



Canva for Education



**Digital Learning
Renfrewshire**



@DigiLearnRen

Contents

Staff Canva Education Account	3
Creating a Canva Class	3
DPIA Compliance	3
Steps to create a class – desktop version	3
Invite Link	5
Invite Code	5
Email	6
Adding a teacher to the class	6
Viewing Class Members	6
Assigning work to Pupils	7
Reviewing Pupil Assignments	8
Pupils Submitting Assignments	9
Switching Between Classes	10
Creating a Canva Education Account	11
Canva Screen Layout (Desktop Version)	12
Canva Online Training	17

Staff Canva Education Account

Staff should create a Canva for Education Account using either their Microsoft Glow or Renfrewshire.school email account

Use the link provided here - [Create and Collaborate | Canva for Education](#)

Creating a Canva Class

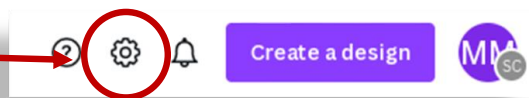
DPIA Compliance

Students should only be part of Canva by joining a teachers class – **to comply with our Renfrewshire DPIA they should not simply sign up for an account themselves.**

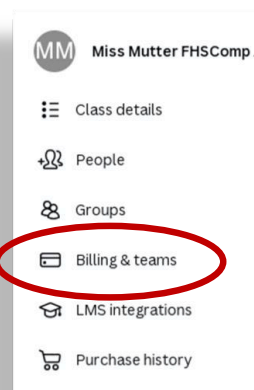
Steps to create a class – desktop version

To create a class in Canva

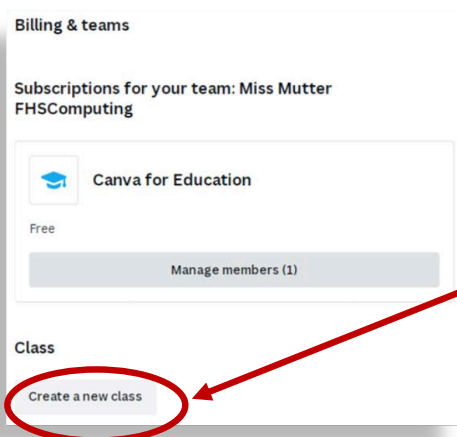
Go to **Account Settings**



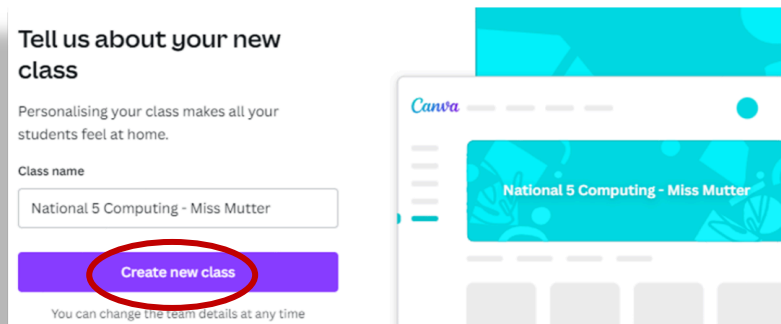
Then go to **Billing & teams**



Next select **Create a New Class**

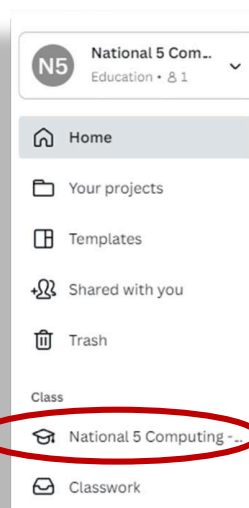


At the popup window **enter a name** for your class, this will be visible to pupils so should be something meaningful to your teaching subject / class, e.g., S3 Computing – Miss Mutter

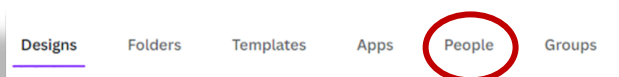


When happy with the class name select Create new class

From the side toolbox select your class name



Next select People



There are a variety of ways we can add pupils to our class in Canva. All are listed below but the recommended methods are either invite link or invite code.

