# Kurzweil 3000-*firefly* Implementation Checklist

|  |
| --- |
| Organizational INFORMATION |
| Organization/school:  |       |
| District (if applicable): |       |
| Address:  |       |
| Telephone number:  |       |
| Fax number:  |       |
| Proposed start date:  |       |
| Number of licenses |       |
| Length of subscription |       |
| Platform | [ ]  Macintosh [ ]  Windows [ ]  Mixed  |

|  |
| --- |
| CHECKLIST Details |
| **Participants** |
| [ ]  | Identify Project Coordinator |       |
| [ ]  | Identify IT Lead |       |
| [ ]  | Identify participating teacher(s) |       |
| [ ]  | Identify participating students |       |
| **Goals – Objectives - Results** |
| [ ]  | Develop and list 1-3 achievable goals |       |
| [ ]  | Develop and list 2-6 measurable objectives**SMART:** **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**ime-bound |       |
| [ ]  | Identify and list measurement tools(**E.g.-**subject pre/post-tests, Brigance, DAR, DIBELS) |       |
| [ ]  | Identify who will collect and review data |       |
| [ ]  | Define how results will be shared |       |
| **Technical Preparations** |
| [ ]  | Confirm Kurzweil 3000-***firefly*** system specifications reviewed by IT Lead. List any issues. |       |
| [ ]  | Identify and list locations for Kurzweil 3000 installation**Note:** Software will be shipped on DVD, but can also be downloaded for install from [www.kurzweiledu.com/k3mac](http://www.kurzweiledu.com/k3mac) or [www.kurzweiledu.com/k3win](http://www.kurzweiledu.com/k3win) for use on any computer |       |
| [ ]  | Identify who will perform software install(s) |       |
| [ ]  | Will iPad app be used? |       |
| [ ]  | Identify who will perform app install(s) |       |
| [ ]  | Identify who will manage user accounts |       |
| **Instructional Materials** |
| [ ]  | Use of existing Universal Library materials has been considered to ensure a fast start? What? How?(Non-Fiction Bookbag, Classic Literature) |       |
| [ ]  | Are you a Reading A-Z site license customer? |  |
| [ ]  | Is *LANGUAGE!* adopted at your site? |  |
| [ ]  | List primary academic need(s) to support initially(Content area reading, writing, study skills, etc…) |       |
| [ ]  | List key content resources identified to utilize**Hint:** Choose materials that can benefit several students for a rapid adoption. |       |
| [ ]  | If/when scanning/conversion is required, who will handle? |       |
| [ ]  | Who will manage file distribution? |       |
| **Training** |
| [ ]  | Participants in Kurzweil 3000-***firefly*** trainings identified? |       |
| [ ]  | List three potential dates for a Kurzweil 3000-***firefly*** onsite training |       |
| [ ]  | List three potential dates for a Kurzweil 3000-***firefly*** coaching  |       |
| [ ]  | List three potential dates for a Kurzweil 3000-***firefly*** check-in webinar  |       |
| **Follow-up** |
| [ ]  | List three potential dates for a Kurzweil 3000-***firefly*** evaluation webinar |       |
| **Documentation Completed** |
| [ ]  | Kurzweil 3000-***firefly*** Implementation Checklist |       |
| [ ]  | Kurzweil 3000-***firefly*** Account Activation Form |       |
| **Additional Notes** |  |  |
|       |
|  |