Table of Contents

Assessing the Student.................................................................Page 03

Learning Disabilities.................................................................Page 04
  Kurzweil 3000 / Read & Write Gold...............................Page 05
  Audio Recording Devices..................................................Page 34
  Voice Recognition.............................................................Page 35
  Software Digital Smart Pen.............................................Page 37

Visual Disabilities........................................................................Page 46
  Tactiles / Braille Embossing............................................Page 47
  Screen Enlargegers / Large Print / CCTV..........................Page 48
  Screen readers.................................................................Page 50
  OCR: Kurzweil 1000 and Open Book...........................Page 62
  Talking Calculator and Dictionary....................................Page 63

Mobility and Hand Function Disabilities.......................................Page 64
  Voice Recognition.............................................................Page 65
  Keyboards, Joysticks and Key Guard Mouse.....................Page 65
  Height Adjustable Tables................................................Page 65

Hearing Disabilities......................................................................Page 67
  Pocket Talker.................................................................Page 68
  Turbo Ear........................................................................Page 68
  Sign language.................................................................Page 68
  Remote Captioning..........................................................Page 68
  C-Print..............................................................................Page 69
  Skype...............................................................................Page 69
Assessing a Student

Often we approach a student in need of assistive technology with a preconceived notion of what they need. Just like you would prefer your doctor to diagnose before prescribing, it is important to make sure to determine what you are trying to achieve before setting down a particular path. Many times lack of knowledge of the students, the issue and the available solutions can lead us to make nonproductive recommendations that at best don’t help, or at worse, make the problem bigger. So always begin by making sure you understand what the real issue is.

When a student with a particular disability comes to us for help, it is important to properly understand and assess that student before making general recommendations. Just because a student has a visual impairment doesn’t mean converting text to Braille is the correct option. A hard of hearing student may only need to inform their professor of the hearing impairment and not need any technology or other assistance. Always look for the easiest solution first and collaborate with your student to craft an answer that works for all parties.

To properly assess a student, we need to first figure out what has worked for the student in the past, and what assistive technology we have available that would be best suited for their needs. Knowing what has worked for a particular student in the past can give us a much better idea about how a student is able to access and understand materials more efficiently. Simple questions, such as, “what software/hardware have you been using to do your work for school?” or “how do you think we can improve the situation?” can help greatly when trying to decide on a particular type of AT or strategy.

It is also important to understand that students may have no knowledge about the available options. An example might be a visually impaired student who has been using a large monitor to see the screen better and instead could benefit from a screen enlarger, such as ZoomText or a handheld CCTV for material that is in print. However, without communicating with a student and getting to know what that student has used before and what has and has not worked for them in the past we will not be able to properly and effectively assist the student.

So what areas should you assess?

How should you assess them?

What do you do to confirm your findings?
Learning Disabilities
Kurzweil 3000 Overview

- K3000 is a scanning, reading, writing, and learning tool for individuals with dyslexia, attention deficit disorder (ADD) and other learning difficulties.
- Developed for individuals with learning disabilities
- Integrated scan and read software
- Uses Optical Character Recognition (OCR) to scan material and convert it to digital text and “text to speech” to read digital text aloud.
- Multi-Sensory access – While reading digital text, students will hear the material, see it highlighted on the screen and are able to manipulate it.
- K3000 is geared towards helping students who struggle with printed text to access curriculum materials so they can keep up with assigned reading, learn critical study skills, and successfully complete writing projects and test independently.

How does Kurzweil 3000 benefit students with learning disabilities?

There are some students that have a learning disability or weak reading/writing ability that makes reading and studying very difficult. Sometimes a student may need more time to be able to get through a passage or a student may have limited vocabulary and has to constantly stop to look up definitions. With K3000, a student can scan or open a reading passage and have it read back to them by the computer. Students can use the different toolbars to highlight text in a passage that is important to their assignment so they can refer back to it. Definitions, synonyms, and pronunciations tools give a student more independence in their reading and writing, helping them to further develop both skills.

The Study Skills toolbar in K3000 has useful features that help students better understand a given reading passage. “Highlighting” passages and adding personal “Notes” help students mark important information in a manner that helps them to complete their assignments.

