

Introduction to Kami



Step 1: Find your file (ANY file type, not just PDF) and make sure it is in Google Drive.

Optional Step: Modify your file at the website: kami.app or by clicking the extension in the URL bar.

1. Open the File from Google Drive
2. Add text boxes and mark up
3. Add comments: text, voice, video, screen capture
4. Add media: camera, YouTube

Step 2: Assign the file through Schoology for students to complete.

1. Open your Schoology course.
2. Click **Add Materials**, then click **Kami** from the right column of the dropdown.
3. Select the **Google Drive** button (select **Recent** to find a file you recently created).
4. Locate and select the file.
5. Add a title for the assignment.
6. Decide if you want to use Assessment Mode. In Assessment Mode, you'll be able to:
 - a. Enable the Due Date feature with a countdown timer.
 - b. Automatically receive all of the students' work when the due date is reached.
 - c. Return graded work to the students using Kami's built-in Return button.
 - d. Return graded work to all students using the Return All button.
7. Decide to use **Feature Controls**. Turn the checkbox on and click the pencil icon to edit the tools that students can use on the particular assignment.
8. Click **Continue**.
9. Edit the **Schoology Grading Options** if desired and then Save.

Step 3: Students complete the work and the teacher reviews or grades the assignment.

Additional Things to Try in Kami:

- Try Text Recognition on PDFs.
- Use the templates on kami.app
- Split and Merge multiple files into 1 file on kami.app

Email courtney.toland@redclay.k12.de.us or karen.ammann@redclay.k12.de.us for additional help!