

HISAR SCHOOL INFORMATION STRATEGIES CENTER

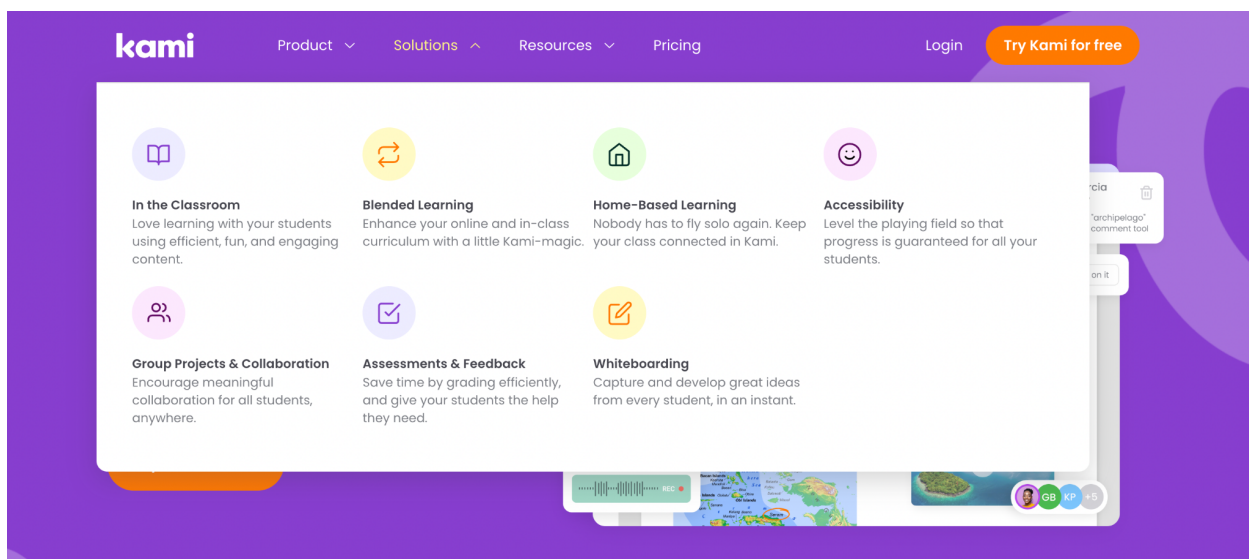
New Application: Kami

Information Strategies Center

October, 2023

Our Esteemed Teachers,

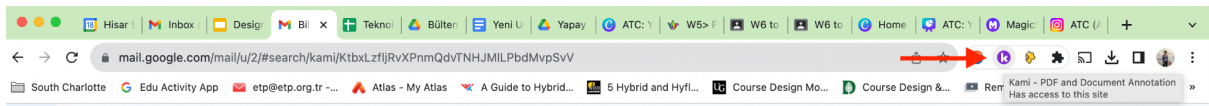
We would like to introduce a new application that you can use during this academic year with the 2023-2024 [Technology Roadmap](#). [Kami](#) application has been included in the licensed applications list.



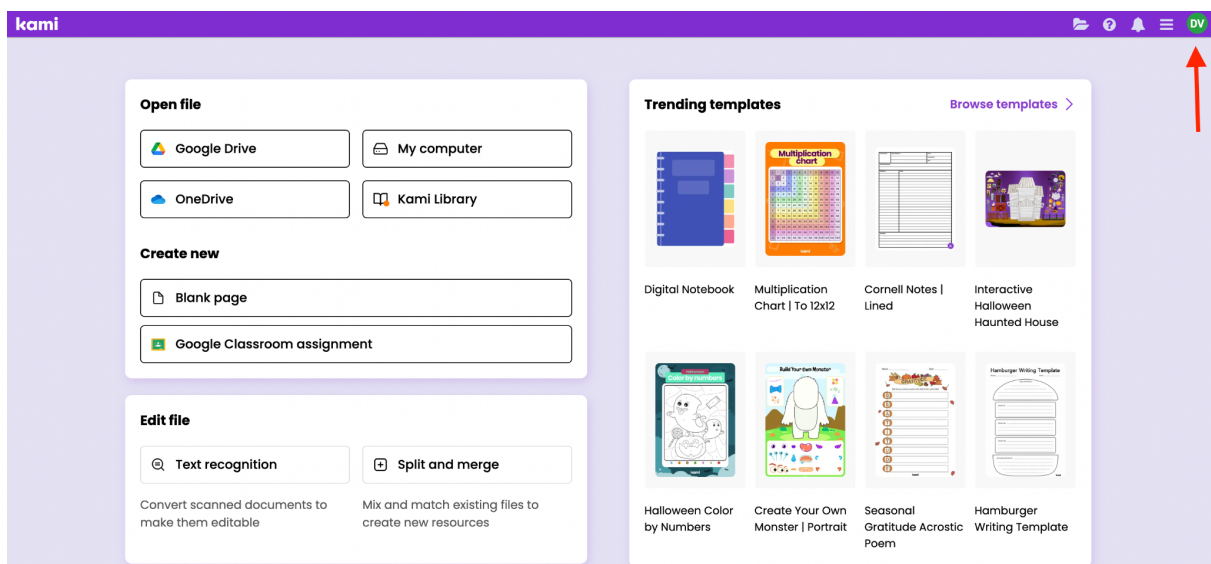
1. [Kami](#) is an online document annotation and markup tool. You can use it with PDFs and all other document formats, insert text boxes, shapes and images, and edit documents. [Click](#) for guidelines.
2. [Kami](#) is integrated with Google Drive and Google Classroom. You can quickly provide written, documented, audio or video feedback to your students through the [Kami](#) assignments you give via Google Classroom. [Click](#) for guidelines.
3. With [Kami](#), you can merge, split PDF documents and apply OCR on PDF documents. [Click](#) for guidelines.

