Kami Handbook



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What is Kami?

Kami is a leading digital classroom app. It allows you to take any existing document, including scanned PDFs, and write, draw, type, annotate, comment, augment, enhance, and otherwise bring it to life - all within your browser.

It's intuitive design and collaborative features are specifically designed to improve classroom engagement and interaction - all while making the task of providing and completing classroom assignments effortless.

With Kami as your digital pen and paper, students can learn, create, and collaborate together or in their own time. With Kami you can:

- Provide students with documents that they can complete using the full array of Kami tools.
- Have students return completed documents to you for in app grading.
- Present a document on screen and use Kami as a digital whiteboard overlay
- Share a document within teams or across the whole class for collaborative annotation, discussion, or debate.
- And so much more!

Kami is integrated with Schoology, Canvas and Google Classroom LMS's. These LMS's help teachers manage the administrative side of class life and make more effective use of their time. Now with the integration to Kami, you can achieve the same benefits in the learning process. Push assignments out from your LMS directly into Kami for students to work on. When they're done, they "turn in" their complete assignment right back into the LMS where you can review and grade their work - all with Kami!

Kami getting started vid

Setting up your classroom with Kami

Now you are ready to get started with Kami - great stuff! Follow our easy step by step instructions to set up Kami on your own device and then your students.

One I Installing Kami To Your Device

Before you start you need to install the following three extensions from the Chrome web store:

Kami Chrome Extension

Split and Merge tool

Kami Screen Capture tool

This ensures you have full functionality and access to all of our tools.

Notes: Be sure to check with your Google Administrator that your students have the ability to add extensions, if they do not, ask the administrator to whitelist the following three extensions.

Google Administrators also have the ability to push out extensions to student accounts, ask your administrator to push out the following three extensions. You can do this following the <u>instructions here</u>.

Once these extensions have been downloaded onto your device you will need to:

- 1. Open the Kami app.
- 2. It will ask you to create a login. Follow the instructions on screen and make sure to use your school email address.

Hey presto you can now use Kami on new blank pages. Next we need to link Kami to your Google Drive so that you can open any PDF or document and edit using Kami's tools.

Two I Connecting Your Google Drive To Kami

- 1. Find a document in your Google Drive which you would like to open in Kami.
- 2. Right click the document in your Google drive.
- 3. In the menu that appears select "Open with".
- 4. Select "Connect more apps"
- 5. Search for Kami in the search window that opens.
- 6. Then simply click the green *"Rate it"* button.

Check out a quick demo on how to follow these steps:

Instruction video

Once you have completed the following you can open any Google Drive file with Kami.

Three | Installing Kami to Student Devices

As with your own set up, all your students will first have to install the following three extensions to their devices:

Kami Chrome Extension

Split and Merge tool

Kami Screen Capture tool

Once everyone has successfully installed the extensions they will need to:

- 1. Open the Kami app.
- 2. Follow the on screen instructions to create a Kami login using their school email address.

Four I Connecting Student's Google Drive To Kami

Follow the instructions given in part two to link each student's Google Drive with Kami.

Five | Sharing Your License With Your Students

There are two easy ways that you can link your students to your Kami license.

Assigning through your LMS (Auto-recognition)

The quickest way is to add all of your students to your license in one go. This is done by creating and sending out an assignment via a Learning Management System. Kami supports Google Classroom, Canvas and Schoology.

1. Create an assignment using the Create Kami Assignment button.

2. Send the assignment.

3. Any student who opens the assignment will have the sending teacher's license automatically applied to their account.

Activation through License key

Students can also individually be linked to your license account.

To do this you will need your license key. This will have been emailed to you on acknowledgement of your purchase. If you can't find it please contact <u>schools@kamihq.com</u> or support@kamiapp.com and we will locate it for you.

- 1. Sign into Kami on your teacher account.
- 2. Click the Profile icon in the top right, then select "Enter License/coupon."



