will support students' reading comprehension requires some level of document preparation. This tutorial will demonstrate how to prepare documents by adding reading comprehension questions.

## Learning Objectives

Completion of this tutorial will provide experience with the following:

- Adding reading comprehension questions (with Bubble Notes)
- Saving a .KES file
- Creating an audio file from your document

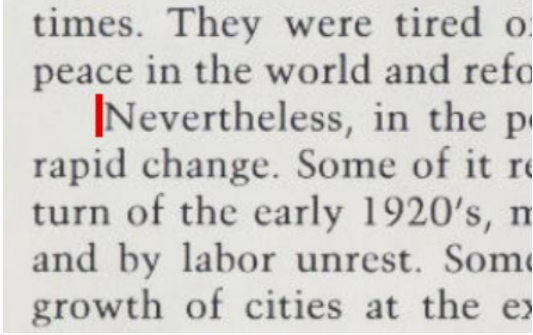
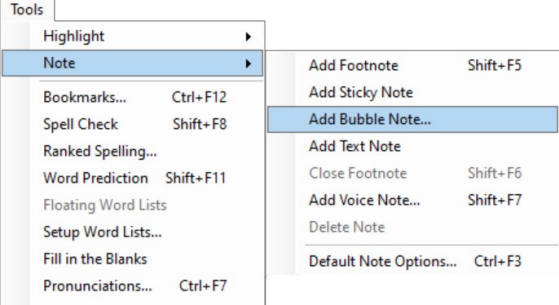
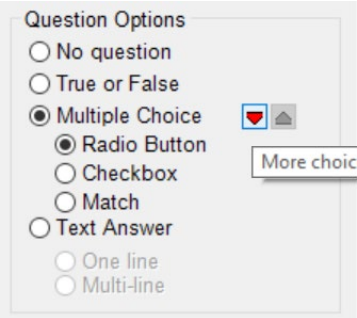
## This tutorial assumes that you have:

- Kurzweil 3000 version 20 for Windows installed on your computer
- A computer that supports audio output either through speakers or a headset

## Case Study

Sheila is a Learning Support Teacher who helps the classroom teachers in her middle school support a range of students who have learning difficulties. She has an Educational Assistant, Reena, who helps her prepare student materials. Last year her school installed the network version of Kurzweil 3000 allowing classrooms' mini-labs to access the program throughout the day. Because of the range of students who would be using the program and the variety of curricular materials, Sheila and Reena developed a system for producing and preparing e-text materials for the teachers. Reena has been given preparation time in her schedule which she uses to locate (on the web) or scan texts and novels. She either downloads the material, if available, from one of the many e-text sites, or she scans the requested book using the school's duplex scanner. She takes this file and opens it up in Kurzweil 3000 and saves it as a .kesi file. Once she has done that, she performs the first two steps in Kurzweil document preparation – she zone edits the material to make sure the correct zones are being read and then she randomly checks to make sure the program is reading the material accurately by editing the underlying text. Once finished, she saves the .kesi file on the school server and Sheila takes over. Sheila takes this file and adds the moderate level reading comprehension support – Kurzweil 3000 annotations such as instructions and vocabulary support. She then saves a third version and further adds more significant reading comprehension strategies in the form of comprehension bubble notes. Over the course of several months, Sheila and Reena were able to create a repository of Kurzweil 3000 e-text files of popular classroom-based titles that could be used with a range of students who struggle with reading.

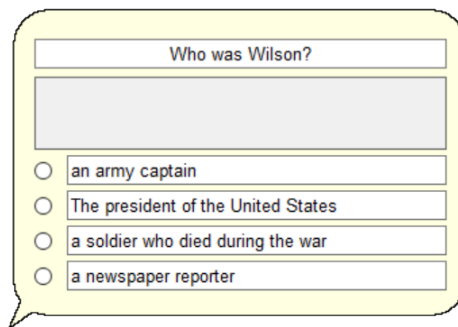
## Adding Reading Comprehension Questions (Bubble Notes)

Step	Instruction	Visual Depiction
1	<p>Reading comprehension support can be added by inserting a <b>Bubble Note</b> into the document.</p> <p>Find the beginning of the second paragraph on page two of the History Textbook.</p> <p>Click to place the cursor there.</p>	
2	<p>Let's add a <b>Bubble Note</b> to create a multiple-choice question that asks students the identity of Woodrow Wilson.</p> <p>Bubble Notes are added from the menu. Go to <b>Tools &gt; Note &gt; Add Bubble Note</b>.</p>	
3	<p>In the <b>Question Options</b> area of the Bubble Note window, click to select <b>Multiple Choice</b>.</p> <p>Then click the <b>More choices</b> arrow three times to create a total of four possible answers.</p>	