1. [Kami](#) is an online document annotation and markup tool. You can use it with PDFs and all other document formats, insert text boxes, shapes and images, and edit documents.

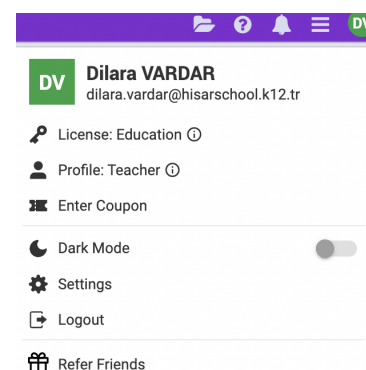
You can view and use **Kami** icons on Google Chrome.



- When you click on the **Kami** icon on Google Chrome, you will see a screen similar to the one below.

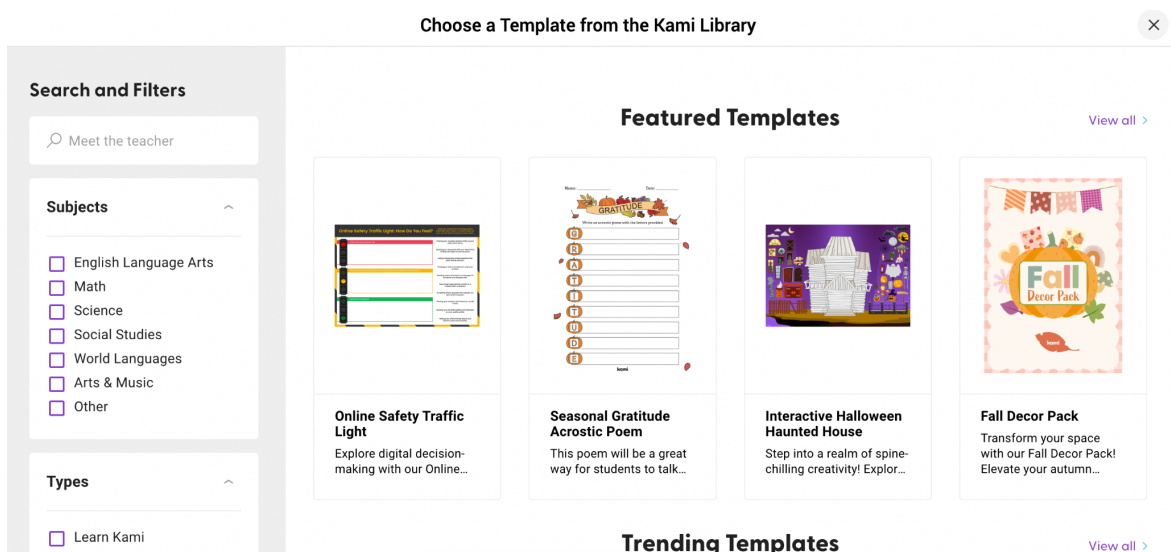
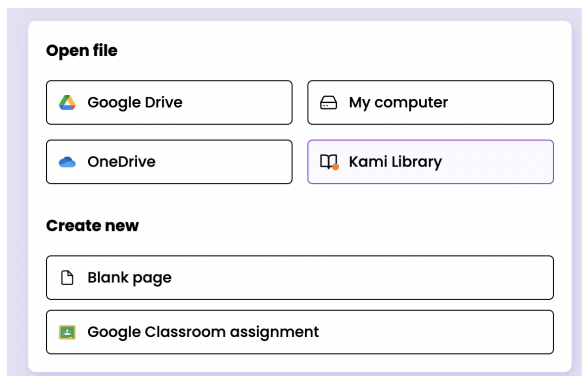


- You will see the first letters of your name and surname at the top right, which means you are using the application through your license.