3. Enter your license key into the appropriate field.

Enter License/Coupon	×
To apply your license/coupon, enter it below	
License/Coupon	
APPLY	

4. Click Apply. A green popup message will then inform you that your profile has been successfully updated.

5. Everyone who clicks on this link will be added onto your license.

Congratulations! Now you have Kami successfully installed onto everyone's device and you're ready to start.

Navigating Kami

There are two distinct interfaces within Kami:

- 1. **The toolbar**: The black bar which appears on your left hand side in the app. It provides the tools you need to interact with files.
- 2. **The menu bar**: The indigo bar which appears at the top of the screen. It provides the tools you need to manage your overall Kami settings and file functions.

The toolbar

Kami's wide selection of tools gives users the freedom to interact with files in whichever way best suits their learning.

Let's have a look at some of the tools you can find on our toolbar and how they can be used:

One | Reading and manipulation tools

At the heart of Kami is the ability to close read and move through files. To do this we have:

- **Select tool:** Your basic mouse tool allows you to interact with the file without creating annotations. You can also use it to copy and paste.
- Hand tool: Expressly for navigating the file, the hand tool enables easy scrolling.

- **Text to speech:** This tool has two modes. Simply clicking it will read the whole file out loud from the beginning. Alternatively, you can highlight the text selection that you wish to hear. For added fun try changing the accent!
- **Dictionary:** This tool allows you to select a word that you would like to see defined.

Two | Markup tools

To annotate, highlight or otherwise edit your file you can use our selection of markup tools:

- **Highlight:** This tool allows you to highlight text throughout a file. You can also free draw with the Highlight Tool by selecting the 'Box Highlighter' option.
- **Comment:** This tool can be used to select a section of text and then make associated comments within the automatically created annotation box. Comments or annotations can be made through the keyboard, via voice typing (where spoken words are translated into text on the page) or <u>screen capture</u>. Kami also offers audio or video comments. This is where students can leave short videos or audio recordings of their comments and thoughts which can be linked to a specific word, sentence or paragraph.

Instruction video

- **Text box:** This tool allows you to place text boxes anywhere in their document, perfect for filling in forms. Both the color and size of the text can be adjusted as needed.
- **Equation:** This tool allows you to create equations by using the symbols palette (click the pi symbol to see the full selection).
- **Strikethrough:** The Strikethrough Tool allows you to cross out text. This is most useful for those editing or proofreading a document.
- **Underline:** The underline tool can be used to help emphasize a point or draw attention to the area.

Three | Creativity tools

To add some colour and fun to your file you can try:

- **Drawing:** This tool allows for freehand drawings to be made anywhere on the file. The stroke thickness and transparency can be adjusted, as can color. The tool can be adapted to create perfectly straight lines by holding shift before drawing.
- **Shapes:** This tool allows you to place shapes on your PDF. You can create circles, squares, and lines in any colour and to whatever size.
- **Eraser:** The eraser tool removes shapes, text, signatures, and drawings that have been made onto your PDF. To use the eraser tool, simply click and drag over the annotation that you wish to remove.

Four | Features for inserting media

Lastly, you can insert a range of media into your Kami file:

- **Insert image:** Using this tool you can insert an image from a variety of locations: your own documents, Google Drive, Google Image safe search or a webcam photo.
- **Insert signature:** This is used to upload and store your signature to sign PDF files quickly. You can upload an image of your signature, draw it into the file or even draw on your phone whichever method works best to get the highest quality version.

The menu bar

The menu bar functions as your navigation centre for the whole Kami app. It contains all the tools you need to save, find and send work, alongside your general profile settings.

Let's have a look at how to use the menu bar commands. Moving from the left of your screen to the right we start with:

One | The left hand side

1. Kami Account

There are multiple types of Kami accounts. Your type of account will be stated on the left-hand side of the bar.

2. Toggle Sidebar

Clicking this opens up a vertical page navigation panel or sidebar to the left of your toolbar. Scrolling through this allows you to quickly find the right page of your file. You can close the sidebar by clicking the Toggle button again.

3. Find in Document

The Find Document button locates words or phrases within your file. When you click the icon, a drop down box will appear with a search bar. Type in a word or phrase, and Kami will display how many times it is present and can highlight the instances, so you can find them on the page.

