



Welcome to Canva 101

For Counselors Only

March 14



Anna Black



Allen Bowden School Counselor

- Comprehensive Counseling Program
- Consultation and referral services
- Anything and everything - it's a small school

McLain High School - Fine Arts

- Art 1, 2, and 3
- emphasis on drawing and painting

Ketchum High School - English

Language Arts

- 9th grade reading
- Junior and senior English
- Advanced junior English

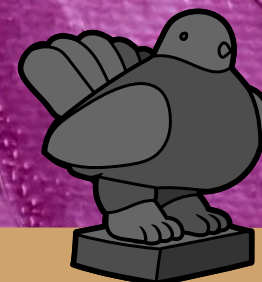
Education

- B.S. Secondary Education in English
- Oklahoma State University
- M.S. School Counseling-
Southeastern Oklahoma State
University

Email: annablack92@gmail.com

Why Canva?

- It's free!
- Huge library of assets (free)
- Easy save options in pdf or image (also free)
- User friendly
- Infinitely customizable
- Useful for everything!
 - Worksheets
 - Charts
 - Newsletters
 - Games
 - Etc.



Let's dig in! Create an



Step 1: Go to
Canva.com.
The landing
page will
look like
this!

Canva Design spotlight Business Education Plans and pricing Learn

What will you **design** today?

Canva makes it easy to create professional designs and to share or print them.

Start designing

Docs
Hi Team!
Agenda
Acknowledgement of country
Ice breakers
Leadership intros
Breakdown of teams

Whiteboards
Ash
James

Presentations
Present with ease

Social
Perfect your post

Videos

Prints
You're invited!

Websites
Design Website
SPEAKERS

A perfect fit for everyone

Step 2:
click on Sign
up in the top
left corner.



A screenshot of the Canva website homepage. The page features a white background with a purple navigation bar at the top. The navigation bar includes the Canva logo, several menu items (Design spotlight, Business, Education, Plans and pricing, Learn), a search icon, a help icon, and 'Log in' and 'Sign up' buttons. The main content area has a large heading 'What will you design today?' and a subheading 'Canva makes it easy to create professional designs and to share or print them.' Below this is a 'Start designing' button and a row of design category cards: Docs, Whiteboards, Presentations, Social, Videos, Prints, and Websites. A large yellow arrow is overlaid on the page, pointing from the bottom right towards the 'Sign up' button in the top right corner. Below the category cards, the text 'A perfect fit for everyone' is displayed.

It's right
here!

