**Student Instructions to use the Kami Extension App:**

1. Google Kami on your browser
2. Sign up for Kami using your k12 login, following prompts as a student. Bookmark this APP. You will use it in lots of your classes. You can also create a Shortcut on your Chromebook. Instructions below on how to do that.
3. Kami will prompt you to find the file you want to edit. Choose ***Open From Computer*** or ***Open From Google Drive*** whichever is applicable for the file you are marking up. **Hint!** there is also another option ***Open A NEW Blank Page.*** This is a great way to have an instant white board that you can even save. Students are currently not able to use a White Board feature in Zoom on a Chromebook.
4. Open the file you want to mark up.
5. Kami will ask for approval to ***Convert File*** if the file is not already a .pdf. Go ahead and approve that request.
6. Kami will pull your file into the Kami App and you can start marking it up!
7. Here are some basic tools I use:

* Drawing Tool to write (can change colors, change line thickness, shade of color)
* Highlighter Tool (can change colors but use something bright)
* Eraser
* Many more! Explore a little. You can add text boxes, shapes, etc.

1. To save your mark ups, go up to the top right, find an icon that looks like a disk that is to the right of the printer icon. Click on that icon and choose how you want to save your mark ups. There are two choices:
   1. If you select ***Download*** it will put the marked up .pdf file back into your download file folder. Go to the Download Folder on your Chromebook, look for your file and rename your file as necessary, and move your file where you want to store it.
   2. If you select ***Google Drive*** it will upload your marked up .pdf file in a new folder called Kami Upload on your Drive. Go look for that folder on your Drive, open your file and rename your file as necessary, and move your file where you want to store it.
2. Upload your .pdf file to Canvas and turn it in! Please see the video instructions on how to upload an assignment to Canvas if you need help with this.

**Making Kami (or any other program) a Shortcut on your Chromebook Toolbar:**

1. Google Kami to navigate to website
2. Click on 3 dots up in top right
3. Scroll down to *More Tools*
4. Select *Create Shortcuts*
5. Enter a shorter name for website if you want
6. Click Create and Voila! The Kami **“K”** should be on your toolbar