The main toolbar has the standard play, forward, and back buttons so the student can control the reading functions.

The reading toolbar also has many different functions that assist the student to better understand the reading. For example, a student can have an entire passage read to them in a “continuous” manner so that they hear the entire reading one time through, then they can go back and change the reading “mode” to “paragraph” so the student can slowly go over each section of the reading and be aware of sentence and
grammar structure. This will benefit the student in their writing as well since they can see the structure of the reading and write their responses in a proper and full manner.

**Licensing**

Stand-Alone – A single user license that runs on one computer.

Network– Provides floating licenses which allow you to run K3000 from any computer that has K3000 client software installed on it while connected over the LAN. Utilizes License-to-Go feature

Remote License-to-Go (Ver. 10) – Allows you to transfer licenses to users that aren’t connecting to the network. Administrators are able to transfer licenses to network users, allowing them to use Kurzweil even when they are not connected to the network.

**Issue to be aware of:**

K3000 is good for reading e-text or scanned material because you can upload a whole chapter and have K3000 convert it to a .kes file (standard file format for K3000) which you can go back to at a later time and continue reading where you left off without having to re-upload the file and having to do everything from scratch, whereas with Read and Write Gold v.10, there can be issues reading a .pdf file.

- **CATS provide technical help and assistance for K3000.** This includes installation, usage, and troubleshooting. CATS however, do NOT provide campus licenses to all the CUNY campuses.
- **Highlighting** – Kurzweil allows you to highlight information so you can mark it for easier viewing. You can also use it for extraction of information to make it easier to study.

- **Notes** – Kurzweil has 5 different types of notes that you can use to markup your documents. You even use them to leave yourself a little message.

- **Bookmarks** – Allows you quick access to certain information within or document or can be used to simply hold your place until you are able to get back to reading.

- Note: Users can double-click a word to hear it read. The Option must be selected under “Tools  Options” in the Reading Section.

**Main Toolbar**

- **Read/Pause** – User can tell Kurzweil to automatically read the open material providing both visual and auditory presentation and pause it at any time.

- **Back and Forward** – User can repeat the reading of the text using these buttons. They can also use them to position the cursor at any place in the document to begin reading,

- **Audible/Silent** – User can toggle audible reading of the document to allow them to practice their silent reading

**Reading Toolbar**

- **Voice** – Reed, Shelly, Grandma, Grandpa, VW Paul, VW Kate. The “voice” box offers choices between male and female and gives the user the option of younger or older tones.

- **Modes**– User can switch the reading mode.
Continuous – Kurzweil reads the document from beginning to end unless paused.

Self-Paced – Kurzweil pauses playback after each reading unit.

Word by Word – Kurzweil pauses after each word

Units – Specifies what grammatical unit will be highlighted while reading a document.

Options – Word, Phrase, Line, Sentence, Paragraph, Heading, Highlight

Phrase, sentence, and paragraph reinforce awareness of grammatical structure.

Speed – User can change the rate of speech to allow them to get through a document faster. Average reading speed is 150-170 WPM

Page Select – Allows the user to easily change between pages.
Read and Write Gold

Read&Write GOLD can help students succeed regardless of ability or learning style. More higher education institutions are implementing Read&Write GOLD throughout their schools, districts, and campuses, and giving all students access to it. The customizable toolbar floats on top of commonly-used programs such as Microsoft® Word, Excel, etc. allowing the program to be non-intrusive. All students can independently and confidently succeed at their own pace. They can access digital content and have text read aloud with highlighting using natural sounding voices, which boosts reading comprehension and allows writers to listen to their written work.

One of the benefits of Read&Write Gold is that you get the functions of the Read&Write toolbar while using Microsoft Word. Read&Write has many functions that help a student read from the Internet, highlight and extract things from the web and automatically create a bibliography for the student. It has a picture dictionary which will give a student the definition of a word with a picture to help the student understand what the word means. The screenshot reader is another great tool of Read&Write Gold because you can read text within a picture. The Study skills toolbar allows the student to highlight text in MS Word or the internet browser and collect that text and insert it into a new document. This is useful when you have a large piece of text with multiple themes or categories that are important. Using different colors for different categories helps students organize all information that is gathered.