4. File Name

Next to the Google Drive icon will be a line of text. This text is the name of the file. If you click the line, you can rename the file in Kami. Kami does not have access to local files, so this will not update a local file's name (you will need to export the file).

Two | The right hand side

5. Zoom Bar

You can zoom in and out manually by clicking the plus or minus symbol.

6. Open File

Clicking on the Open File icon will present you with a drop-down menu. Within it are a range of locations where you can open a file from, as well as a list of recent files, and tracked copies. Note tracked copies are a way to keep multiple versions of the same file.

7. Share Document

This will allow you to share your file with collaborators. You can share your document with a direct link and control various sharing settings.

8. Print Document

Click this button to print your document.

9. Save

This allows you to upload your file to Google Drive, and save back to that file.

10. Download

You can use this button to download the file, with or without annotations, locally or to Google Drive.

11. Help

This button allows you to see recent Kami updates and provides links to the knowledge base and forum.

12. Menu

The Menu icon gives you access to a range of features. Most importantly it is your access point for the Split and Merge tool and the OCR tool. (to learn more about these tools check out pages 10 -15 where we explore them in more detail). Further down the menu are various options for navigating and viewing your document. For example here you can jump to the first or last page, rotate the file or put it into presentation mode.

13. Profile

Finally your profile icon gives you access to your app settings, license dashboard and coupon code entry. It is also where you go to log out of Kami.

Extra tools

OCR tool

One | What is the OCR tool?

The OCR tool (or Optical Character Recognition tool) is a technology designed to turn a scanned document into a fully digitally recognisable PDF. What does this mean exactly? Well when you scan a document into a computer, it can't read anything on it. In effect the computer just sees the file as one large image. This is why you can't interact with any of the features on the file, merely view it.

The OCR tool basically gets the computer to actually read the scan you have given it. The program allows the computer to recognise all the characters written on it so that you the user can start to interact with the contents. For example, the Kami text-to-speech tool can't read anything on a standard scanned file as it simply doesn't perceive that there is anything there to read. But once the OCR tool has worked it's magic, text-to-speach can identify and accurately read all the text!

It's important to use the OCR tool on scanned docs before loading them into Kami, as this ensures that all of Kami's annotation tools will work properly. Remember if you ever find yourself having trouble selecting text with the tools, or if the Text to Speech is unintelligible, you are likely using a freshly scanned PDF that hasn't been read by OCR.

Two I Where is the OCR tool?

Our OCR tool is can be found on:

- The Kami app starting screen page, above your document options.
- In the Kami app menu bar, specifically the menu icon at the far left of your screen.

The OCR tool displayed in the Kami app starting screen

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	John D		India organization in the second
	"The Scarlet Ibis" by James Hurst It was in the clove of seasons, summer was dead but autumn had not yet been born, that	What is the setting of the story?	Enable Hand Tool Presentation Mode Hide Comments Undo Dada
	the ibis lit in the bleeding free. The flower garden was stained with rotting brown magnolia petals and ironweeds grew rank amid the purple phlox. The five o'clocks by the chimney still marked time, but the oriole nest in the elm was untenanted and rocked back and		Document Properties Notification Settings Insert Image Solit and Marga Decument
	forth like an empty cradle. The last graveyard flowers were blooming, and their smell drifted across the cotton field and through every room of our house, speaking softly the names of our dead.		OCR For Scanned PDFs
	It's strange that all this is still so clear to me, now that the summer has long since fled and time has had its way. A grindstone stands where the bleeding tree stood, just outside the	What associations are triggered by the color red?	
	kitchen door, and now if an oriole sings in the elm, its song seems to die up in the leaves, a silvery dust. The flower garden is prim, the house a gleaming white, and the pale fence across the yard stands straight and spruce. But competinge (like right paw) as Leit in the page	What qualities does red seem to symbolize?	Page 1 / 1

The OCR tool under the menu icon in the menu bar

Three I How to use the OCR tool

Once you have successfully found and clicked on the OCR tool, it will ask you to add the file you want to be read. You can do this by dragging and dropping your chosen file or selecting one from you Google Drive.

