

Kami Handbook



Version 2 | Released in August 2020

Kami Handbook

Version 2 - August 2020

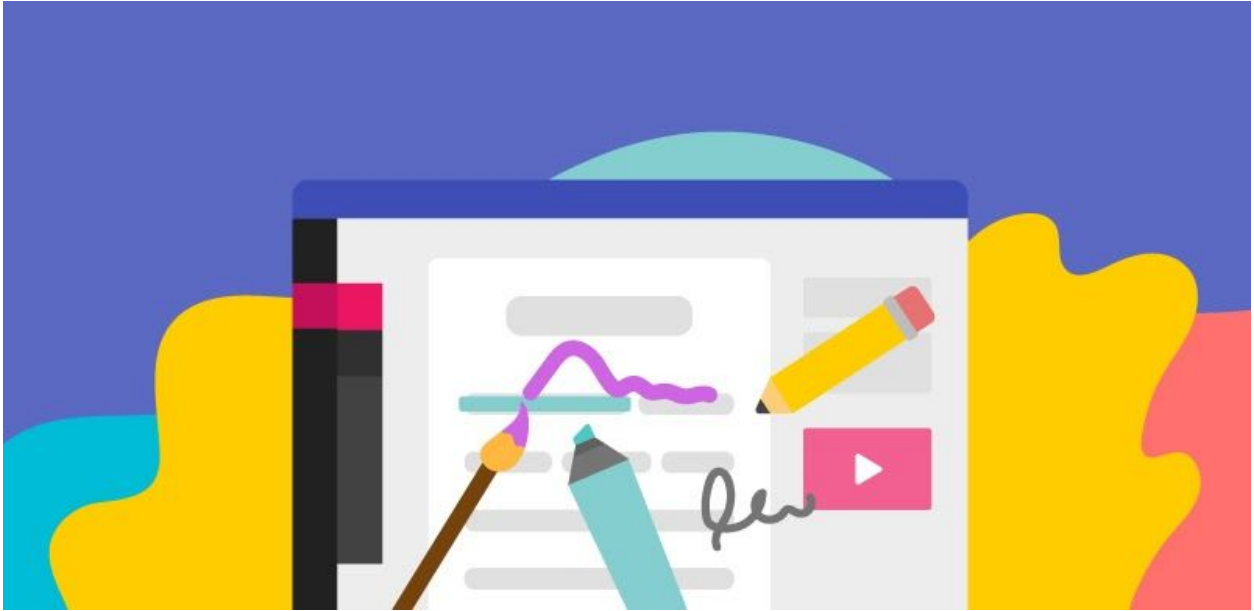
Contents

- 1. What is Kami**
- 2. Setting up Kami in your classroom**
 - a. Kami set up for teachers
 - b. Kami set up for students
- 3. Using your LMS integration with Kami**
 - a. Google Classroom
 - i. Creating a Kami assignment
 - ii. Completing a Kami assignment (students)
 - iii. Grading with Kami
 - b. Schoology
 - i. Creating a Kami assignment
 - ii. Completing a Kami assignment (students)
 - iii. Grading with Kami
 - c. Canvas
 - i. Creating a Kami assignment
 - ii. Completing a Kami assignment (students)
 - iii. Grading with Kami
- 4. Navigating Kami**
 - a. The Kami toolbar
 - b. The Kami menu bar
 - c. The OCR Tool - make readable scans
 - d. The Split and Merge Tool
- 5. Using Kami across the curriculum**
 - a. Math
 - b. Science
 - c. ELA
 - d. Social Studies

- e. Foreign & English Language Learners
- f. Special education
- g. Kindergarten

6. How to use Kami for...

- a. Remote Learning
- b. Assessments
- c. iPad
- d. Collaboration
- e. Offline working



1. What is Kami?

- ▶ **Watch Video:** [What is Kami?](#)

Kami is a dynamic online collaboration and annotation platform. With Kami, you can create, edit, or enhance existing documents, including scanned PDFs. Work collaboratively in real-time, or complete projects alone - all within your browser.

With Kami you can:

- **Edit and create documents with the full array of Kami tools:** Write, draw, type, annotate, comment, augment, enhance, and otherwise bring your documents to life.
- **Collaborate and interact in real-time:** Share a document across teams, or with the whole class, for collaborative annotation, discussion, or debate.

- **Provide learning accessibility:** Kami has a range of tools to help everyone to express themselves, whatever their needs. Notably the Video and Audio comments, Text-To-Speech, and Dictionary Tools encourage engagement and understanding.
- **Enable integrated grading workflows:** Our LMS integrations allow secure assignment send out, student completion, and easy in-app grading for a seamless online learning workflow.
- **Try online whiteboarding:** Use your adaptable Kami screen as an online whiteboard to explore ideas and have active collaboration from your class.

Kami integrates with:





2. Setting up Kami in your classroom

Setting up Kami on your device is quick and simple for both teachers and students. Follow our easy step-by-step instructions to set up Kami.

How to set up Kami for teachers

Step 1: Install the Kami extension

- Install the Kami Chrome Extension in your Google Chrome Browser (kami.app/extension)
- Click the **Add to Chrome** button, then **Add Extension**



Note: All your students must install the Kami Chrome Extension following the same steps.

Step 2: Login or Sign Up

- Open the Kami app by going to <https://web.kamiapp.com>
- Sign in using your school's Google account using the **with Google** button.



- **Signing up?** Select **K12 School**, then **Teacher** as your role. Complete the rest of the signup flow, then click **Finish**. Kami is now set up on your device.

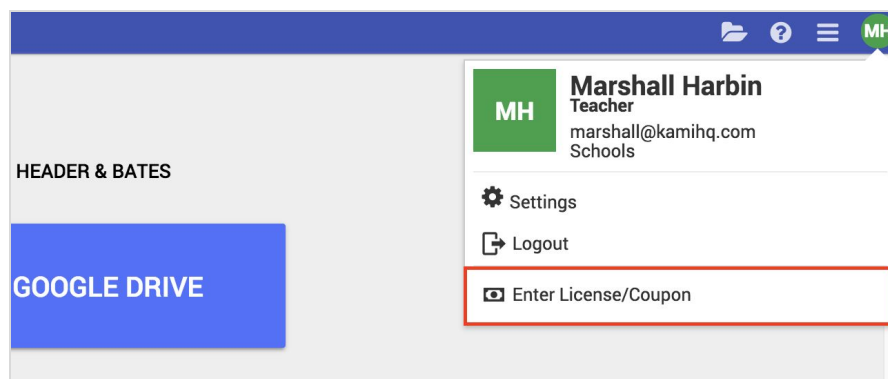
What are you using Kami for?



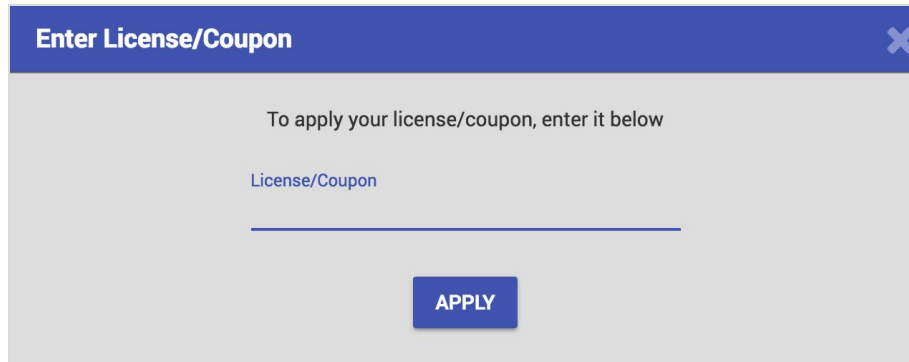
Step 3: Activate your Kami license (if you have one)

If you or your school has purchased a paid Kami license, or you are on a free trial, you will need to activate your license by:

- Finding the license code you received from the Kami team.
- Log in to your Kami account.
- Click the **Profile** icon in the top right corner.