Case Study:

We recently had a student with no experience with reading and writing software. She was struggling in her classes and wasn’t doing very well on her exams. She came to see an advisor who then recommended “Read&Write Gold”. After the student was properly trained on the usage of the program, she began to use it immediately for her class work. On her very next exam, she received a passing grade and was very excited. The student is now able to better understand her assignments and complete them with better results.

Issues:

An issue that occasionally comes up when installing “Read&Write Gold” and ready to active an error message will appear say “Administrator folder is inaccessible. Please enable write access to this folder in order to complete the activation.” To fix this issue follow steps 1-9.
Step 1) Go to Computer then C Drive

Step 2) Program files

Step 3) Find the folder you created “Texthelp”

Step 4) Right Click on “Texthelp”

Step 5) Go to Properties
Step 6) Click on the Security Tab

Step 7) With CREATOR OWNER highlighted click on Edit
Step 8) With CREATED OWNER highlighted under allow click full control

![Image of Permissions for Texthelp window]

Step 9) Repeat step 8 for SYSTEM, ADMINISTRATORS, Users and Trusted Installer

If this is done properly and try to activate Read and Write again by opening the program you should get this screen.

![Image of Read & Write Activation window]

**Activation was successful.**
Toolbar Functions:

Picture Dictionary

Read&Write 10 Gold has a Picture Dictionary to improve your word comprehension. It shows you images for any word you select.

Exercise

1. In Microsoft Word type: **This is a picture of me.**

2. Click on the button . The Picture Dictionary opens.

3. Highlight the word “picture “.

4. The Picture Dictionary will show an image of a picture:

5. Click on picture

6. The dictionary opens with the definition of the word.
Many people get confused with verbs. The Verb Checker feature in Read&Write 10 Gold reduces confusion with verbs. With this feature you can look up a verb and check it’s past, present or future conjugation. The conjugations can be read by the software so that you can check if you are using the right one.

Exercise

1. In Microsoft Word type the following:

‘I run in the charity fun run.’

2. Select the word “run” and click on the button. You will see the Verb Checker window displayed:

3. Click on the “Next” button.
4. You see the second step of the Verb Checker displayed:

5. Select the “Is this in the future?” radio button to indicate that it is something that is going to happen in the future and then click on the button. You will see the third step of the Verb Checker displayed:
6. The verb is shown in sentence format preceded by different personal pronouns, e.g. I, you, he, she, we, you and they. Variations of these sentences are shown in the future tense.

7. Place your cursor in the sentence ‘I will run’ in the Future list box.

8. Click on the button on the toolbar to hear the sentence read aloud.

9. In your document, type the following text:

   I will run in the charity fun run.

**Vocabulary Tool**

You can use Vocabulary Tool to highlight words in Microsoft Word and in Internet Explorer using different colors. You can then collect the highlighted words and insert it into a new document with the dictionary definitions and picture dictionary definitions.

**Exercise**

1. Open a web page on something you are interested in.
2. Highlight a word on this page and then click on the (Green highlight) button. Read&Write 10 Gold highlights the word in green.

3. Highlight another word on the page and then click on the (Green highlight) button.

4. Repeat step 2 until you have 4 or 5 words highlighted.

5. Click on the button. You will see the Vocabulary window displayed:

6. Type “My Text” in the Subject/Title text box and then click on OK.
7. Your Vocabulary list will open up and display in Microsoft Word and will look something like this:

8. For each word you selected you will see its meaning, and symbol(s). In the Notes section you can add your own text if you wish.

**Prediction**

Word Prediction can enable you to develop your writing skills by providing the tools to construct sentences with ease. The Word Prediction tool learns your style of writing and predicts the word you want to use next. As you type, a list of suggestions will appear in the Prediction Panel. The Word Prediction will predict words even if you start to spell the word incorrectly.
Word Prediction will allow you to produce high quality work and reduce the time it takes to do so.