**Step Instruction Visual Depiction**

**4** In the top field of the bubble, **type** “Who was Wilson?”

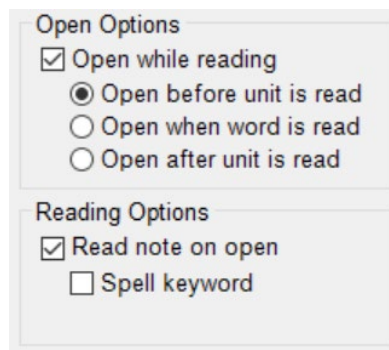
Then, in the answer fields, **type** four possible answers – “an army captain”, “the President of the United States”, “a soldier who died during the war” and “a newspaper reporter”.



**5** The next step determines how the Bubble Note behaves when the student is reading the text.

Under **Open Options**, select **Open before unit is read**.

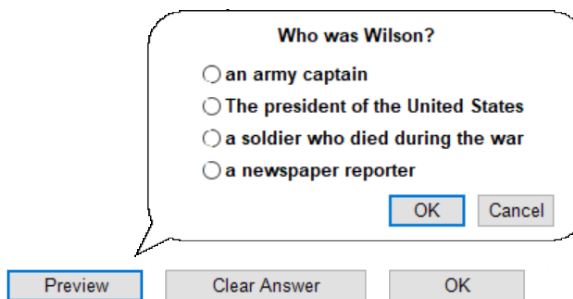
In **Reading Options**, select **Read note on open**.



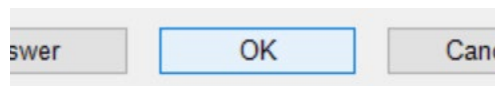
**6** Click the **Preview** button located at the bottom of the Bubble Note window to preview the note.

When done previewing, Click **OK** to close the preview window.

If needed, make further adjustments to the options and preview again.

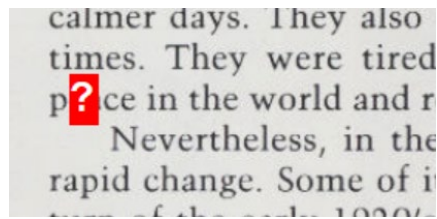


**7** When satisfied, Click **OK** at the bottom of the Bubble Note window to set the Bubble Note.

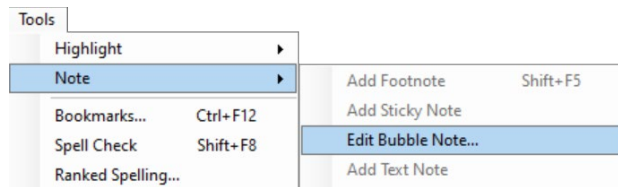


Step Instruction Visual Depiction

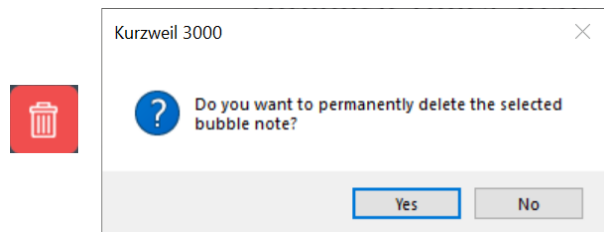
8 Note that a small **question mark icon** has been placed behind the word “prosperous” in the text.  
 To **open** the Bubble Note, **double-click** the icon.



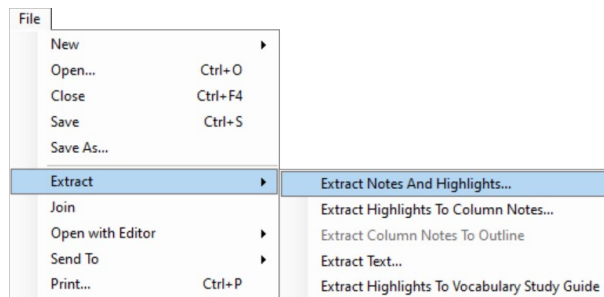
9 To **edit** the Bubble Note, **click** it once to select it and then go to **Tools > Note > Edit Bubble Note**.



