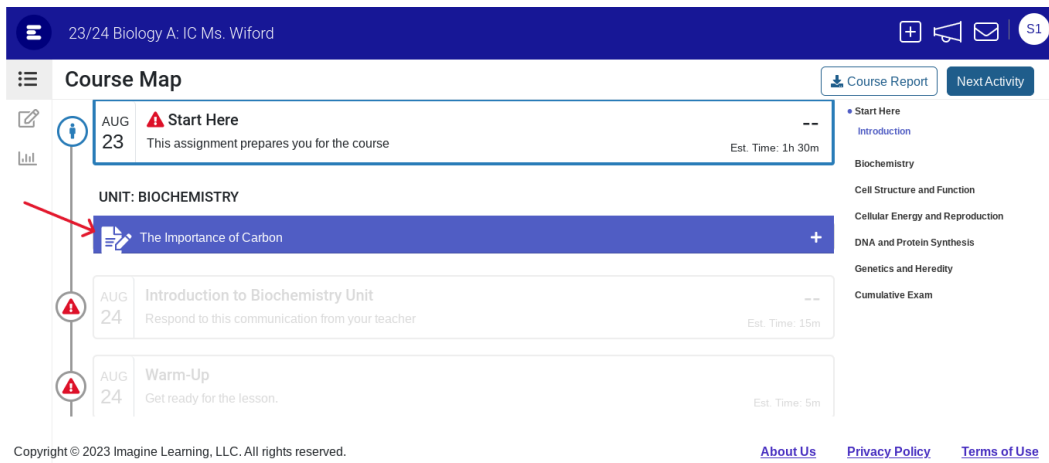
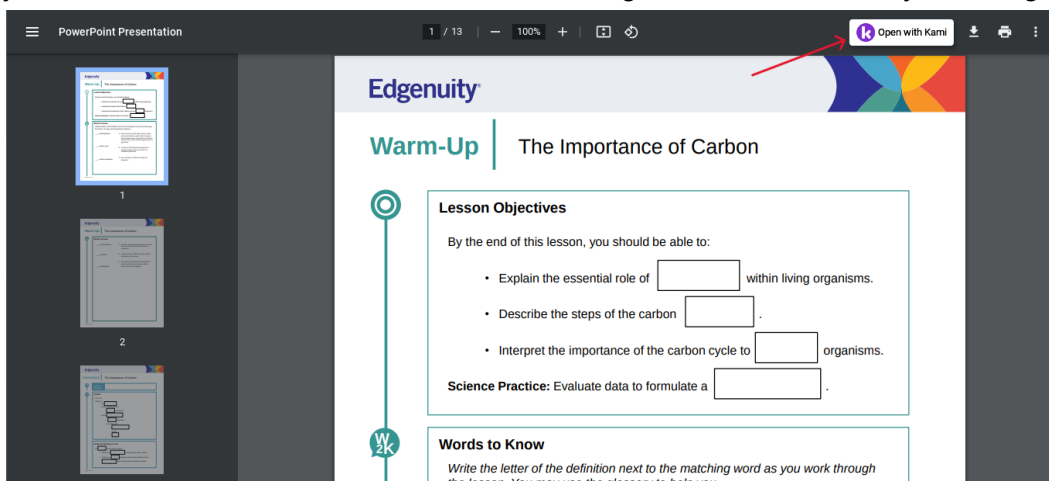


# How to: Complete Practice Guided Notes

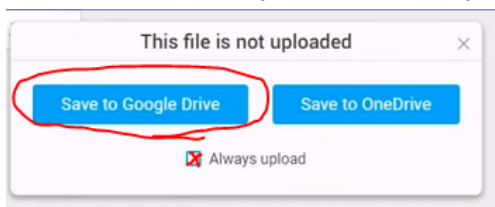
1. From your course map, click the paper/pencil icon on the purple bar for the first lesson to open the guided notes. Note: if you click somewhere else on the purple bar, it won't open the notes; you have to click that paper/pencil icon.



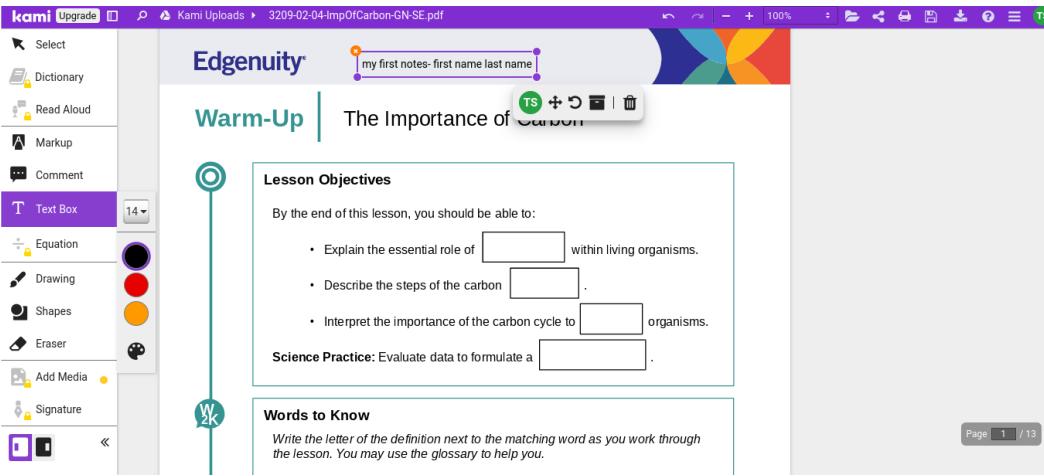
2. When the notes open in a new tab, click Open with Kami. You may need to click to log in with Google, choose your school email account, and/or click allow to grant Kami access to your Google Drive.



