

The Quick Guide to Kami

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Working with PDF Files in the Digital Classroom

02/24/2022

The Challenge of PDF Files

A PDF (portable document format) file is a container that can hold many kinds of data. The beauty of PDF files is that they will look the same on all devices. The challenge is that the viewer has no idea which content types are included. A resource may look like a page full of text...but it could really be a photocopy saved as an image inside the PDF container. In most software it is impossible to select and copy text from a picture.



What is Kami?



Kami is a web-based tool for working with documents, especially PDFs. Teachers and students can upload PDFs to Kami, work on them, and export their work to use elsewhere. There are tools included that allow teachers and students to split up files or stitch them together. Text Recognition is available to pull text from image data stored in PDF files. Kami now has full Schoology integration and works on both laptops and iPads. No browser extension is necessary.

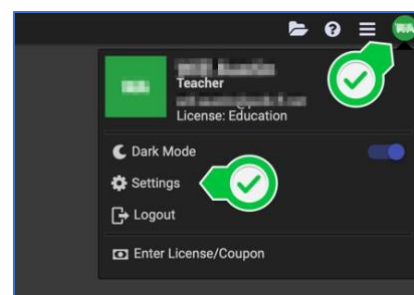
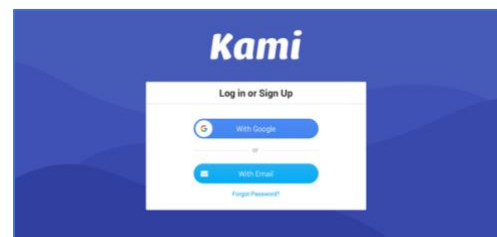
Signing-in to Kami

1. Point your web browser to kamiapp.com and click the **Sign in** link.
2. Sign in with Google and use the *first.last@mypolkschools.net* account credentials.



Kami Setup (students and teachers)

1. On first sign-in, it is important to take care of a few settings. To do this, click your initials (or picture) in the top right corner and select **Settings**.
2. Once in settings, link your primary Google account (*@mypolkschools.net*) and Microsoft account (*@polk-fl.net*) by signing-in to each. If you initially signed in with Google, that one will already be complete for you.
3. Check all available check boxes. See the last page of this guide to see how your settings should look.
4. Click the **install to Google Drive** link and sign in again with your Google account (*@mypolkschools.net*).



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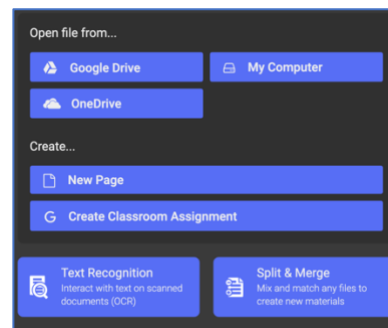
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Kami Basics

Kami's main screen offers several options. If there are PDF files to work with on your computer, in Google Drive, or in OneDrive, buttons are available to get them quickly into Kami for editing. The other available options are more advanced (explained below) or generally not needed (new page, Google Classroom).

Work on the basic features like opening documents, editing them, and saving them before moving on to the advanced features.



The Kami Editor

Kami offers a very simple, intuitive interface. With a touchscreen device, freehand drawing and [highlighting](#) is possible. On mouse-and-keyboard devices, [shapes](#) and textboxes may prove easier. Use a sample PDF file and play with all the options in [The Toolbar](#) and [Menu Bar](#). This will help when explaining features to students.

When editing is done, Kami saves the new file to Google Drive or you may download it, with or without annotations.



Split & Merge (advanced)

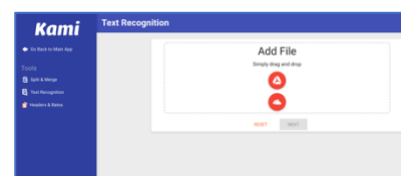
We have a huge resource file, but only need four pages of it...or several PDF files we need to stitch together as one file. Kami can help!

Use the [Split & Merge](#) feature and open the files. This can also be started in the ☰ menu when a PDF file is open. Kami shows all the pages in the file. Just drag the desired pages from the top bar to the bottom and click Export. Easy! Merge mode is very similar, but it offers a + button to open multiple PDF files.



Text Recognition (advanced)

That special worksheet will not let text be selected and copied from it. It's probably image data. Kami can help! The [OCR tool](#) can analyze the PDF file and try to scan for usable text. When done, you can send the file to Google Drive or download it.



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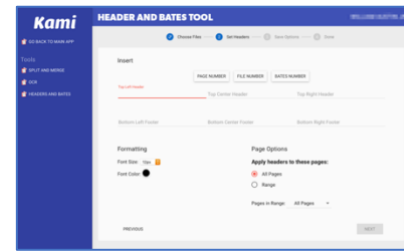
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Header and Bates (advanced)

Five PDF files were just merged into one, but now the page numbers are no longer correct. Everyone needs to be on the same page...literally. Kami can help! Its Headers and Bates tool can add headers and footers (containing information including page numbers) to the whole file.

Trivia: The Bates numbering machine was used to give unique identifying numbers to document pages in court records and business transactions.