Once the file has finished processing, you can download it or open it in Kami - easy peasy!

Split and Merge tool

One I What is the Split and Merge tool?

The Split and Merge Tool allows you to easily combine separate files into one master file, or do the opposite and split up one file into separate smaller ones. You can also delete pages, rotate individual pages and rearrange pages. Basically it gives you control to manipulate your document layout as you wish. It is compatible with PDFs, and all Google file formats (Slides, Docs, .etc).

To allow for this next level of functionality, our Split and Merge Tool works as a separate Chrome Extension that you can use for free, with full access available to Work and School Plan users. If you already have a Kami account, you can sign in using your existing Kami login details.

Two I Where is the Split and Merge tool?

You can find the Split and Merge Tool next to the OCR button in either the:

- The Kami app starting screen page, above your document options.
- In the Kami app menu bar, specifically the menu icon at the far left of your screen.

Three I How to use the Split and Merge tool

Once you have clicked on the Split and Merge button you will then need to choose the file you want to Split or Merge. You can either drag-and-drop into this window or you can click the Drive icon to load a file from your Google Drive.



When your document has loaded, you will be taken to the Split mode. Here all of the pages within the document will be displayed along the top of your window.



Click-and-drag the pages along the first bar to change up their order within the existing document.

You can also move selected pages onto the lower row to create a seperate file that can be saved as a standalone PDF (these changes will not commit until you export the file itself).



Using the Merge Mode (which is enabled on the top indigo bar) you can add in any pages that you want merged into the original uploaded file.

No destination March State St		
	blank.pdf	
		•

Do this by uploading any documents you wish to be merged using the pink plus on the bottom left of your screen. Choose from either your computer files of Google Docs. Once the file has uploaded you can include them in your split mode rearrangements.

Note: You can also select Google Slides or Docs and these will automatically fetch a PDF copy of these files and allow you to merge slides and pages from other document types.

Integrations

The Kami app integrates with a number of popular Learning Management Systems, including Google Classroom, Canvas and Schoology. This means that Kami's functions can be used within an LMS, and files edited in the app can be saved and graded within the system.

Basically, it saves time and makes for a smoother experience for everyone! Here is how to use Kami alongside your LMS:

One | Google Classroom

Kami has a free version, and a paid version for educators and this slightly alters your experience when using Google Classroom. The main difference between the two is that Kami's paid version includes deeper integration to Google Classroom, such as built-in "Turn In" button, and assignment creation, to help simplify the process for students.

We will look at how both versions can be used effectively within Google Classroom.

Note To use Kami within Google Classroom you must first have:

1. Setup up your student in a Google Classroom Course.

2. Installed the Kami Chrome extension and app into both your own and your students' Chrome browser.

Free version

Instruction video

Teachers: Sending an assignment to students

Sending a Kami assignment to students through Google Classroom is very straightforward. Follow these 3 basic steps.

1. Select create an assignment from the left hand side bar.

≡ Kami Test A		Stream	Classwork	People	Grades
	+ Create			🖻 Goo	ogle Calendar 📋 Class Drive folder
<	 Assignment Kami assignment 	>			Posted 10:09 AM
	 Quiz assignment Question Material Reuse post Topic 	arlet Ibis by ia Kami	/Jame		O 1 Turned in Assigned
	View Assignment				
	Sharing set-up	test			Posted Oct 16
	Turn in Test				Posted Oct 4

2. Attach the file you intend to distribute to students and select *'make a copy for each student'*.

	Stream	Classwork	People	Grades		
+ Create			ē G	oogle Calendar	Class Drive	e folder
🖹 Assignmen	t					×
For Kami Test A 4	All students 👻					
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Points 100	- Due No due	date 👻 Topic	No topic 👻	-		
	[Template] The S	carlet Ibis by Ja	Make a	copy for each st	udent – X	
0 🛆 🗅	Ð			Saved 🔟	Assign	

3. Click 'Assign' at the bottom left hand corner.

Student: Opening assignments in Kami and turning them in

Successfully sending out the assignment should mean that all your students now have their own individual copy.