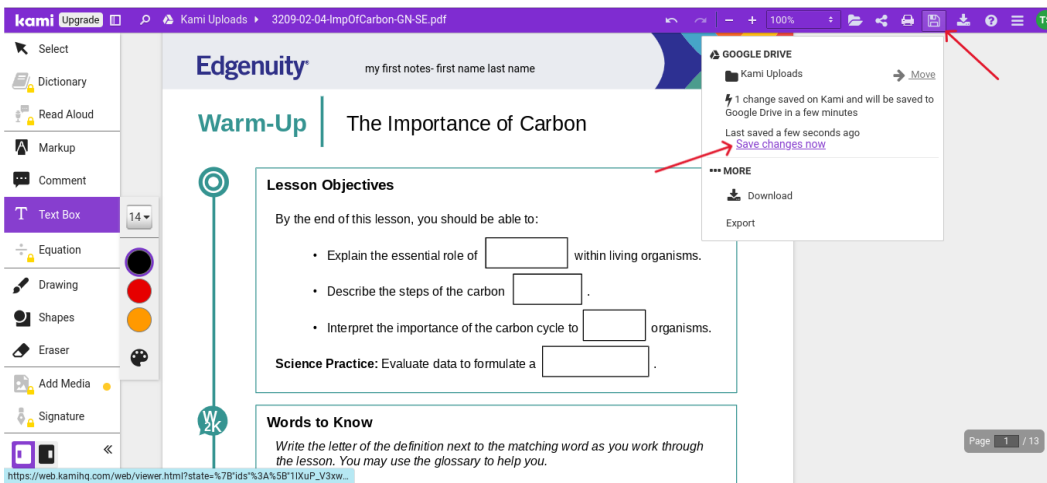
3. If this comes up in the upper right corner, click the checkbox for Always upload, then hit Save to Google Drive. This will make sure your notes always automatically upload to your drive, so you can never lose them.



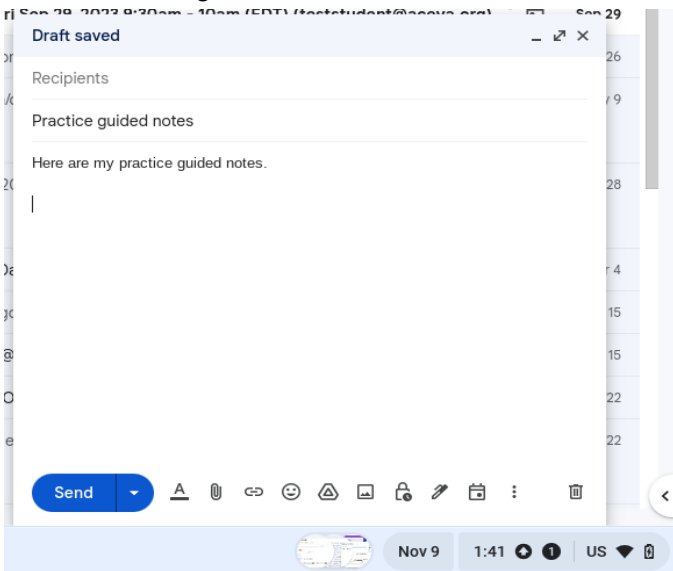
4. Put a text box at the top of the page. In the text box, type My first notes followed by your name.



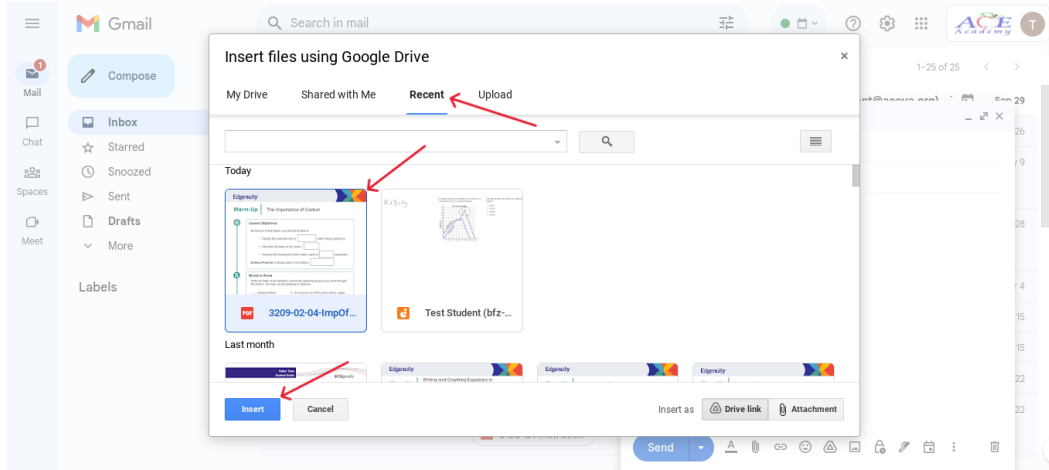
5. Click the Save icon in the upper right. Check to see if it says All Changes Saved. If it does not, click Save changes now.



6. In your gmail, compose a new email. Set it to send to your teacher. Put something about practice guided notes in the subject line, and write a message stating your practice guided notes are attached. Then, click the Insert files using Drive button at the bottom.



7. You can search for your Kami Uploads folder and go in there to find your practice notes. Otherwise, you can also hit Recent in the top menu, and it will be one of the first files. Select the notes and hit Insert.



8. Send the email.

