

Setting up kami – Teachers and Students

Kami: PDF annotation

Kami is a PDF tool that works with Google G Suite (Drive, Docs, Classroom, etc.) and canvas. It allows for annotation, markup, digital signature, and split and merge of PDFs amongst other features. Teachers can view and annotate on PDFs in Chrome. Students can use Kami to complete worksheets individually or collaboratively on Chromebooks.

Licensing

Ponca has a District license that covers all Ponca students and staff through our @poncaschool.org Google Domain. When signing in to Kami, be sure to use that @poncaschool.org account, or you are not actually using the account Ponca provides.

Learn More

Learn more about Kami's features [on their web site](#).

Set Up Kami for Ponca

Kami requires a bit more setup than the average tool. There are 4 steps that go into a fully set-up Kami environment. You may or may not choose to do each of these steps.

The steps for installing can also be found in this image, as they are presented below.

Teachers

1. Install Kami in Chrome

All staff members will need to do the following things to use Kami as a G Suite add-on.

- **Install the Chrome App – [LINK](#)**
When installed the Chrome App will enable you to use Kami even without an internet connection.
- **Add the Chrome Extension – [LINK](#)**
Installing the extension will add a handy button beside your address bar. It will open Kami app on a new tab when clicked. You can also get notifications, change settings and view account info using the Extension.

Students

The Kami Chrome App & Extension are both installed on student Chromebooks by default. Students will still need to perform the settings changes as shown in steps 2-4.

2. Sign-in to Kami

1. Sign in using your Ponca School Google account credentials (@poncaschool.org)
2. Accept the Terms of Service and Security Settings
3. Complete the sign-in by selecting whether your role in Ponca is that of a **STUDENT** or **TEACHER**
4. Complete the initial sign-in survey

3. Modify Kami's Settings

Kami's default settings are not ideal. *ALL TEACHERS & STUDENTS* should consider making the following changes:

1. Make sure you are signed into Kami. Click the Settings option under your account name in the top-right corner of the Kami screen.
2. Under the Account heading, **un-check** "Subscribe to Newsletter" then click "Update."
3. Under the Settings heading, **check** "Automatically Save My Changes to Google Drive"
4. Under the Settings heading, **click on the link to "Install to Google Drive."** Select your LPS Google account and allow the permissions needed.

4. Modify Google Drive's Settings

Kami is not the default PDF tool for Google Drive. To ease frustration and guide Drive to the correct tool, *ALL TEACHERS & STUDENTS* should consider making the following change:

1. In Google Drive, open your **Settings** by clicking on the gear in the top-right corner
2. In Settings, Choose "**Manage Apps**" on the left side of the panel
3. Beside Kami, choose "**Use by default**"