We **must** obtain parental consent for our pupils who are under 13 years old. You can use the consent form provided from Canva.

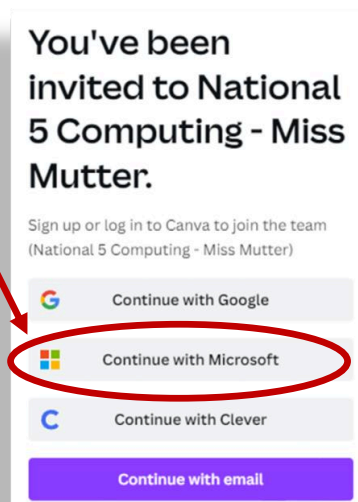
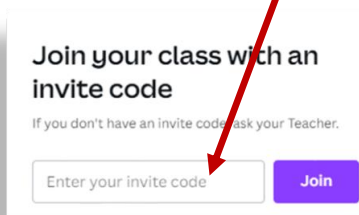
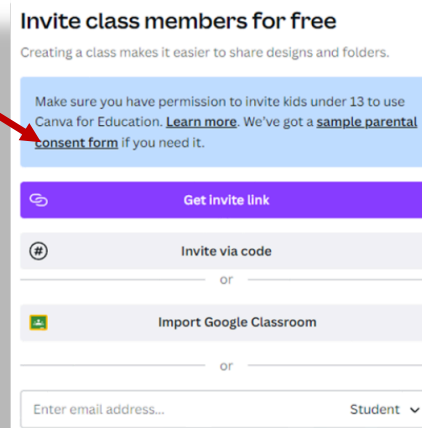
Invite Link

This generates a sharable link that you can post in your Team for the pupils to follow. They are then asked to login with their Microsoft Account.

Invite Code

This generates a unique join code that pupils enter at the join website. The code can be displayed full screen for pupils.

Once pupils have entered the code they are asked to login with their email – this **must** be their Glow Microsoft account



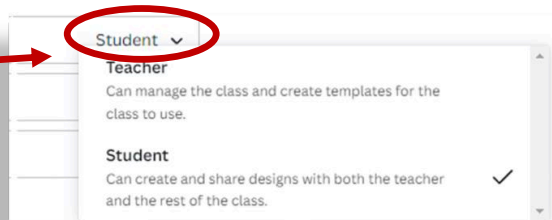
Pupils are then redirected to the Glow login page to complete the sign-up process.

Email

Enter each pupils glow email address into the boxes, this generates an invitation email being sent to the pupils. They follow the link in their email and then complete the sign up by signing in with their Microsoft Account.

Adding a teacher to the class

You can add another **teacher** using the email method but select Teacher from the drop-down menu.



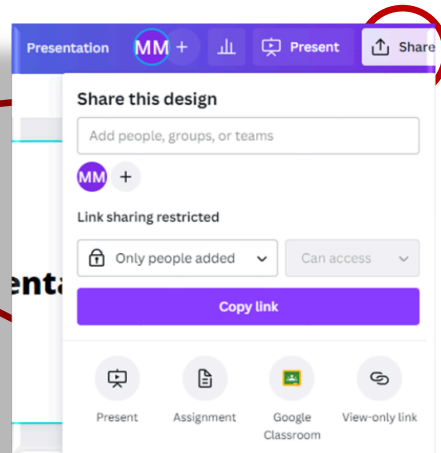
Viewing Class Members

Select your class name from the side toolbox and then select People from the menu. Scroll down under the invite section and all the class members are listed.

Name	Email	Team role
Miss Mutter	gw09muttertracy@glow.sch.uk	Owner
gw09	@glow.sch.uk	Student <input type="checkbox"/>

Assigning work to Pupils

You can create a new design or choose an existing one to assign to pupils. From the **Share** button select **Assignment**.

