Kami PDF Document and Annotation App: Chromebook

Kami is used to provide students with a method of completing paper-based documents such as worksheets, workbook pages, graphic organizers, tests, etc. using keyboarding or speech-to-text. Kami works with PDF documents, and because these documents are considered images, the formatting will not change when the student marks responses onto the document.

To download Kami: Kami will install on the student's school Google account. Some districts allow you to install free Chrome apps/extensions on a student's school account and some won't.

1. When logged in as the student/from the student's device and account, go to the Chrome Web Store.
2. Search for Kami
3. Click on blue button that says "Add to Chrome"
4. If your district doesn't allow installation of apps/extensions you will receive a message telling you this action is blocked or something to that effect. You will need to ask tech services to install the Kami app.
5. Follow the instructions to install, say yes or allow to sync accounts.
6. Once installed, a blue circle with a white upper-case "K" will appear on the toolbar.

Getting PDF's to the student and back to the teacher: there are different ways for a student to access PDF's to use with Kami.

1. A teacher can share PDF's to a student through **Google Drive**. If a teacher and student will be frequently sharing PDF's through Drive, the student should create a folder for this teacher. The student can share this folder with the teacher, and any document (PDF, Doc, etc.) in this shared folder can be seen at any time by either the teacher or the student. The teacher can check on the status of the work being completed. This is great for students who do their work but forget to turn it in!
   a. The teacher can share new PDF's (or other documents) directly into this shared folder by using "Move to" and "Shared with Me", which will allow the teacher to share directly into a folder that has been shared with them. The student can move any PDF's (or other documents) into this folder if they did not originate from this folder for ease of sharing.

2. Any PDF that is shared though **Google Classroom** can be opened with Kami. Once the student opens a document with Kami, they may need to create a copy to work on. After working on the PDF, closing it saves it in Google Drive.
   a. Share to teacher through Drive by going to Recents, click once on the PDF, share directly to teacher or move the PDF to a shared folder (see above).

3. For PDF's that have already been used in Kami, open directly from the main Chrome toolbar by clicking on the Kami icon. If it is the first time using Kami, the student will be asked to sign in with Google.
   a. Click on "Open from Google Drive" to access PDF's.
      i. Google Drive opens and the you are asked to "Select a file". You are given an option to click on PDF's only, which will make looking for the specific PDF easier.
      ii. Click on the PDF you want to open and it will open up in Kami.

      b.   Scroll to "Recents" and click on the PDF in the list

Writing on Kami: there are a variety of ways to mark responses on the PDF

1. The most used feature will be Text Box. Click on the "T" (text box) in the menu on the left side of the document. Click in the PDF where you need to create a response. A blue text box will appear and you may begin typing.
   a. You can change the size of the font, as well as the color of the text.
   b. You can move the text box around by placing the cursor over the top of the box until you see the four arrows icon, which allows you to move the text box without disrupting the contents.
2. Even though it says the speech to text is not available (microphone has a padlock), on a Chromebook you can enable the Dictation feature in the accessibility section of the Chrome Advanced settings and use that to dictate as a means of creating a response.
3. The drawing tool (pen) allows you to write, draw shapes or circle items.
   a. You can adjust the stroke width and color as needed.
4. The shapes tool allows you to draw perfect shapes.
5. The highlighter allows you to use a variety of colors to highlight text.
6. There is an eraser that will erase all annotations or just drawings and shapes. When you tap on the eraser, two shapes appear. The top shape is to erase "All Annotations" and the bottom shape is to erase "Drawings and Shapes".
   a. If you accidently erase something, you can restore annotations:
      i. Go to Menu, the three horizontal lines in top right-hand corner, there is an "Undo" at the bottom of the menu. If you erased a lot of annotations, you can also use "Restore Annotations" in the middle of this menu
7. Annotations are automatically saved.

Reading with Kami: there are a variety of ways to have the text read aloud

1. On a Chromebook, you can enable the Select to Speak feature in the accessibility section of the Chrome Advanced settings. This feature will read the text that was entered through text box, typed or dictated. This is an excellent way to check for errors with transcription of dictated text, as well as reviewing the text to make sure it sounds correct.
2. There is an OCR (Optical Character Recognition) feature in Kami that allows the text to be converted into accessible text that the student can have read to them using Select to Speak. In the Menu, tap on the "OCR for Scanned PDF's". A message appears at the bottom of the screen that says "Running OCR" and "OCR Complete". Once the OCR is complete, use the Select to Speak to listen to sections of text.

Apps change all the time; these instructions were updated 06/2020

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