



**GET YOUR C.R.A.P. TOGETHER
WITH CANVA**

FACILITATOR GUIDE

2025

Notes

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A QUICK HELLO

Welcome!

You're about to help others get their C.R.A.P. together, in the best way possible!

This Instructor's Guide is your step-by-step roadmap to leading a session that's engaging, hands-on, and full of creative "aha!" moments. It includes clear pacing, practical tips, and ready-to-use talking points designed to help you guide participants through Canva's visual suite with confidence and style.

Inside, you'll find everything you need to prepare, deliver, and assess the learning experience, from setup checklists and design demonstrations to reflection prompts and rubric-based feedback.

Whether you're facilitating this workshop for the first time or refining it for the next group, this guide will help you create an atmosphere where curiosity and creativity thrive.



Don't just read this guide...use it!

There's room to adapt, annotate, and personalize it for your learners. Add your notes, examples, or "remember this!" reminders as you go.

By the end of the session, this guide won't just be a manual; it'll be your go-to playbook for inspiring creative confidence and helping every participant leave saying, "I got my C.R.A.P. together!"

THE BREAKDOWN

YOUR NO-FLUFF GUIDE

01 | Unit Overview

- Background and goals of the overall project
- Introduction to the workshop
- Goals and learning objectives
- Structure of this guide (“about this guide”)

02 | Pre-Workshop Planning

- Preparing participants
- Student groupings
- Giving participants advance information

03 | Instructional Environment, Equipment, and Materials

- Delivery considerations
- Equipment and materials
- Handouts and media support

04 | Instructional Delivery and Sequencing

- Overview of the lesson
- Sequence of activities
- Step-by-step process
- Session Pacing

05 | Assessment of Learning

- Pre-assessment (before)
- Formative (during)
- Summative (after)

Design smarter. Work faster. Create better.

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01 | Unit Overview

Notes

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THE PROJECT AT A GLANCE

BACKGROUND AND GOALS

THE OVERALL PROJECT

TITLE

Get Your C.R.A.P.
Together with Canva

DURATION

60 minutes Format:
Interactive hands-on
workshop

AUDIENCE

K–12 educators,
graduate students,
and professionals

BACKGROUND

Many educators have access to Canva but use only its basic templates or default layouts. As a result, presentations are often text-heavy, inconsistent, and time-consuming to create.

The real challenge isn't access to the tool, it's knowing how to apply good design principles quickly and confidently.

This session was developed to close that skills gap through a short, high-impact learning experience that blends humor, design theory, and practice. It empowers teachers to work smarter, not harder, while creating visuals that communicate clearly and look professional.

THE PROJECT AT A GLANCE

BACKGROUND AND GOALS

PURPOSE OF THE PROJECT

The goal of this project is to provide educators with a practical framework (C.R.A.P.) Contrast, Repetition, Alignment, Proximity to improve clarity, consistency, and engagement in instructional materials.

This framework turns theory into action, showing educators how design can enhance communication in any classroom context.

By guiding participants through short demonstrations and a design challenge, the workshop ensures that they:

UNDERSTAND

Canva's interface and tools

APPLY

Design principles to create polished presentations

EXPORT

Share finished slides efficiently

GAIN CONFIDENCE

Visual communication

THE PROJECT AT A GLANCE

BACKGROUND AND GOALS

BIG PICTURE GOALS

At the end of the session, participants will:



Develop familiarity with Canva's platform and presentation tools.



Apply design principles that enhance learning and engagement.



Produce a 3–5-slide presentation demonstrating professional layout and visual balance.



Share and reflect on their creations with peers.



Leave with reusable templates and a stronger sense of design confidence.

WHY IT MATTERS

Clear, visually organized slides don't just look better—they help students learn better by reducing cognitive overload and focusing attention on key information. When teachers master simple design principles, they communicate more effectively, save time, and strengthen their professional brand.

This shift from default templates to intentional design transforms not only materials, but the way teachers view creativity in education.