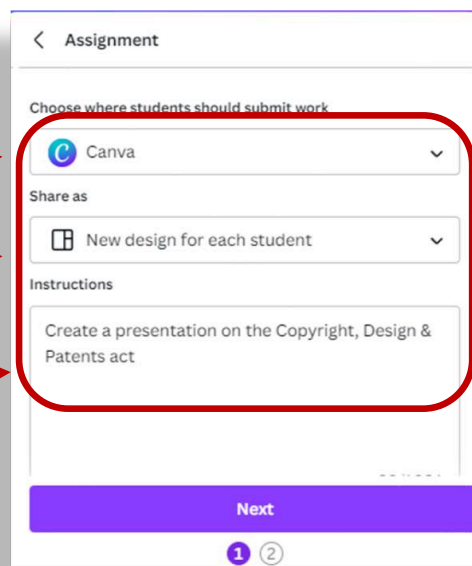


Select Canva for submission

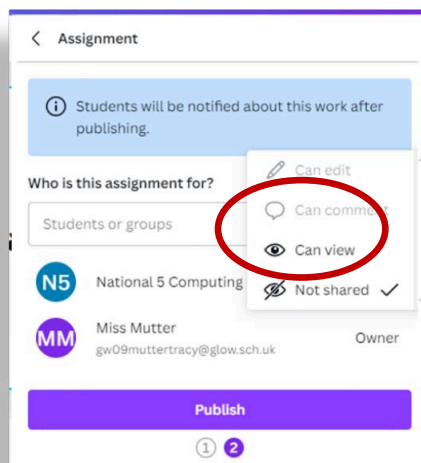
Share as new design for each student

Enter instructions as to how to complete or success criteria.

Then select **Next**.



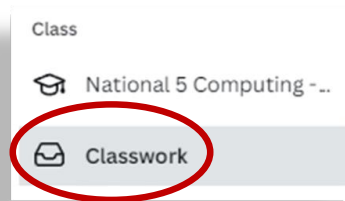
Change your class view from Not Shared to **Can View**



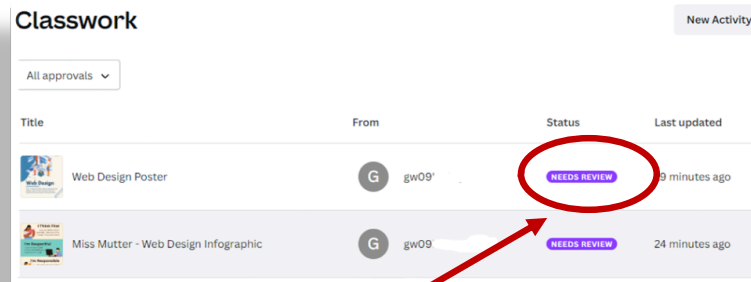
To assign this to pupils select **Publish**.

Reviewing Pupil Assignments

In the class select Classwork from the side toolbox

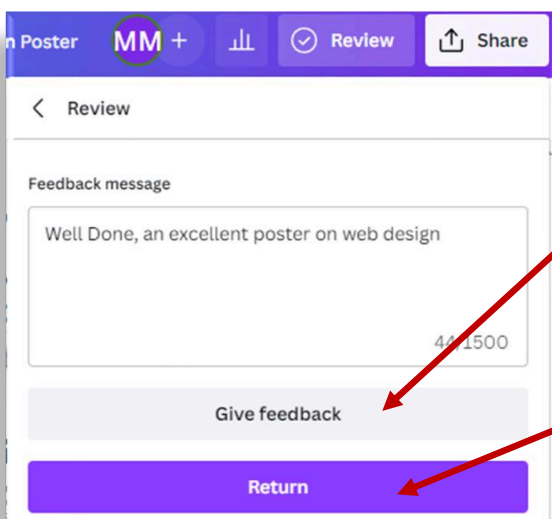
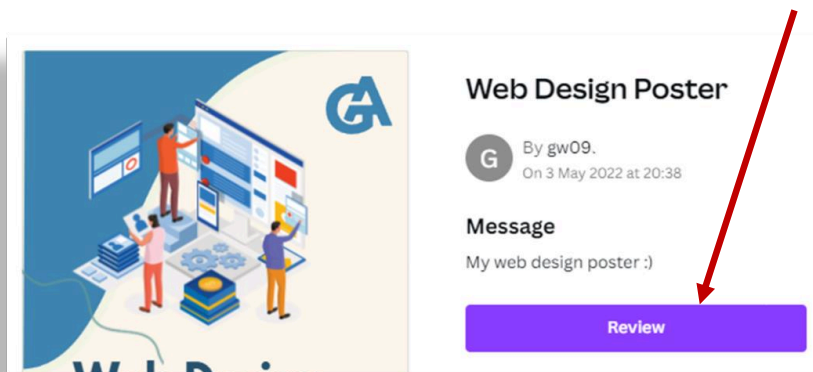


Here you will see all tasks that have been submitted by pupils to you for review.