Exercise

1. Click on the button.

2. In Microsoft Word type: **I am writing this to show**

3. The prediction window will look something like this:

   ![Prediction Window](image)

4. To insert any word from the window, click on it or press the corresponding Function key that appears beside it ex. Above fig

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**Sounds Like and Confusable Words**
Many people get confused with words that sound the same or look the same. The Sounds Like and Confusuable Words feature in Read&Write 10 Gold reduces confusion between these words. This feature identifies like-sounding words and words which can be confused and provides audible definitions. The Same Sounding Words Panel shows the list of words that can be confused. The definitions will help you pick the word you wish to use. By identifying and providing audible definitions of like-sounding and confusing words, Read&Write 10 Gold ensures you are using the correct word in context.

Exercise

1. In Microsoft Word type the following exactly:

   “It was a lovely day, sew they went four a vary long walk..’

2. Click on the button.

3. The text changes to show all the words that can be confused with others in blue:

   “It was a lovely day, sew they went four a vary long walk..’

4. The Same Sounding Words window opens:
5. Select “saw” from the list on the left.
6. Click on the definition that appears on the right.
7. Click on the button.
8. Click on the “Ignore” button.
9. The Same Sounding Words will move to the next word (sew).
10. Select “so” from the list on the left.
11. Click on the definition that appears on the right.
12. Click on the “Replace” button.
13. Follow steps 5 to 11 replacing the words „four’ to ‘for’ and ‘vary’ to ‘very’.
14. The finished text should now read as follows:

“It was a lovely day, so they went for a very long walk.”

Screenshot Reader

Most text in any Windows application is easily accessible with Read&Write 10 Gold and other assistive software. However, there are some programs which have not been designed with accessibility in mind. Some examples are Inaccessible Flash and "Locked" PDF documents. The Screenshot Reader is the first to remove the barriers inherent in such programs. This means that previously inaccessible text is now accessible.

Exercise

1. Click on the button. Your cursor now looks like this: 
2. Select the area of text you want to read aloud. Read&Write 10 Gold will read the text aloud and highlight the text as it is being read.
Speech Maker

Read&Write 10 Gold allows the conversion of text to an audio file. The playback voice can be adjusted to suit the individual’s needs. This feature is ideal for revising work at the end of the day on the way home from school, college or work. Once converted the audio file can be saved directly to the user’s media player, e.g. MP3 player or iPod. The Speech Maker can be used in any number of ways. For example, you could convert text from a novel or magazine to listen to when relaxing or studying, or you could even convert a script to audio format to help learn lines for a school play or amateur production.

Exercise

1. In Microsoft Word type the following text:

   Fred the frog sat on his old mushroom, very tired of his surroundings. He wished for a new home; but he could think of none better than his mushroom. One day, a turtle walked slowly by his mushroom. Fred saw this as a chance for travel, so he jumped on the turtle’s back.

2. Highlight or select the text that you have just typed and click on the button.

3. The textbox will open. Click the “Next” button.

4. Click on voice settings and choose “Texthelp Tina UK” as your voice.

5. Click on the button to test the voice. If you are happy with your voice then click “Next”. If not, repeat the above steps to change to your preferred settings.

6. Click on the “Save As” button and choose “Desktop” as the destination to save your file.
7. Enter the File name “Fred the frog”:

8. Check the MP3 File radio button is selected:

9. Click on the “Finish” button and a conversion bar will show

**To listen to the sound file**

Minimize all applications and double click on the “Fred the frog” icon on your desktop to hear the spoken file.

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**Fact Folder**

Read&Write 10 Gold incorporates a research tool to help you revise or prepare information to write reports or assignments. This Fact Folder allows you to capture text and pictures from any application, classify it and record its source. This information can be converted to a Word document or a Web page to help with studying and revision.

**Exercise (requires connection to the Internet)**

1. Open your web browser and go to [www.texthelp.com](http://www.texthelp.com)

2. Select some text on the page and click on the button. The Fact Details panel appears.
3. Notice how the Item Title, Date, Author and Source fields have been completed automatically. You can alter this by clicking in each box and editing as required.

4. In the Author field type **Texthelp**.

5. Click on ‚...‘ and then click on “**Add**” type “**Software**” and then OK to add it as a Category. Select it and then click OK. In the description box type “**Producers of Read&Write Gold**” and then click OK. A little popup will say a fact has been added.