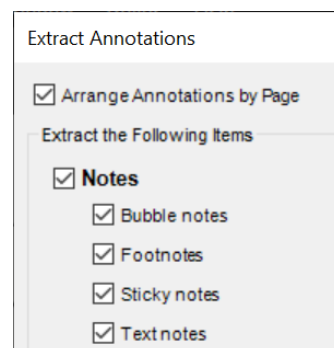
10 To **delete** the Bubble Note, click it once to select it.  
 Then click the **Delete Tool** located on the **Read Toolbar**.  
 Confirm deletion by clicking **Yes** to permanently delete the selected note.



11 Once the student has completed the comprehension questions, Extract the Bubble Notes to a separate text document for viewing, saving or printing.  
 Go to **File > Extract > Extract Notes and Highlights**



12 On the window that opens, select the radio button next to **Notes** and check **Bubble Notes** on the List.  
**Note:** Any or all the notes in a document can be extracted by selecting them from the list.  
 Click **OK** to close the window.



## Step Instruction

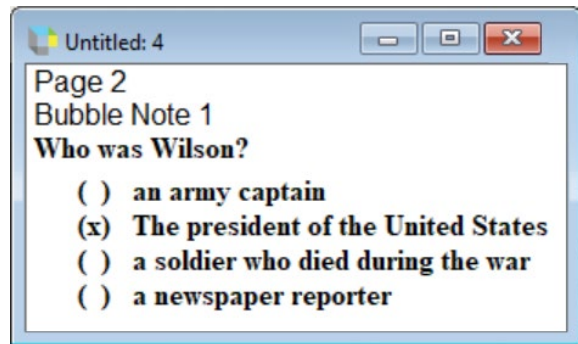
## Visual Depiction

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A new text document opens showing the Bubble Notes questions and any answers that have been entered.

This document can be saved or printed.

What a great way for students to show what they have learned from the text!

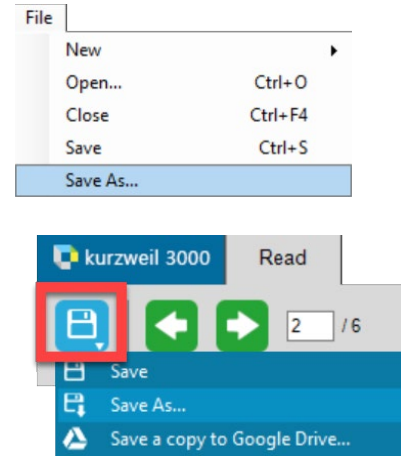
**Tip...**

One effective way to use the Bubble Notes / Extraction tool is to teach students how to create their own Bubble Note questions. Students can read through the text, identify important information, and create questions about that information. The students could then “trade” their questions / documents and answer each others’ questions.

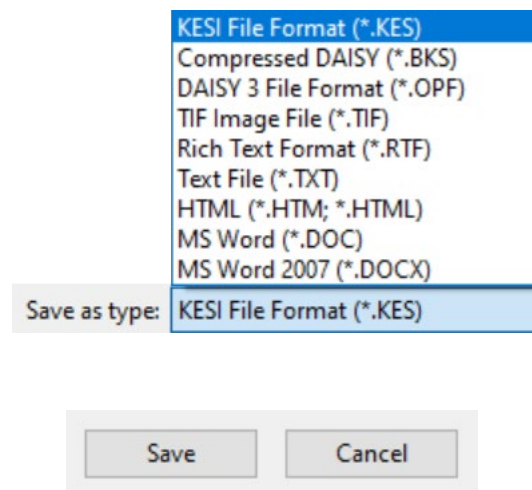
## Saving Kurzweil 3000 Image (Scanned) Documents

Step	Instruction	Visual Depiction
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1 Once zone editing is completed, documents need to be **saved**.  
 To save Kurzweil image documents...  
 Go to **File > Save / Save As**  
 OR  
 Click the **Save** button on the toolbar.



2 While documents can be saved in a variety of formats, they **MUST** saved as a **KESI (.KES)** file if annotations have been added.  
 If saved as a .doc or .rtf for example, a warning will appear that the annotations will be lost.  
 Documents can be saved in any format if they do not contain annotations.  
 To change the file type, click the **Save as type** menu and select the desired file type from the list. Then click the **Save** button at the bottom of the window.



**Tip...**  
 File organization can sometimes be challenging for students to manage. Consider setting up individual file folders for each subject area in Documents > KESI > Kurzweil 3000 to help keep files organized and easy to find. Also consider using a naming convention for files so that the file names are easy to understand e.g. Socials10 Chapter 4 quiz Sep 30 2022.