WORKSHOP

INTRODUCTION

HOW IT WORKS

Format: Interactive micro-learning session

Structure:

1

Mini-demo – facilitator models key skills

2

Guided practice – learners create in Canva

3

Design challenge – apply 2+ C.R.A.P. principles

4

Peer share & feedback – use quick rubric

5

Wrap-up reflection – one takeaway principle

Tip for facilitator:



Keep transitions upbeat: Use Canva's animations ("Confetti" or "Mic Drop") to celebrate moments of mastery!

WORKSHOP

GOALS AND LEARNING OBJECTIVES

SESSION SNAPSHOT

Time	Stage	Facilitator Focus
0–5 min	Welcome & Hook	Icebreaker poll: “Have you used Canva before?” Show a quick before-and-after slide to grab attention.
5–15 min	Demo & Exploration	Walk through Canva dashboard, templates, and shortcuts. Let participants follow along.
15–40 min	Design Challenge	Participants create 2–3 slides using at least two C.R.A.P. principles.
40–45 min	Peer Feedback	Share screens or swap devices; apply the micro-rubric together.
55–60 min	Reflection & Wrap-up	Group question: “Which principle will you use this week?” End with Canva confetti!



Every participant leaves with one polished, export-ready mini-presentation and the confidence to keep experimenting.

ABOUT THIS GUIDE

STRUCTURE

Section	What You'll Find	Purpose
01. Unit Overview	Background, goals, and learning objectives.	Sets the stage for what participants will learn and why it matters.
02. Pre-Workshop Planning	Preparation steps, groupings, and advance info.	Ensures everything (and everyone!) is ready before the workshop starts.
03. Instructional Environment, Equipment & Materials	Tools, setup, and media checklists.	Helps you create the ideal physical or virtual learning space.
04. Instructional Delivery & Sequencing	Step-by-step timeline and facilitator pacing guide.	Keeps your delivery smooth, interactive, and on time.
05. Assessment of Learning	Pre-, formative, and summative assessment tools.	Measures engagement, skill growth, and confidence.

ABOUT THIS GUIDE

CHECKLIST

FACILITATOR REMINDERS

Before the magic begins, a little preparation goes a long way!

Think of this as your backstage checklist, where you make sure the lights work, the Wi-Fi behaves, and the confetti is ready to fly (literally, if you use Canva's animation effects!).

These reminders help you step into the session with confidence, knowing everything is running smoothly before your training/workshop session.

Canva Accounts & Logins

☐ **Confirm Canva accounts are created before the workshop.**

- ☐ Send a reminder email or QR code link at least one day prior.
- ☐ Include simple instructions for creating and logging into Canva.
- ☐ Encourage teachers to register for Canva for Education (free verified upgrade).
- ☐ Ask participants to have Canva open and logged in when they arrive.
- ☐ All participants must bring a laptop.
- ☐ Remind participants that Canva's design tools, layers, and shortcuts work best on desktop. Tablets/phones are suitable only for viewing.

ABOUT THIS GUIDE

CHECKLIST

Wi-Fi & Equipment Setup

- ☐ **Check the Wi-Fi connection before participants arrive.**
 - ☐ Ensure the signal is stable for multiple Canva users.
 - ☐ Test Canva on your device to confirm it loads quickly.
 - ☐ Connect and test the projector, interactive board, or smart board.
 - ☐ Verify that visuals, animations, and sound display correctly.
 - ☐ Keep HDMI, USB-C, and wireless adapters available as backups.
 - ☐ Run your Canva presentation in Present Mode for 1–2 minutes to confirm animations and polls display properly.

Presentation & Facilitator Readiness

- ☐ **Ensure the Canva presentation is ready to use.**
 - ☐ Familiarize yourself with Canva tools: templates, text, elements, alignment, exporting.
 - ☐ Recommendation: Walk through the full PPT before the session to practice timing and transitions.
 - ☐ Practice switching between Edit and Present modes smoothly to keep attention on your demo.

