



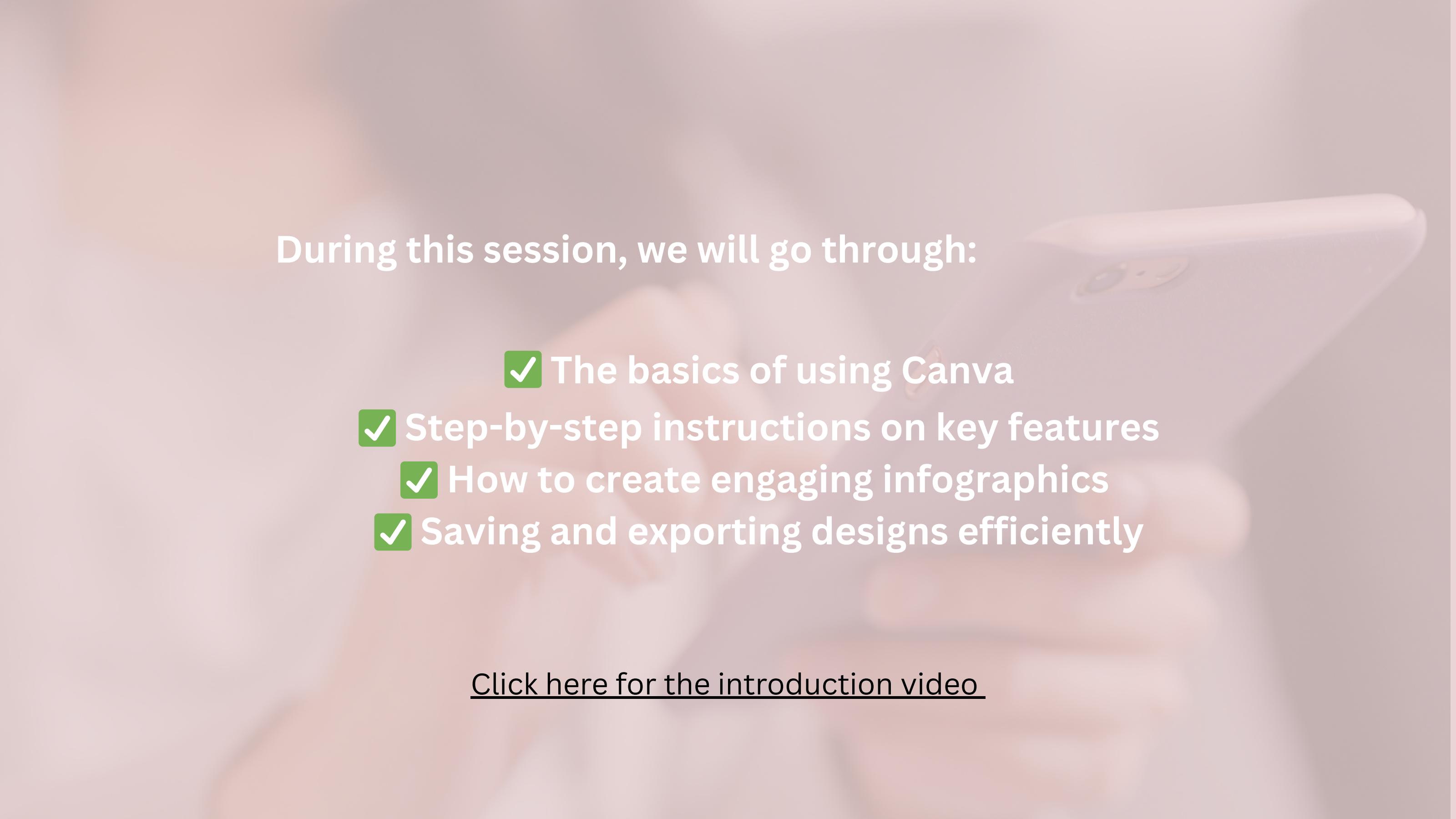
Question what you get. Media education to fight Disinformation

Digital Upskilling for Educators - How to Use Canva

Online Course, 07/02/2025



Co-funded by
the European Union



During this session, we will go through:

- ✓ The basics of using Canva
- ✓ Step-by-step instructions on key features
- ✓ How to create engaging infographics
- ✓ Saving and exporting designs efficiently

[Click here for the introduction video](#)

Today's learning path...

WHAT IS CANVA

Define the function of this tool

STEP BY STEP

Learn how to use some of the basic functions in a step-by-step way

PRACTICAL USE

Example on how to use canva for digital media education

TRY IT OUT

Create your own Canva account and try making visual materials

What is Canva

- Canva is an online design and publishing tool with a mission to empower everyone in the world to design anything and publish anywhere.
- It offers teachers and other users the opportunity to create attractive slideshows, images, videos, quizzes, certificates, infographics, and other media.
- Canva is accessible in eight different languages through most web browsers with the possibility to download mobile iOS or Android app or desktop app for Windows or Mac.



What can be developed with Canva

Presentations

Videos

Documents

Posters

Flyers

Newsletters

Graphic
organisers

Storyboards

Worksheets

Brainstorm
whiteboards

Social Media posts

And many more...

