

## **Canva for Education - Logging In and Resources**

Canva is a design application that includes templates for social media, flyers, presentations, and many more forms of digital media. Canva for Education is completely free and unlocks the professional content that is normally paid!

In order to use the Canva for Education version, district staff must sign into Canva via an SSO, which ties your district email account to Canva. If you have any issues signing into the Canva portal using these instructions, please email **<u>edtech@molineschools.org</u>**.

- 1. Click this link (www.canva.com) for the Canva landing page for eduction.
- 2. In the upper right corner, click the **Login** button. You will be presented with the following options:



- 3. Choose "Continue with Email".
- 4. On the following screen, enter you district email address and click **Continue**.



5. The next screen will present a Google sign-in to either enter your credentials, or choose the Google Account your are signed into.

6. Once you are successfully signed in using your District credentials, click "**Play with Canva**" and either go through the Getting Started Wizard or click the **Skip** button.



7. It is **<u>important</u>** to verify your role in Canva before starting any project. In the upper right corner, click your initials and choose **Account Settings**.

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|          |                            |                            |                         |              | 0 \$ ¢                      | Create a design                       |
|          | Wh                         | at will you des            | sign?                   |              | W                           | websiteadmin<br>websiteadmin@molinesc |
|          | Q Search your content      | or Canva's                 | ର ଦ                     |              | Account set<br>Get help     | tings                                 |
| Pre      | esentations Social media   | Video Print products       | Marketing Office        | ····<br>More | Get the Can<br>Privacy poli | va Apps                               |
|          |                            |                            |                         |              | Sign out                    |                                       |
|          |                            |                            |                         |              |                             | Janice Green                          |
|          | Education Infographic      | Classroom Poster           | Google Classroom Header | Worksheet    | Lesson Plan                 | Class Schedule                        |

8. Under "What will you be using Canva for?", choose "Teacher". We recommend this role for all adult staff using Canva. Students will automatically have the role of student when they sign in.

| Canva Home Template  | S v Features v Learn v<br>Your account   |      |  |
|--|--|------|--|
| websiteadmin@molinesch Your account Content Login & security | Upload your profile photo         Upload photo           This helps your teammates recognise you in Canva.         Upload photo  |      |  |
| ☑ Email preferences  | ferences Name<br>websiteadmin Edit<br>-Coal Valley<br>alls O You cannot change your email address because your account has SSO enabled.                                |      |  |
| Moline-Coal Valley   |  |      |  |
| +∰ People<br>88 Groups                                       | Email address<br>websiteadmin@molineschools.org  | Edit |  |
| Purchase history   | What will you be using Canva for?          Select a journey         Small business         Student         Teacher         Large company         Non-profit or charity |      |  |

## **Getting Started with Canva**

Canva includes many templates for almost any type of digital content imaginable. To get started, visit some of the resources below. Also be on the lookout for district resources to help get started. Of course, if you want have any issues, or need some help using Canva, please emai **<u>edtech@molineschools.org</u>**.

- <u>Canva for Education Hub</u> is a resource to help getting started with all that Canva for education has to offer.
- <u>Canva for Teachers</u> and Staff is an excellent guide to start designing. <u>Please use the</u> <u>instructions above for signing in and not the instructions on this page.</u>
- <u>Canva 101 for Teachers and Staff</u> is the first part of professional development directly from Canva.
- <u>Canva 201 for Teachers and Staff</u> is the second part of professional development focusing on creating instructional materials.
- <u>Canva Learn</u> is Canva's learning blog that has searchable topics from general creation to dynamic elements.