Select **Needs Reviewed** to preview and mark their work.

This opens a pop-up preview of their work which you can then select **Review**



You can choose to give **feedback** to the pupil if they need to make changes

If you only give feedback the pupil gets a notification that their design requires changes.

Or enter feedback and select **Return** if their work is complete.

Pupils Submitting Assignments

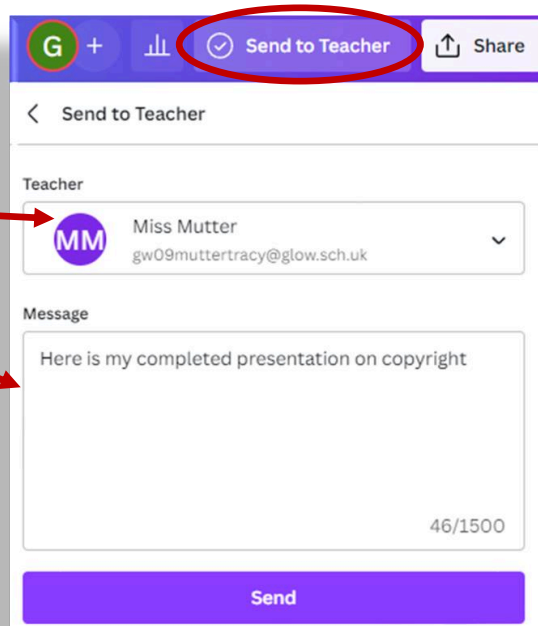
Pupils can either pick up their assignments in their Your Projects section of the side toolbox or via their Glow email.

Pupils open the design and complete the work.

Then select **Send to Teacher**.

They pick the teachers name and enter a message about their completed work before selecting **Send**

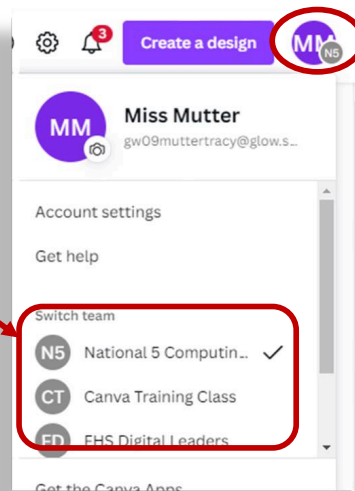
The Send to Teacher changes to Awaiting Feedback



Switching Between Classes

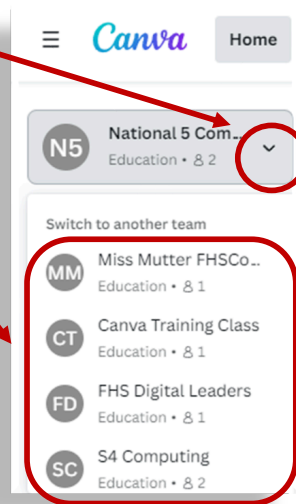
This is the same process for both teachers and pupils.

You can either click on your avatar and select the class you wish to use

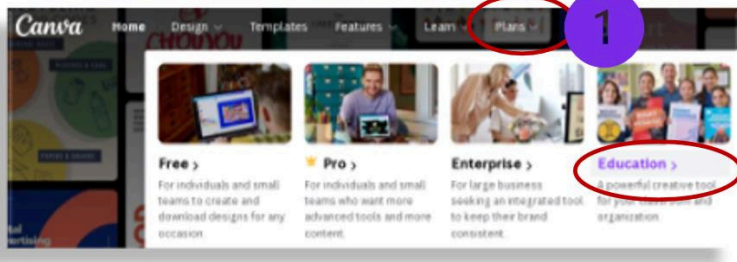


You can easily see which team you are on with the tick beside it.