- Click **Enter License/Coupon** from the drop down menu.
- Enter the license code into the blank field, then click **Apply**.



Your account will now be updated to the Kami's Education license (paid version)

Step 4: Share your License with your students

There are two ways that you can link your students to your Kami Teacher license:

1. Linking through a Google Classroom assignment (for Google Classroom users only).

The quickest way to add all of your students to your license is by creating a Kami assignment:

Step 1: Create a **Kami Assignment** and assign it to your class. (details for this can be [found here](#).)

Step 2: Students will need to select the assignment and **Open with Kami**.

Step 3: Students who open their assignment with Kami will then have your teacher's license automatically applied to their individual accounts.

2. Linking through your License key

As a teacher, you can also directly share your license key with students. When signing up, you will have received an email with your key over email. Find this email and then:

Step 1: Have your students sign into **Kami**

Step 2: Share the link that you received over email with your students. When your students click on the link, they'll automatically be enrolled on your license.

How to setup Kami for students

Step 1: Install the Kami extension

Go to kami.app/extension to install the Kami Chrome Extension in your Google Chrome Browser. Click the **Add to Chrome** button, then **Add Extension**.



Step 2: Sign Up

Step 1: Open the Kami app by going to <https://web.kamiapp.com>

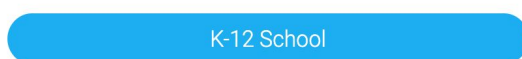
Step 2: Sign in using your school's Google account using the **with Google** button. If you don't have a Google account, type your school email address and enter your password, then click the **with Email** button.



Step 3: Sign Up continued...

Select **K12 School**, then **Student** as your role, then **Finish**. Now, Kami is set up on your device.

What are you using Kami for?



Pick your role



Step 4: Linking your Kami account to your teacher's

Now you need to link your Kami account to your Teacher's. The exact method for this depends on which Learning Management system you are using (Google Classroom, Schoology or Canvas).

Follow the instructions which relate to you:

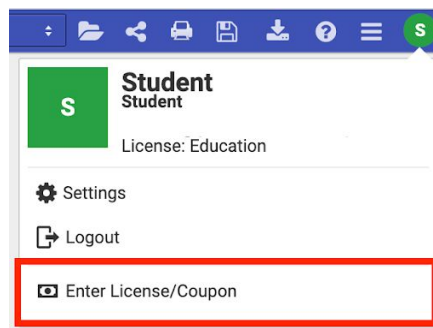
- Link accounts with [Google Classroom](#)
- Link accounts with [Schoology](#)
- Link accounts with [Canvas](#)

Don't have a Learning Management System (LMS)? Then follow these instructions:

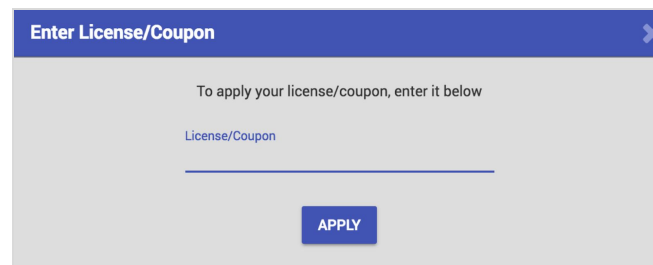
Step 1: You will receive an email from your teacher that includes their Kami License Key details. Click on the **License key link** to automatically add your account. OR

Step 2: The email received from your teacher will also include a License Keycode. Copy the license keycode code, then:

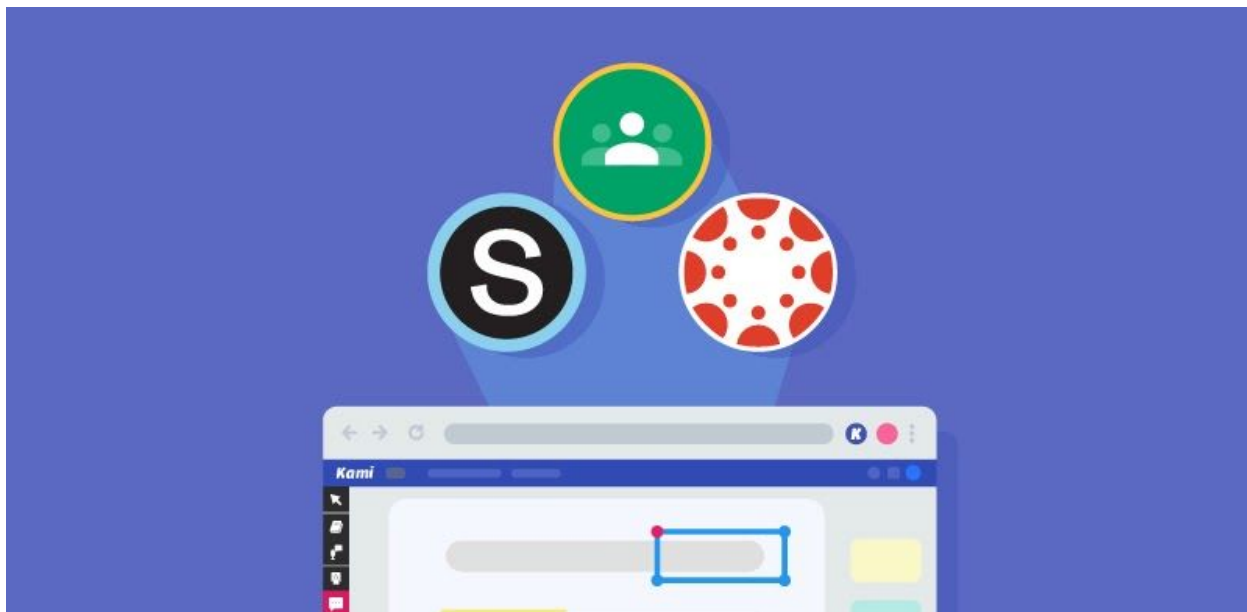
- Go to your Kami account and click the **Profile** icon in the top right corner, then click **Enter License/Coupon**.



- Enter the license code into the blank field, then click **Apply**.



For more information on installing and using Kami without an LMS check out this one-pager guide: [Kami & no LMS](#)



3. Using your LMS integration with Kami

The Kami app currently integrates with three popular Learning Management Systems (LMS): Google Classroom, Canvas, and Schoology. The Kami integration allows for a seamless teaching workflow which includes:

- Creating files from scratch or scanning in sheets,
- Assigning tasks straight to students,
- Student completion and turn in,
- Grading and feedback.



Google Classroom

Google Classroom

Video Tutorial: [Kami and Google Classroom workflow](#)

So, how is Kami different from simply sending paper worksheets? Here's a quick explanation of a Kami classroom workflow from a teacher's perspective:

1. Preparing your lessons

Rather than a static document, you can prepare a Kami assignment using the full array of tools available in Kami. Insert lesson snippets, feedback, prompting questions, or out loud readings to help support students as they work through the document.

2. Allocating work and assignments to students

Send your prepared Kami assignments out to your students as a Google Classroom assignment. You can find how to do this [here](#).

