



*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**



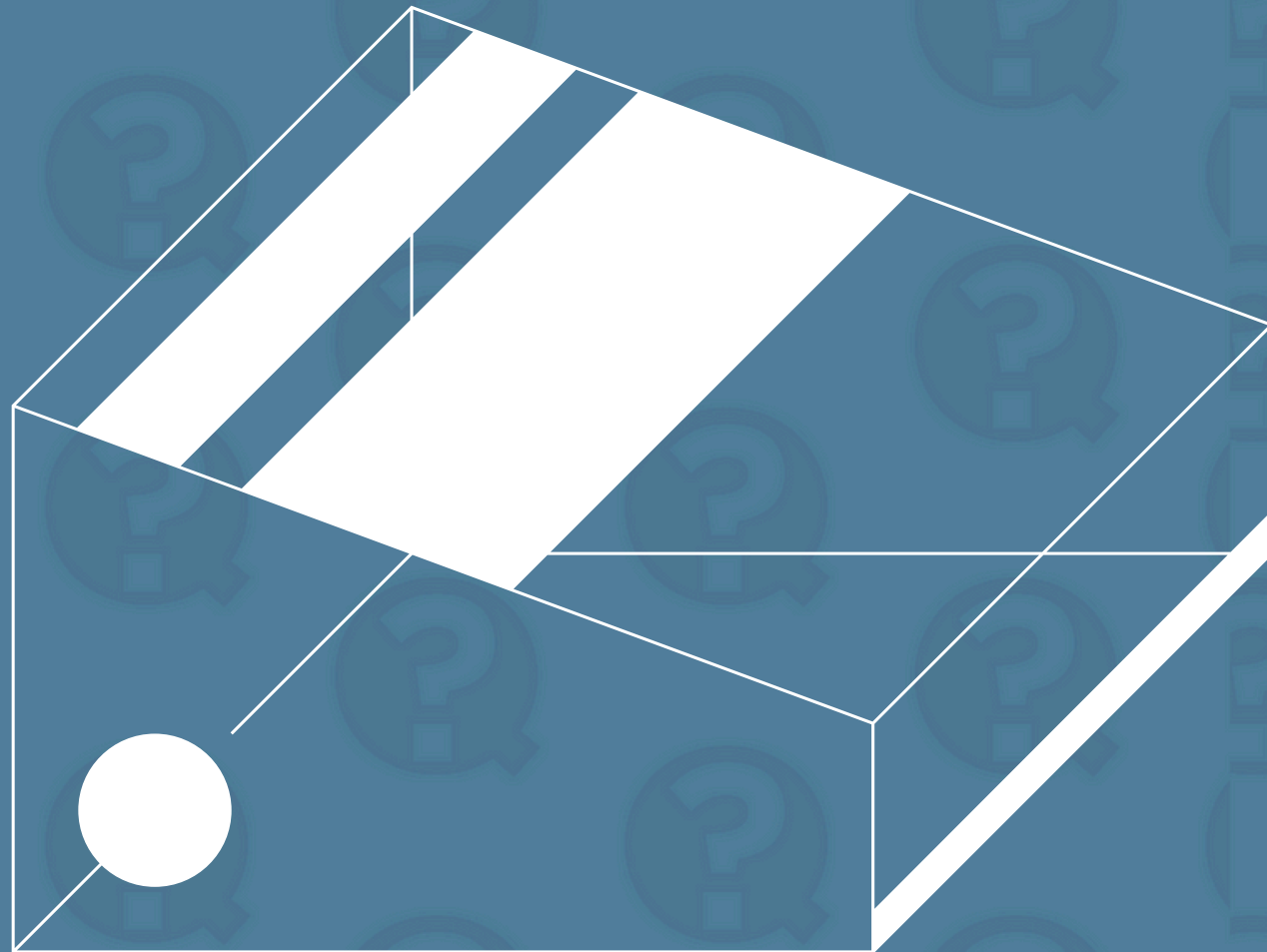
# Why to use Canva

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.

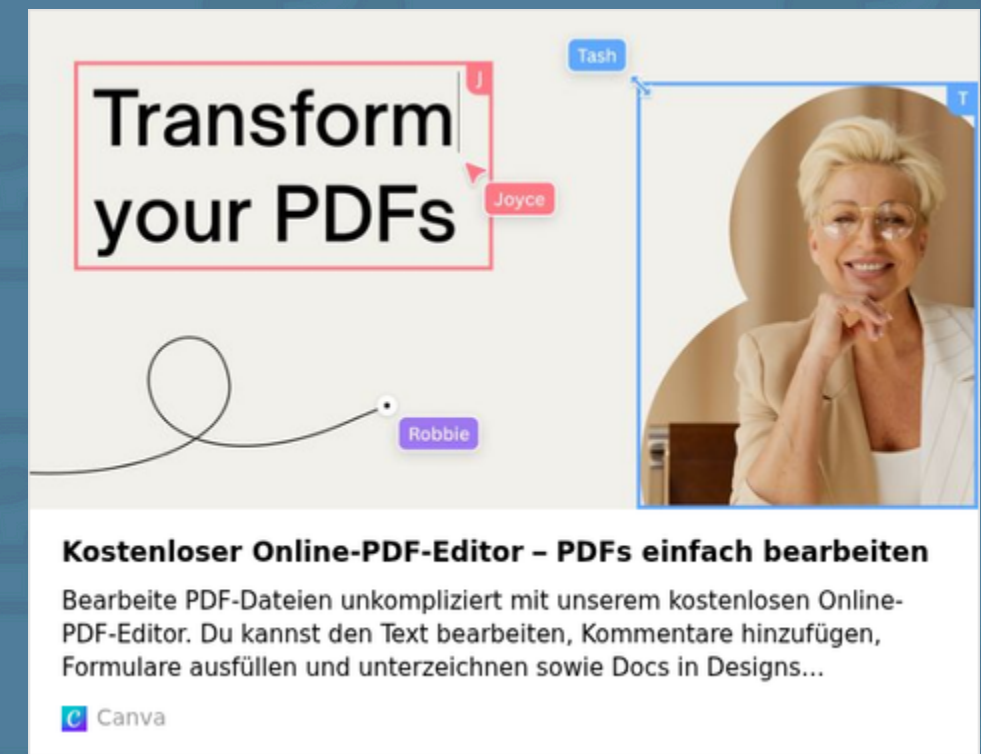




# How to use Canva?

## 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.





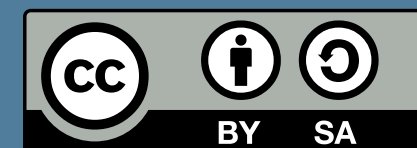
# Additional Links:

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

[Digitise project tutorial](#)

# ? yourself

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

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