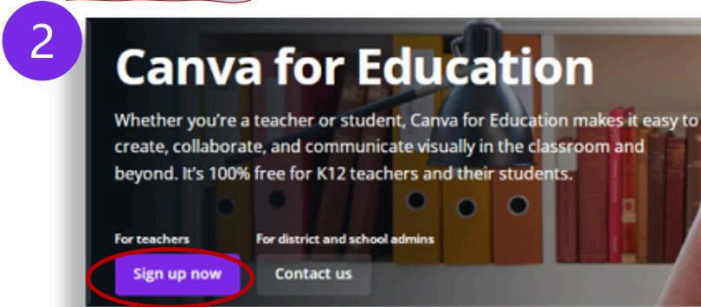
Alternatively, you can click the down arrow at the class name and select the one you want from the list



Creating A Canva Account



Sign Up Now



Use either Glow or Falkirk Email

Welcome to Canva for Education

This page allows eligible teachers to create a Canva For Education account, students must be invited by teachers

Sign up with Clever

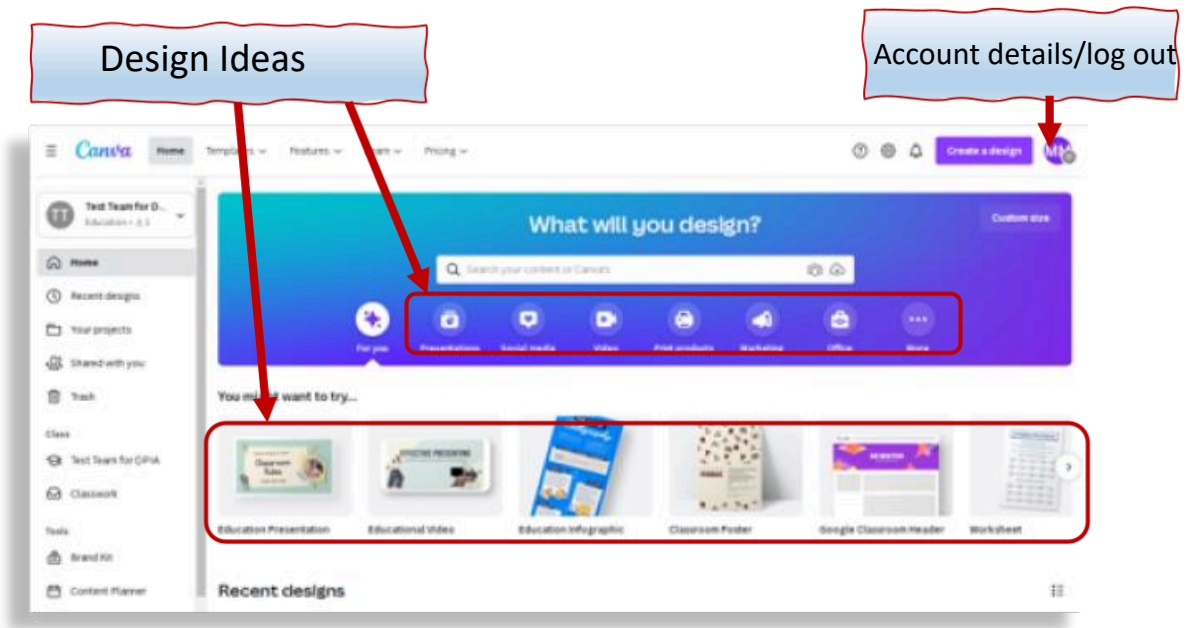
Sign up with Google

Sign up with Microsoft

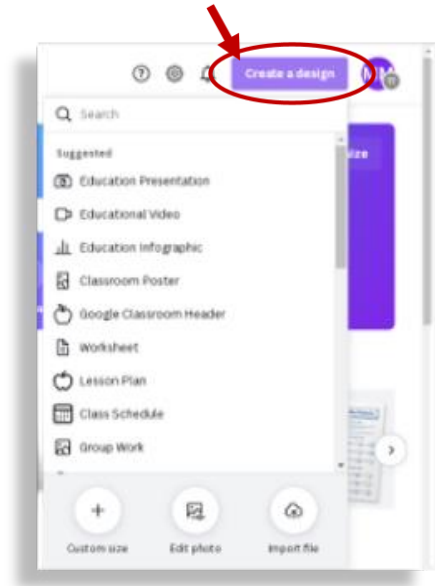
Sign up with email

3

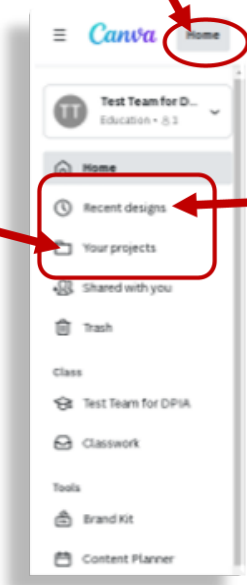
Canva Screen Layout (Desktop Version)