3. Check students' progress in real-time

You can check-in on how your students are progressing with their work in real-time and even use the Kami tools to provide synchronous feedback, encouragement as they work. The ability to make real-time changes and additions promote a collaborative learning environment that you and your students can benefit from.

4. Easily turn in work with a built-in button

When they have finished their work, students will return the assignment (complete with all their annotations and edits) to you by clicking the built-in **Turn In** button in the Kami app. You can automatically see who has returned their work to you on your Google Classroom.

5. Grading with Kami

With Kami's seamless integration with Classroom, you can use Kami tools to grade work and provide feedback as you go! The assignment can then be returned to students, so they can see their grades and feedback—all within Kami.



Step One: Creating a Kami Assignment


- Go to [Google Classroom](#), then go to the **Classwork** tab. Click **Create**, then select **Kami assignment**.

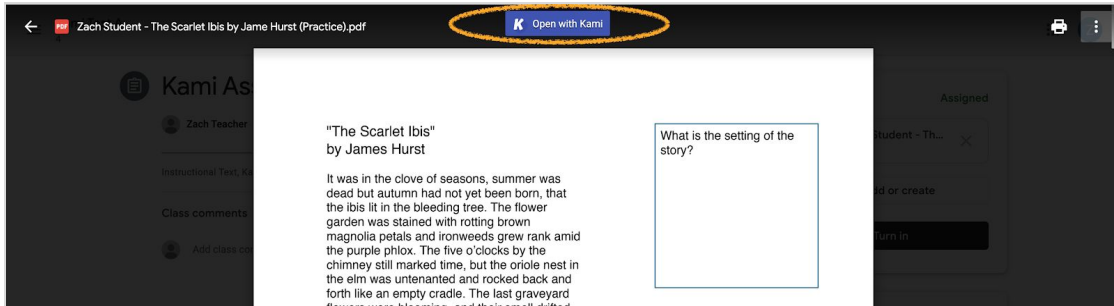


- Creating a Kami Assignment is similar to creating a normal Classroom assignment. Fill in all the fields required.
- Attached a file from Google Drive or from your computer. We recommend selecting **Make a copy for each student** (selecting **Students share one copy** means they will all be annotating the original). Click **Assign** to complete this step.

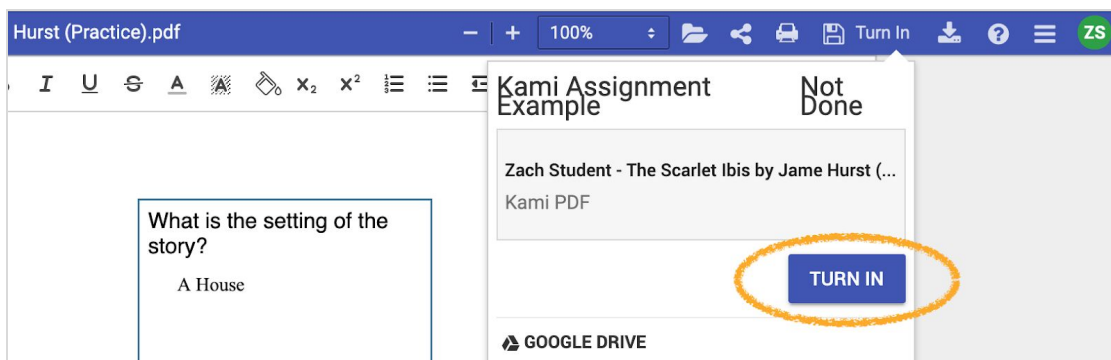
Step Two: Completing your Kami Assignments (For Students)

► Video Tutorial: [How to Complete Classroom Assignments with Kami](#)

1. Go to [Google Classroom](#), then choose a class from the list of **classes** you're enrolled in.
2. Click the **Classwork** tab to view work that has been **Assigned** to you, then select the assignment you wish to work on.
- 3.
4. In the preview, you will see an **Open with Kami** button that looks like the image this: 
5. Click **Open with Kami**, located above the document, to complete work in Kami.



6. All done? Go to **Turn In**, located in the menu bar, then click the **TURN IN** button.



You have now completed and submitted your assignment. Your teacher will now be able to review and mark your work—and return it to you through Google Classroom.

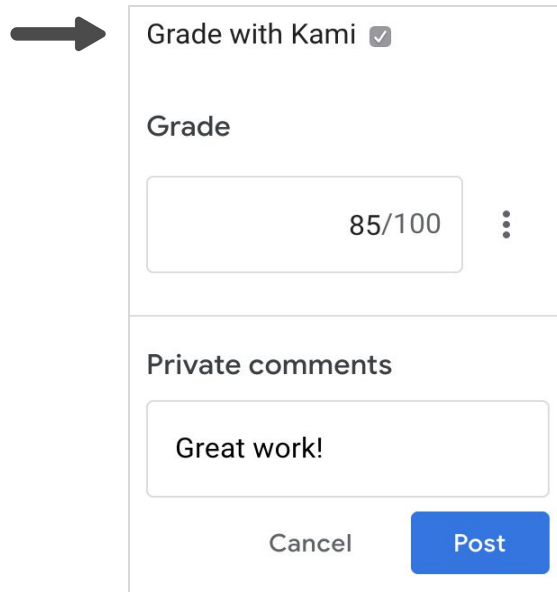
These instructions are also available on an easy to share one-pager here: [Kami and Google Classroom for students](#)



Step Three: Grading with Kami

1. In Google Classroom, go to the **Classwork** tab and select the assignment you want to grade. Click on all the **Turned In** assignments to view all submitted work.

2. Choose the assignment you wish to grade. On the left-hand side panel, click the checkbox to **Grade with Kami**. This step is important to launch the Kami window within Classroom.



Grade with Kami

Grade

85/100

Private comments

Great work!

Cancel Post

3. Start annotating and marking the assignment using Kami tools, and click **Post** when done.
4. Click **Return** to return the submission back to the student.

Return



Schoolology

Video Tutorial: [Kami and Schoolology workflow](#)

So, how is Kami different from simply sending paper worksheets? Here's a quick explanation of a Kami classroom workflow from a teacher's perspective:

1. Preparing your lessons

Rather than a static document, you can prepare a Kami assignment using the full array of tools available in Kami. Insert lesson snippets, feedback, prompting questions or out loud readings to help support students as they work through the document.

2. Allocating work and assignments to students

Send your prepared Kami assignments out to your students as a Schoolology assignment. You can find the instructions on how to do this [here](#).

3. Check students' progress in real-time

You can check-in on how your students are progressing with their work in real-time and even use the Kami tools to provide synchronous feedback, encouragement as they work. The ability to make real-time changes and additions promote a collaborative learning environment that you and your students can benefit from.

4. Easily turn in work with a built-in button

When they have finished their work, students will return the assignment (complete with all their annotations and edits) to you by clicking the built-in **Turn In** button in the Kami app. You can automatically see who has returned their work to you on your Schoolology.

5. Grading with Kami

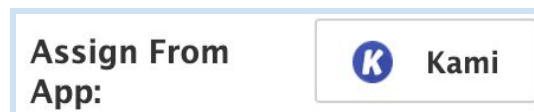
With Kami’s seamless integration with Schoology, you can use Kami tools to grade work and provide feedback as you go! The assignment can then be returned to students, so they can see their grade and feedback—all within Kami.

⑤ Step One: Creating a Kami Assignment

- Go to **Schoology** and then navigate to the course you want. Click **Add Materials**, then **Add Assignment** from the drop-down menu.



