COURSE NAME: Canva Education for Teachers and Students

DATES/TIMES: Spring 2024

CREDIT HOURS: One graduate credit.

INSTRUCTOR: Caroline Maloney  
(978) 270-3952

LOCATION: Online

COURSE DESCRIPTION:
This 4 week course will introduce teachers to the use of Canva for Education as a powerful tool to promote creativity and enhance student learning. Participants will learn how to use Canva’s features and tools to create engaging educational materials that support student creativity and learning, including infographics, posters, and engaging presentations that include screencast tools. The course will also explore how to integrate Canva into classroom activities and assignments to foster critical thinking and problem-solving skills.

Learning Outcomes:
Participants will:
- Understand the features and tools of Canva
- Learn how to use Canva to promote creativity and enhance student learning
- Explore best practices for integrating Canva into classroom activities and assignments
- Develop skills for creating interactive and multimedia products

MA Framework Digital Literacy and Computer Science standards:
- Individually and collaboratively, use advanced tools to design and create online content (e.g., digital portfolio, multimedia, blog, webpage).
- Use digital tools to design and develop a significant digital artifact
- Select digital tools or resources based on their efficiency and effectiveness to use for a project or assignment and justify the selection.

COURSE EXPECTATIONS:
- Online attendance is mandatory which includes posting several times a week to the discussion board
- Participants will be expected to complete the weekly assignments on time which will include readings, video viewing, written responses and participating in a class discussion.
- A final project is required and due before the end of the course
Course Materials:
Access to the free Education version of Canva Education [https://www.canva.com/education/](https://www.canva.com/education/)
You need an educational institution email or google account to sign up for the free Education version.

COURSE OUTLINE:

**WEEK ONE: Introduction to Canva**

- Overview of Canva's features and tools
- How to navigate the Canva interface
- Creating a teacher account and setting it up
- Setting up student spaces (syncing with Google Classroom)
  Assignment: Create your account (if you haven’t already). Create a doc about your class. You can be like a syllabi or just an informative sheet about your class. One page.

**WEEK TWO: Designing Infographics and Posters and Flyers**

- Best practice for creating Infographics, Posters and Flyers
- Creating templates and custom designs
- Incorporating multimedia and interactive elements
  Assignment: Create a poster or flyer sample on a topic that is part of your curriculum

**WEEK 3: Creating Presentations and slideshows**

- Tips for creating effective presentations and slideshows
- Student sharing and collaboration on a group project
- Customizing templates and designs
- Adding multimedia and interactive elements
  Assignment: Create a more advanced presentation that includes video or a screencast

**Week 4: Fostering creativity and Critical Thinking with Canva**

- Creating classroom activities and assignments that promote creativity and critical thinking using Canva
- Work on the Final Project

Assessment/Grading Criteria:

- Participation in weekly discussions and activities (40%)
- Creation of sample educational materials using Canva (Weekly Assignments 30%)
- Final project demonstrating the application of Canva in a classroom activity or assignment that promotes creativity and critical thinking. (30%)
Weekly discussion board participation 40%

### Grading Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
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</table>
| **Initial Post**                  | 20 to +15.0 pts **Excellent**
Post fully addresses the topic and question. Demonstrates a proficient understanding and is engaging. Student asks questions to stimulate the discussion. | 20 pts |
| 15 to +10.0 pts **Competent/Good** Post shows understanding and explanation to topic and question. Posts an adequate question to the group if applicable.                                |     |
| 10 to +5.0 pts **Proficient/Acceptable** Post lacks understanding or detail to the topic and question. Student forgets to post a question if required.                          |     |
| 5 to -0 pts **Inadequate** Post not tied to topic or relevant. Shows little effort or understanding to topic.                                             |     |
| **Additional postings/responses within discussions** | 20 to +15.0 pts **Excellent**
Student responds to at least 3 other posts. Posts refer to what others have written, provides details from information gathered within the course, and encourages new ideas. | 20 pts |
| 15 to +10.0 pts **Competent/Good**
Responds to 2-3 posts, but lacks detail and information gathered, encourages some new ideas.                                                                |     |
| 10 to +5.0 pts **Proficient**
Responds to only 1 post with adequate detail.                                                                                                           |     |
| 5 to -0 pts **Inadequate** Responds to only 1 post but with lack of detail.                                                                                    |     |
| **Information/Details**           | 20 to +15.0 pts **Excellent**
Post meets the 150-200 words requirement. Post is detailed and relevant to weekly reading and information.                                               | 20 pts |
| 15 to +10.0 pts **Competent/Good**
Post completed with some information and relevance. 100-150 words                                                                                      |     |
| 10 to +5.0 pts **Proficient**
Post is adequate, but lacking detail. Less than 100 words                                                                                               |     |
| 5 to -0 pts **Inadequate** Less than 50 words, does not refer to what others have written.                                                                     |     |
| **Clarity and Mechanics**         | 20 to +15.0 pts **Excellent**
Contributes to discussion with clear, concise comments formatted in an easy to read style that is free of grammatical or spelling errors.                                                                 | 20 pts |
| 15 to +10.0 pts **Competent/Good**
Contributes to discussion with clear, concise comments formatted in an easy to read style with very few grammatical or spelling errors.                             |     |
| 10 to +5.0 pts **Proficient** Posts are adequate with clarity, some grammar or spelling errors.                                                               |     |
| 5 to -0 pts **Inadequate** Post is lacking clarity and several grammar/spelling errors. Student not reviewing work before submitting                                  |     |
| **Punctuality**                   | 20 to +15.0 pts **Excellent**
Initial post and response posts are submitted on time.                                                                                                   | 20 pts |
| 15 to +10.0 pts **Competent/Good**
The initial post is submitted 1-2 days late. Response posts on time.                                                                                   |     |
| 10 to +5.0 pts **Proficient** The initial post is submitted 3 or more days late. Response posts on time.                                                            |     |
| 5 to -0 pts **Inadequate** Both initial and response posts are late but within 3 days of due date.                                                                |     |