6. Click on the (dropdown) ‚...‘ beside the ‚...‘ and select Add web image. The Texthelp Web Hover will appear in the bottom right corner. Move your mouse over a picture on the web page and it will appear in this panel. Click on the picture to capture it. The Fact Details panel will appear. Complete this with details relevant to this picture.
7. Click on the (dropdown) beside the and select **Review Facts**.

8. The Fact Folder opens with the information you have added. If you want to see the content of any fact, select it and a thumbnail will appear on the preview panel, or click on the button. To see the details of any fact, click on the button.

9. Click on the button.

10. Select the bibliography format you wish to use, such as Harvard and then click OK.

A Microsoft Word document will be created with all the information you have just captured and the Bibliography in the format you set.

**Study Skills**
Often when reading notes, books or journals we use colored markers to highlight pieces of text, which are of particular relevance to the subject we are studying. With the Study Skills Toolbar in Read Write 10 Gold this same ability is brought to the computer.

You can use Study Skills to highlight text in Microsoft Word and in Internet Explorer using different colors. You can then collect the highlighted text and insert it into a new document.

This is particularly useful when you have a large piece of text with multiple themes or categories that are important. You can give each category a different color and collate each color information later.

**Exercise**

In this exercise you’ll learn how to collect different types of text and then insert them into a new document in the order in which you want them displayed.

1. To access Study Skills, click on the button until you can see the Study Skills buttons. The tool tip for this button will help you identify the buttons you need.

2. Open a web page on something you are interested in.

3. Highlight the first paragraph on this page and then click on the (Green highlight) button. Read&Write 10 Gold highlights the text in green, so it looks something like this:

   ![Texthighlight](Image)

4. Highlight another paragraph on this page and then click on the (Highlight pink) button.

   Read&Write 10 Gold highlights the text in pink.

5. Highlight another paragraph on this page and then click on the (Highlight pink) button.
Read&Write 10 Gold highlights the text in pink.

6. Highlight another paragraph on this page and then click on the (Highlight pink) button.

Read&Write 10 Gold highlights the text in pink.

7. Highlight the paragraph you have just highlighted in pink and then click on the (Clear highlights) button.

Read&Write 10 Gold de-selects the highlighted text in pink.

8. Click on the (Collect highlights) button.

The Collect Highlights window is displayed.

9. Here you can select what colures you wish to collect, what order they are collected and how the highlights are separated. You can also set it to collect from multiple documents and include a bibliography (Harvard, APA or MLA)

10. Click on the OK button.

Read&Write 10 Gold collects the highlighted text and inserts it into a new Microsoft word document with a bibliography.

11. Save your document and call it About Text help.

Translator

The Translator included with Read&Write 10 Gold provides one-click translation of English words into Spanish, French, German or Italian. By simply selecting the word in any digital content, on-screen selections, accessible applications, website content
or digital textbooks, the Translator will automatically show the translation in the relevant language. In addition, these translations can be read by Read&Write 10 Gold. This simple-to-use function is perfect for ESL students.

**Exercise (requires connection to the Internet)**

1. Open a Microsoft Word document and type in the word “car”.

2. Click on the button.

3. The Translator panel will appear.

4. Double click on the word “car” in the MS Word document.

5. The translations for the word will appear in the Translator panel.

6. Click on any of the translations to have them read to you.

You can use the Translator in other applications in the same way. You can also change the language that the word is translated into. For more information on changing the language please click on the button.

**Installation and Setup**

Read&Write Gold (R&W) can be installed locally on the computer or on the network. We will go over local installation.

1. After inserting the R&W disc the auto run should start. Enter your serial number and click “OK”.

![Image of the serial number input screen for Read&Write 10 Gold](image)
2. You have many options at the installation screen. In this training we will only talk about the “Local Install (MSI)” option.

The installer will ask you to close all Windows programs before continuing the setup. When you are ready to continue click “Next”.

3. Read the license agreement. Select “I accept the license agreement” and click “Next”.
4. Enter the Users Information.

**Full Name** – Name of the contact in charge of the software.

**Organization** – Name of the Campus

**Serial Number** – Serial for R&W

Click “Next”.