Canva versions

Free version offers:

- Drag-and-drop editor for easy customizations
- 250.000 + free templates
- 100+ design types
- 1+ million free photos and graphics
- 5GB of cloud storage

Pro version offers:

Additionally to free version features:

- 100+ million of images
- Image background remover
- 100GB of cloud storage

Teams version offers

Additionally to Pro version features:

- Possibility to add team members
- Share the editable version of developed designs with team members
- Unlimited features

Canva Free

200K Free Photos

57K Graphic Elements

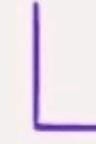
250K Free Templates

13K Free Videos

1700 Premium Fonts

75 Audio Tracks

5GB Cloud Storage

 Limited Brand Kit



Canva Pro

71M Free Photos

4.5M Graphic Elements

420K Free Templates

2.5M Free Videos

3000 Premium Fonts

25K Audio Tracks

1TB Cloud Storage

 Unlimited Brand Kit



IMPORTANT!

Canva for NGOs

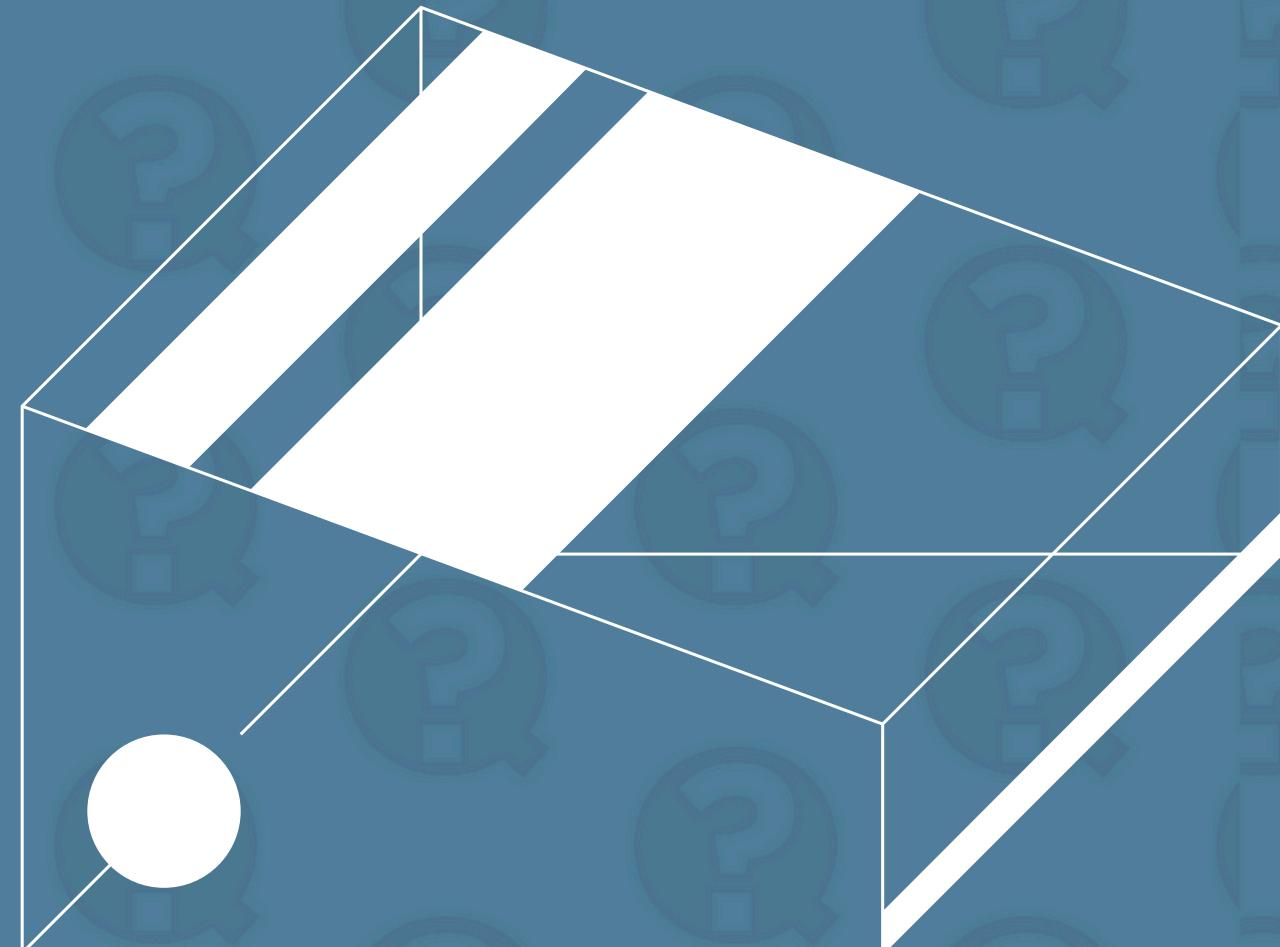
Canva offers free Pro version for non-profit organisations - you need to provide a documents proving your status.

You could also add your team members to Canva and then your account automatically converts to Teams version for free.