Total Points: 100
Weekly homework assignments 30%

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exemplary</th>
<th>Proficient</th>
<th>Developing</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information &amp; Details</td>
<td>The design exhibits exceptionally innovative and original ideas, demonstrating a high level of creativity.</td>
<td>The design demonstrates some creative elements and ideas, showing an effort to think outside the box.</td>
<td>The design lacks originality and creativity, relying on common and predictable elements.</td>
<td>The design is unoriginal and does not showcase any creative elements.</td>
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<tr>
<td>Level of Content</td>
<td>The design effectively incorporates various design elements to convey a clear message or purpose, demonstrating a high level of critical thinking.</td>
<td>The design shows a thoughtful approach in incorporating design elements to convey a message or purpose.</td>
<td>The design lacks a clear and cohesive message or purpose, indicating limited critical thinking.</td>
<td>The design does not demonstrate any attempt to incorporate design elements effectively or convey a message.</td>
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<td>Use of Resources; Readings and Websites</td>
<td>A wide range of Canva tools and features are used proficiently and purposefully, showcasing advanced skills.</td>
<td>A variety of Canva tools and features are used adequately and appropriately to enhance the design.</td>
<td>Only basic Canva tools and features are utilized, with limited proficiency and relevance to the design.</td>
<td>The use of Canva tools and features is minimal or non-existent, indicating a lack of understanding or effort.</td>
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<td>Clarity and Mechanics</td>
<td>The design is well-structured, with a clear hierarchy of information and visual elements, making it easy to follow and understand.</td>
<td>The design demonstrates a decent organization of information and visual elements, allowing for ease of understanding.</td>
<td>The design lacks a clear organization, making it somewhat challenging to follow or comprehend.</td>
<td>The design is disorganized and lacks structure, making it difficult to understand or navigate.</td>
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<tr>
<td>Punctuality</td>
<td>The design exhibits exceptional visual appeal, with a harmonious combination of colors, fonts, and imagery, creating an engaging and visually pleasing composition.</td>
<td>The design shows a good sense of aesthetics, with an appealing combination of colors, fonts, and imagery, creating an attractive composition.</td>
<td>The design lacks visual appeal, with a limited or unbalanced combination of colors, fonts, and imagery, resulting in a less engaging composition.</td>
<td>The design is visually unappealing, with an incoherent combination of colors, fonts, and imagery, making it unattractive.</td>
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Final Project 30%
Grades by points:
94-100: A 90-93: A-
87-89: B+ 83-86: B
80-82: B- 77-79: C+
73-76: C 70-72: C-

Academic Honesty Policy:
Integrity is essential to academic life. Consequently, students who enroll at Framingham State University agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published policies and procedures regarding academic honesty. Academic honesty requires but is not limited to the following practices: appropriately citing all published and unpublished sources, whether quoted, paraphrased, or otherwise expressed, in all of the student's oral and written, technical and artistic work. Please refer to the academic honesty policy in the FSU Graduate Catalog, Student Conduct section on page 21.

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Framingham State University offers equal opportunities to all qualified students, including those with disabilities. The University is committed to making reasonable accommodations as necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Disability/Access Services works with students with ADD/ADHD, learning and psychiatric disabilities, students with mobility disabilities, students who are blind or low vision, students who are d/Deaf or hard of hearing, and students with chronic medical conditions. Please refer to the link below for more information: https://www.framingham.edu/academics/center-for-academic-success-and-achievement/disability-access-services/index

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