ABOUT THIS GUIDE

CHECKLIST

Student Guide & Session Materials

- ☐ **Ensure the Canva presentation is ready to use.**
 - ☐ Share extracts from the Student Guide before the session.
 - ☐ Send key pages (C.R.A.P. Principles, Keyboard Shortcuts, Export Steps) as a preview.
 - ☐ Helps participants arrive prepared and minimizes note-taking.
 - ☐ Distribute full Student Guides (digital or printed) at the start.
 - ☐ Keep timing flexible — prioritize exploration, creativity, and collaboration.
 - ☐ Have a backup facilitator device logged in for demos or troubleshooting.

Start of Session Setup

- ☐ **When the session begins, share the Canva Live link so participants can join on their own devices.**
 - ☐ Display the QR code or copy-and-paste link in the chat or on screen.
 - ☐ Confirm everyone can see and interact with the live presentation.
 - ☐ Use Canva Live polls and emoji reactions to build instant engagement.



02 | Pre-Workshop Planning

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DELIVERY

CONSIDERATIONS

PREPARING PARTICIPANTS

Before learners dive into Canva, a little prep ensures everyone starts on equal footing: confident, curious, and connected.

Facilitator checklist:

- **Send a Welcome Email 2–3 days before the session with:**
 - The Canva sign-up link and a quick “how-to” for creating an account.
 - A reminder that a laptop is required (tablets/phones can’t access all tools).
 - The workshop date, time, and location (or meeting link for virtual sessions).
 - The Canva Live link will be shared at the start of the session.
- **Share excerpts from the Student Guide (C.R.A.P. principles, keyboard shortcuts, export steps).**
- **Encourage participants to bring one existing classroom slide or poster.**
 - They’ll redesign it during the activity OR Create a new design from a template.
- **Confirm all participants have received or can access the full Student Guide.**

STUDENT GROUPINGS

Even though this workshop is hands-on and individually creative, collaboration fuels inspiration.

Suggested grouping options:

- **Pairs or Trios: Ideal for peer feedback**
 - Participants can compare slides and give “C.R.A.P.” compliments (Contrast, Repetition, Alignment, Proximity).
- **Table Groups (4–6):**
 - Great for discussion-based reflection at the end.

Online Sessions:

- Use breakout rooms for sharing and quick peer feedback (2–3 learners per room).

Why group work matters:

- Promotes peer learning and idea exchange.
- Reduces performance anxiety for those new to Canva.
- Encourages constructive, lighthearted critique :
“What’s working?” and “What could pop more?”

ADVANCE INFORMATION

FOR PARTICIPANTS

Communication before the workshop sets the tone for success.

Suggested message/email content:

Subject: “Get Ready to Get Your C.R.A.P. Together with Canva!”

Body Example:

Hi everyone!

We’re excited to see you at our upcoming Get Your C.R.A.P. Together with Canva session! **Please create your Canva account before the workshop and bring your laptop fully charged.**

You’ll receive a short Student Guide to preview a few key tools and design tips. Check out the C.R.A.P. principles and keyboard shortcuts page for a sneak peek!

On the day, you’ll join via a Canva Live link and follow along as we explore the magic of design.

See you soon for a fun, hands-on design adventure!

Regards,
(Your name)



03 | Instructional Environment, Equipment, and Materials

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DELIVERY CONSIDERATIONS

FOR THE WORKSHOP

The Get Your C.R.A.P. Together with Canva workshop works best in an interactive, tech-friendly space where participants can design, discuss, and display their work in real time.

Ideal setup:

- Learning Lab or Classroom with tables arranged for collaboration.
- Smart Board / Projector connected to the facilitator's laptop for live demonstrations.
- Stable Wi-Fi capable of supporting multiple Canva users simultaneously.
- Sound system (if using videos or audio-enhanced slides).
- Clear sightlines so participants can see both the demo and their own screens.