- In the 'Create Assignment' view, click the **Kami** icon next to "Assign From App" to launch the file picker through Google Drive.



- Fill in the rest of your assignment details as you normally would, then click **Create** to finish.

⑤ Step Two: Completing a Kami Assignment (Students)

Video Tutorial: [How to Complete Schoology Assignments with Kami](#)

- Go to **Schoology**, open your **Course** and go to **Materials**.

- Open your **Assignment**, and click on **Open Assignment with Kami**. The document should open and you can start completing your work in Kami



- Once you're finished with your work, click the **Turn In** button. This will submit your work to your teacher.



You have now completed and submitted your assignment. Your teacher will now be able to review and mark your work—and return it to you through Google Classroom.

These instructions are also available on an easy to share one-pager here: [Kami & Schoology for students](#)

⑤ Step Three: Grading with Kami

Students can send their work straight back to your Schoology account by clicking the **Turn In** button on their Kami assignment. From there, you can either grade their work as normal with Schoology's tools, or **with Kami**.

- In Schoology go to **Courses** and find the assignment you wish to grade.
- Select a specific student's submission from the **Submissions** column on the right.



- When you have opened the assignment check the **Grade with Kami** box at the top of your screen.

Grade with Kami

- This will give you access to the full array of Kami tools to annotate and provide feedback within the Schoology grading window.
- Give the work a grade and then click **Submit** to return it to your student.

Submit

All done! You've now created and returned feedback to your student.



Canvas

Video Tutorial: [Kami and Canvas workflow](#)

So, how is Kami different from simply sending paper worksheets? Here's a quick explanation of a Kami classroom workflow from a teacher's perspective:

1. Preparing your lessons

Rather than a static document, you can prepare a Kami assignment using the full array of tools available in Kami. Insert lesson snippets, feedback, prompting questions or out loud readings to help support students as they work through the document.

2. Allocating work and assignments to students

Send your prepared Kami assignments out to your students as a Canvas assignment. You can find the instructions on how to do this [here](#).

3. Check students' progress in real-time

You can check-in on how your students are progressing with their work in real-time and even use the Kami tools to provide synchronous feedback, encouragement as they work. The ability to make real-time changes and additions promote a collaborative learning environment that you and your students can benefit from.

4. Easily turn in work with a built-in button

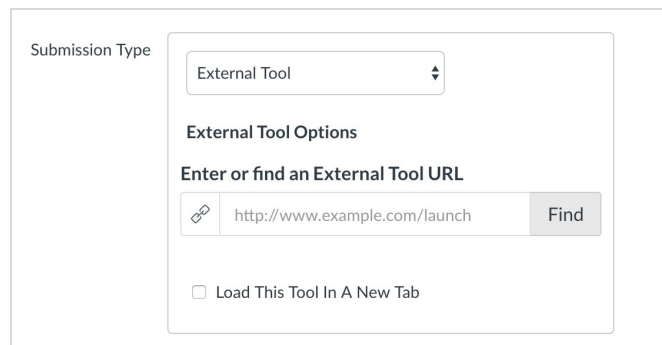
When they have finished their work, students will return the assignment (complete with all their annotations and edits) to you by clicking the built-in **Turn In** button in the Kami app. You can automatically see who has returned their work to you on your Canvas.

5. Grading with Kami

With Kami's seamless integration with Canvas, you can use Kami tools to grade work and provide feedback as you go! The assignment can then be returned to students, so they can see their grade and feedback—all within Kami.

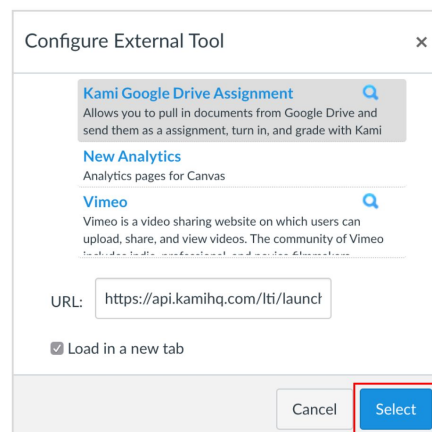
Step One: Creating a Kami Assignment

- Go to [Canvas](#), and navigate to the assignment creation screen. In the **Submission Type** box, Choose **External Tool**.
- Click **Find** to Configure External Tool, then select **Kami Google Drive Assignment**. Select the file you wish to use for the assignment from your Google Drive.



The screenshot shows the 'Submission Type' configuration form. The 'Submission Type' dropdown is set to 'External Tool'. Under 'External Tool Options', there is a field to 'Enter or find an External Tool URL' with the example URL 'http://www.example.com/launch' and a 'Find' button. There is also an unchecked checkbox for 'Load This Tool In A New Tab'.

- Make sure to click **Load in a new tab** so your students can get a full-screen view of Kami. To finish this step, click **Select**.



The screenshot shows the 'Configure External Tool' dialog box. It lists several tool options: 'Kami Google Drive Assignment' (highlighted), 'New Analytics', and 'Vimeo'. Below the list, the 'URL' field contains 'https://api.kamihq.com/lti/launch'. The 'Load in a new tab' checkbox is checked. At the bottom, there are 'Cancel' and 'Select' buttons, with the 'Select' button highlighted by a red box.



- Fill in the remaining fields required; include instructions, assignment recipients and the due date, as normal. Click **Save & Publish** to assign and publish the assignment.

Step Two: Completing a Kami Assignment (students)

Video Tutorial: [How to Complete Schoology Assignments with Kami](#)

- Go to [Schoology](#), open your **Course** and go to **Materials**.
- Open your **Assignment**, and click on **Open Assignment with Kami**. The document should open and you can start completing your work in Kami



- Once you're finished with your work, click the **Turn In** button. This will submit your work to your teacher.



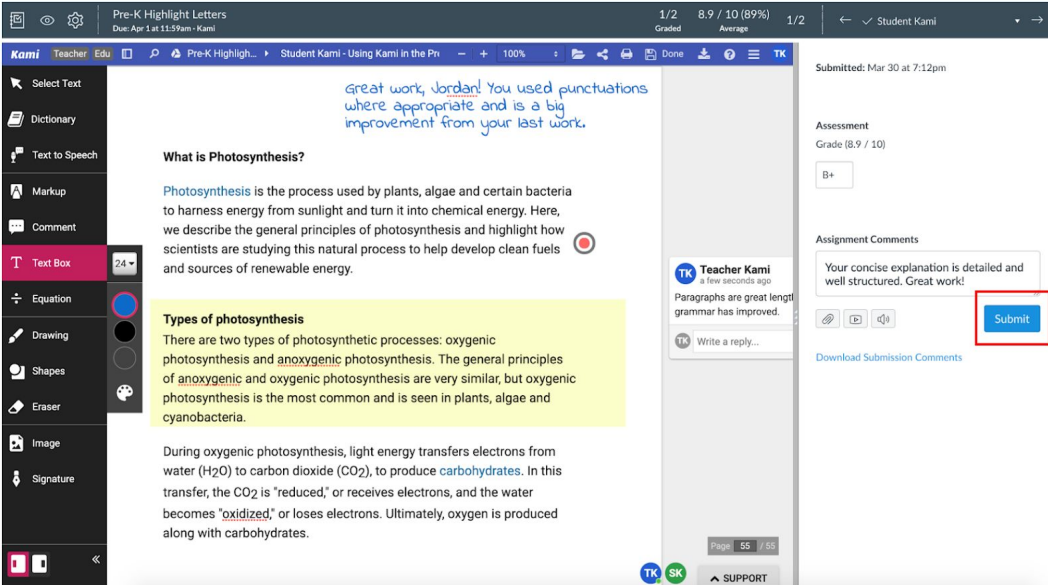
You have now completed and submitted your assignment. Your teacher will now be able to review and mark your work—and return it to you through Google Classroom.