5. Select “**Unmanaged Users**”. Choose if the student should be able to see “Advanced and Web Dictionaries” in addition to the basic dictionary. Click “Next” to continue.
Enter the path of the administrative folder where the license information will be stored. You can use an existing file or create a new one. We recommend creating a new folder: “C:\Program Files\TextHELP\Admin”. Click “Next”.

6. Enter the following information.
   - **Destination Folder** – Path where the program should be installed. Recommended: Default
   - **Video Tour** – Installing video tours will provide the user with training materials
   - **Update Checking** – Tells R&W to check for update each time the software is loaded.
   
   Click “Next”.
7. If you have a previous version installed the installer will uninstall it for you and replace it with the new one. Click “Next”.

8. The installer will begin to install the software.

9. If you have any programs running that the installer needs to close, it will prompt you to close them before continuing. Click “OK”.
10. Click “**Finish**” to complete the installation.
Audio Recording/Playback Devices

Audio recording devices promote taping of class lectures in order for students to review material and help enhance memory recall. Audio playback devices give students access to encrypted files from books supplied from various sources in audio format. This type of AT is recommended primarily for students with learning disabilities and/or any disability requiring auditory learning style.

It is sometimes difficult for students to be able to listen and understand a lecture while at the same time taking their own personal notes. By having the lecture recorded, a student can refer back to their own notes while still having the lecture available to them in an audio format for later review.

There are digital audio recording devices which are more portable and can usually record for a longer period of time. With some of the digital recorders you can transfer audio to a computer which allows you free up internal space on your device and you can record more lectures rather.

However, cassette recorders can also be beneficial if a student wants to have multiple lectures saved on different cassettes for easier access. Maybe the student is not familiar with technology and it will be more difficult for the student to use a digital recorder.
E Voice Recognition (Dragon Naturally Speaking)

Dragon NaturallySpeaking is a voice recognition software program that can be used as an alternative to your current input device. Through the use of a headset, students can talk to the computer and their words are transcribed directly into the computer. Not only can it be used for typing, but you can also use it to control your entire desktop environment. Voice recognition can be helpful to students with many different disabilities. Students with learning disabilities can focus more on their work than on having to worry about spelling and grammar errors. Students who are blind or visually impaired can use voice recognition software with other programs to provide a more fluid way of using the computer. With DNS, it is possible for a student to navigate around their computer just using their voice and the proper commands.

You can use DNS 11 to:

- Compose letters, memos, and send e-mail messages, cut and paste inside your documents as well as revise and format text.
- Enter data into forms or spreadsheets. Most people can dictate numbers faster than they can type them. You can create customized voice commands to navigate you move from field to field on your form as well.
- You can do web searches, access information, and navigate web pages by speaking URLs and links.
- Start programs and open menus
- Use handheld recorders to dictate while you are away from your computer and have Dragon transcribe what was said.

What can I expect from DNS 11?

One reason to use DNS is to do your writing more quickly; creating letters, reports, and other documents by voice. Another is to reduce the stress associated with using a keyboard. Dragon does require effort from the user. Dragon learns your voice and pronunciation as you use it. During the initial setup process, the user will have to read a variety of passages so that the software recognizes the user’s voice and enunciation. This means that the program will transcribe more accurately if it is used by the same person who did the initial setup. When you use words that the program doesn’t know, it will misrecognize them. By correcting your mistakes, you help DNS improve its ability to recognize your way of speaking.
Do I still need a Keyboard/Mouse?

Although you can use Dragon to do almost everything on your computer by voice, some things are still easier to do using the mouse or keyboard. If using a mouse and keyboard is an option for you, try experimenting with using your voice and using your hands for different tasks, to see what works best.

**Types of Installation:**

- Typical/Complete – Installs all options and speech files. This requires the maximum disk space (approx. 2.5GB).
- Custom – Lets you select options and speech files to install. Can greatly reduce the disk space required. During a custom installation, in the DNS Professional you can modify settings that are then applied to all users created with this installation, including Windows limited account users.