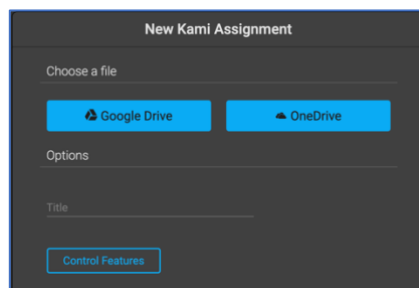
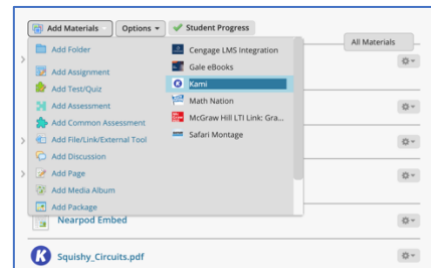


Schoology Integration (NEW!!)

Kami released its Schoology integration in February 2022. A browser extension is no longer needed. This means that Kami works in any browser, even on iPads. To use Kami documents, simply insert them in your Schoology course as you would a page or folder. Avoid the old method of inserting Kami documents into a Schoology assignment.

Note: We recommend using Kami only for image files and PDFs. Most other file formats (Word, Google Docs, etc.) should be inserted as Google Drive or OneDrive Assignments.

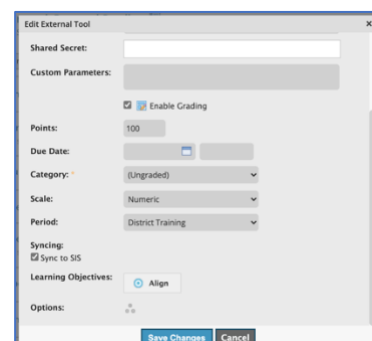
1. To make things easier, have the document you wish to assign stored in Google Drive or OneDrive.
2. **Add Materials** in Schoology and choose the **Kami** option.



3. Choose your file from Google Drive or OneDrive. Each one will give you the option to upload a file from your computer. The name of the file will be used if the title is left blank.
4. Optionally, choose the Kami features you'd like to be available to students. Then click **Proceed**.

5. Schoology will then prompt you to set the grading options as with any other assignment. Ignore fields like "secret" and "key." These are set at the district level. When done, click **Save Changes**.

Your Kami assignment is now ready for students. Click the Kami assignment in Schoology to open **Grader View** and see student



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work and leave feedback in real time. **Edit Template** to leave instructions or markup for all students.

Students do not need to do anything to submit Kami assignments created using this method.

As a bonus, the Kami link in the left sidebar of Schoology allows you to set a primary teacher for Kami assignments. This is useful in co-teaching settings.

Explore Further

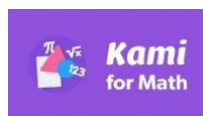
[InTec Kami Playlist on YouTube](#)

Three quick videos created by InTec to get you set up, working, and creating in Kami.

These links are to Kami's own video resources for classroom teachers.

[The Kami Help Center](#)

[Kami & Schoology Workflow: Creating Assignments](#)



[Kami for Math](#)



[Kami for Science](#)



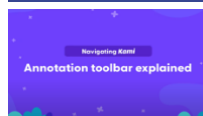
[Kami for ELL](#)



[Kami for K-3](#)



[Kami Equation Editor](#)



[The Kami Toolbar](#)
(con subtítulos en español)



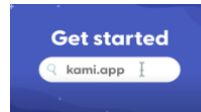
[Kami for ELA](#)



[Kami for Social Studies](#)



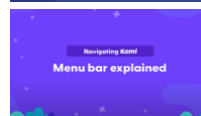
[Kami for Accessibility](#)



[PDF Split & Merge](#)



[Kami Read Aloud](#)



[The Kami Menubar](#)
(con subtítulos en español)

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Example Kami Settings

Account		Settings
Name	<input type="text"/>	Update
Email	<input type="text"/>	Update
Primary Google Account	Students: @mypolkschools.net Teachers: @mypolkschools.net	Change
Primary Microsoft Account	Students: @mypolkschools.net Teachers: @polk-fl.net	Change
License Type	Education	
Education License	Valid until 2022-07-31 License Key: <input type="text"/>	

Automatically Save My Changes to Google Drive	<input checked="" type="checkbox"/>
Automatically Save My Changes to OneDrive	<input checked="" type="checkbox"/>
Automatically Load Files in Kami	<input type="checkbox"/>
Show Text Recognition Prompt	<input checked="" type="checkbox"/>
Enable Browser Notifications	<input checked="" type="checkbox"/>
Enable Email Notifications	<input checked="" type="checkbox"/>
Subscribe to Newsletter	<input checked="" type="checkbox"/>
Full Google Drive Permissions	<input checked="" type="checkbox"/>
Always Allow Offline	<input type="checkbox"/>
Theme	Dark
Google Drive	Install to Google Drive
Automatically upload opened files to	Google Drive
Allow touch scrolling when using a stylus	<input checked="" type="checkbox"/>
Account Deletion	Delete My Account