Virtual option:

- Use a Canva Live platform
- Share screen in Canva Present Mode.
- Drop the Canva Live link in the chat for participants to join interactively.
- Encourage cameras on for a collaborative feel!

EQUIPMENT & MATERIALS

FOR THE WORKSHOP

Keep everything you need within reach so transitions stay smooth and energy stays high.

Facilitator essentials:

- Laptop with charger
- Projector / Smart Board / Interactive Display (tested and connected)
- Reliable Wi-Fi access
- HDMI / USB-C / wireless connectors
- Backup facilitator device (in case of tech issues)
- Printed or digital copy of this Facilitator Guide
- Mobile Phone (Connected to Canva)/ Clicker or wireless mouse

Participant essentials:

- Laptop (fully charged)
- Pre-created Canva account (verified login)
- Access to Canva Live link (shared at start of session)
- Student Guide (digital or printed)
- Notebook and pen for quick reflections

Tip for facilitator:



Have a small “Tech Help” corner or QR code that links to Canva’s quick-start tutorial page in case anyone gets stuck.

HANDOUTS & MEDIA

FOR PARTICIPANTS

Use your handouts and digital media to guide, not overwhelm.

Handouts:

- **Student Guide:**
 - The primary reference for participants (includes C.R.A.P. Principles, keyboard shortcuts, and export steps).
- **Micro-Rubric:**
 - Used during peer feedback to assess design and layout quality.

Media Support:

- **Canva Presentation** with embedded polls and animation effects.
- **Optional background music** (instrumental) during work sessions.
- **Timer** (on screen from Canva) to manage pacing.

Tip for facilitator:



Use your media like seasoning.
Just enough to enhance flavor, never to distract
from the main dish.



04 | Instructional Delivery and Sequencing

Notes

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OVERVIEW

OF THE LESSON

- The Get Your C.R.A.P. Together with Canva workshop blends demonstration, discovery, and design.
- Facilitators model key design principles, then guide participants through a hands-on creation challenge that turns theory into action.
- By the end of this 60-minute session, participants will have:
 - Explored Canva's tools and shortcuts.
- Applied C.R.A.P. principles (Contrast, Repetition, Alignment, Proximity) to their own designs.
- Shared, reflected, and received peer feedback using the micro-rubric.

Tip for facilitator:



This is not a lecture. It's a design lab!
We learn by creating, not by sitting still.

OVERVIEW

SEQUENCE OF ACTIVITIES

Phase	Slides	Focus / Description	Facilitator Actions	Participant Actions	Time
1. Welcome & Warm-Up	1-8	Kick off the workshop, set expectations, and check Canva access.	Welcome participants, introduce the session purpose and objectives, ensure all participants are logged in to Canva and connected to Wi-Fi, and conduct a short confidence poll or discussion.	Log in to Canva, respond to poll, and engage in the group discussion.	5 min

OVERVIEW

SEQUENCE OF ACTIVITIES

Phase	Slides	Focus / Description	Facilitator Actions	Participant Actions	Time
2. Exploring Canva	9–15	Tour Canva’s interface (Home Page, Top Bar, Side Menu).	Demonstrate key areas: Search Bar, Templates, Design, Elements, and Text. Encourage participants to refer to their Student Guide for further details.	Follow along and locate each feature on their own Canva account.	8 min

OVERVIEW

SEQUENCE OF ACTIVITIES

Phase	Slides	Focus / Description	Facilitator Actions	Participant Actions	Time
3. C.R.A.P. Design Principles	16–29	Introduce and practice the four design principles: Contrast, Repetition, Alignment, and Proximity.	Present each principle using visual examples, encourage quick observations, and demonstrate how small design changes improve clarity and balance.	Observe, respond to facilitator prompts, and apply principles in their own Canva projects.	12 min

OVERVIEW

SEQUENCE OF ACTIVITIES

Phase	Slides	Focus / Description	Facilitator Actions	Participant Actions	Time
4. Design Challenge	30–32	Apply design principles in a short, hands-on task.	Introduce the challenge: “Design 3–5 slides applying C.R.A.P.” Start the 10-minute Canva Timer and provide guidance as participants work.	Create a short presentation applying the design principles.	10 min