These instructions are also available on an easy to share one-pager here: [Kami & Canvas for students](#)

Step Three: Grade using Kami in SpeedGrader

You can use Kami's tools to grade completed assignments and provide feedback for students.

- Go to the **Assignments** tab, and select the assignment you want to grade.
- Click the **SpeedGrader** button to launch Kami for grading.
- Start annotating and marking up using Kami tools, then click **Submit** once done.



The screenshot displays the Kami SpeedGrader interface. On the left is a toolbar with various editing tools. The main workspace shows a student's handwritten feedback in blue ink: "great work, Jordan! You used punctuations where appropriate and is a big improvement from your last work." Below this, there is a section titled "What is Photosynthesis?" with a paragraph of text. A yellow highlight is under the section "Types of photosynthesis". The right sidebar shows the "Submitted" date, "Assessment" grade (B+), and "Assignment Comments" with a "Submit" button highlighted by a red box and an arrow pointing to it.

Your feedback will now be returned to your student.



4. 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.

Toolbar Explained

Select Text



- Select Text allows you to interact with the file without creating annotations. You can also use it to copy and paste.
- Hand tool can expressly navigate the file while enabling easy scrolling.

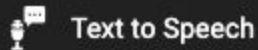
- Select Annotations is used to select multiple annotations at the same time.

Dictionary



This tool allows you to select a word that you would like to see defined.

Text to Speech



Clicking on the page once will read the entire text aloud from the beginning. Highlighting specific sections of the text will read only these portions text. You can also loop a certain passage, increase or decrease the reading speed, and even change the voice to a familiar accent.

Markup tools



- Text Highlight for highlighting text in your Kami document.
- Box Highlight to highlight a chunk of text or a section of the file.
- Strikethrough can cross out text—most useful for editing or proofreading.
- Underline can help emphasize a point or draw attention to the area.

Comment tools



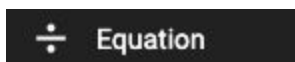
- Text Comment for simple typed thoughts attached to words, lines or paragraphs.
- Voice Comment records your thoughts as a voice snippet.
- Video Comment adds a video of you talking to your webcam or a relevant youtube clip.
- Screen Capture records any action on your screen while you narrate what's going on.

Text Box (Rich Text Editor)



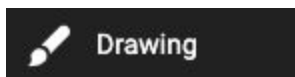
This tool allows you to place text boxes anywhere in the document; perfect for filling in forms. Kami's rich text feature enables you to change text style, insert emojis, formulas, activate voice typing, and more!

Equation



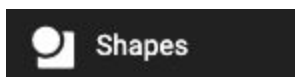
This tool allows you to create equations from a selection of over 60 mathematical symbols.

Drawing



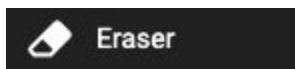
This tool allows for freehand drawings to be made anywhere on the file. The stroke thickness and transparency can be adjusted, as can color. The tool can be adapted to create perfectly straight lines by holding shift before drawing.

Shapes



This tool allows you to place shapes on your PDF. You can create circles, triangles, squares, and lines in any color and to whatever size. Hold the shift key when drawing your shape to create perfect shapes, 90° triangles, and straight lines.

Eraser



The eraser tool removes shapes, text, signatures, and drawings that have been made onto your PDF. This tool has two modes: "All Annotations" and "Drawing and Shapes" only.

Image



Use this tool to insert an image from a variety of locations; your computer, Google Drive or through Google Image safe search. You can also insert stickers.

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.

Menu Bar Explained



License Type

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

Toggle Sidebar

Click the Toggle Sidebar to view all the pages in the document, and to access the Annotation Summary by clicking the speech bubble icon at the top of the screen. This feature will show you the location of every annotation that has been made on the document.

Find in Document

The Find Document button locates words or phrases within your file. Simply 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.

File Name

Next to the Google Drive icon will be a line of text—the name of the file. Simply click the line of text to 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).



Zoom

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

Open File

This feature presents you with a drop-down menu. Within it is 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.

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.

Print Document

Click this button to print your document.

Save

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

Download

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

Help

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

Menu

The Menu icon gives you access to a range of features, like the Split and Merge tool, OCR tool, Restore Annotations, and more. You can also find other page manipulation options under Menu.

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

The OCR Tool

The OCR feature (or Optical Character Recognition) is a technology designed to turn a scanned document into a fully digitally recognizable 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 allows the computer to actually read the scan you have given it and to recognize all the characters so that you can interact with the contents.

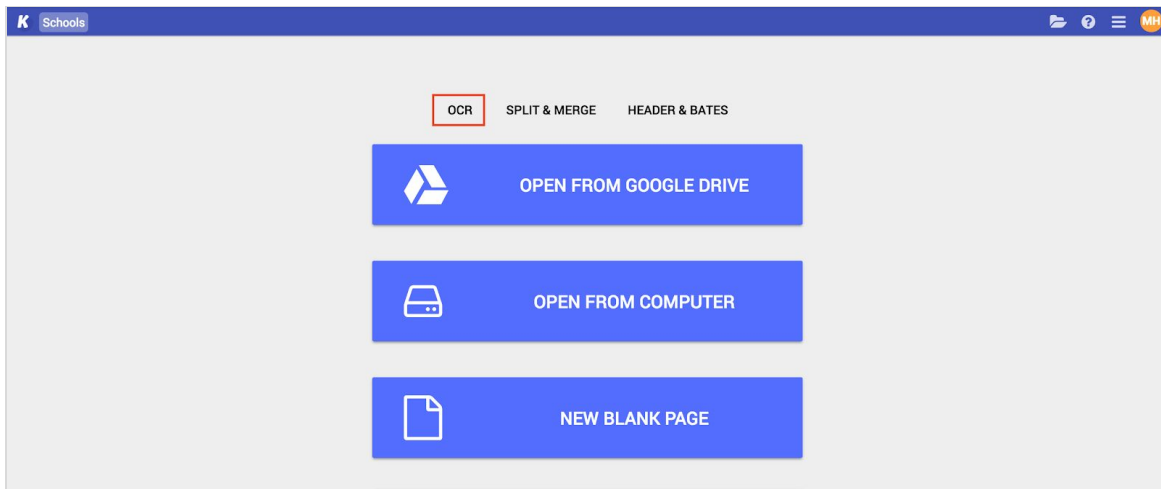
It's important to use the OCR tool on scanned documents before loading them into Kami, as this ensures that all of Kami's annotation tools will work properly. Remember if you ever find yourself having trouble selecting text with the tools, or if the Text to Speech is unintelligible, you are likely using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

Where is the OCR tool?