To open the work in Kami, students will need to have the Chrome extension installed. They can then open the file directly from the Google file preview window into the Kami app.



Once they have finished the work (hopefully on time!) they will need to turn it back in for marking through Google Classroom.

1. First the file needs to be saved to their Google Drive. They can do this by hitting the save button in the menu bar (at the top right of the screen).



2. Students will then need to go into Google Classroom, find the correct assignment and hit *'Turn in'*.

$\equiv \frac{\text{Kami Test A}}{4}$		
6	Example Assignment 100 points Image: Start Teacher 11.49 AM Example description. Image: Start Teacher Class comments Image: Start Teacher Image: Add class comment_ Image: Start Teacher	Your work Assigned Tach Student - [Te × + Add or create Turn in Private comments
		Add private comment

Optional: If you want to check in to see how the students are getting on, prior to submission, there is a Grade with Kami option that will allow you to see any changes that students are making on the file. You can access this from the Grading Viewer for the assignment.



Paid version

With the paid Kami integration, there are three steps to creating and completing a Kami assignment within Google Classroom:

Teachers: Creating the Kami assignment

- 1. Go to the "*Classwork*" tab in your Classroom course.
- 2. Click the "Create" button.
- 3. Select "Kami assignment" from the list of options.

😑 Kami - Demo	STREAM CLASSWORK PEOPLE	¢ 🖩 O 🛞
+ CREATE Assignment C Kami Assignment Question Material Beuse post	Urried IN Assoned	
Topic VIEW ASSIGNMENT	s with_annotations.pdf Each student will get a copy	

OR, you can head to Kami's mian screen and select the "Create Classroom Assignment" button from the options available.

Kami Schools	
OCR SPLIT & MERGE HEADER & BATES	
G CREATE CLASSROOM ASSIGNMEN	
NEW BLANK PAGE	

4. Either assignment method will take you to Kami's assign screen. Here you can add a title, description and select the file you want to send your students. Note that the assignment you create in Kami will also appear in your Google Classroom. 5. We recommend selecting "*Make a copy for each student*" from the drop down menu on the file, as this ensures each student has their own file - so they won't be trying to edit the original.



Students: Opening, completing and turning in a Kami assignment

1. Open the assignment directly into Kami by clicking on the *"Open with Kami"* option at the top of the preview screen.

marshall Student - Test file.pdf	K Open with Kami	WORK	
RETURN			
All students	"The Scarlet Ibis" by James Hurst	What is the setting of the story?	
Sort by status	It was in the clove of seasons, summer was dead but autumn had not yet been born, that	a house	
Done	arden was stained with rotting brown magnolia petals and ironweeds grew rank amid		
Marshall Student	chimney still marked time, but the oriole nest in the elm was untenanted and rocked back and forth like an empty cradle. The last graveyard		
Not done	flowers were blooming, and their smell drifted across the cotton field and through every room of our house, speaking softly the names of our dood		

- 2. Students can complete their work using all of the Kami tools.
- 3. When the work has been finished students click the "*Save*" button in the top right corner of the screen. There is also an auto-save that runs every 30 seconds and students should see a Turn In button next to it when the assignment has been pushed out correctly.
- This will bring up a small pop up. Within this pop click the purple '*Turn In*' button. This will force save the student's annotations and automatically turn the assignment in to the Google Classroom platform.

P A My Drive ► Marshall Student - Pre-AP_Scarlet_lbis_with_annotations.pdf	-	+ Automatic ÷	► ≺	🔒 🖺 Tu	n In 🕹	8	≡	MS
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"The Scarlet Ibis" by James Hurst	/hat is ory?			TURN IN				
It was in the clove of seasons, summer was		More options						
dead but autumn had not yet been born, that the ibis lit in the bleeding tree. The flower garden was stained with rotting brown magnolia petals and ironweeds grew rank amid the purple phlox. The five o'clocks by the		a house						

Two | Canvas

As with Google Classroom, <u>the Canvas integration</u> can be used with both the free and paid versions of Kami. Let's go through how to use each of them.

