

Adding And Using the Kami Extension to Write on PDF's Online

Adding Kami

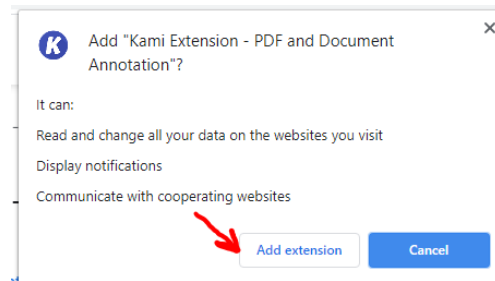
Open your Chrome Browser and search for “Kami Extension” using the Google search engine, or access the link to the right with this document open in Chrome.

[Kami Extension](#)

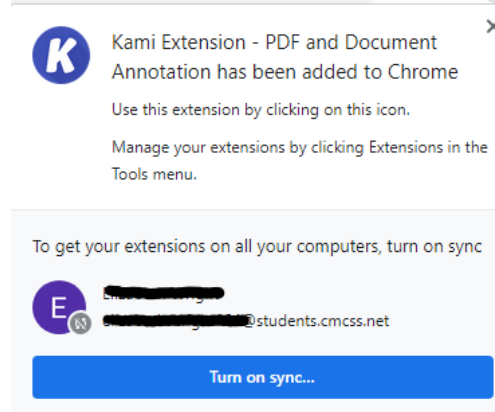
Select “Add to Chrome” on the right side of the screen.

Add to Chrome

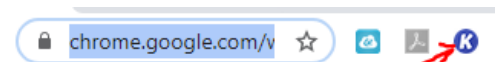
If a pop up box appears, select “Add Extension”



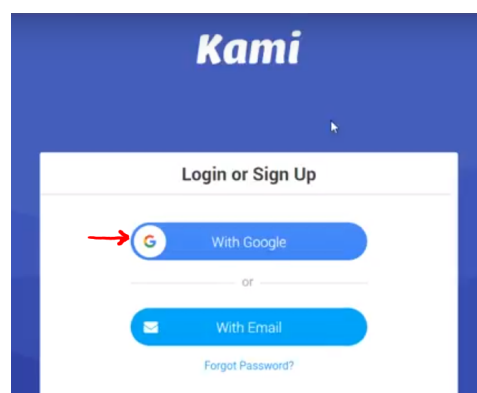
If prompted to Turn On Sync - you can elect to do this or simply click the “X” in the upper right hand corner to close this pop up. You do not need to sync to use this tool.



To access Kami in order to use it click on the “K” at the top of your browser, just to the right of the address bar.



The first time you click the “K” icon at the top of the screen you will be prompted to “Login or Sign Up” for Kami. This is a one time process and you will not have to do this again after you complete it the first time.



If using a student account to login, it is recommended that you select “With Google”.

If you select “With Google” you will then be prompted to select a Google account. If you are using a student laptop it is likely the student’s account will appear for you to choose. It should end in @students.cmcss.net. If no address appears you will be prompted to enter one. Your students Google account is the same as their login to Classlink and all CMCSS accessible sites.

Once you have selected or added a login you will then be prompted to allow Kami to access your Google account. This simply connects the extension to your login and it is safe to scroll through the permissions and select “Allow” at the bottom of the pop up.



To complete the Sign Up you will be asked to select what you are using Kami for. Select “K-12 School”.

Finally, to pick your role, select “Student” and then choose “Finish”

Kami is now set up and you can navigate to a PDF in the district resources to use it. For directions on this please continue below.

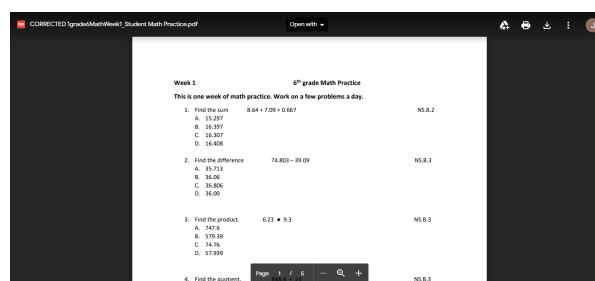
The image displays four sequential screenshots of the Kami application sign-up process:

- Screen 1:** A "Choose an account" screen with the Kami logo at the top. It prompts the user to "Choose an account to continue to Kami". A Google account ending in "@students.cmcss.net" is listed and selected. Below it is a link to "Use another account".
- Screen 2:** A permissions screen titled "Kami wants to access your Google Account". It lists permissions: "See, edit, create, and delete all of your Google Drive files" and "See and download all your Google Drive files". A blue "ALLOW" button is at the bottom.
- Screen 3:** A "Complete Sign Up" screen asking "What are you using Kami for? *". Four blue buttons are shown: "K-12 School" (selected with a red arrow), "College/University", "Work", and "Personal".
- Screen 4:** A "Complete Sign Up" screen asking "Pick your role". Three blue buttons are shown: "Student" (selected with a mouse cursor), "Teacher", and "Other". At the bottom, a red arrow points to a blue "Finish" button.

