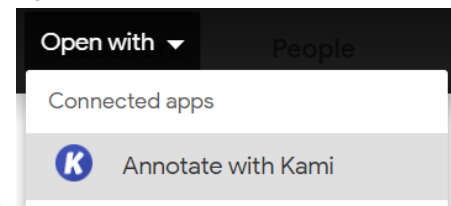


Using Kami and Google Classroom to Complete Assignment (Students)

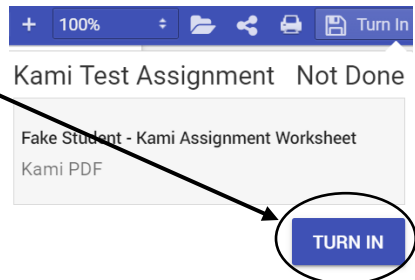
Kami is a Google **Chrome Extension** that allows students to write, draw, type, and annotate any document, including **PDFs**. Students can access **Kami** from **Google Classroom**. The steps to do so are shown below.

Video – Learning with Google Classroom and Kami – for Parents and Students - <https://www.youtube.com/watch?v=APtg2ZQiEw&feature=youtu.be>

- Open **Google Classroom** > find the **Class** with the **Kami Assignment** from your list of **Classes**.
- Click the **Classwork tab** > open the **Assignment** you need to complete.
- In the **Preview**, you will see **Open with** and a down arrow > click the down arrow > click **Annotate with Kami**
- **Kami** will open, and you can complete your work using the **Kami Tools**.
- When your work is done, click the blue **Turn In** button on the **Menu bar** at the top of the screen.



- Be sure to click the **Turn in** button **again** to **Turn in** your **Assignment**.
- **Important - Return** to your **Assignment** in **Google Classroom**. If you see a **Turn in** button on the **Assignment** in **Classroom**, click the **Turn In** button as you usually would to **Turn in** your **Assignment**.
- Your work is now submitted, and your teacher can look at it in **Google Classroom**.



The Kami Menu Bar

Being familiar with the **Kami Menu bar** will help in navigating the app. Here is part of the **Menu bar**.



- **License type** – there are many types of Kami accounts; your account type is on the left side of the Menu bar.
- **Toggle sidebar** – click this icon and you will see thumbprints of every page in your file. You should also see where every annotation is located in the file.

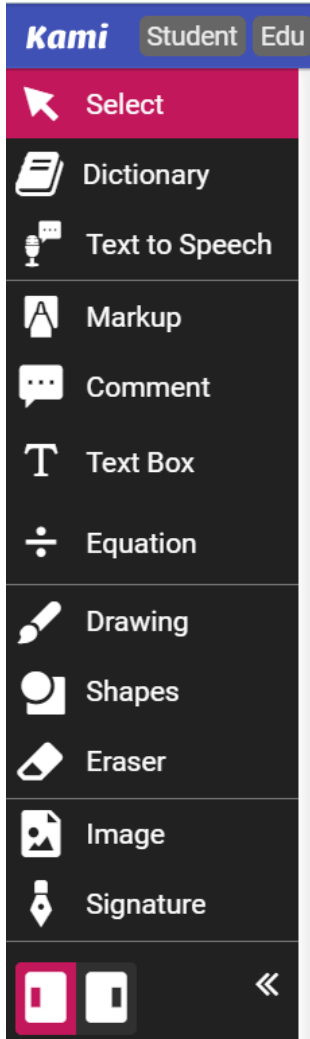
- **Find Document** - this icon will help you locate words and phrases in your file.
- **File Name** – The name of your file is next to the Google Drive icon.



- **Zoom** – **Zoom in and out** of the file by clicking on the **Plus** or **Minus** symbol.
- **Open File** – click the **Folder** icon to open desired file(s).
- **Share File** – this icon allows you to share your file with other users. You can share with a direct link and control your **Share** settings.
- **Print** – click this icon to **Print** your file.
- **Save** – allows you to **upload** your file to **Google Drive**.
- **Download** – can **download** a file to your computer, flash drive, or to Google Drive.
- **Help** – links you to **Kami's Help** forum and knowledge base.
- **Menu** – leads you to additional features
- **User Profile** – leads you to your app **Settings**; **log out** of **Kami** through here.

Kami Toolbar

When you open a file that you will annotate, the **Kami toolbar** will appear on the left side of your screen.



- **Select tool** – lets you select text or annotations and move them to other parts of the file.
- **Dictionary tool** – provides an Oxford Dictionary definition of a word you click on.
- **Text to Speech tool** – highlights text and reads it aloud. Users can adjust the speed and voice.
- **Markup tool** – lets you annotate a file with a pen, marker, or highlighter. Users can customize color, strikethrough, and underline text.
- **Comment tool** – lets users highlight text and leave feedback as text, audio, and video. You can even screencast. Speech to text is available here.
- Students can **erase** as well as **insert text boxes, equations, shapes, and images.**

Information in this Guide is from *The Kami Handbook Version 2* and from using Kami.