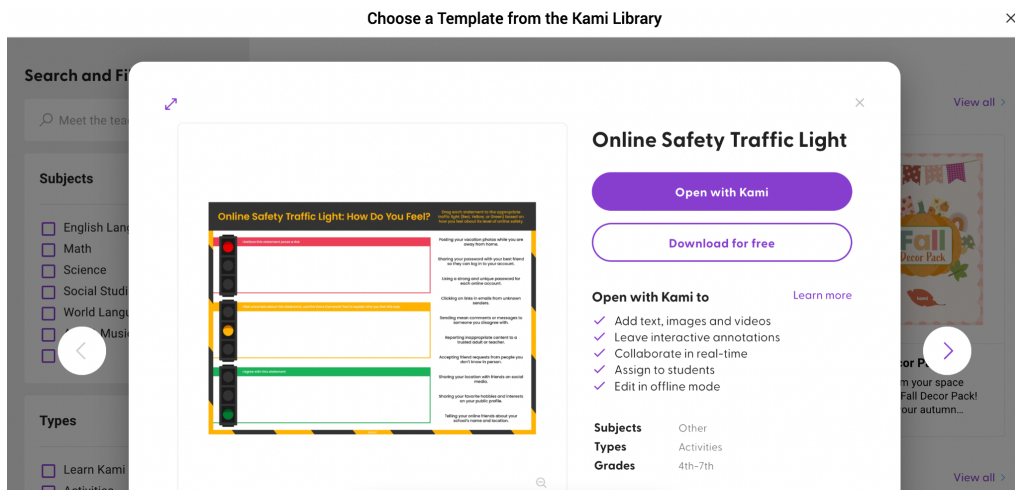


- Using the options in the **Open File** tab, you can open the file of your choice from Google Drive, OneDrive or any of the files stored on your computer.
- With the **Kami Library** option in the **Open File** tab, you can choose the file that suits

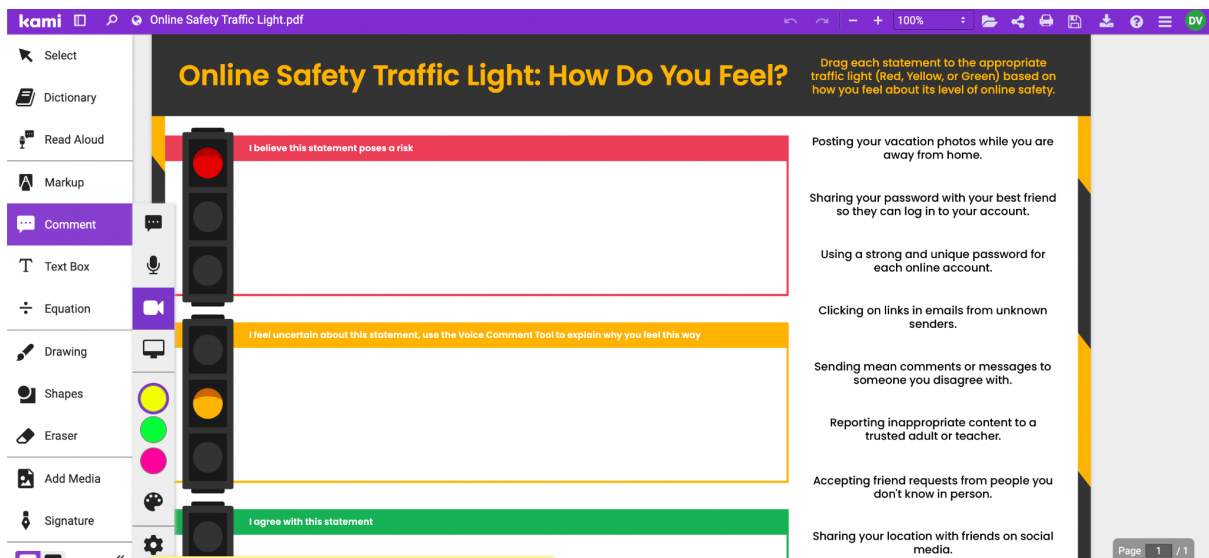
for your purpose among the ready-made templates.