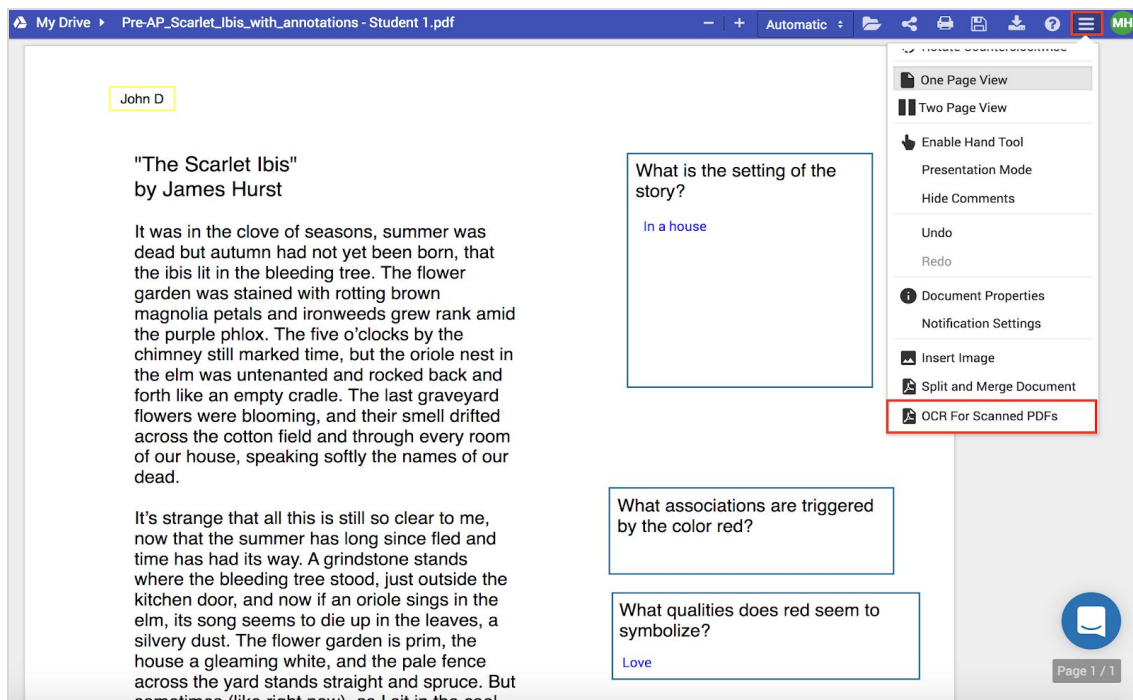
Our OCR tool is can be found on:

- The Kami app starting screen page, above your document options, OR

- 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



The OCR tool under the menu icon in the menu bar

How to use the OCR tool

Once you have 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 your Google Drive.

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

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. It is compatible with PDFs, and all Google file formats (Slides, Docs, .etc).

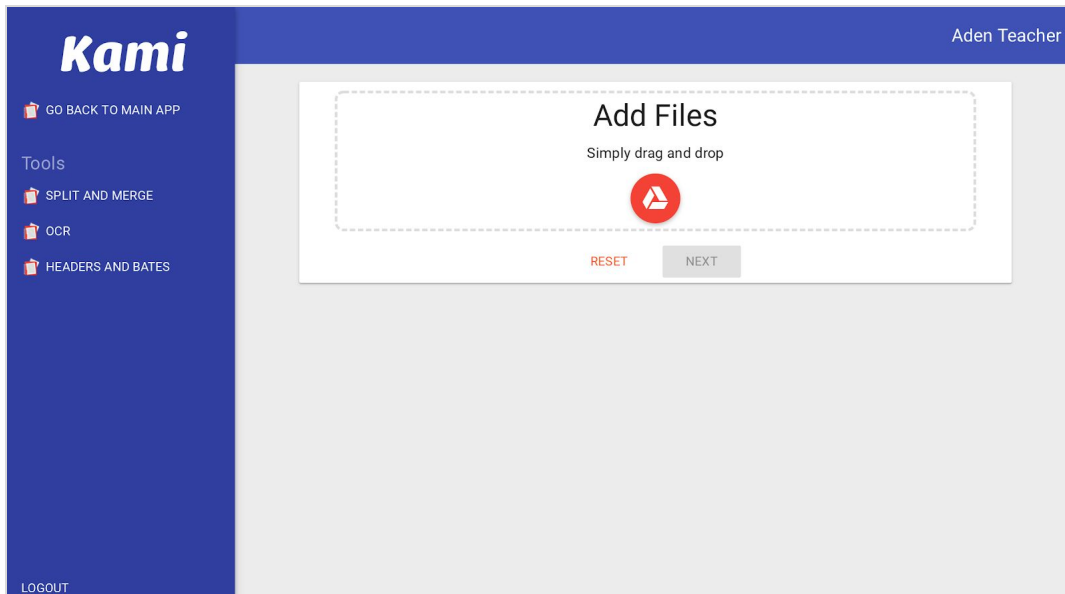
Where is the Split and Merge tool?

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

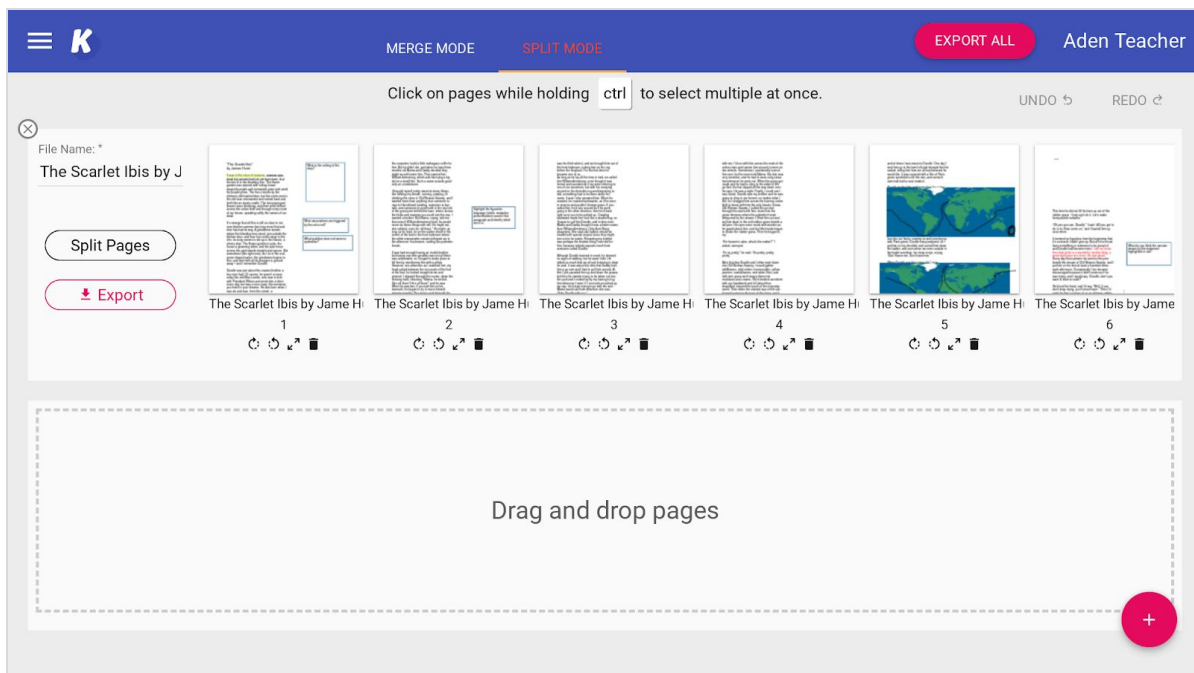
- Kami app starting screen page, above your document options, OR
- Kami app menu bar, specifically the **menu icon** at the far right of your screen.

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 wish 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.