Free version

Teachers: Sending an assignment

1. Create an assignment as you normally would by clicking the '+ Assignment' button in Canvas.



2. Under the Submission Type screen, select 'Website URL'.

Submission Type	
	Online 🔶
	Online Entry Options
	Text Entry
	☑ Website URL
	O Madia Deserdings
	File Uploads

3. Go into the Google Drive file you wish to send to your students.

4. Create a shareable link of the file by clicking the *'Share'* button in the top right hand corner and then *'get shareable link'*. Remember to alter the settings to *'can view'* or *'can edit'* depending on whether you want to give students editing rights.

5. Insert the file link into the assignment.

Here is what the assignment looks like with the hyperlink:

Test assignme	ent
Please annotate <u>this f</u>	<u>ile!</u> ₽
Points Submitting	0 a website url

The assignment is now ready to send!

Students: Opening and turning in assignments

1. Once the assignment has been sent, students can open the file into Kami straight from the file preview window. They do this by clicking the '*open with Kami*' button at the top of the preview screen.

Drive	🕜 Open with Kami 🚽	
Scarlet Ibis" nes Hurst	What is the setting story?	of the

2. Complete the work using the Kami selection of tools.

3.When they have finished, students can turn in their work by creating their own shareable link in Google Drive or creating a Kami sharing link.

4. The link should then be inserted it into the Website URL option in Canvas. This will send the completed file to the teacher, who can either open it in Kami or use Canvas' in-app grading system.

Website URL						
Copy and paste	e the link to the	web site you	'd like to subm	it for this assig	gnment.	
Website URL:						
Comments			12			
Cancel	Submit Assig	nment				

Paid version

Teachers: Creating a Kami Assignment

1. Go to the assignment creation screen as normal. In the '*Submission Type*' box, choose '*External Tool'.* Tick the '*Load tool in a new tab*' selection.

Exte	rnal Tool Options	
Ente	r or find an External Tool URL	
00	http://www.example.com/launch	Find
	Exte	External Tool Options Enter or find an External Tool URL

- 2. Click the 'Find' button.
- 3. Choose Kami Google Drive assignment in the next screen.



4. Select the correct assignment file from your Drive. Kami will convert files, so images, office documents, PDFs are all OK.



5. Finally hit Kami Google Drive assignment in the next screen to save the external tool selection. Note, we recommend you also choose '*Load in a new tab*' so your students get a full-screen Kami view.

Configu	re External Tool	×
A	llows you to pull in documents from Google Drive to anvas	
K	Cami Google Drive Assignment Q	
S S	YouTube earch publicly available YouTube videos. A new icon will how up in your course rich editor letting you search	
URL:	https://api.kamihq.com/lti/launcł	
🗷 Loa	d in a new tab	
	Cancel	ect

Students: Opening and turning in an Assignment

1. When the assignment has been sent your students will be able to open it either through:

- An embedded Kami view.
- Or, if the assigning teacher chose the '*Load in a new tab*' option when assigning the work, a button to opening Kami on a separate tab. (recommended method).

2. Once students have loaded the file, Kami will automatically create a separate copy of the document for that student. This copy will then be automatically added to both their and their teacher's Google Drive account.

	Test 1 > Assig	nments > Kami Production
	Home	Kami Production
Account	Assignments	This tool needs to be loaded in a new browser window
ත	Discussions	Load Kami Production in a new window
Dashboard	Grades 1	
Courses	People	
t t t	Syllabus	
Calendar	Collaborations	
Ē	Google Drive	
Inbox		

3. When the work is finished, it can be turned in by simply clicking the *Turn in'* button on the right hand side of the Student's Kami menu bar.



Three | Schoology

Kami's streamlined Schoology integration allows Kami assignments to be created inside Schoology. They can then be distributed to students, each of whom gets their own copy of the file, and easily turned in when work is completed. This integration is only available with a paid Kami Education plan (i.e. the Teacher, School, and District plans).

