How to...Use Kami to fill in PDF files and Open Word Files
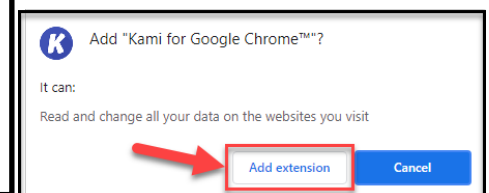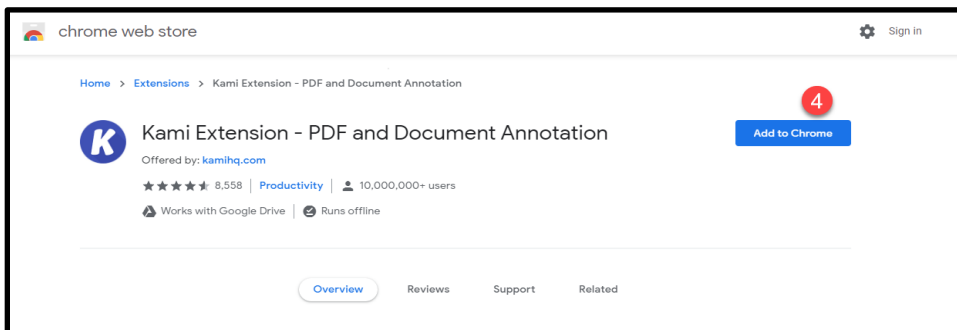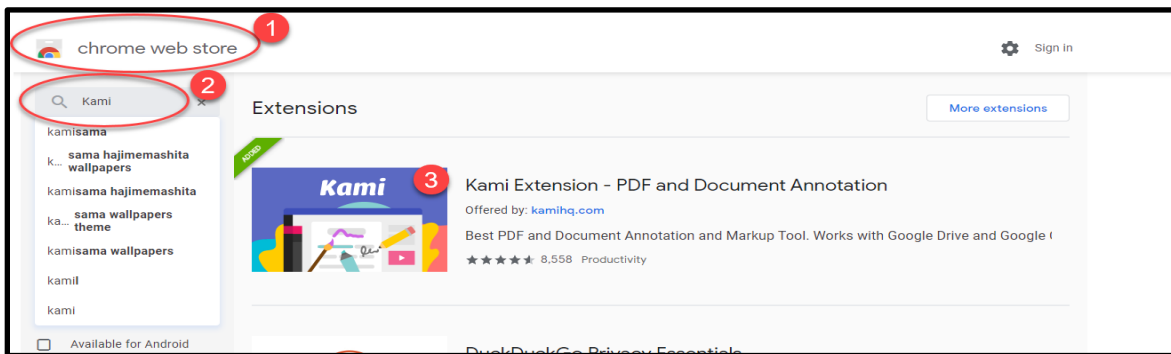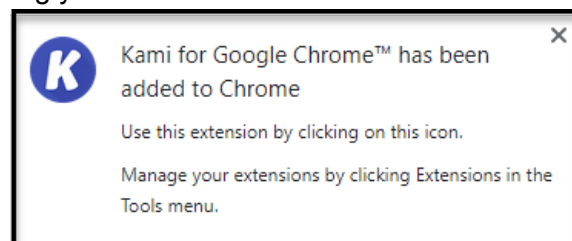
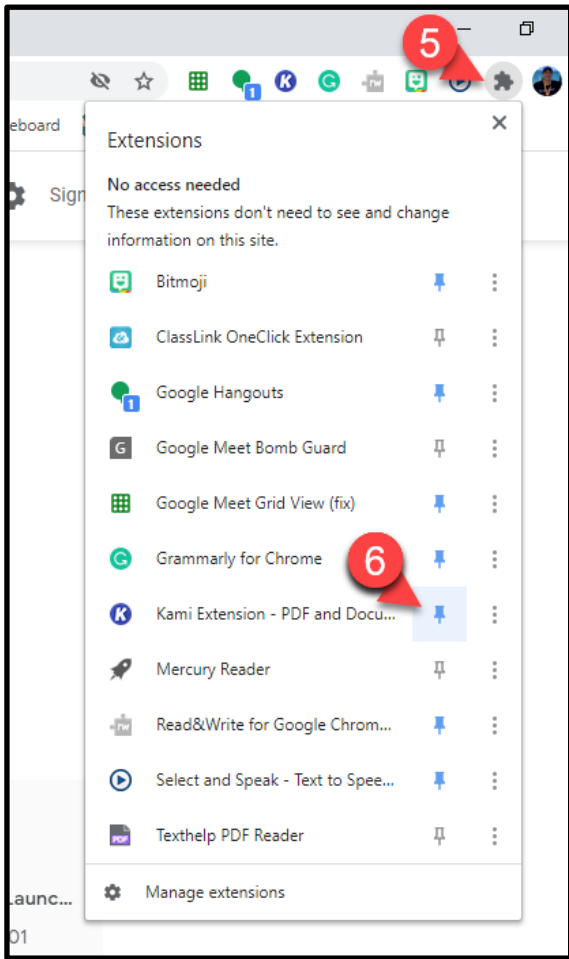**PART 1: Installing Kami in Chrome**