NON
PROFIT

Why to use Canva



Understanding visual learning's impact on education

65% visual learners

Engaging visuals significantly improve learning retention

Research shows that incorporating **visual elements** in educational materials can enhance retention rates by engaging 65% of adult learners more effectively, ultimately improving their overall learning experience.

How to use Canva?

How to Insert Images/Videos in Canva

1. Click on 'Uploads' and select 'Upload Files' to add an image/video from your devices.
2. Drag and drop the image onto your canvas.
3. Use Canva's Elements tab to find stock images and graphics.
4. Resize, shape and position as needed.



How to use Canva?

How to Add a Link to Canva

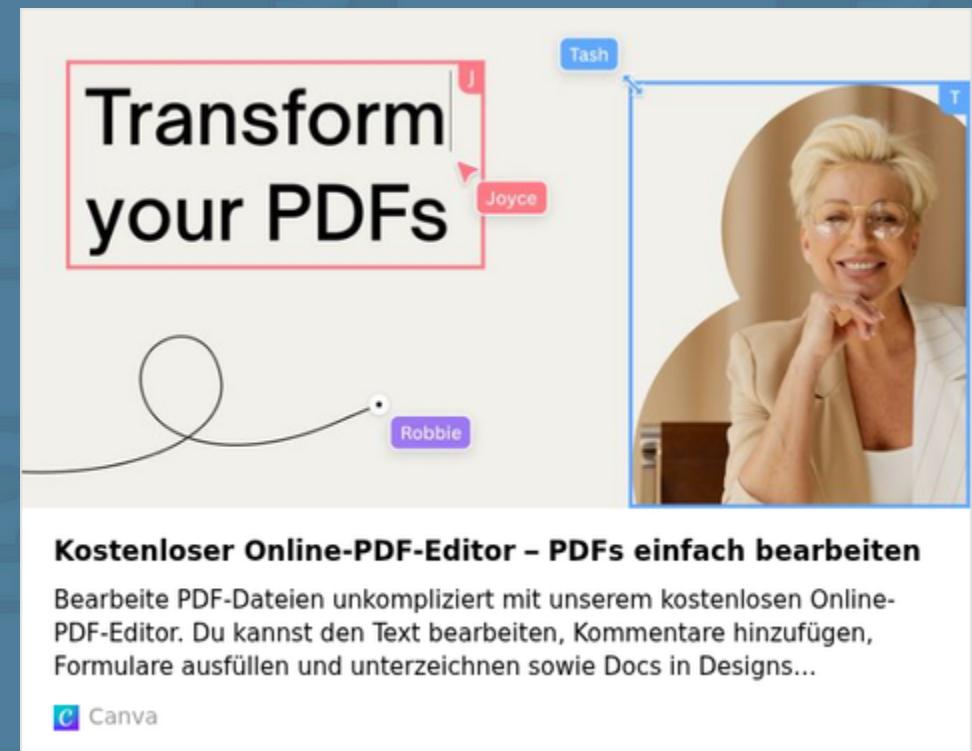
1. Select the text or element where you want to add a link.
2. Click on the 'Link' icon in the top menu.
3. Enter the URL and press 'Apply'.
4. To test the link, switch to Present Mode and click on it.



How to use Canva?

How to Add a PDF to Canva

1. Click on 'Uploads' in the left-hand toolbar.
2. Select 'Upload Files' and choose a PDF from your computer.
3. Once uploaded, drag and drop the PDF onto your design canvas.
4. Edit texts or pictures using Canva PDF Editor.
5. Compress your PDF (or whatever format you need) to download when you're happy, by clicking "Share" in the top right corner and then selecting "Download."



How to use Canva?

How to Add Audio to Canva

1. Click on 'Uploads' and upload an audio file.
2. Drag the audio file onto the design.
3. Adjust the timing and volume in the audio settings.
4. Use voiceover recordings to add instructions.



How to use Canva?

How to Create Infographics Related to Disinformation

- Step 1: Define the purpose of your infographic (e.g., explaining misinformation, countering hoaxes, showing fact-checking steps).
- Step 2: Gather reliable data and sources.
- Step 3: Choose a Canva infographic template.
- Step 4: Add visual elements such as icons, graphs, and illustrations.
- Step 5: Include concise text with key points.
- Step 6: Customize colors, fonts, and layout for clarity and engagement.
- Step 7: Download and share the infographic.



How to use Canva?

How to Save and Export Your Canva Project

1. Click on 'Share' in the top-right corner.
2. Choose the format: PDF, PNG, MP4, or GIF.
3. Click 'Download' and select quality settings.
4. Save to your device or share a link for collaboration.



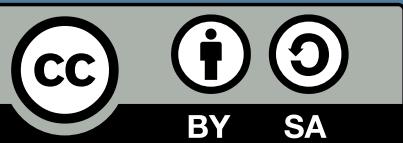
Additional Links:

Aid kit project about Canva: <https://aid-kit.erasmus.site/platform/mod/book/view.php?id=644>

Digitise project tutorial

Question yourself

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Erasmus+: Key Action 2, Cooperation partnerships in adult education

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