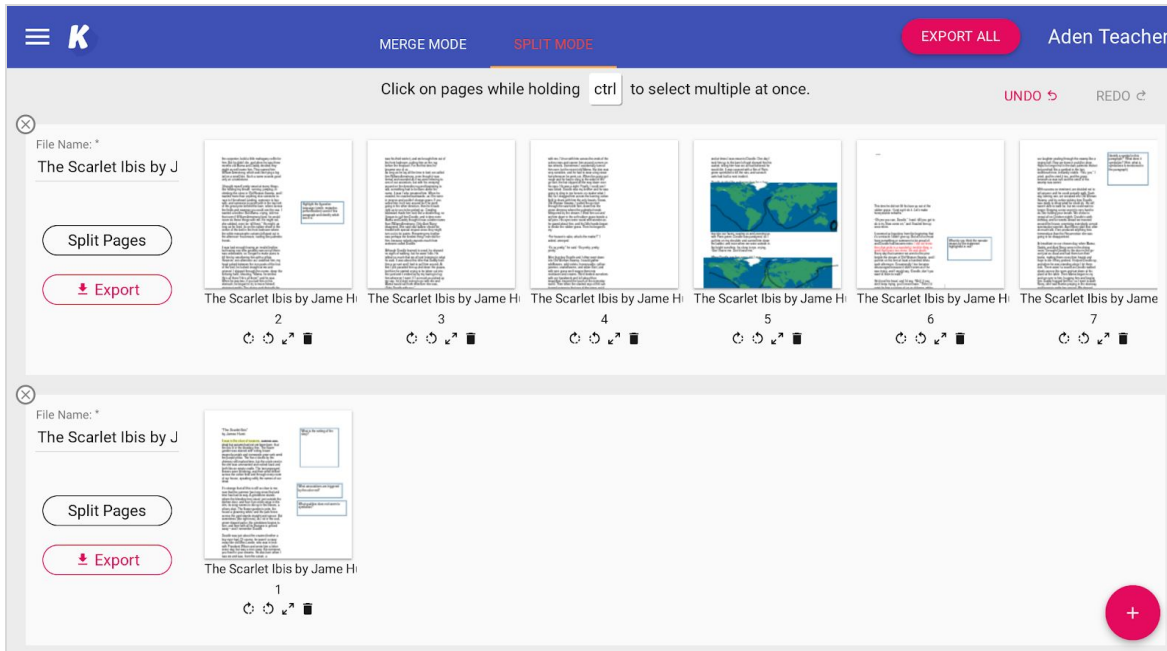


When your document has loaded, you will be taken to the Split mode. Here all of the pages within the document will be displayed along the top of your window.

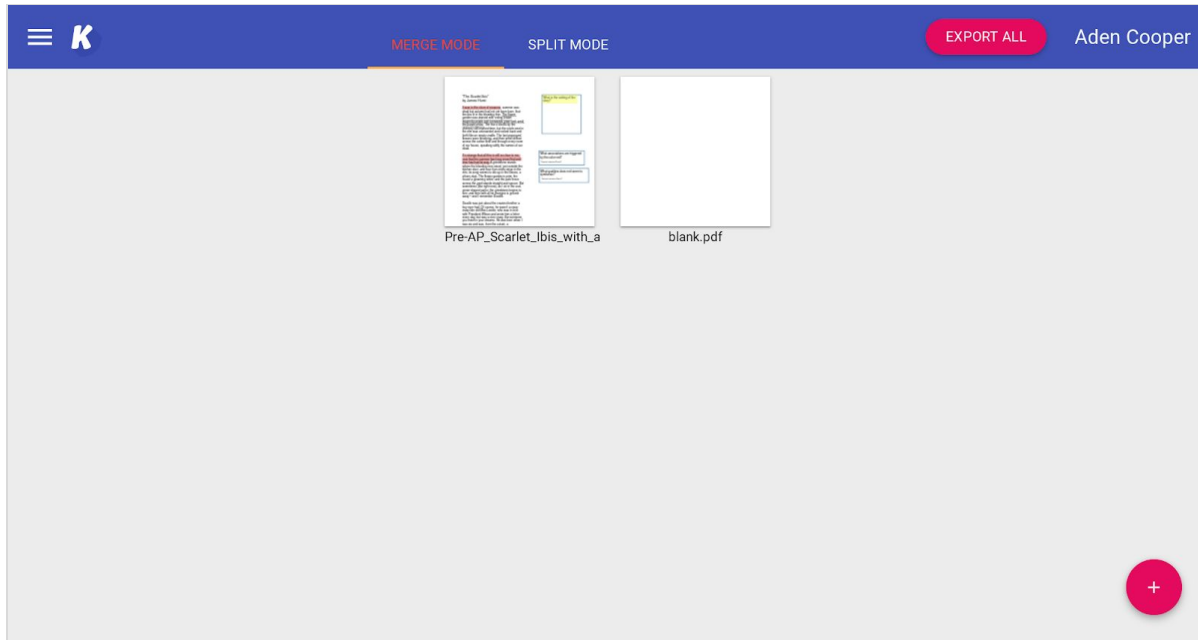


Click-and-drag the pages along the first bar to change up their order within the existing document.

You can also move selected pages onto the lower row to create a separate 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 wish to be merged into the original uploaded file.



Upload any documents you wish to be merged using the pink plus on the bottom left of your screen. Choose from either your computer files or 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.



5. Using Kami across the curriculum

Kami can be used in any classroom across all subjects and age groups. Here's how our features can be tailored to the Math, Science, Social studies, Foreign Languages, and Special Education and Kindergarten lesson needs.



Math

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

► **Video:** [Kami for math](#)

- **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 the Rich Text Editor to complete multi-line 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.
- **Plot graphs:** You can insert a grid lined page into your Kami document to make graphing more accurate. Simply click the big plus button at the bottom of your file. In the pop-up menu, you will be asked for your preferred page type. Here select 'Grid Page'.
- **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.



Science

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

► **Video:** [Kami for Science](#)

- **Inserting and Labelling Diagrams:** Scientific diagrams can easily be inserted and labeled 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.



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.

► **Video:** [Kami for English](#)

- **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 the most sense to them. Highlight unfamiliar words, Strikethrough incorrect grammar forms or Underline uses of tense - all on your Kami screen.
- **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. Using the controls students can have a whole or specific part of the text read to them. There are also speed and voice variations to maximize clarity and understanding.
- **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. The comment tools are also a great way to have less confident writers explain their thinking vocally rather than writing an essay style answer.



Social Studies

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

► **Video:** [Kami for Social Studies](#)

- **Annotate and analyze:** We've got your close reading exercises covered with a range of annotation and mark-up tools. Students can express their thoughts and interact with important texts using the Highlight, Underline, and Strikethrough Tools.
- **Get involved with maps:** Trace battle maps, label key locations, or color 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.



Foreign & English Language Learners

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:

► **Video:** [Kami for English Language Learners](#)

- **Speaking skills:** Using the audio comment, students or teachers can record themselves speaking the 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.



Special Education

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

► **Video:** [Kami for accessibility](#)

- **Learn new words and definitions:** Kami's Dictionary Tool lets students look up 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 Speech-to-text, leave voice recorded comments, or even video clips.

- **Dark mode and color 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.