• Note: This integration uses the Kami Google Chrome extension, and will only work with Chrome. It also requires that the Teachers and Students have Google accounts

as it integrates with Google Drive - if you'd like to use this without Google login, let me know at jordan@kamihq.com.

Teachers: Creating an Assignment using Kami and Schoology

1. Ensure the Kami Extension is installed. There is no need to install a Kami app from the Schoology App Store. When the extension has been successfully installed you should see the blue K icon showing at the top right of your Chrome Window - if its not there, go to the <u>Chrome Web Store</u> to install the extension.

• Note: for the best experience, we recommend that your IT department rolls out the extension to all your users following the instructions <u>here</u>.



- 2. In Schoology, navigate to your course and choose Add Materials > Add Assignment.
- 3. Under the 'Assign From App' section choose ' Kami'.

Description:	BIU HEHEA - M	ੈੳ ₃ × <u>ਗ</u> ੁੱਛ ਛੁੱਡ ਗੁੱਟ 2 ⊻ ਸਾ ਸਾ ⁴ ਾ Para × 12 × 0 ⊂
	a / 5 \$	
Assign From	🕜 Kami 🧲	
Due date:		100 pts
2 8	\$	Grading options
Category: *		

4. Choose a file from your Google Drive, or upload one using the '*Upload*' tab. Kami supports a wide range of files so you can use a PDF file, Image Files, Word, Powerpoint, and many other formats.

analas -		All Widterlig	115
dd Assignment From Kami			
Select a file			6
My Drive Upload	PDFs Team Drives	Recent Starred	
		~ Q,	≣ [▲]
Karni Sample Doc	Kami is re sampi	Schoology Google	1est tolder
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5. Finish creating your assignment within Schoology as you normally would and send it.

Name: *	Kami Assignment	
Description:	BIU∷EEA×⊠×°S,× 20 ₪ ■	〒 理 2 赵 × 田 × № Para × 12 × 🤅
Assign From App:	C Kami	This will create a copy of your file for each student 🗙
Due date:	100 pts	

Students: Opening Assignments and Turning In

1. Assignments can be found as normal within Schoology.

2. When the assignment is selected and option to '*Open Assignment with Kami*' button will appear.



3. Click this button. Kami will then open and load the file. Simultaneously the file will be automatically uploaded to the Student's Google Drive, and also shared with the teacher's Google account, so the work in progress can be viewed. • Note: The first time a student uses Schoology with Kami, we will ask them to select the Google Drive account for the "*Kami Schoology Assignments*" folder.

Setting up Schoology and Kami
This integration makes it easy to work with your Schoology assignments in Kami and turn them in when you are finished.
Click the button below to link your Kami account with your Google account. The files you open will be uploaded to your Google Drive in a 'Kami Schoology Assignments' folder. (<i>You will only have to do this once</i>)
LINK MY GOOGLE ACCOUNT

4. If the students come back to Schoology later and click the '*Open Assignment*' button again, they will be able to continue their work on the same file. They can also open the file with Kami directly from their Google Drive, and continue their work that way.

5. Once work is completed, it can be turned in by simply clicking the '*Turn In*' button at the top right of the Kami menu bar.

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5. This will export the document with their changes, and return them to Schoology, where they can simply click '*Submit*' to complete the submission.

7	Test Course: Section 1 + Assignments Kami Assignment		
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The file is now attached as a normal Schoology assignment submission, and you can mark it and assign grades using the usual Schoology tools.

Kami across the curriculum

Kami can be an asset to any classroom. Here's how our features can be tailored to the English, Math, Science, ELA/ Social studies and Special Education lesson needs.

One | Kami for English Language Arts

English is a core subject - and for good reason! Kami's tools can help students to complete close reading exercises and improve comprehension.