1. Open Google Chrome and navigate to the Google Chrome Web Store --> Extensions
   https://chrome.google.com/webstore/category/extensions?hl=en

2. Search for *Kami*

3. Click on the Kami thumbnail

4. Click on "*Add to Chrome*" then "*Add Extension*"

5. Click on the *Grey Puzzle Piece* in the top right corner of your screen to see the list of installed Extensions.

6. Pin Kami to your Chrome browser by clicking the blue pin

Another pop up will appearing telling you that Kami has been added to Chrome.

Extensions ✕

No access needed
These extensions don't need to see and change information on this site.

🔲	Bitmoji	📌	⋮
🔷	ClassLink OneClick Extension	📌	⋮
🟢	Google Hangouts	📌	⋮
G	Google Meet Bomb Guard	📌	⋮
⊞	Google Meet Grid View (fix)	📌	⋮
G	Grammarly for Chrome	📌	⋮
K	Kami Extension - PDF and Docu...	📌	⋮
🚀	Mercury Reader	📌	⋮
📄	Read&Write for Google Chrom...	📌	⋮
▶	Select and Speak - Text to Spee...	📌	⋮
📄	Texthelp PDF Reader	📌	⋮

⚙ Manage extensions

1. **Open Schoology**
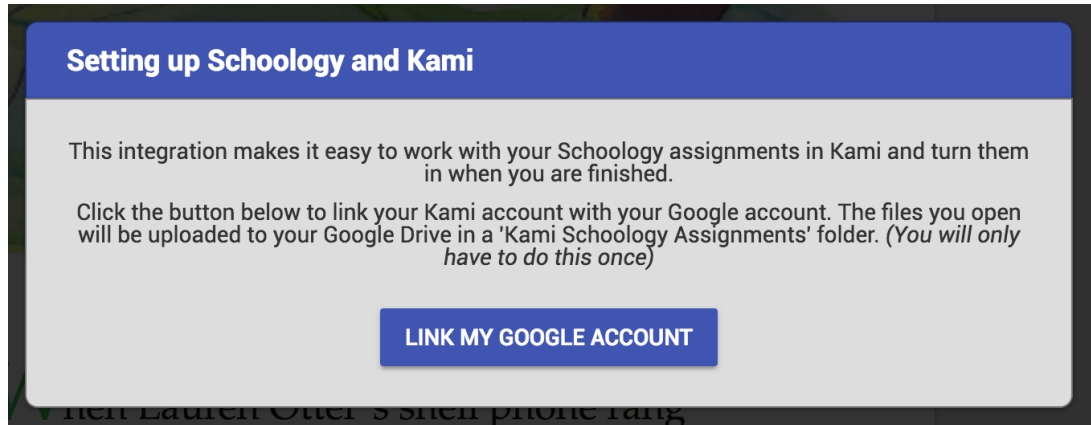2. Ensure the Kami Extension is installed. You should see the blue circle with a white K in it.