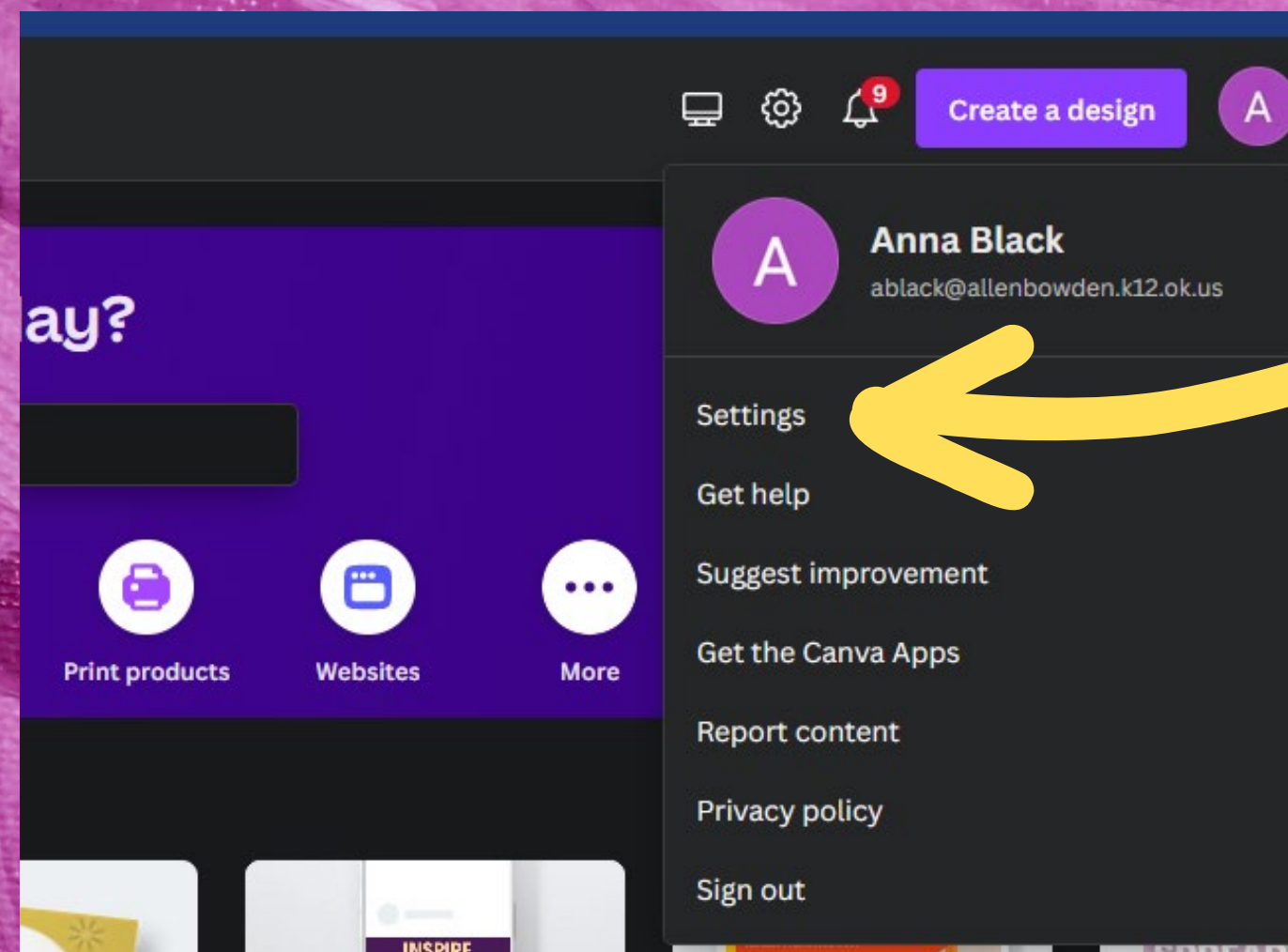
BEFORE YOU SIGNUP...

To get access to the all of the premium Canva options for free you must use an educator account! Any email associated with your school

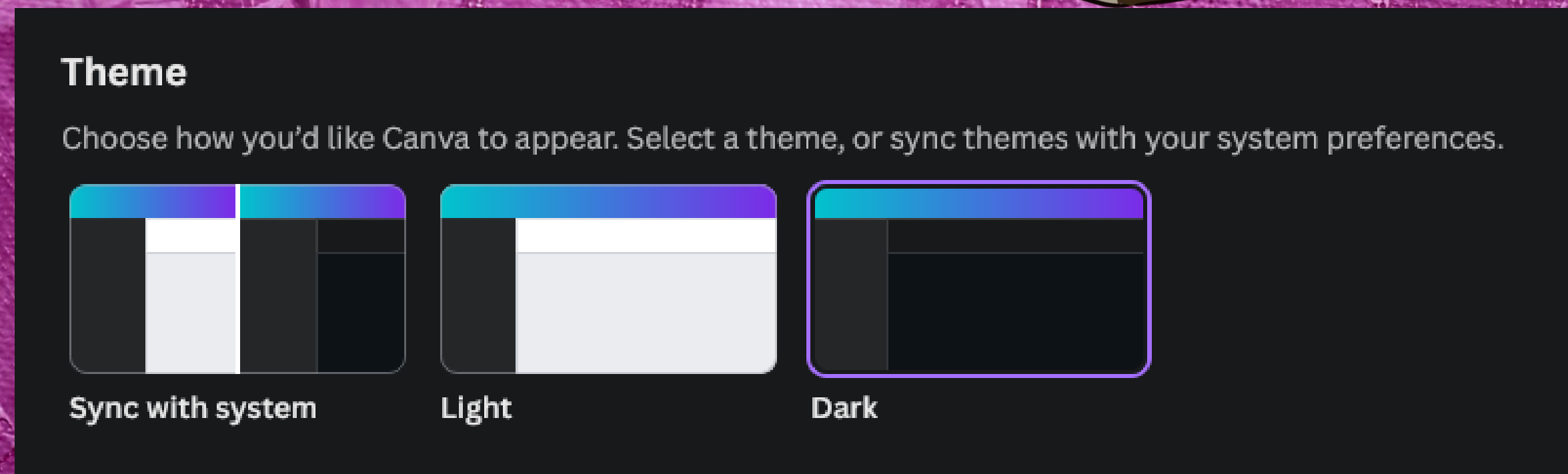
Step 3: Choose
these options
school uses Goo
the fastest way to
Follow all of the s
you have crea
account. Depe
how you choose
your account your steps
may be different.