OVERVIEW

SEQUENCE OF ACTIVITIES

Phase	Slides	Focus / Description	Facilitator Actions	Participant Actions	Time
5. Exploring Presentation Tools	33–38	Demonstrate Canva’s exporting, sharing, and presentation features.	Walk through each option step-by-step: Download as PDF, Download as PPT, Share Link, and Present Mode. Highlight the differences between formats.	Follow along and try each export and share option on their own device.	6 min

OVERVIEW

SEQUENCE OF ACTIVITIES

Phase	Slides	Focus / Description	Facilitator Actions	Participant Actions	Time
6. Peer Presentation & Feedback	39	Present and evaluate designs using the rubric.	Explain the rubric categories (Contrast, Repetition, Alignment, Proximity, Creativity, Clarity). Facilitate peer review in pairs or small groups and guide constructive feedback.	Present their work, assess a peer's design using the rubric, and share one positive comment and one suggestion.	6 min

OVERVIEW

SEQUENCE OF ACTIVITIES

Phase	Slides	Focus / Description	Facilitator Actions	Participant Actions	Time
7. Reflection & Wrap-Up	40	Review learning outcomes, gather reflections, and finalize submissions.	Lead closing discussion: “Which principle had the biggest impact on your design?” Summarize key takeaways and remind participants to submit their designs.	Share final reflections and submit Canva link or exported file.	3 min

OVERVIEW

SEQUENCE OF ACTIVITIES & SESSION PACING

Time	Phase	Facilitator Focus & Actions	Tips / Transitions
0–5 minutes	Welcome & Introduction	• Greet participants and introduce the theme: <i>“Get Your C.R.A.P. Together with Canva!”</i> • Quick icebreaker: Ask the first Canva Poll Question (“Have you used Canva before?”). • Check that everyone is online, logged into Canva, and has the Student Guidebook.	“No worries if you’re new. By the end of this session, you’ll be designing like a pro!”
5–15 minutes	Presentation & Guided Exploration	• Start the Canva Interactive Presentation. • Walk through: Dashboard basics, templates, and interface overview. • Show fun shortcuts (“D” = drumroll, “C” = confetti). • Quick interactive poll: “Which Canva feature do you use most?”	Tip: Keep the pace light and engaging. Drop in Canva “hacks” and show effects live!

TRAINING

SESSION PACING

Time	Phase	Facilitator Focus & Actions	Tips / Transitions
15–40 minutes	Guided Design & Practice	• Introduce the Design Challenge: Create a 2–3 slide mini-presentation applying at least two C.R.A.P. principles. • Encourage participants to explore templates and customize. • Walk around (if in-person) or monitor (if virtual) to assist.	“Remember: Contrast makes it pop, alignment keeps it clean, and proximity helps your ideas connect!”
40–45 minutes	Presentation & Verbal Feedback	• Have participants share their mini-presentations with a peer or small group. • Provide quick feedback using the Micro-Rubric. • Celebrate creativity • Use a “mic drop” or “confetti” animation for standout slides.	“That’s a slide worthy of a Canva celebration (cue the confetti!)”
55–60 minutes	Reflection & Wrap-Up	• Lead a short verbal reflection: “What’s one new Canva hack or C.R.A.P. principle you’ll use this week?” • Summarize the key takeaways. • Thank participants and remind them to share their exported PDFs or slides.	“Your designs tell stories, keep exploring, experimenting, and sharing!”