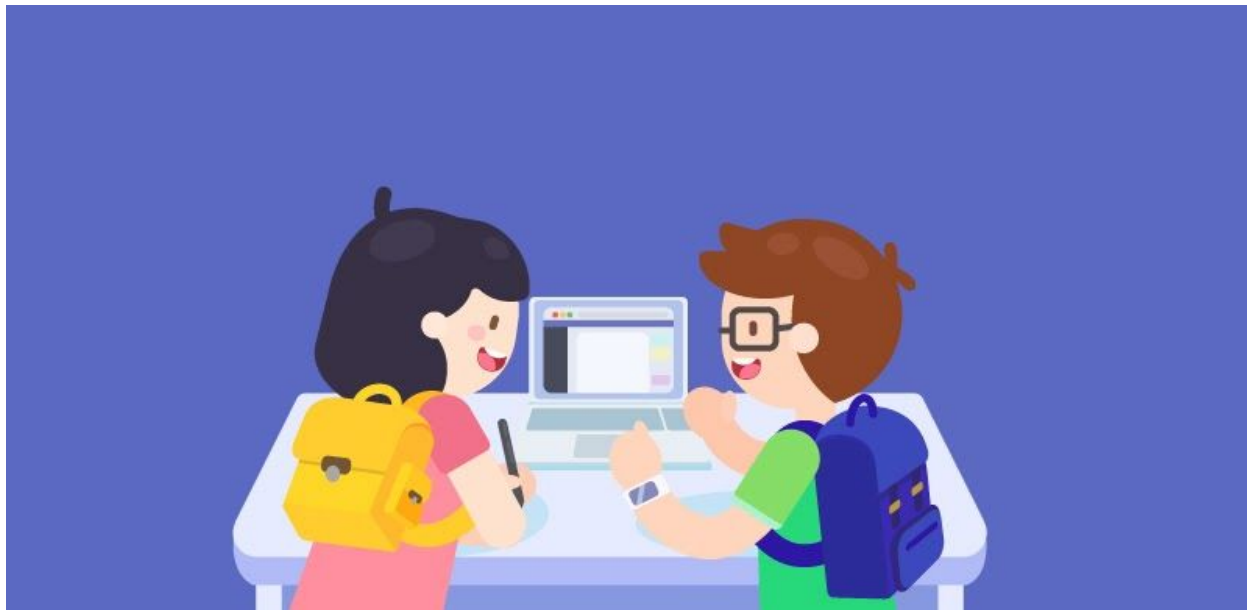
Kindergarten

Kami offers an easy way for young learners to interact and develop their skills online. We recommend kindergarten students to use a touch screen device where possible to reap the benefits of the drawing tools and touch navigation.

► **Video:** [Kami for kindergarten to K3](#)

- **Develop motor skills and handwriting:** Using Kami's Drawing Tool on a touch screen device students can practice writing their letters and develop their handwriting skills over outlines or freehand. The easy Eraser tool means mistakes can be quickly fixed and there is no pressure to get it right the first time.
- **Make it colorful:** With Kami, you can include color in all your drawings, text, shapes and markups. Change up your palate and get students to use their favorite colors in all exercises.
- **Simple calculations:** Freehand math working out is easy using the Drawing Tool. For students who are more confident with the keyboard, they can type their calculations and include the correct math symbols using the Equation editor.

- **Include photos of work:** Craft projects, paintings, or just pen and paper drawings can all be incorporated into Kami by inserting pictures. Students can simply take a snap of their physical work and then add it into their Kami file using the Insert Image option.
- **Explaining out loud:** Students can explain their thoughts verbally using the Audio or Video comments. Teachers can also leave prompts or encouragement in Kami files for students to watch before or during their activity.



6. How to use Kami for...

Remote Learning

Take your classroom online fast with Kami. Use the Kami tools to edit any document (including scanned PDFs) and collaborate with peers and your students as if you were in the room!

► **Video:** [Kami for remote learning](#)

- **Tools to Utilize Across the Curriculum:** Open an existing file or create a new page. Then, explore Kami's toolbar stacked with interactive tools, like text, voice, and video comment. Whether you're an English teacher looking for markup tools to analyze text, or a math teacher looking for a tool to solve simple equations, draw lines and insert shapes—Kami has something for all teachers and learners!

- **Seamless Integrations:** Create a Kami Assignment with your LMS and share it with your class. While students use Kami tools to complete work, teachers can encourage feedback and collaboration with real-time interventions. Plus, the in-app 'Turn In' button makes submitting work easy, along with the built-in grading feature, all within Kami.
- **Accessible anytime, anywhere:** Get started by opening an existing file from Google Drive or your computer, and continue to work knowing all your annotations will be saved automatically. Kami will continue to work even if you're offline, making equal access to all students. Kami will automatically save your pending changes the next time you're online.
- **Students get work done:** Students enjoy getting work done with Kami's user-friendly and vibrant interface, sparking creativity and curiosity as they learn. Can't keep track of multiple files? Never lose homework with our Google Drive auto-save feature.

Assessments

Assessments come round every year, and it's not just the students that need to prepare. Materials, assessment formats, practice quizzes, and efficient grading methods all have to be sussed out along the way. Here's how Kami can help you out this assessment season:

Article: [Kami for assessments](#)

- **Formative Assessment:** In these less formal assessments, Kami offers a great way to maximize student expression and encourage thoughtful responses. Audio, Video and Screen Capture Comment tools allow students to explain their workings and thought processes so educators can better gauge overall comprehension.

- **Creating pre-exam quizzes:** With Kami, you can create the ideal pre-exam quizzes to make sure your students are practicing the right material before the big day. Use Split and Merge to create the perfect quiz paper, scan in questions from textbooks and even add in lesson snippets or guidance using the Video Comment tools.
- **Practice reading digital texts and markup strategies:** More and more official exams are now being conducted on digital devices. Kami's intuitive design and adaptable tools are a great entry point for students looking to improve their digital skills and get comfortable expressing themselves on a device.
- **Grading assessments:** Kami's variety of annotation options make for a well-stocked grading toolbox. Grading with Kami means that you can do traditional red pen marking (using the Drawing Tool) while also adding in suggestions or explanations using the comment tools.

iPad

Kami is a Chrome extension and therefore primarily designed to work in the Google Chrome environment. For the best experience of Kami, we suggest using either a Chromebook or a Mac/Windows/Linux computer. However, it is possible to access and use Kami on the iPad.

This article explains several methods for accessing Kami on the iPad:
[Help Centre article Kami for iPad](#)

Collaboration

Collaboration, good communication, and leadership are all vital life skills – that's why Kami has been designed to facilitate engagement and teamwork both in and out of the classroom.

Here's how you can use Kami to promote collaboration at school or in any remote learning environment.

Article: [Kami for collaboration](#)

- **Group projects using collaborative documents:** Any file in Kami can be shared between one or more people and collaborated on in real-time. This can be done by the file owner who is able to create a sharing link and send it to others. Or a teacher can set up specific teams and send a shared assignment using Google Classroom.
- **Learning from each other's questions:** Working out new math skills remotely can be tough. Using a collaborative Kami doc students can see each other's questions and follow advice from their teacher. It's a great way to allow students to learn from each other and spark a feeling of teamwork whilst also not answering 30 of the same question! [Learn more here](#).
- **Digital whiteboarding:** Kami can be used as your digital whiteboard to create a collaborative learning experience for online learners or to simply embrace more points of view in classroom lessons.
- **Teacher-teacher sharing resources:** Kami provides an easy medium by which to share out your handy resource packets to your friends and colleagues when physically swapping photocopies isn't possible. Simply pop your photocopies in Kami, run them through the OCR Tool, and share them with teammates.

Offline

The Internet is everywhere... except when you need it most! For teachers and students with an unreliable or nonexistent wifi connection, Kami's offline mode makes asynchronous remote learning possible.

This article explains exactly how to use Kami's Offline Mode: [Help Centre article Kami for offline mode](#)

Helpful Links

Kami Certified Educator Program » | **Kami YouTube Channel**

»

Help Center » | **Pricing Page »** | **Privacy Policy »**

Kami Handbook

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