- To use the template of your choice, click on it and select the **Open With Kami** option. You can also download the template you have chosen to your computer.

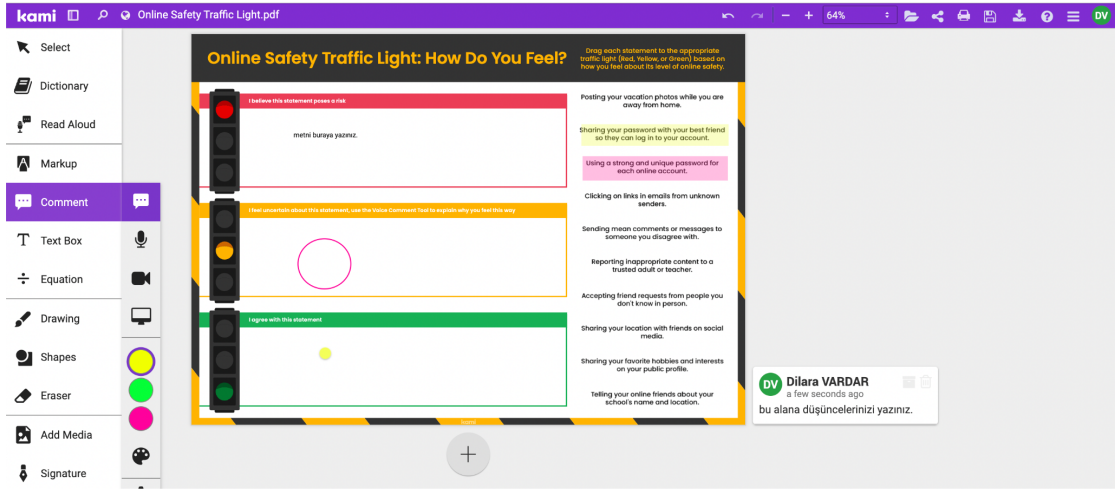


- When you open the template you have chosen or a file of your own with the **Open With Kami** option, you will view the screen below.

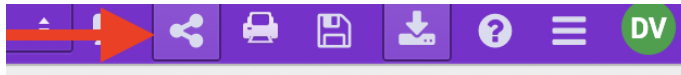


- You can easily make various changes to the document via the menu on the left side of the screen;

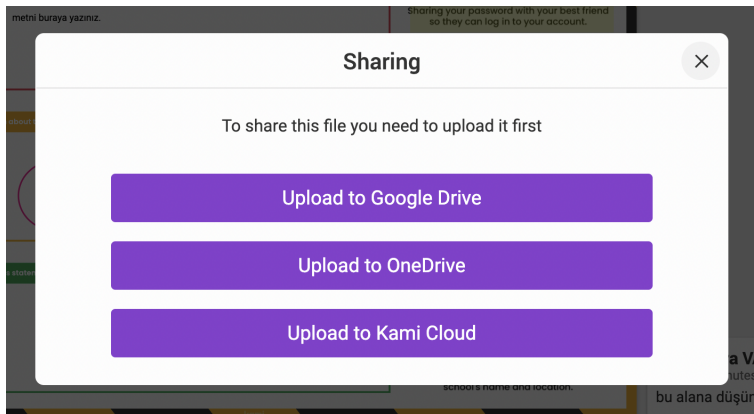
Selecting any area on the document, editing it, reading the texts on the document aloud, annotating on the document, leaving comments (text, audio, video), adding text boxes, using math expressions, drawing, inserting shapes, deleting, attaching media (image, video, audio, etc.) and inserting signatures.



- Using **Kami** tools, you can save, print or upload the edited document to your Google Drive account. For this, click on the **share** icon on the top corner of the screen.



You will see the screen like the one below.



By selecting **Upload to Google Drive** option, you can transfer the document you edited with **Kami** tools to your Drive account.

- You can download the document you edited using the **Kami** tools to your computer.

For this, click on the **download** icon on the top corner of the screen.



You will see the screen like the one below.

How would you like to export?