**Before using DNS you must create a user profile for each person**

- Your user files store acoustic information about your voice that DNS uses to recognize what you say
- These files also store any changes you make to that standard vocabulary – any specialized words, names, acronyms, and abbreviations you add.
- When you launch the software for the first time, the New User Wizard starts and leads you through creating a new user
- You have to turn on the microphone by clicking the microphone icon on the Dragon Bar. (Shortcut: press (+) Key)

**Case study:**

There was a double amputee student who had a very difficult time using the computer. She was introduced to DNS and she loved it. Using a computer became so easy for her. Now she does not have to worry about typing or using the mouse. This helps improve her grades and self-confidences.

**Issue:**

Dragon has difficulty understanding a student with an accent by with time and proper training DNS will be trained to understand the student better

**CATS support and provide technical help and assistance for this AT which includes, usage, and troubleshooting.**
**Livescribe Pulse Smartpen**

The Livescribe Pen is an AT tool allows students to record written notes and audio classroom students, tutors and note-takers can benefit from this AT. The Livescribe Pen is by our tutors and note-takers so that they can record notes for a particular class. Note-takers are present in the class to record all notes written by the professor, as well as shorthand notes for lecture points. By having audio from a lecture and written notes from the note-taker both available, and synchronized tutors can then go over the material with a student or a student can even access the notes online themselves. The benefit for tutors is that they get to have material with their students that is taken directly from a professor and can review that exact material in the same way the professor initially presented it.

The pen is beneficial for students who have a hard time understanding the material and need to review it at their own pace. This includes students with disabilities such as ADD, learning disabilities, or students who don’t have a means of writing their own notes. The pen has many capabilities, but like any tool, it serves a specific purpose and shouldn’t be relied on as a “do-it-all” piece of technology.

**Case Study:**

In a recent study, CATS has compared activity levels of students who have access to the material online provided by a note taker with students who don’t have access to the material online. The classes are identical (same Professor, course, and material). Our data shows that the students who have access to the notes and are using it for studying and homework are seeing their grades improved. After we made the notes available to both classes we saw a great improvement in the students’ grades overall.
Livescribe Smart Pen Case Study

Class A Livescribe
Class B No Livescribe

Passed Exam

Time in Weeks
Number of Students accessing notes online

Livescribe Smart Pen Case Study

Class A Livescribe
Class B With Livescribe

Passed Exam

Time in Weeks
Number of Students accessing notes online
**Issues:**

One of the known issues note-takers have brought up with the Livescribe Pen is during the “Upload” process. Depending on the size of the file being transferred, as well as the activity level Livescribe is experiencing at a given time, upload times can take a while or sometimes fail. Always double-check to make sure all the notes taken are accessible and uploaded successfully.

**CATS support and provide technical help and assistance for this AT which includes, usage, and troubleshooting.**

**Livescribe Pulse Smartpen Summary**

- The Livescribe Pulse Smartpen is a simple yet sophisticated piece of hardware that records audio and links it to what you write. Tap on your notes or drawings with the tip of your Pulse Smartpen to hear what was said while you were writing.

- Benefits Include:

  o **No Need to Lug the Laptop:** The Livescribe Smartpen automatically captures everything as you write and draw.
  
  o **Great for short hand notes.**
  
  o **Transfer your notes to your computer, organize them, and even search for words within your notes.** Find what you want in seconds.
  
  o **Upload your creations online for everyone to see, hear and play.**
  
  o **The basic 2GB of memory can hold over 200 hours of recording.** Actual time may vary due to audio quality settings.

- **CATS provide technical help and assistance with Livescribe.** This includes installation, usage, and troubleshooting. CATS also distributed Livescribe pens to all the CUNY campuses. For more information on our Assistive Technology you can visit our homepage at catsweb.cuny.edu.
1. Power Button
2. OLED Display
3. Built-In Microphone
4. Headset Jack
5. Built-In Speaker
6. Rechargeable Lithium battery (non-removable)
7. USB Connector
8. Infrared Camera
9. Replaceable Ink Cartridge
At the bottom of each page in the notebook is the Paper Replay Controls.

From left to right the first icon is the Nav Plus. The Nav Plus is a paper-based 5-way navigator that enables you to navigate through the Smartpen Main Menu and application menus.

The next set of icons is the record/pause/stop controls which allows the user to record, pause or stop recording.

The jump icons allow the user to skip backwards or forward in the playback.