OVERVIEW

STEP-BY-STEP

Facilitator Actions / Process	PPT Slide(s)	Facilitator Notes & Cues
Welcome Participants (0–2 min)	Slide 1 Title: <i>Get Your C.R.A.P. Together with Canva</i>	Greet the group with enthusiasm.Explain that this session will help them turn “chaotic slides” into confident, professional designs.Encourage smiles and energy .This is a fun session! Say: “Today we’re not just designing ...we’re learning to <i>design with purpose.</i> ”
Set the Agenda (2–3 min)	Slide 2 <i>What We Will Talk About</i>	Briefly outline the workshop flow: Introduction → Canva Tools → C.R.A.P. Design Principles → Design Challenge → Peer Presentation → Wrap-Up. Emphasize that this is an interactive session, not a lecture.
Introduce the Facilitator (3–4 min)	Slide 3 <i>Trainer</i>	Share a short personal intro (1–2 sentences): your background, why you love visual design and teaching. Say: “I used to build text-heavy slides too...until I learned the power of C.R.A.P.!”

OVERVIEW

STEP-BY-STEP

Facilitator Actions / Process	PPT Slide(s)	Facilitator Notes & Cues
Present the Training Objective (4–5 min)	Slide 4 <i>Our Training Objective</i>	Review the main goal: to help educators apply C.R.A.P. principles using Canva for clean, engaging visuals. Reassure participants that no design experience is required (just curiosity).
Highlight Training Benefits (5–6 min)	Slide 5 <i>Training Benefits</i>	Walk through each benefit light-heartedly: • Slides that look modern • C.R.A.P. confidence • Work smarter not harder • Staff-room street cred • Happier students. Encourage a laugh with: “Who’s ready to retire their 2010 PowerPoint slides?”
Preview Topics (6–7 min)	Slide 6 <i>Topics Covered</i>	Introduce the three main segments: • Canva Basics • C.R.A.P. Principles • Design & Present Ask participants to note which area they’re most excited to improve.