×

Export to

Your Computer

Google Drive

OneDrive

Options

PDF

Original
No Annotation

PDF

With
All Annotations

Annotations Only
Export

File Name

Kami Export - Online Sa

● Flatten Annotations

☐

Pages

☒ All Pages (1 page)

☐ Annotated Pages only (1 page)

☐ e.g. 1-5,8,11-13

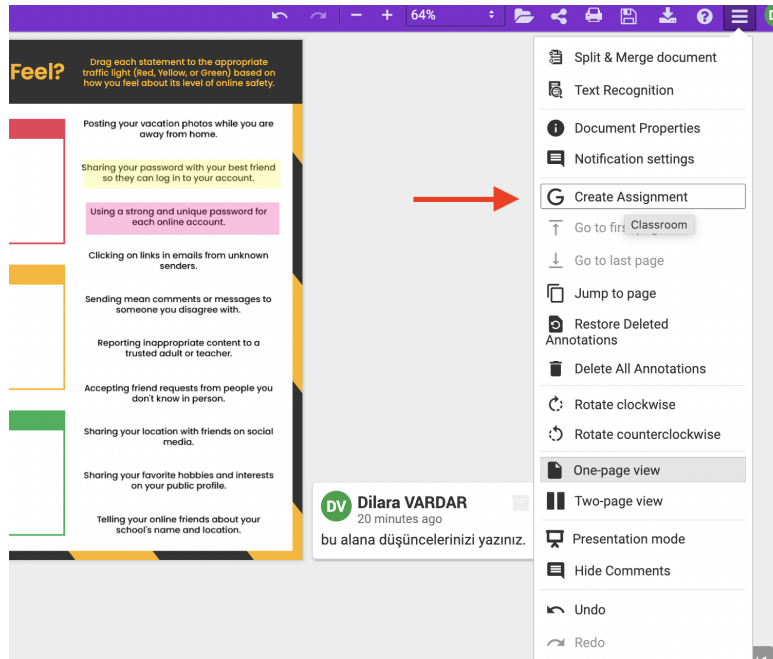
⬇️

Begin Export

So, you can download the original file you are working on or the version with your annotations and corrections.

2.

3. [Kami](#) is integrated with Google Drive and Google Classroom. You can quickly provide written, documented, audio or video feedback to your students through the [Kami](#) assignments you give via Google Classroom.
- You can share the document you are working on with your students as a Google Classroom assignment via the **Menu** in the top right corner.



- When you click on the **Create Assignment** option, you will see the following screen.

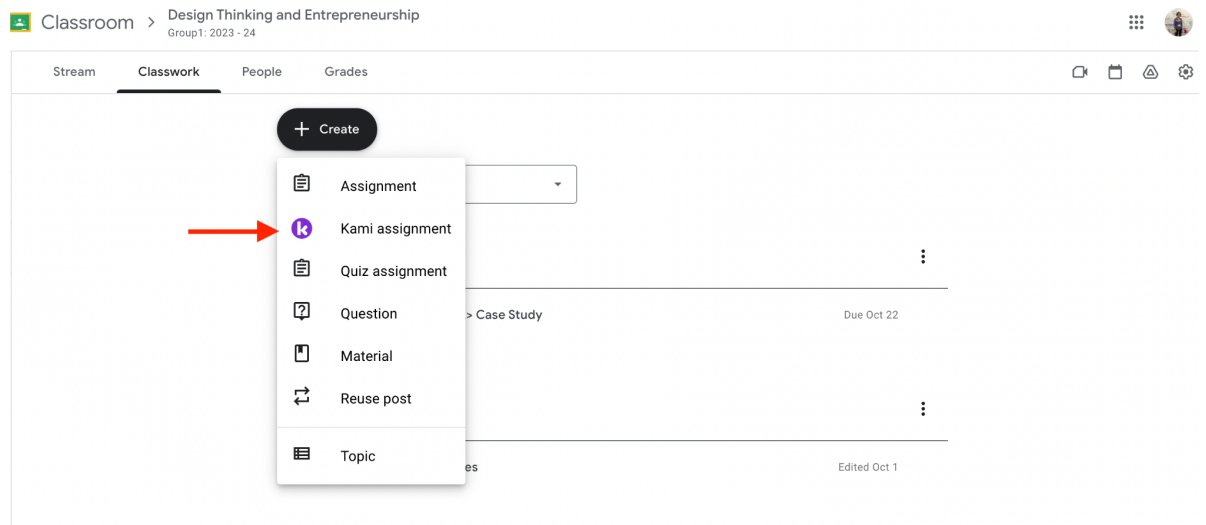
The image shows the "Google Classroom Kami Assignment" form. It has fields for "Title", "Instructions (optional)", and "Due". There are buttons for "Drive", "File", "Link", and "Kami Library". A file named "Online Safety Traffic Light.pdf" is selected. There are checkboxes for "Control Features", "Send Kami instructions to students", and "Add Links for Mobile Devices". An "Assign" button is at the bottom right.

- You can share the document as an assignment on your Google Classroom page by entering the details of your assignment.