If you prefer Dark Mode click on the little Circle next to create a design then click settings.

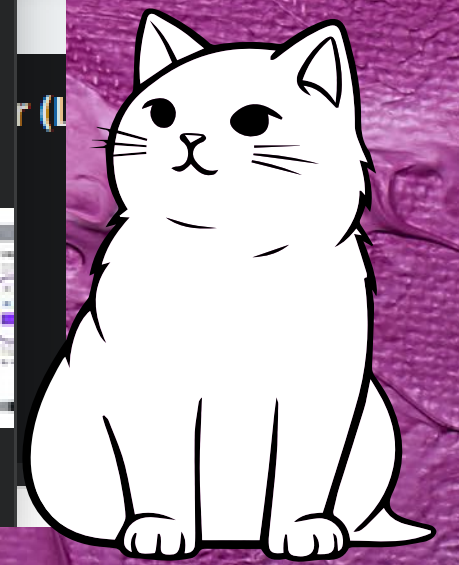
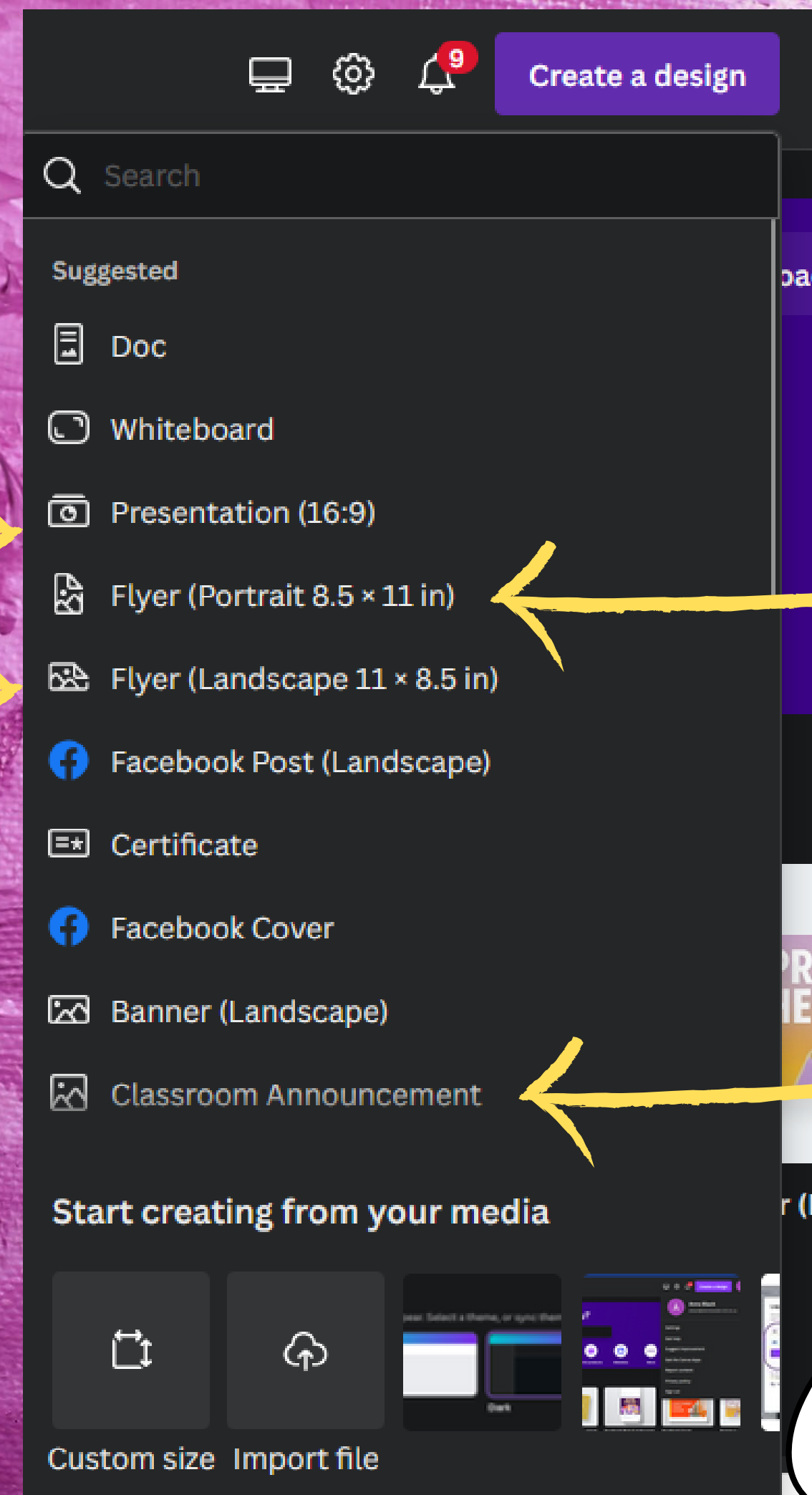