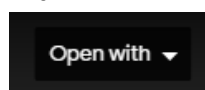
Using Kami to Complete PDF's in the CMCSS Continued Learning Library

Library Link: <https://sites.google.com/cmcss.net/cmcsscontinuedlearninglibrary/home>

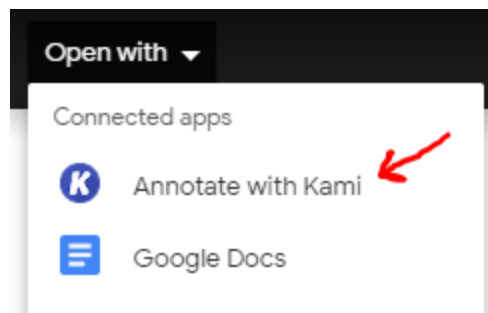
When you access a PDF in the Continued Learning Library in Google Chrome it will appear on your screen like the picture to the right.



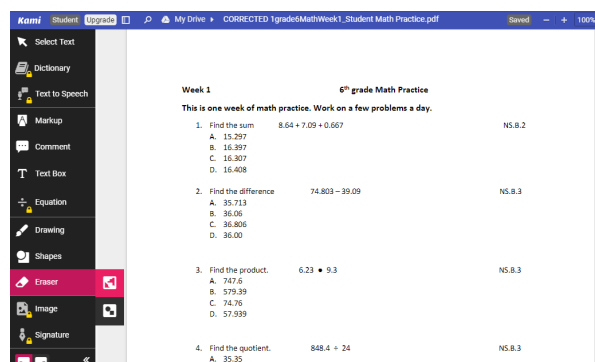
At the top of the PDF, in the center of the screen, you will see a small drop down menu labeled "Open With"



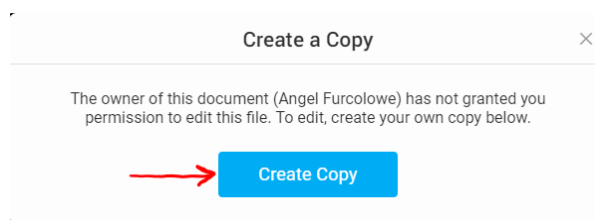
If you click this menu, options will appear to allow you to further open the document. If you have followed the previously provided steps to add the Kami extension, "Annotate with Kami" will appear as an option. Select it.



The PDF will then open in the Kami Annotation screen with all tools available to write, type, or highlight on the document.



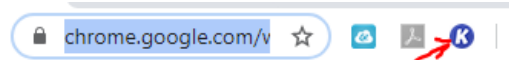
If you begin to work with the document and a message like the one to the right appears, simply select "Create Copy". The page will reopen with a copy you can manipulate and save to your google drive.



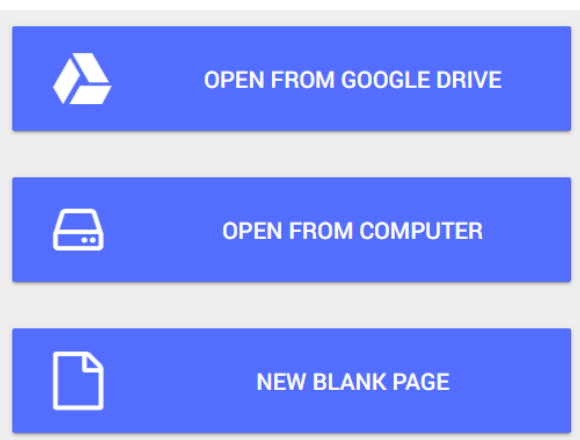
You are now ready to complete your work using Kami! For further directions on how to use the tools within Kami, continue below.

More Information on Using Kami

You can access Kami to manipulate a PDF via the district resources, using the directions listed above. You can also use Kami with any PDF you need to write, type, or highlight on by selecting the “K” to the right of the address bar at the top of your Chrome Browser.

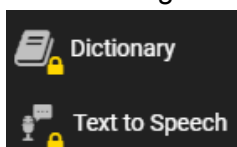


Once the “K” has been selected, the screen to the right will appear prompting you to access your needed PDF from your Google Drive, your computer, or it will also open a blank page for students to write or type on.