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
9	Canva Visual Suite (Home Page Overview)	Welcome participants to Canva's dashboard. Point out Your Designs , Templates , Canva AI , and the Search Bar . Say: "Think of this as your creative home base, where every idea begins."	Follow along on their own Canva homepages; locate each button as facilitator highlights it.	1 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
10	Your Designs	Demonstrate opening “Your Designs.” Show previously made examples. Explain it’s like a digital portfolio.	Click on <i>Your Designs</i> to view their own saved projects (if any).	1 min
11	Templates	Click on <i>Templates</i> and search for “Presentation.” Show how to select and preview a template. Say: “Pick one you like and make it yours.”	Browse templates; note how to open and customize them.	1 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
12	Canva AI (Optional)	Briefly demonstrate <i>Magic Write</i> or <i>Magic Media</i> . Say: “Canva AI can brainstorm ideas or auto-resize your designs.”	Watch demo; (optional) try Magic Write if time permits.	1 min
13	Search Bar	Highlight the Search Bar; type “Education Template” live. Explain filters and categories.	Practice searching for a template or icon.	1 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
14	The Top Bar	Show File ► Resize ► Editing ► Undo/Redo ► Share. Say: “This is your command center for quick edits and presenting.” Note: More details in Student Guide.	Observe and take note of top bar functions on their screen.	1 min
15	The Side Menu	Highlight Design, Elements, and Text icons. Say: “These are your design superpowers for today’s session. We’ll use them in our challenge.” Remind: “Your Student Guide has the juicy details for everything else.”	Open each tool (Design, Elements, Text) to familiarize themselves with the panels.	2 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
16	C.R.A.P. Introduction	Introduce the concept: “No, it’s not what you’re thinking; it stands for Contrast, Repetition, Alignment, and Proximity ; your new best friends in design!” Show the acronym slide.	Listen and laugh; note down each design term in Student Guide (if not already prefilled).	1 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
17-19	C – Contrast	Open with Slide 17 (Contrast title). Explain: “Contrast makes elements stand out; color, size, font, or shape differences guide the viewer’s eye.” Show example from slides. Ask: “Which slide looks easier to read and why?”	Respond verbally or in chat; identify where contrast is used effectively.	2-3 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
20-22	R — Repetition	Transition: “Repetition builds familiarity, it’s like giving your design a rhythm.” Show good vs. bad repetition examples (Slide 20-22). Emphasize consistency in fonts, colors, and shapes.	Observe examples and discuss what feels cohesive or cluttered.	2-3 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
23-25	A – Alignment	Explain: “Alignment creates order, it’s what makes a slide look clean and professional instead of chaotic.” Demonstrate aligning text boxes and shapes in Canva. Use live demo if possible.	Practice aligning one text box or shape in their Canva file.	2–3 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
26-28	P – Proximity	Introduce Proximity: “Things that belong together should be close together, that’s how your brain organizes information visually.” Show grouped vs. scattered elements.	Adjust layout on their design: move related items closer together.	2-3 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
29	Summary / Reflection	Recap all four principles. Say: “Together, C.R.A.P. helps your slides go from chaos to clarity.” Ask participants to pick one principle they’ll focus on improving today.	Share quick reflections verbally or in chat; note focus area in Student Guide.	1–2 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
30	Main Page Template Design	Introduce the activity: “Here’s your blank canvas, choose a template that fits your content idea.” Briefly recap: “Remember to apply C.R.A.P.: Contrast, Repetition, Alignment, and Proximity.”	Open Canva and choose a presentation template from the homepage.	2 min
31	Bad vs. Good Examples	Show side-by-side slides. Ask: “What makes the right-hand slide more effective?” Guide them to identify contrast, consistency, and spacing.	Observe and discuss what visual improvements stand out.	2 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
32	Activity: Design Challenge (3–5 Slides)	Announce: “Now it’s your turn! Create 3–5 slides using the C.R.A.P. principles we just practiced.” Start Canva Timer (10 minutes) . Walk around or check in online. Encourage participants to ask questions.	Work independently on their slides. Use Contrast, Repetition, Alignment, and Proximity intentionally.	10 min
33	Presentation Exploration (Main Page)	Invite participants to return to Canva’s homepage after finishing. Say: “Let’s explore how to polish and present your work.”	Navigate to their completed design in Canva.	1 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
34	Quick Demo: Download as PDF	Demonstrate step-by-step: File → Download → Select “PDF Standard” → Download. Explain when to use PDF format (sharing or printing).	Follow along and try exporting one slide as a PDF.	2 min
35	Quick Demo: Download as PPT	Repeat demo: File → Download → “Microsoft PowerPoint (.pptx)”. Explain: “This lets you reuse your Canva designs in PowerPoint if needed.”	Practice downloading their design as a PowerPoint.	1–2 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
36	Quick Demo: Share Link	Show how to click <i>Share</i> → <i>Copy Link</i> . Explain privacy options (View only, Edit, Template link).	Practice copying their share link and pasting it in chat or notes.	2 min
37	Quick Demo: Present Mode	Click <i>Present</i> → <i>Standard</i> or <i>Autoplay</i> . Explain the different modes (Standard, Autoplay, Presenter View).	Practice entering presentation mode.	2 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
38	Enter Presentation Mode (Main Page)	Guide everyone: “Click ‘Present’ on your own project. We’ll now share a few designs live.”	Enter presentation mode on their own device. Prepare to present to peers.	1 min
39	Peer Presentation & Feedback	Organize pairs or small groups. Explain rubric: “Give your partner 1 star for each principle they used well - C, R, A, and P!” Display rubric or reference Student Guide. Encourage positive, constructive feedback.	Present to a partner or small group. Evaluate each other’s slides using rubric and verbal feedback.	5–6 min

OVERVIEW

STEP-BY-STEP

Slide #	Slide Title / Focus	Facilitator Actions	Participant Actions	Time
40	Recap, Review & Submission	Facilitate final reflection: “What did you learn about design that surprised you today?” Summarize the session goals and remind them to submit their final designs to the shared folder or platform.	Share reflections verbally or in chat. Submit completed slides.	2–3 min



05 | Assessment of Learning

Notes

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PRE-ASSESSMENT

BEFORE

Purpose: Gauge participants' familiarity with Canva and their current understanding of design principles.