Scroll down the page and select dark mode. There are other accessibility options available in this section as well.



Common Sizes:

- Google Slides: Presentation 16:9
- Standard portrait orientation easy to print: Flyer (portrait 8.5 x 11 in)
- Standard landscape easy to print: Flyer (Landscape 11 x 8.5 in)
- Anything labeled “classroom” will fit into Google classroom perfectly
- If you use social media, templates are available for that as well!



Our project today will use the Flyer (Landscape 11X8.5) format. Go ahead and type in Flyer Landscape and then click on it to open a new design.



A screenshot of a design tool's main menu. At the top right, there are icons for a monitor, settings, and a notification bell with a red '9'. A purple button labeled 'Create a design' is next to them. Below is a search bar with the text 'Search'. A 'Suggested' section lists various templates: 'Doc', 'Whiteboard', 'Presentation (16:9)', 'Flyer (Portrait 8.5 x 11 in)', 'Flyer (Landscape 11 x 8.5 in)', 'Facebook Post (Landscape)', 'Certificate', 'Facebook Cover', 'Banner (Landscape)', and 'Classroom Announcement'. Below this is a section titled 'Start creating from your media' with icons for 'Custom size', 'Import file', and a preview of a design. The background of the interface is dark grey.

Design: Look for premade templates to fit your needs



Text: Add text to your design!



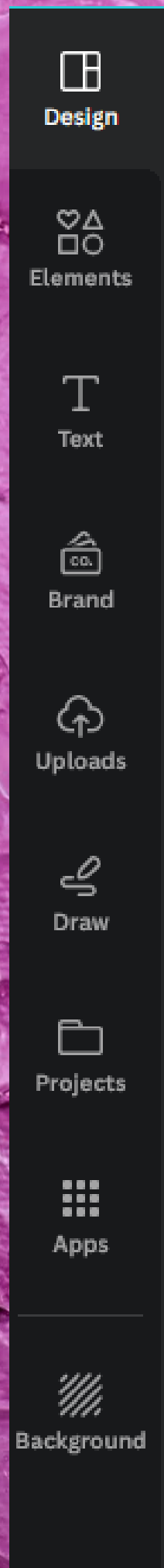
Uploads: Find your uploaded images here.



Projects: See your other designs.



Background: Easily change the background on your designs.



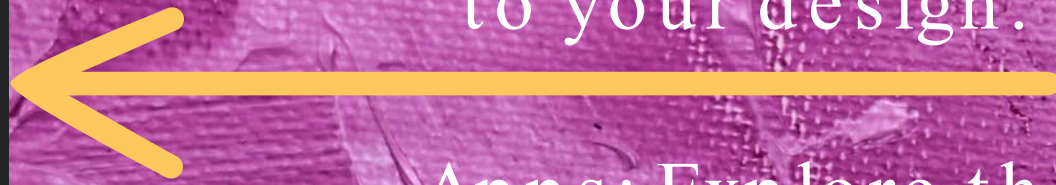
Elements: Search for specific images or videos to add to your designs



Brand: Set up specific color palettes, fonts, colors, logos, etc that Canva will automatically apply.



Draw: Add drawings, highlights, etc to your design.



Apps: Explore the other options available on Canva such as charts, audio, logos, QR code generate etc.



Useful Keyboard Shortcuts

My most commonly used:

Undo: Ctrl + Z

Redo: Ctrl + Y

Select All: Ctrl + A

Arrange Element Forward : Ctrl +]

Arrange Element backward: Ctrl + [

Select next/previous element: Tab

or Shift + Tab

All Keyboard shortcuts
available here.



All of your Canva questions
can be answered here!

We are going to switch over
to live Canva and start
making our board game.

There simply isn't enough
time to go over everything
Canva can do in a one hour
session.