Check out our video

- **Defining Tricky Words:** The Dictionary Tool gives students easy access to definitions when they meet a new word or one they don't quite understand all without leaving the page they are reading from!
- **Close-Reading Exercises:** Kami's selection of markup tools has been carefully designed to help students to express their thoughts in a way that makes most sense to them.
- **Reading Documents Aloud:** The Text-to-Speech tool comes in very handy for those who struggle to process dense text or like to read along while listening.
- **Reading Fluency:** Students can use the audio comment feature to record themselves reading passages and turn them into their teacher to check for reading fluency.

Two I Kami for Math

Whether it is times tables, plotting graphs or completing complex calculations, Kami has some great features that can help any math class.

Check out our video

- **Completing equations and using fractions:** The equation tool provides over 60 math symbols to help create and complete all manner of calculations. You can also type fractions by pressing the / key.
- **Exponents and multi-line calculations**: Use rich text editor to complete bigger equations and access your math symbols with the formula tool. You can also add exponents by pressing the Shift + 6 key.
- What about freehand working out?: For those with a touch screen device, our drawing tool enables precise touch control, so you can simply write out workings as if you were using a sheet of paper.
- **Showing working out**: Using a screen capture comment, students can record themselves using the drawing tools to work through a math problem and submit to their teacher.

Three | Kami for Science

Kami's versatile arrangement of tools can be easily applied to the science classroom.

Check out our video

- **Inserting and Labelling Diagrams:** Scientific diagrams can easily be inserted and labelled using text boxes.
- **Plot graphs**: Our insert line and shapes tools make plotting graphs easy and accurate.
- **Equations and formulas**: Our insert equational tool contains all the symbols you will need to complete even the most complex chemistry calculations. The formula function also enables volumetric calculations that take place over several lines.
- Document experiments: While conducting a lab, students can use the insert image from webcam feature to take pictures of the various stages of their experiment. Once the images are inserted into the document, students can use the annotation tools on the images.

Four | Kami for Social Studies

Social studies brings together an important combination of skills sets. Kami's wide variety of tools can help you with a number of lesson plans.

Check out our video

• Annotate and analyze: We've got your close reading exercises covered with a range of annotation and mark-up tools, so students can express their thoughts and interact with important texts.

- **Get involved with maps:** Trace battle maps, label key locations or colour in important features with the selection of draw and insert shape tools.
- Wordsearch and games: Make use of the shape and line tools to complete games and word searches in class.

Five | Kami for Special Ed

Education should be accessible to every student - it's that straight forward. Here's how Kami can be used to create a universal learning environment in your classroom

Check out our video

- Learn new words and definitions: Kami's Dictionary Tool lets students lookup unfamiliar words quickly and broaden their vocabulary.
- **Read along**: Sometimes reading alone can be a struggle, but with Kami students never have to. Simply clicking the Text-to Speech tool will read the whole file out loud from the beginning. Alternatively, you can highlight the text selection that you wish to hear. For added fun try changing the accent!
- **Alternatives to typing**: The Keyboard isn't the only way to communicate your thoughts. With Kami you can turn your voice into typed text using text-to-speech, leave voice recorded comments or even video clips.
- **Dark mode and colour overlay**: Kami's Dark Mode can be switched on to help students who struggle with light sensitivity. Kami is also compatible with a number of Chrome Extension overlays.
- **Explain tasks remotely**: Teachers can use the screen capture comment tool to explain assignments in detail to students. This video can then be embedded into the document for students that would benefit from hearing the instructions multiple times.

Six | Kami for Foreign Language

Knowledge of foreign languages gives students the tools to explore different cultures and engage with a variety of world views. Kami's tools can be used to help classes improve their translation, reading, writing and speaking skills, here's how:

- **Speaking skills**: Using the audio comment, students or teachers can record themselves speaking the foreign language they are studying.
- **Embrace organic conversations**: Students can use video comments to record themselves having conversations with other students in the language they are studying.
- **A ready check**: Students can practice their language speaking by using the Speech to Text. Should they make mistakes, they can then fix the text before submitting the assignment to their teacher.
- **Read along**: Use text-to-speech to listen to passages to improve listening skills and pronunciation.