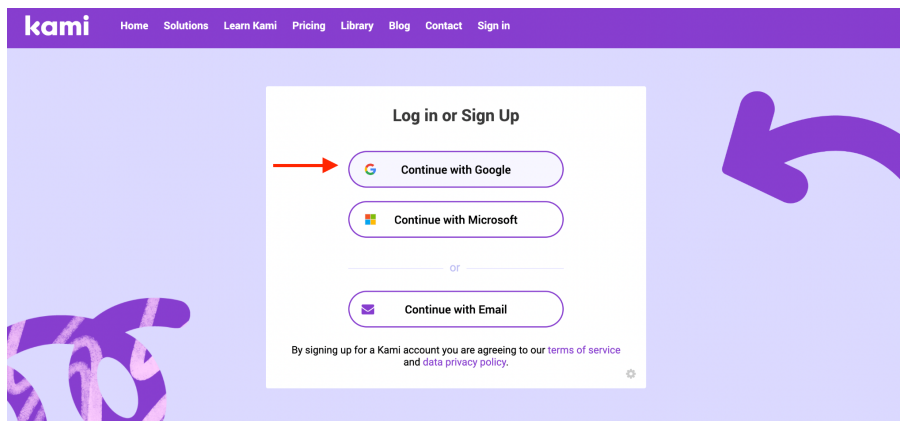
The image shows the "Assignment Created" confirmation screen. It has a message: "Tip: Send your students this link with instructions on how to use Kami in Google Classroom: [https://kami.app/KbiAieYzuoHA](\"https://kami.app/KbiAieYzuoHA\")". There is a purple button labeled "Open in Classroom".

- You can also post

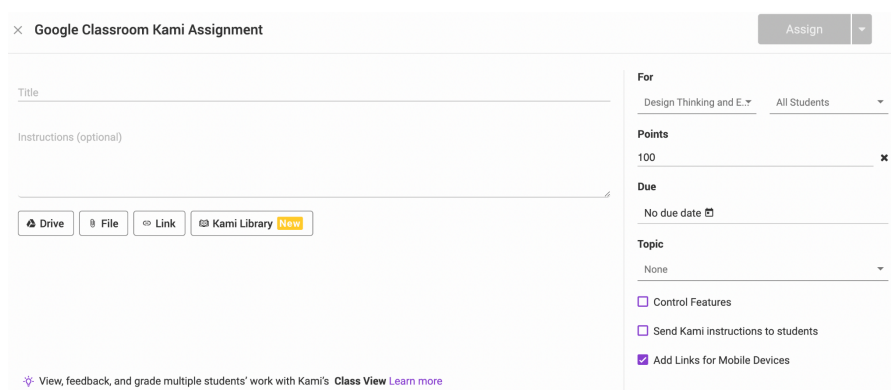
assignments directly to your Google Classroom pages using the **Kami Assignments** option.



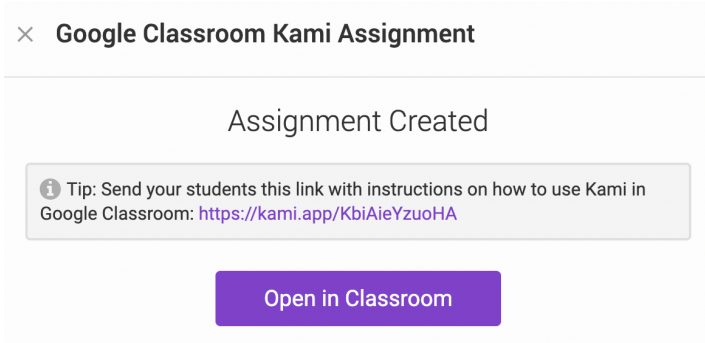
- Once you click on the **Kami Assignment** option, proceed with selecting **Continue with Google** on the following screen.



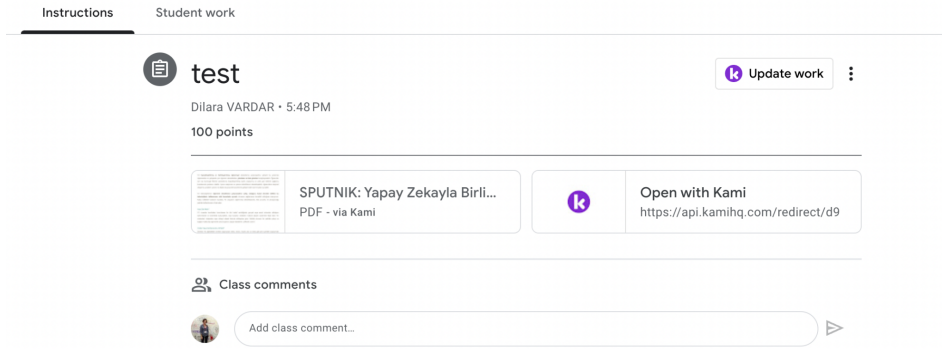
- So, you can edit your assignment via **Kami**.