Create



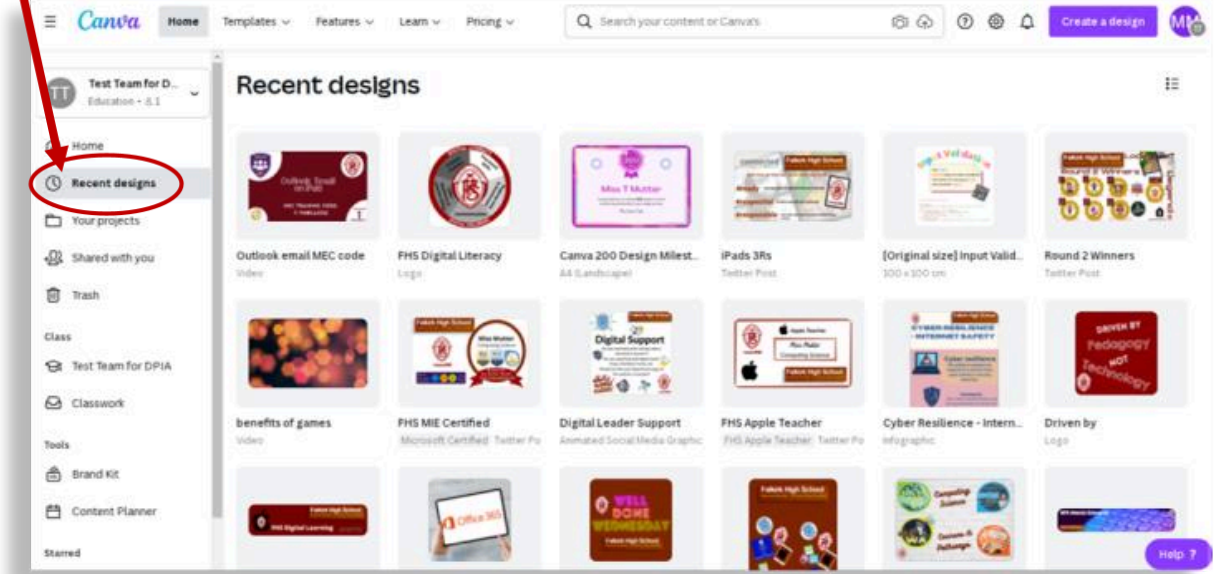
Home

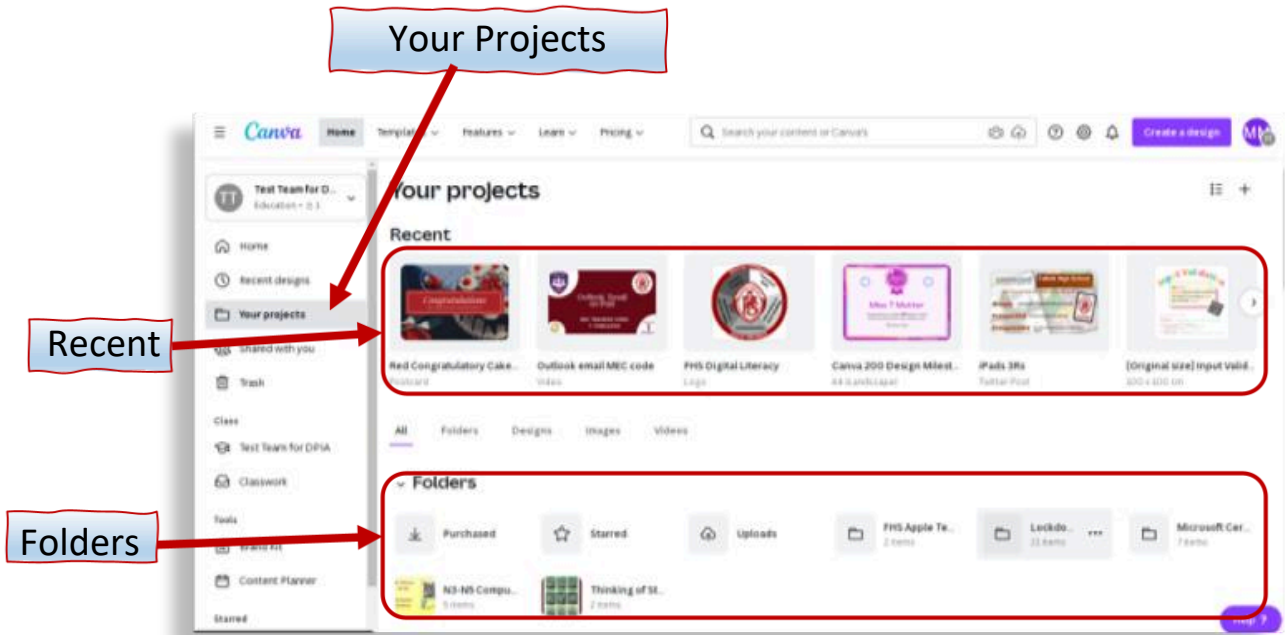