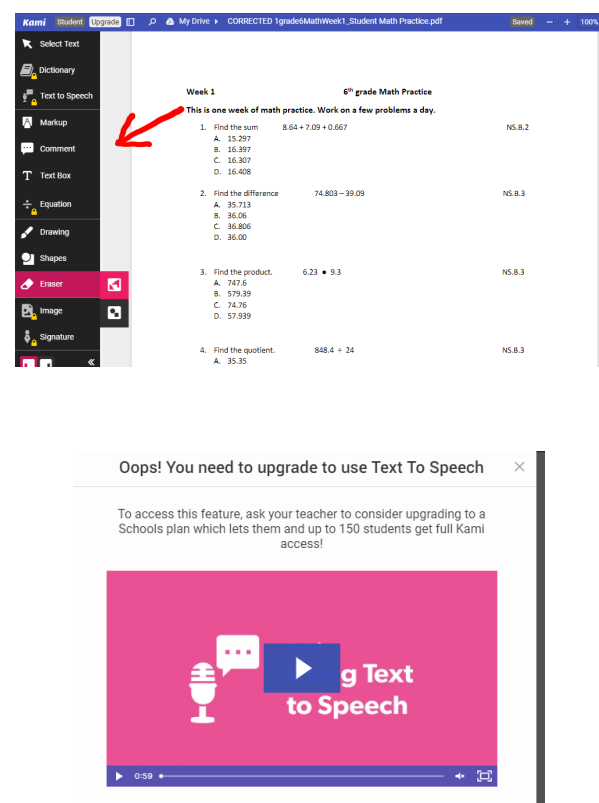


Once Kami has opened your document you will see a menu of tools on the left hand side of the screen.

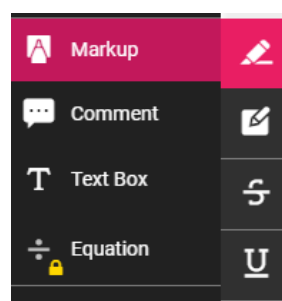
Tools that display with a small golden lock are only available in the paid version of Kami. We are using the free version.



If your student accidentally selects one of these tools a pop up window will appear. This simply asks the student to talk to their teacher about an upgrade and the student can click the “X” in the upper right hand corner of the pop up to return to their document.



The Markup Tool listed in the menu bar provides several ways for students to work with existing text. To use one of the Markup tools, select it to highlight it in pink.



Let's look at each of these tools individually:

- Text highlighter - Whatever text the user selects will highlight in color they've chosen from the menu.
- Box highlighter - the box highlighter allows the user to draw a box around blocks of text to highlight.
- Strikethrough - any text the user selects will appear to have a line drawn through it.
- Underline - any text the user selects will be underlined



This is one week of math



1. Find the sum
A. 15.297
B. 16.397
C. 16.307
D. 16.408



2. Find the difference
A. ~~35.713~~

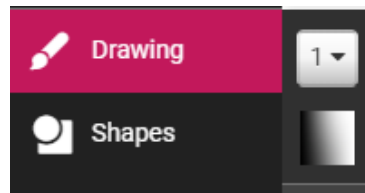


B. 36.06

The Drawing Tool allows users to write on the screen using a stylus or their finger.

When the drawing tool is selected you can adjust the following:

- Line Thickness - when the number is selected, a box will appear allowing users to choose what they would like the lines you draw to look like.
- Transparency - This box allows users to choose how "heavy" they would like the lines drawn to appear by using the slide that appears when it is selected.

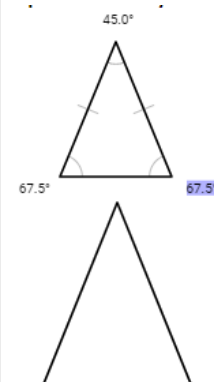
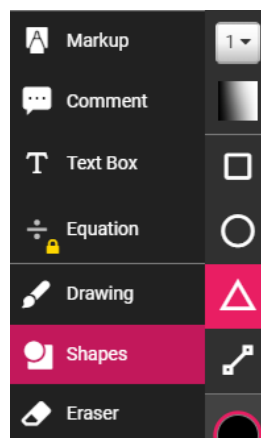


The Shapes Tool allows users to draw and manipulate shapes on a document.

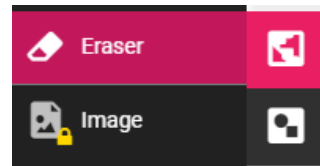
Within the shapes users have to option to select Line Thickness and Transparency as you did with Drawing.

Users can select a square, circle, or triangle shape. One will appear on the screen and allow you to manipulate it to the exact measurements you prefer.

The Insert Line Tool allows you to draw a line from one point to the other on the document.



The Eraser allows the user to remove any mark made. Simple select the eraser and then click and move the cursor over the area you wish to remove marks from.



Color Selection - Every tool within Kami allows the user to select a color for marking, drawing, shapes, etc

More colors are available by selecting the small white painter's palette at the bottom of the menu.