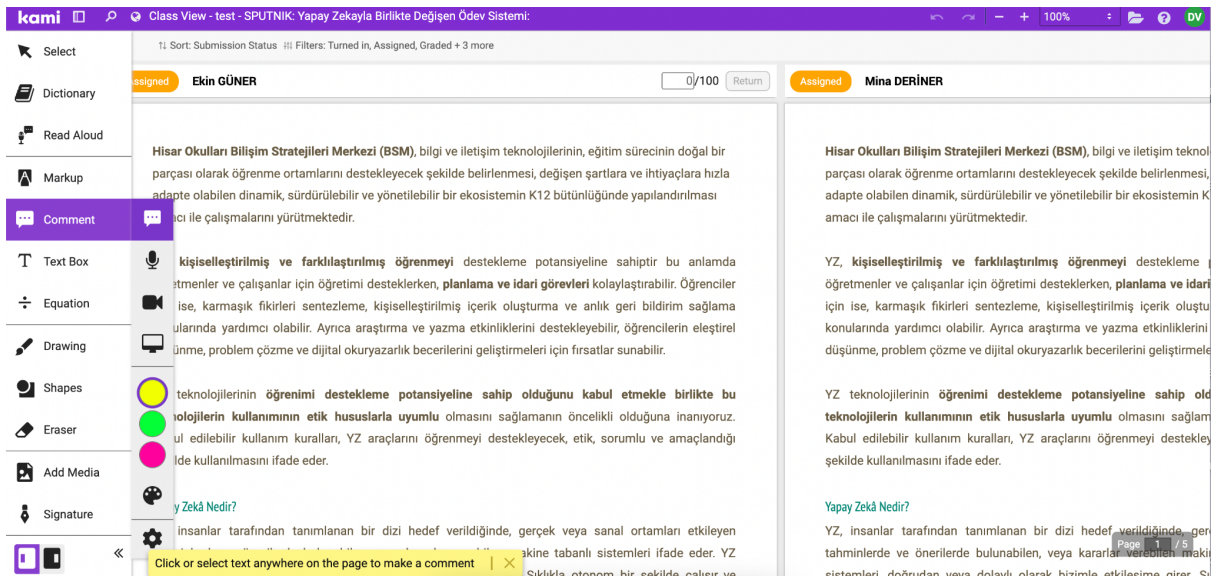
- When you finish editing the assignment, the following screen will appear. You can view your assignment with the **Open in Classroom** option as follows.



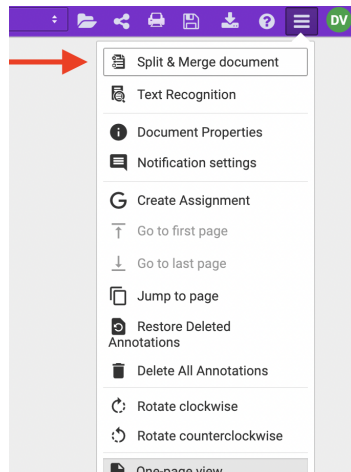
- Select the **Open with Kami** option on the assignment you are viewing.



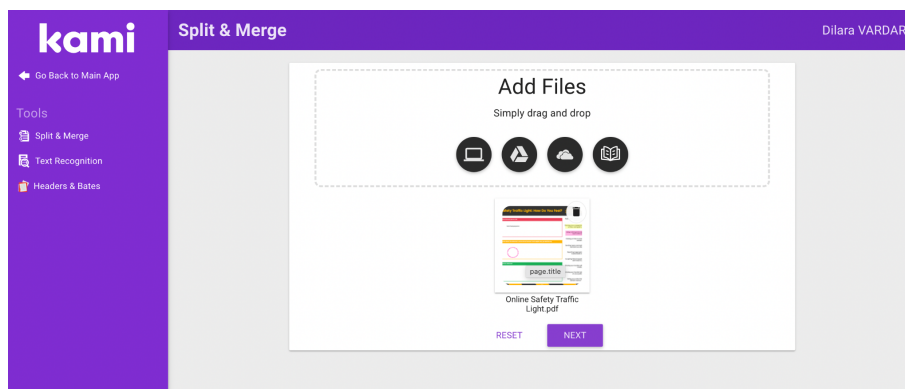
- You can view the submitted assignments on **Kami**, and hand back the assignments to your students by providing feedback and grading with extensive Kami tools.



