



Canva (Tech Time) Training Agenda

Duration: 45 Minutes

Objective: Teachers will learn how to organize their digital workspace with folders, utilize pre-made templates to save planning time, and create a centralized weekly hub for students.

● 00:00 - 00:10 | Welcome & The "Why" of Digital Organization

- **Opening Hook:** Get teachers on the whiteboard to add their challenges and questions

● 00:10 - 00:25 | Part 1: Decluttering & Folder Architecture (Live Demo)

- **The Master Plan:** Demonstrate how to set up a clean, standardized folder system for the upcoming school year.
- **Folder Structure Recommendation to Show:**
- **Home-Projects-(+) sign-Create Folder**
 - Move projects: either open folder or 3 dots on project
 - 2026 - [Subject/Grade Level]
 - 01 - Weekly Lesson Agendas
 - 02 - Classroom Presentations (e.g., *Earth's Rock Layers slides*)
 - 03 - Student Templates & Handouts (e.g., *Gratitude Board activities*)
- **Activity:** Give teachers 3 minutes to log into their workspace and create their initial master folder structure for one subject.

● 00:25 - 00:45 | Part 2: Streamlining with Templates & Interactive Tools:

Click on the Home Icon

- **Template Exploration:** Show teachers how to use the **Templates** tabs to search for grade-specific lesson plans, posters, and worksheets so they never have to start from scratch.
 - Play around in the templates tab (ex. Search: 6th grade water cycle)
 - Customize the template
 - **How To Share:**
 - Assign Button: Either through Canva (need classes created) or Google Classroom (need to link)
 - Share Button: Better for adult sharing
 - Printing: File-Print-Use my printer
 - **Collaboration Showcase:** Show where I got the link from and how I created the QR code for Parking Lot
 - Click on Share-Change Access Level-Personalize Link (after pasted you can right click to edit link)
 - Copy link -paste into QR Code creator
 - **The Weekly Agenda:** Show teachers how to create a single, centralized document or slide deck that outlines the entire week's goals, daily warm-ups, activities, and homework assignments.
- ## ● Q&A, Reflection & Next Steps: Look back at Parking Lot
- **Takeaway Action Item:** Challenge each teacher to build and organize just *one* upcoming week's worth of materials into their new folder system before the next school week begins.