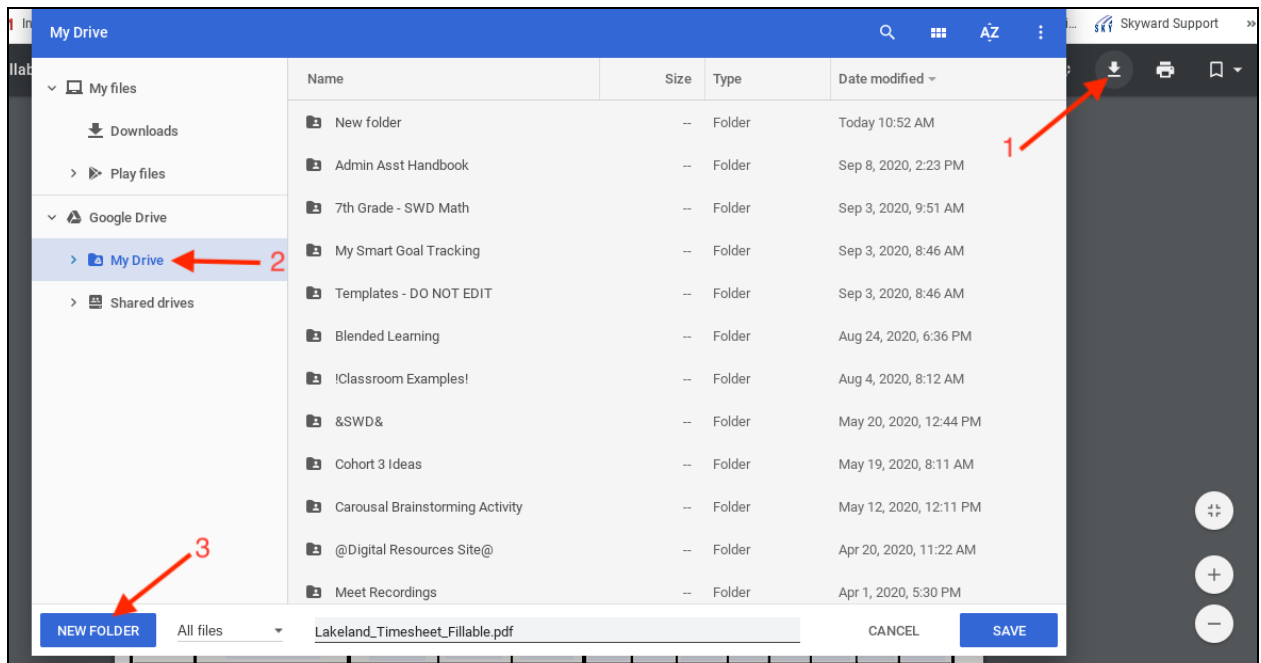


Timesheet Tips and Tricks for Chromebook Users

Download the Timesheet

- First, download a copy of the “[Time Sheet - Fillable.](#)”
 - a. The fillable timesheet can also be found by going to <https://www.sd272.org/> > Staff Links > Forms.
- If you are using a Chromebook (see screenshot)...

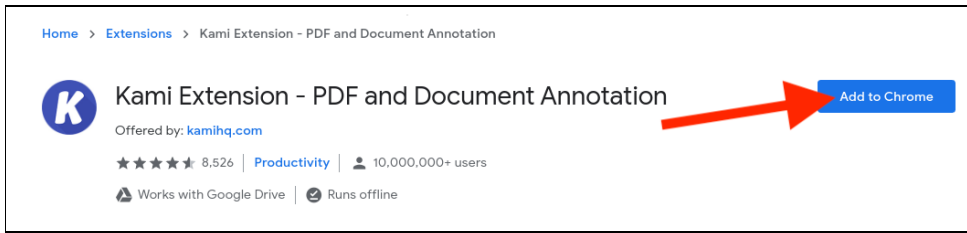
 1. Click the download button.
 2. Click on “My Drive.”
 3. Click on “New Folder.”



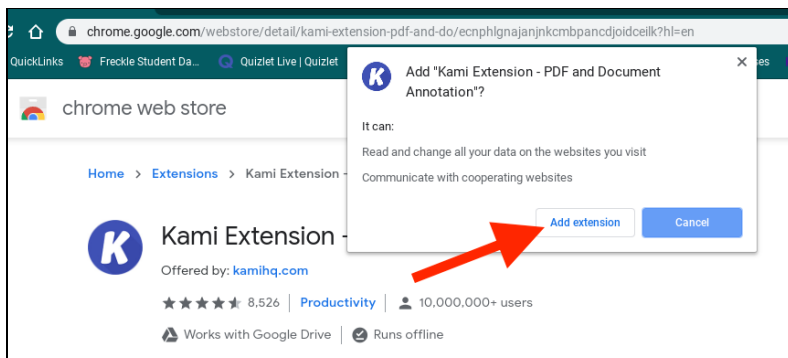
- We highly recommend creating a separate folder in your Google Drive for your timesheets.
- We also recommend making copies of the timesheet in the folder and renaming each copy so the title includes the month.

Download the Kami Extension

- Go to <https://chrome.google.com/webstore/category/extensions>
- In the search bar (right, top), type in Kami.
- Select the “Kami Extension - PDF and Document Annotation.”
- Click “Add to Chrome” (see screenshot).



- Then, click “Add extension” (see screenshot).



Use the Kami Extension

- Now, go to your Timesheets folder (if you created one) in your Drive and open up one of your timesheets.
- For Chromebook users, click “Open with” at the top. And, then select “Annotate with Kami” (see screenshot).