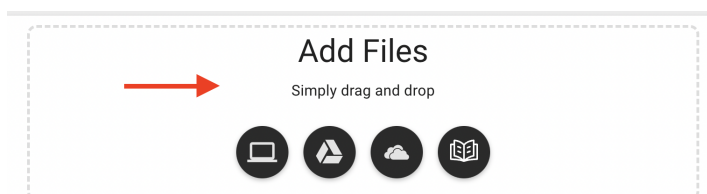
4. With [Kami](#), you can merge, split PDF documents and apply OCR on PDF documents.
- You can easily **merge** and **split** the PDF documents you are working on. When you open the menu in the top right corner, you will see the following options.



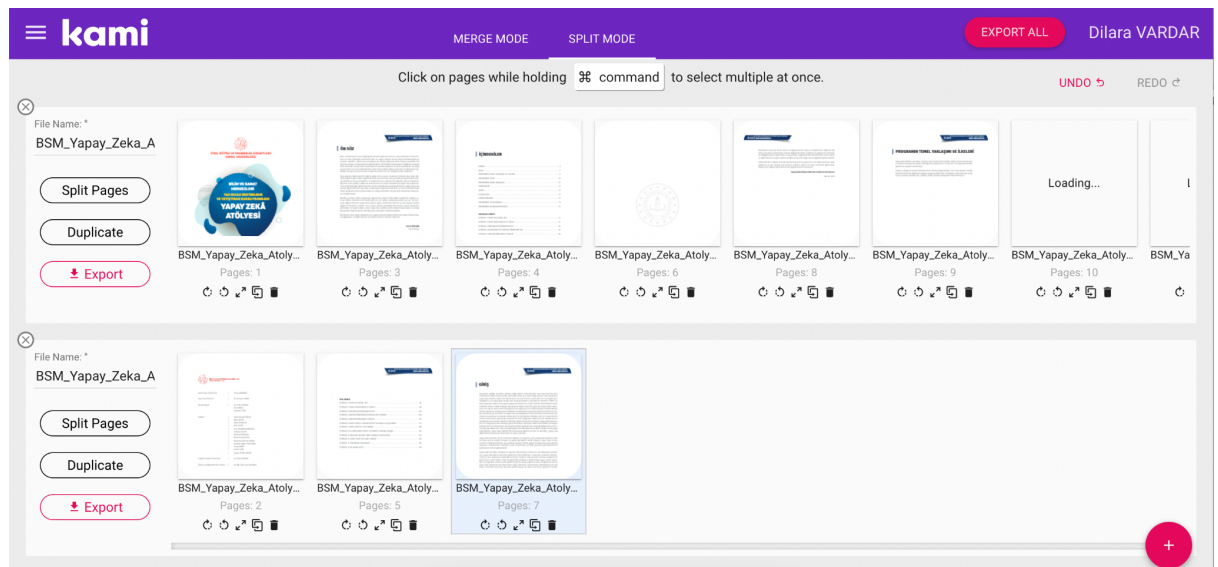
- You can merge or split your PDF files with the **Split & Merge Document** option. **Kami Split & Merge** page will appear as follows.



- Select the file or files you want to work on using the options in the **Add Files** tab.

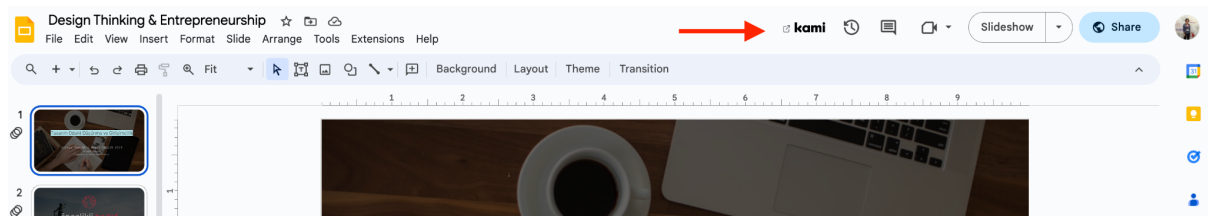


- You will see a workspace similar to the one below once the files you selected have been uploaded to the system.



You can easily remove, add and rearrange the pages you want on the file you have uploaded.

Last but not least, you can view and use **Kami**'s icons when working on Google Workspace apps (Docs, Slides, Sheets). So, the file you are working on will be opened via the **Kami** application, and you can now use all the above-mentioned features.



****You can follow the Kami Academy website to get more information on Kami.**

<https://www.kamiapp.com/kami-academy/>