The bookmark icons allow the user to place a bookmark, go back to the previous bookmark, or skip to specific bookmark. Tapping the bookmark icon once places the bookmark, tapping it twice removes it.

The Audio Timeline Control allows the user to skip to any part of the recording.

The Playback Speed Control allows the user to adjust the reading speed.

The Volume Control allows the user to adjust to volume settings.
Livescribe Pulse Smartpen Usage

Step 1 – Using the Smartpen, tap the “record” icon, and then you will see a recording timer on the pen appear.

Write and say on the first line “The 3 main features”.

Step 2 – On the second line, write “#1 – The Pen and cradle”

Step 3 – On the third line, write “#2 – NB” but say Notebook

Step 4 – On the fourth, write “#3 – The Desktop”

Step 5 – Using the Pulse Pen, tap the “Stop” icon. You have now recorded your first session.

-Paper Replay

Using the Paper Replay function, your Smartpen records audio and links it to what you write. Later, you can tap on any of your notes and hear the audio recorded from that moment. Whenever you turn on the Pulse Smartpen, it captures a digital copy of your notes, whether or not you also choose to record audio.

The Paper Replay control bar printed at the bottom of every notebook page lets you begin and end a recording as well as manipulate the playback of your recording.

NOTE: The Paper Replay printed controls are not page-specific. You can tap Record on one page, begin recording, and then tap Stop on a different page and the Pulse Smartpen will stop recording.
Uploading to Computer and MyLivescribe

Once you dock your pen and open Livescribe desktop, the pen should automatically begin to upload all page and audio data to the computer. If you are uploading more than one pen, make sure you have the right book selected before you begin to upload files to MyLivescribe.

To begin uploading pages and audio to Livescribe Online:

**Step 1** – If there are multiple notebooks, select from the library the notebook you want to upload to Livescribe Online.

**Step 2** – Select the pages that you would want to upload. You can choose to “Select All” or choose specific pages to upload.

**Step 3** – After highlighting the selected files, right-click and choose the bottom option of “Send Page ____ to” and select “MyLivescribe”.

**Step 4** – Once transfer is complete, go to the “Livescribe Online” tab to access your “MyLivescribe” account and view your recently uploaded notes.

**Step 5** – From the “MyLivescribe” page, you then choose to make your notes public or private and to share your notes online. Public notes can be viewed by the Livescribe community while private notes can only be viewed by you and your friends.

The Livescribe Desktop is the software available for download that allows the user to transfer notes and recordings to the PC or Mac and play them back. Other functions include the built in search engine which allows the user to search through their handwritten notes quickly and easily. Upload their notes to the Online Community to share with other users, and also create flash videos of their notes, drawings and recordings.

To Download Livescribe Desktop:

**Step 1** – To begin the download process, please visit [http://www.livescribe.com](http://www.livescribe.com) or [http://www.livescribe.com/install](http://www.livescribe.com/install) and proceed to click on “Download Livescribe Desktop” in the lower right-hand corner.

* If you are upgrading from a pre-2.0 version, Livescribe Desktop will migrate all existing Livescribe data on your computer to a new format and location. This is necessary to support new and future features.
** You will not be able to run Livescribe™ Desktop 2.x unless you complete the data migration process.

**Step 2** – After installation is complete, connect your USB mobile charging cradle to your computer and dock your Pulse Smartpen to the cradle. Docking your Pulse Smartpen will transfer your notes and audio to Livescribe Desktop automatically. Once you dock the Smartpen for the first time, the Smartpen should begin to automatically update as well (Date, Time, and Version). If it does not automatically update, can go to the “Help” menu and click “Check for Updates”. Do not remove Smartpen from the cradle until the transfer is complete otherwise data may be corrupted.

*Once completed, files from the pen, will be shown on the left and a prompt will come up*

**Step 3** - When prompted, type a name for your Smartpen. This is the name that this computer and all other computers you link to will display when you dock and work with your Smartpen.

**Step 4** - If you have not registered your Pulse Smartpen with Livescribe, Livescribe Desktop will prompt you to do so. Once you register, you will be able to upload notes, install applications, and create a personal account on Livescribe Online.