When: During the introduction section (Slides 6–8).

Tool / Method	Facilitator Actions	Participant Actions
Guided Questions	After each design principle (Contrast, Repetition, Alignment, Proximity), ask reflective prompts like: “Where could you use this in your slide?”	Respond verbally or apply the principle immediately in Canva.
Peer Observation / Feedback	Encourage participants to view a neighbor's slide and comment on one principle they see used effectively.	Share constructive peer feedback and make live edits.
Facilitator Observation	Circulate, check for engagement and correct use of principles, and offer quick tips.	Ask questions, adjust designs, and implement feedback.

FORMATIVE

DURING

Purpose: Check understanding of C.R.A.P. principles and application throughout the session.

When: During the C.R.A.P. Design Principles and Design Challenge sections (Slides 16–32).

Tool / Method	Facilitator Actions	Participant Actions
Quick Poll / Warm-Up Discussion	Ask: “When you open Canva, what’s your biggest design challenge?” (Options: templates, layout, color, or alignment). Encourage open sharing to set a relaxed tone.	Respond verbally or via poll. Reflect on current design habits or frustrations.
Observation	Note confidence levels, participation, and initial comfort using Canva.	Engage and express prior experience honestly.

SUMMATIVE

AFTER

Purpose: Evaluate learners' ability to independently apply design principles to produce a professional-quality presentation.

When: During Peer Presentation & Wrap-Up (Slides 39–40).

Tool / Method	Facilitator Actions	Participant Actions
Rubric Evaluation (from Implementation Guide)	Display or distribute the C.R.A.P. Design Rubric. Each learner presents their 3–5 slide design to a peer or small group.	Present their Canva project and self-assess using the rubric.
Peer Review	Encourage supportive peer scoring based on rubric categories: Contrast, Repetition, Alignment, Proximity, Creativity, and Clarity.	Evaluate a partner's work, providing one positive note and one suggestion.
Reflection & Submission	Lead a short debrief: "Which C.R.A.P. principle did you find most powerful and why?" Collect final Canva links or PDFs.	Share takeaways and submit final design via link or file upload.

SUMMATIVE

RUBRIC

Criteria	3 – Proficient	2 – Developing	1 – Beginning
Application of C.R.A.P. Principles	Demonstrates at least 2 principles clearly	Demonstrates 1 principle partially	Minimal or incorrect use
Layout & Visual Balance	Slides are cohesive and well-aligned	Minor spacing or contrast issues	Disorganized or hard to read
Export & Sharing	Successfully exports and shares PDF and Presentation	Minor export issues	Unable to export correctly
Verbal Reflection	Explains design choices clearly and confidently	Some clarity in reasoning	No meaningful reflection

Scoring Guide:

- 12–15 points = Expert Designer
- 8–11 points = On the Right Track
- 5–7 points = Needs Refinement

SUMMATIVE

RUBRIC

Assessment Alignment Justification

Learning Goal / Task	Objective Alignment	Assessment Instrument	Measured Domain	Evidence of Alignment
Develop familiarity with Canva tools and features	Navigate Canva workspace and identify basic tools	Interactive Canva Poll	Cognitive + Affective	Poll results show collective awareness of tools and principles.
Apply C.R.A.P. design principles effectively	Use at least 2 principles in a slide design	Micro-Rubric	Cognitive + Psychomotor	Evaluates practical application and layout balance.
Export and share presentations accurately	Save and share final presentation in PDF and presentation format	Micro-Rubric	Psychomotor	Confirms ability to export and share files correctly.
Build confidence in applying Canva professionally	Reflect on learning and self-efficacy through verbal sharing	Micro-Rubric (Reflection criterion)	Affective	Reflection demonstrates confidence and self-awareness.

Notes

[illegible]

**Lead with creativity.
Guide with confidence.
Get your C.R.A.P. together.**