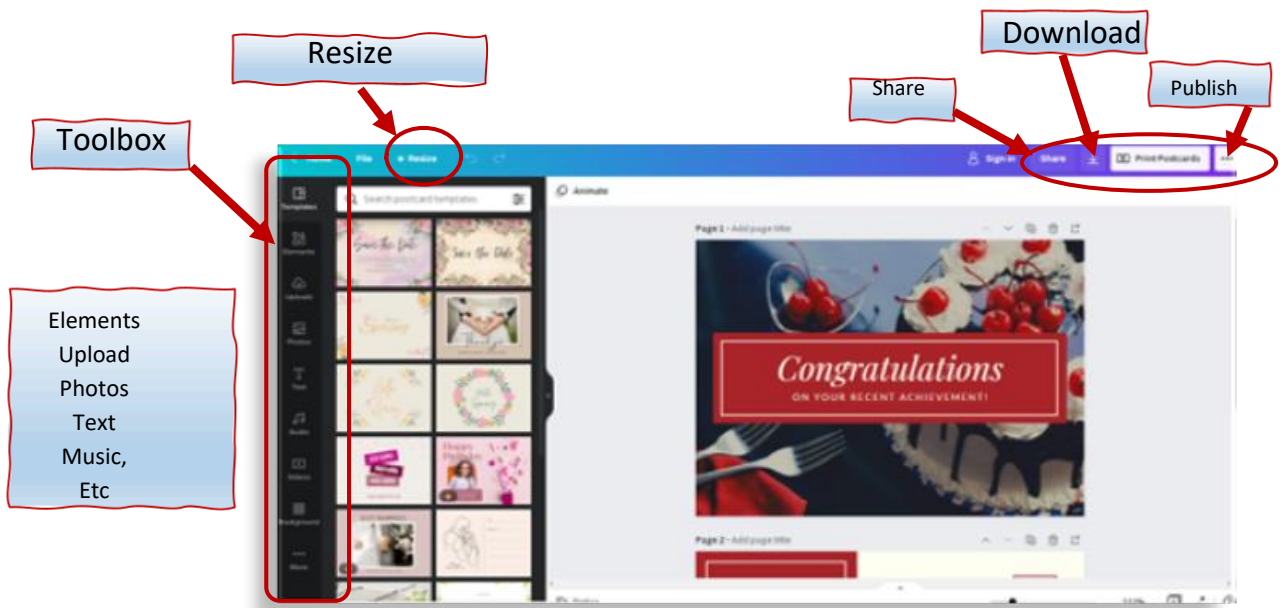
Projects folder

Recent designs

Recent Designs







Online Support