3. Choose a file from your Google Drive, or you can open it from Schoology. **You can select a PDF file, or a different file type which Kami supports for conversion, e.g. Image Files, Word, PowerPoint, and many other formats.**
4. Students find assignments as they normally would in Schoology, and when they click on one, there will be a new

5. Complete Kami Assignment button <u>**or**</u> Open Assignment With Kami. To open a Word file, mouse right click over the file link and choose "Open with Kami"
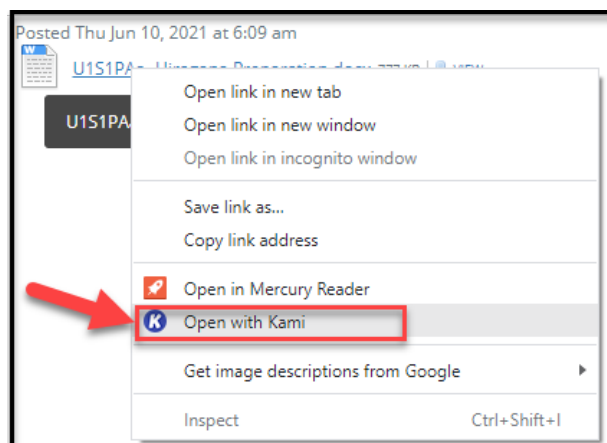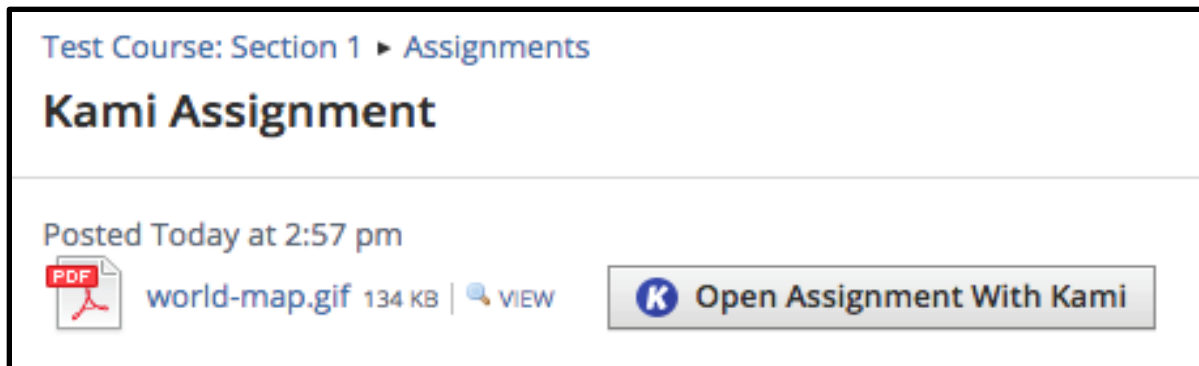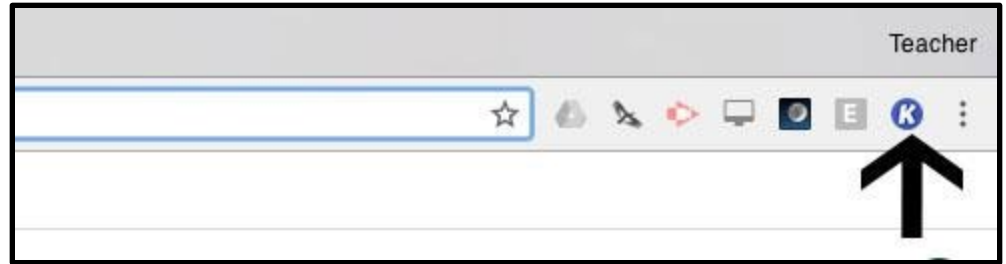
- When Students click that button, Kami will open and load the file. The File will be automatically uploaded to the Student's Google Drive
- *Note: The first time a student uses Schoology with Kami, we will ask them to select the Google Drive account for the "Kami Schoology Assignments" folder.*

Setting up Schoology and Kami

This integration makes it easy to work with your Schoology assignments in Kami and turn them in when you are finished.

Click the button below to link your Kami account with your Google account. The files you open will be uploaded to your Google Drive in a 'Kami Schoology Assignments' folder. *(You will only have to do this once)*

LINK MY GOOGLE ACCOUNT